



CADIZ CITY

CITIZEN'S CHARTER

2nd Edition 2025





CADIZ CITY

CITIZEN'S CHARTER

2025 (2nd Edition)



Republic of the Philippines
City of Cadiz
OFFICE OF THE CITY MAYOR



EXECUTIVE ORDER NO. SGE-008-2025
Series of 2025

**AN ORDER MANDATING THE REVISION OF CADIZ CITY CITIZEN'S
CHARTER AND FOR OTHER PURPOSES**

WHEREAS, the Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes otherwise known as Republic Act No. 11032 declared the policy of the State to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government;

WHEREAS, in accordance with policy, local government units have been mandated by RA 11032 to set up current and updated service standards to be known as the Citizen's Charter in the form of information billboards which should be posted at the main entrance of offices or at the most conspicuous place, in their respective websites and in the form of published materials written either in English, Filipino, or in the local dialect;

WHEREAS, the different departments of the City of Cadiz delivering government services have formulated and established their own systems and procedures in transacting business within their respective offices;

WHEREAS, the City of Cadiz have incorporated and consolidated the services, systems and procedures of the different departments delivering government services into the "CADIZ CITY CITIZEN'S CHARTER";

WHEREAS, it is the leadership's desire for the City of Cadiz, and its constituents, to reap the benefits that the implementation of a Citizen's Charter may brought about, such as, less cost of public service delivery, reduce vulnerability to graft and corruption, availability of feedback mechanism, existence of basis for assessing the performance of the city government and its personnel, as well as customer satisfaction, equal treatment of customers, availability of complaints and redress mechanism, and opening opportunity for people participation in service improvement, among others;



NOW THEREFORE, I, SALVADOR G. ESCALANTE, JR., Mayor of Cadiz City, and by virtue of the powers vested in me by law, order as follows:

Section 1. **THE REVISED CADIZ CITY CITIZEN'S CHARTER.** The Cadiz City Citizen's Charter is hereby amended as the official document containing the service standards and the pledge that communicates in simple terms, information on the services that the City provides to its constituents and other government agencies.

The Cadiz City Citizen's Charter describes the step-by-step procedures for availing a particular service and the guaranteed performance level that the constituents and other government agencies may expect for that service;

Section 2. **ADOPTION AND IMPLEMENTATION.** All department and offices of the City Government of Cadiz are hereby ordered and directed to adopt and implement the "CADIZ CITY CITIZENS CHARTER" within their respective departments of offices.

Section 3. **REPEALING CLAUSE.** Previous orders, directives or memoranda which are inconsistent with this order are hereby considered repealed or amended accordingly.

Section 4. **EFFECTIVITY AND SEPARABILITY.** This Order shall take effect immediately. Any part of this Order that may be declared void by a court of competent jurisdiction shall not invalidate the parts not affected.

March 25, 2025 Cadiz City, Negros Occidental.


SALVADOR G. ESCALANTE, JR.
City Mayor



II. Vision

“Cadiz, a gateway and premier city with a diverse and globally competitive economy that promotes inclusive sustainable growth, productive ecosystem. Disaster-resilient communities and infrastructures, led by accountable and effective governance under the guidance of Almighty GOD.”

III. Mission

“We aim to strengthen the city’s fiscal management system, promote people active participation and develop a culture of cooperation from among the major stakeholders in the implementation of economic development programs and sustainable delivery of basic services towards a sound and progressive economy.”

IV. Service Pledge

We, the Cadiz City government officials and employees, commit ourselves to our respective duties and responsibilities to ensure the best delivery of all frontline services to provide to our people. We shall faithfully perform our assigned task pursuant to the set of standards expressed in our citizen’s charter, issuances and regulation.

This we pledge to develop the trust and confidence of our constituents and to promote greater community support and involvement in local governance.



LIST OF SERVICES

CITY MAYOR'S OFFICE

External Services

Executive Division

1. Giving of Free Medicines 2
2. Issuance of Trip Ticket 2
3. Processing of Financial Assistance 4

Sports Division

1. Request for Sports Supplies and Equipment for Donation/Assistance 7
2. Sound System Services 8
3. Request for Utilization of Cadiz Arena 10
4. Request for Utilization of Other City Sports Facilities 13
5. Request for Sports Office Multi-purpose Vehicle 14

Cadiz City Educational Program

1. Educational Assistance Program 17

Touris Promotion Development & Culture and Arts Division

1. Accreditation of Tourism Oriented Establishments and other
Tourism Related Enterprises 20
2. Issuance of Local Accreditation Certificate for Primary and
other Tourism Related Establishments (Annual Pre-requisite for
Issuance of Business Permit by the BPLO) 21
3. Tourists Itinerary Assistance 22
4. Research & Information Assistance 23
5. Seminars & Trainings Request for Tourism Related Establishments 24
6. Mannequin Display 25

Cooperative Development Division

1. Provision of Livelihood Financial Loan Assistance for the
Projects of Cooperatives and Associations 28
2. Collection of Livelihood Financial Loan Assistance and
Issuance of Certificate of Full Payment 33
3. Conduct Relevant Training s/Seminars and Facilitate the
Organization of Mandatory Training s/Seminars to
Cooperatives and Association 34

Information Management Division

1. Information Desk 38
2. Public Assistance & Complaint Desk (PACD) 39
3. Media Coverage and Documentation 41

Cadiz Housing Authority Division

1. Provision and Relocation of Housing Units To Qualified Beneficiaries 44
2. Issuance of Certificate of Occupancy To Beneficiaries 46
3. Issuance of Certificate of Occupancy to Beneficiaries
Applying for Business Permit 48



LIST OF SERVICES

Inspection and Verification Committee

1. Inspection & Verification of Availment of Assistance (Goods) 51

Cadiz Tricycle Franchising and Regulatory Division

1. Issuance of Franchise and Mayor's Permit for Qualified Tricycle Drivers and Operators. 53
2. Cancellation / Cessation of Franchise and Mayor's Permit 57
3. Change Motor/Unit 59
4. Change Ownership 61

CITY ADMINISTRATOR'S OFFICE

External Services

Business Permits & Licensing Division

1. One Stop Shop Registration 63
2. Retirement of Business 73
3. Securing Mayor's Clearance and Certificate of Good Moral Character 74
4. Securing Mayor's Permit for holding a benefit Dance, Disco and other similar activity 75
5. Securing Mayor's Permit for the Transport of Scrap Iron, Empty Bottles & Plastic Materials 77
6. Securing Mayor's Permit to conduct motorcade/parade or procession 78
7. Securing Mayor's Permit on all advertising and Promotional Activities 80
8. Securing Mayor's Permit for the transfer of cadaver to other localities 82
9. Securing Mayor's Permit for the Exhumation of Tomb 83
10. Securing Mayor's Permit using government owned buildings and other facilities 85
11. Securing Mayor's Permit for the temporary use of roads, streets, sidewalks, alleys, plazas & playground 86
12. Securing Mayor's Permit for the registration of fishing boats or motor boats (3 gross tons below) 88
13. Securing Mayor's Permit for the delivery truck, van or vehicle 89
14. Securing Mayor's Permit for Peddler 91

Administrative Division

1. Signing of Checks 169
2. Communications, Endorsement Letters (External Service) 170

Human Resources Management Division

1. Job Applications 173
2. Issuance of Service Record and Certificate 175
3. Terminal Leave Application 177
4. Issuance of Leave Credits earned and Leave Credits Certification 178
5. Job Order and COS processes 180
6. Employee's Clearance 181
7. Requests and Queries 182



LIST OF SERVICES

Local Economic and Development Investment Promotion Division

1. Application for Investment Incentive Registration	185
2. Application for MSME Registration	187
3. Assistance for Printing of Product Labels	188
4. Layout of Product Labels	189
5. Request for Live Coverage	190
6. Request for Event Documentation	191

OFFICE OF THE CITY CIVIL REGISTRAR

External Services

1. Applying for Correction of Entries Under OCRG Memorandum Circular 2010-04	194
2. Applying for a Marriage License	196
3. Applying for Supplemental Report	201
4. Availment of RA 9255	204
5. Birth Registration	208
6. Death Registration	215
7. Endorsement of Civil Registry Record to the Civil Registrar General (Records not available in the archive of PSA but with record in the LCR Office.)	217
8. Facilitate Request for Transfer of Wrongly Registered Birth Under Memorandum Circular 91-6	220
9. Filing of Petition for Change of First Name (CFN) or Correction of Clerical Error/s (CCE) (RA 9048) (RA 10172)	223
10. Marriage Registration	229
11. Out of Town Delayed Registration of Birth	232
12. Processing of Request for Civil Registry Document in Security Paper (SECPA) through BREQS.....	236
13. Provision of Statistical Reports and other Civil Registry Data	238
14. Registration of Court Orders/Decrees	240
15. Registration of Legal instrument/Legitimation of Natural Child	243
16. Transcription/Issuances of Records of Birth, Marriage and Death	246

CITY TREASURER'S OFFICE

External Services

Business Tax, Fees, & Other Charges Division

1. Issuance of Community Tax Certificate (Individual/ Business/Corporation)	249
2. Collection of Miscellaneous Fees & Charges	253
3. Assessment and Collection of Business Tax and Regulatory Fees for Issuance of Business Permit	278
4. Issuance of Certification for Retirement of Business	340
5. Assessment and Payment of Motorized Tricycle Operator's Permit (MTOP) (New & Renewal) - Private, Utility and For Hire	344
6. Issuance of MTOP Plate and Sticker	346
7. Processing of Certificate for Retirement of Motorized Tricycle Operator's Permit (MTOP)	347



LIST OF SERVICES

8. Assessment and Payment of Registration of Motorboats with Engine (New & Renewal)	349
9. Assessment and Payment of Bicycle and Pushcart Registration	351
10. Payment of Peddler's Permit	352
11. Payment of Special Permits (Parade, Motorcade, Benefit Dance, Transport of Goods)	353
12. Payment of Promotional Permits (Streamers, Billboards, Tarpaulin, Posters)	354
13. Payment of Cadiz City Arena Rental	356
14. Payment of Balay Cadiznon Building Rental	357
15. Collection of Other Local Taxes	360
16. Collection of Payment for Transfer Tax	361

Market Collection Unit

1. Issuance of Certification of No Delinquency on Market Stall Rental Fees	362
2. Payment of Market Peddler's Permit	364
3. Payment of Slaughterhouse fees and charges	365
4. Payment of Market Stall Rental Fee	366
5. Payment of Annual Fixed Tax on Delivery Truck/Van	368
6. Payment of Fees on Sealing and Licensing of Weights and Measures	369
7. Payment of Cemetery Lot Rental and Miscellaneous Fees	370

Cash Division

1. Disbursement of Financial (Petty Cash) Assistance	373
2. Disbursement of Cadiz City Educational Assistance Program (CCEAP) ..	374
3. Check Preparation and Releasing	375
4. Issuance of Official Receipts	378

Real Property Tax Division

1. Assessment of Real Property Tax Due	380
2. Receipt of Payment of Real Property Taxes	381
3. Issuance of Real Property Tax Certification	383

Administrative Division

1. Issuance of Community Tax Certificate (Individual)	386
2. Application for Closure of Business	387

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

1. Application for Emergency Assistance Program (EAP) - Petty Cash	390
2. Application for Emergency Assistance Program (EAP) - Regular Processing	395
3. Request for Social Case Study/Summary Report or Referral	401
4. Request for Certification / Referral	407
5. Request or Referral for Counseling Service	410



LIST OF SERVICES

6. Availment of The Provision Stipulated in R.A. 10630 (Comprehensive Juvenile Justice and Welfare System)	412
7. Disaster Relief Service	416
8. Applying for Self-Employment Assistance Program (SEAP)	422
9. Availment of Livelihood Capital Assistance	426
10. Application for Minor's Travelling Abroad	435
11. Application for Alternative Family Care	438
13. Application for Solo Parent Identification Card (SPIC)	443
14. Renewal of Solo Parent Identification Card (SPIC) – Valid for 1 Year	448
15. Application for FSCAP Membership & OSCA Identification Card	450
16. Application for Persons with Disability Identification Card	451

PUBLIC EMPLOYMENT SERVICE OFFICE

External Services

1. Registration, Referral, and Placement of Jobseekers	454
2. Employment Guidance and Counselling	455
3. Labor Market Information (LMI)	456
4. Special Recruitment Activity (SRA)	458
5. Special Program for Employment of Students (SPES)	461
6. Job Fair	462
7. Dole "Government Internship Program" GIP	466
8. DILEEP – DOLE Integrated Livelihood and Emergency Program	467
9. Referral of OFW to OWWA and DMW for Availment of Assistance	470

CITY ASSESSOR'S OFFICE

External Services

1. Issuance of Certified True Copy of Tax Declaration/ Declaration of Real Property Value (DRPV)	474
2. Issuance of Certificate of Property Holdings	477
3. Issuance of Certificate of No Structural Improvements	480
4. Issuance of Certificate of No Real Property	483
5. Issuance of Certificate as to the Exact Location of Property	486
6. Processing of Assessment Transactions on Simple Transfer of Ownership with No Structural Improvements	489
7. Processing of Assessment Transactions on Simple Transfer of Ownership with Improvements within Poblacion Area (Zones 1-6)	493
8. Processing of Assessment Transactions on Simple Transfer of Ownership with Improvements outside Poblacion Area	498
9. Processing of Assessment Transactions on Consolidation /Subdivision without Improvements	503
10. Processing of Assessment Transactions on Consolidation /Subdivision in Poblacion Area (Zone 1-6) with Inspection	510
11. Processing of Assessment Transactions on Consolidation /Subdivision in Rural Barangays with Inspection	516



LIST OF SERVICES

12. Processing of Assessment Transactions on Reassessment due to Insufficient Assessment Information/Data	521
13. Processing of Assessment Transactions on Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities	525
14. Issuance of Vicinity Map/Sketch Plan – (Bond Paper Size)	531
15. Processing of Assessment Transactions on Newly Constructed/Discovered Property	533
16. Property Verification/Research (Other Services)	537

CITY DISASTER RISK REDUCTION & MANAGEMENT OFFICE

External Services

1. DRRM Related Trainings and Drills	541
2. Radio Communication Assistance Services	542
3. Transport Services for Patients	543

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

External Services

1. Securing City ENRO Clearance for Business Permit	550
2. Securing City ENRO Permit for Waste Disposal by Private Trucks/Vehicles to the Sanitary Landfill	553
3. Securing City ENRO Clearance for Seedlings Distribution for Urban Greening	554
4. Inspection of Environmentally Critical Project (ECP) as Requirements for the Issuance of Social Acceptability Certificate	556
5. Complaint Desk	557
6. Request for Dump Truck / Vehicles for other purposes	558

CITY PLANNING & DEVELOPMENT

External Services

Plans and Programs Division/Statistics Unit

1. Securing Statistical Data/Socio Economic Profiles	561

Land Use and Zoning Division

1. Securing Locational Clearance for Building Permit	563
2. Securing Zoning Certification	568
3. Securing Approval of Subdivision Plan (Preliminary Approval)	571
4. Securing Final Approval of Development Permit	577
5. Securing Approval of Alteration of a Subdivision Plan	584
6. Securing Computer Generated Documents & Maps	590

CITY ENGINEER'S OFFICE

External Services

Building and Industrial Safety Division (BISD) - Electrical

1. Render of Temporary Electrical Power Supply Connection	604



LIST OF SERVICES

Motorpool Division

1. Rental of Vehicle And Equipment 606

Office of the Building Official

1. Excavation & Ground Preparation Permit 609
2. Issuance of Building Permit 611
3. Issuance of Certificate of Occupancy 627
4. Issuance of Sanitary / Plumbing Permit 631
5. Issuance of Demolition Permit 634
6. Issuance of Electrical Permit 636
7. Issuance of Fencing Permit 640
8. Issuance of Mechanical Permit 643
9. Issuance of Electronics Permit 647
10. Issuance of Certificate of Annual Inspection 650
11. Issuance of Certified True Copy 657

Special Projects Division

1. Conducting Project Inspection for Statement of Work Accomplishment (SWA) 660
2. Issuance of Time Extension 663
3. Issuance of Suspension Order / Resume Order 665

CITY LEGAL OFFICE

External Services

1. Enforce City Ordinances and National Laws 668
2. Provide assistance with Peace and Order 670

Bids and Awards Committee

1. Issuance/ Renewal of Accreditation to Bidders for Infrastructure Projects, Goods and Services 672
2. Sale of Bidding Documents to Accredited Supplier/Bidder 676
3. Issuance of RRA, NOA, Contract and Notice to Proceed for Public Bidding 678
4. Issuance of BAC Resolutions and other BAC documents under Alternative Mode of Procurement 679

CITY VETERINARY OFFICE

External Services

Slaughterhouse Operation Division

1. Issuance of Meat Inspection Certificate 682
2. Swine/ Large Animal Artificial Insemination (AI) Services 684
3. Piglets Dispersal for Livelihood 685
4. Chicks Dispersal for Breeding 686
5. Issuance of Veterinary Health Certificate (for Fighting Cocks/Poultry) 687
6. Issuance of Veterinary Health Certificate for Dogs/Cats/Large Cattle Animal 689



LIST OF SERVICES

7. Issuance of Rabies Vaccination Certificate (for Vaccinated and Non-Dogs)	692
8. Availment of Anti-Stray Dogs Ordinance Services	693
9. Anti-Rabies Vaccination Services (for Walk-in Clients)	695
10. Anti-Rabies Mass Vaccination (Barangay Level)	696
11-A. Animal Treatment and Deworming (for walk-in)	697
11-B. Animal Treatment and Deworming (for on-site)	698
12. Animal Vaccination for Cattle, Carabao, Horses, Hogs, Goat/Sheep	698
13. Animal Castration Services (Large Animals and Hogs)	699
14. Walk-in Castration Services (for Dogs and cats)	700
15. Walk-in Spaying Services (for Dogs and Cats)	702
16. Seminar on Animal Health Care Nutrition and Management Technology Transfer Service	703
17. Issuance of Business Permits	704
18. Walk-In Registration of Large Animals and Transfer of Ownership	704
19. On-site Registration of Large Animals and Transfer of Ownership	706

CITY HEALTH OFFICE

External Services

1. Securing of Birth Certificate	709
2. Securing of Death Certificate	711
3. Securing of Dental/ Medical and Medico Legal Certificate	713
4. Securing of Exhumation Permit	716
5. Securing of Post Mortem Certificate	717
6. Availing Adolescent Health and Development Services	718
7. Availing of Animal Bite Center Services	720
8. Securing of Blood Certificate	721
9. Availing of Dental Services	722
10. Availing of Family Planning Services	724
11. Availing of Free Medicines	725
12. Securing Of Health Certificates/ Water Potability Certificate and Vehicle Sanitary Clearance	726
13. Availing of Immunization Services	728
14. Availing of Laboratory Services	729
15. Availing of Outpatient Consultation	730
16. Availing of Radiological/X-Ray Services	732
17. Availing of TB iDOTS Services	732
18. Availing of Maternal Care / Birthing Services	734
19. Availing of Newborn Screening Services	737
20. Availing of Other Medical Services	740
21. Availing of Outpatient Consultation at Emergency Birthing Home	741
22. Availing of Pre- Natal Care (OB-GYNE) Services	743



LIST OF SERVICES

23. Availing of Therapeutic Wellness and Physical Rehabilitation Services	744
24. Availing Treatment of Urgent/ Emergency or Life-threatening Cases	745
25. Nutrition and Dietary Counseling	747

SANGGUNIANG PANLUNGSOD OFFICE

External Services

1. Signing of Clearances of Graduating College Students	749
2. Client request for a copy of a Resolution or an Ordinance and other documents	750
3. Issuance of a certified true copy of Resolutions, Ordinances, Minutes of Meeting or other documents from the SP Office. (8:00AM-5:00PM Monday-Friday)	751
4. Issuance of Accreditation Certificate to Civil Society Organization, Non-Government Organization/People's Organization	752
5. Issuance of Social Acceptability Certificate pursuant to Ordinance No. 06-2013, Series of 2013	754

Cadiz City Public Library

1. Access to Books and Other Reference Materials	757
2. Library I.D. Application	758
3. Library I.D. renewal	759
4. Borrowing and returning of books and periodicals	760
5. Photocopying of books and periodicals	761
6. Use of Computers and Internet services	762
7. Free Printing Service	763
8. LGU, DepED Employees' Clearance Form Signing	764

OFFICE OF THE CITY AGRICULTURIST

External Services

1. Accessing Technical Assistance On Coastal Resource Management (CRM)	767
2. Accessing Technical Assistance/Consultation On Crop Production	768
3. Auxiliary Invoice/Permit	771
4. Availing Assistance on Agricultural Inputs and Tools	772
5. Fishing Boat Insurance	774
6. Fishing Boat Registration, Fishing Boat License, Fishing Gear License	776
7. Fishing Net and Paraphernalia Dispersal	778
8. Fisherfolk Registration (Fish-R)	780
9. Issuance of Certification (for Coverage or Non-Coverage of SAFDZ-NPAAAD)	782
10. Issuance of Shipping Permit (Plant/Plant Products/Byproducts)	783



LIST OF SERVICES

11. Issuance of Crop Insurance (For Coverage of Insurance for Crops, Livestocks, and Personal Accident Dismemberment Security Scheme (ADSS) for Farmers and Fisherfolks)	785
12. Registration of Farmers	788
13. RSBSA Enrollment	791
14. Tilapia Fingerling Dispersal	793
15. Tractor and Implements Rental	794
16. Filing of Notice of Loss (NOL) for Indemnity Claim	795

CITY ECONOMIC ENTERPRISE MANAGEMENT OFFICE

External Services

1. Application for Business Permit for Market Stall/Block Rentals	799
2. Application for Mayor's Permit of Peddlers/ Extensions	802
3. Application for Business Retirement	804
4. Application for Various Products Promotion and Display	806
5. Request for Stall/Table/Booth Repair and Issuance of Certification for Water and Electrical Connection	807

PORT MANAGEMENT OFFICE

External Services

1. Loading and Unloading of Cargoes	811
2. Issuance of Cash Ticket for Passenger Terminal	814
3. Toll Fee	815
4. Parking Fee	817
5. Use of Utilities	818
6. Temporary Use of Bulk Head	819
7. Berthing and Anchorage	820

CITY ACCOUNTING OFFICE

External Services

Accounting Division

1. Processing of Application for Clearance Certificate for Terminal Leave Claim, Transfer of Office and Resignation without monetary or unsettled accountabilities	823
2. Processing of Application for Clearance Certificate for Terminal Leave Claim, Transfer of Office and Resignation with monetary or unsettled accountabilities having the intention to deduct the unsettled accountabilities from terminal leave benefits	827
3. Processing of Application for Clearance Certificate for Terminal Leave Transfer of Office and Resignation with monetary or unsettled accountabilities opted to pay through the City Treasurer's Office	833
4. Processing of Application for Clearance Certificate of National Government employees with monetary or unsettled accountabilities opted to pay through the City Treasurer's Office	839



LIST OF SERVICES

5. Processing of Application for Clearance Certificate of National Government employees without monetary or unsettled accountabilities 843

Administrative Division

1. Processing of Medical, Burial and Shelter Assistance through Disbursement Voucher (DV) with no tax deductions 845
2. Processing of Medical and Burial Assistance through Petty Cash Fund (PCF) 848
3. Processing of financial assistance under Self-Employment Assistance Program (SEAP) through Disbursement Voucher (DV) ... 850
4. Issuance of Accountant's Advice for Check disbursements for Contractors, Suppliers and other claimants other than LGU employees 852

Electronic and Data Processing (EDP) UNIT

1. Requests for the printing of the Certificate of Premiums and Loan Amortization Remittance 854

Internal Control Unit Division

1. Processing of Terminal Leave Benefit 856
2. Processing of Payment of Procurement through Public Bidding and Alternative Modes 860
3. Processing of Payment of Procurement through Public Bidding and Alternative Modes 872
- 3.6. Payment of Procurement of Land 886
4. Payment for Utilities, (Telephone, Internet, Cable, Water & Electric Bills 891
5. Processing of Cadiz City Educational Assistance Program (CCEAP) through regular processing 894
6. Processing of Financial support to Cooperative Project 897
7. Processing of Prepayment of Fuel, Oils and Lubricants 899
- 7.1. Processing of Payment of Fuel, Oils and lubricants 902

Records Management Division

1. Request for the issuance of Certificate of the Creditable Tax Withheld at Source (BIR Form No. 2307) 905
2. Requests for the issuance of Certified True Copy of the previously issued BIR Form No. 2307 within the current taxable year 906
3. Requests for the issuance of Certificate of Gross Compensation, Benefits, and Statutory Deductions 908
4. Requests for the issuance of Certificate of No Government Transaction for Suppliers/Contractors and Service Providers 910
5. Requests for scheduling of application and registration of Tax Identification Number (T.I.N.) for Contract of Service employees and Consultants 912



LIST OF SERVICES

CITY MAYOR'S OFFICE

Internal Services

Executive Division

1. Papers/ Documents to be signed by the City Mayor 915
2. Papers/ Documents to be signed by the City Mayor 916
3. Papers & Other Payables to be sign by the City Mayor 918

Internal Audit Services Division

1. Compliance Audit 921
2. Management Audit 924
3. Operations Audit 927

Sports Division

1. Sound System Services 931
2. Request for Utilization of Cadiz Arena 932
3. Request for Sports Office Multi-purpose Vehicle 936

Tourism Promotion Development and Culture and Arts Division

1. Mural Painting 938

Population Program Services Division

1. Scheduling of Pre-Marriage Orientation and Counseling
(PMOC) Session 940

Inspection and Verification Committee

1. Inspection & Verification of Supplies & Equipment 943
2. Inspection & Verification of Re-Imbursement of Meals,
Supplies and Transportation Vehicle Supplies 947
3. Inspection & Verification of Proposed Development Project
& Services (Infrastructure Projects) Straight and Pakyaw 950
4. Inspection & Verification of Proposed Development Project
& Services (Infrastructure Projects) Purchase Order 954

CITY ADMINISTRATOR'S OFFICE

Internal Services

Administrative Division

1. Approval for Posting Compliance of DAR 959
2. Approval of Disbursement Voucher 960
3. Approval of Medical, Financial/Burial Assistance 961
4. Approval of Purchase Request 962
5. Approval of Travel Order, Advice for Allotment, Request for
Augmentation, Payrolls 963
6. Communications, Endorsement Letters 965
7. Issuance of Trip Tickets 966
8. Signing of Checks 967
9. Signing of Obligation Request 968



LIST OF SERVICES

10. Preparation of Obligation Request (Program of Works)	969

Human Resource Management Division

1. Posting of Vacant Position	972
2. Issuance of Service Record and Certificate	974
3. Leave Application	975
4. Entitlement to Monetization and Loyalty Incentives	977
5. Job Order and COS processes	978
6. Employee's Clearance	980
7. Training Programs Facilitation	981
8. Rewards and Recognition Facilitation	982
9. Requests and Queries	984

Local Economic Development and Investment Promotion Division

1. Issuance of ARTA Identification Card	986
2. Issuance of PVC Identification Card	987
3. Event Documentation	988
4. Live Coverage	989
5. Request to Borrow Items	990

OFFICE OF THE CITY CIVIL REGISTRAR

Internal Services

1. Provision of Statistical Reports and other Civil Registry Data	993

CITY TREASURER'S OFFICE

Internal Services

Administrative Division

1. Requisition of Accountable Forms (City Deputized Collectors)	996
2. Purchase of Accountable Forms (Local Barangay Treasurers)	997
3. Issuance of Community Tax Certificate (Individual)	999

Real Property Tax Division

1. Assessment of Real Property Tax Due	1002
2. Receipt of Payment of Real Property Taxes	1003
3. Issuance of Real Property Tax Certification	1005

Cash Division

1. Disbursement of Petty Cash Fund of LTO Registration, Emission Fees and Other Related Expenses	1008
2. Receiving of Daily Collections and Remittances	1009
3. Check Preparation and Releasing	1010
4. Issuance of Official Receipts	1012
5. Preparation and Disbursement of Cash Advances	1013



LIST OF SERVICES

CITY PLANNING AND DEVELOPMENT OFFICE

Internal Services

Land Use and Zoning Division

1. Securing Locational Clearance for Building Permit 1017
2. Securing Zoning Certification 1020
3. Securing Approval of Subdivision Plan (Preliminary Approval) 1022
4. Securing Final Approval of Development Permit 1027
5. Securing Approval of Alteration of a Subdivision Plan 1033
6. Securing Computer Generated Documents & Maps 1037

Plans and Programs Division /Statistics Unit

1. Securing Statistical Data/Socio Economic Profiles 1040

CITY ENGINEER'S OFFICE

Internal Services

Special Project Division

1. Conducting Project Inspection for Statement of Work
Accomplishment (SWA) 1043

Building and Industrial Safety Division

1. Render of Electrical Repair and Maintenance Services 1046
2. Preparation and Formulation of Program of Works (POW) 1047
3. Render of Electrical Project Inspection 1048

Motorpool Division

1. Request of Heavy Equipment 1051
2. Request for transport Service 1052
3. Pre-Repair Inspection 1054
4. Repair/Maintenance of City-Owned Motor Vehicles
and Mechanical Equipment 1056

Planning, Designing, and Programming Division

1. Request for Program of Works 1059

CITY LEGAL OFFICE

Internal Services

1. Issuance of certificate to employees as to pendency or nonpendency
of administrative case 1062
2. Conducts Hearing of Administrative Cases 1063
3. Conducts Legal Reviews requested by the
different offices of the City 1065
4. Prepares contracts and other legal instruments 1066
5. Represents the City of Cadiz in cases involving the City in
Various Courts of Law 1068
6. Enforce City Ordinances and National Laws 1069
7. Provide assistance with Peace and Order 1071



LIST OF SERVICES

SANGGUNIANG PANLUNGSOD OFFICE

Internal Services

1. Signing of Clearances of Retirees/Resigned employees,
avail Vacation Leave (outside of the Phils.) 1074
2. Government Offices secures a copy of approved Resolutions,
Ordinances and minutes of meetings in the SP 1075
3. Issuance of a certified true copy of Resolutions, Ordinances,
Minutes of Meeting or other documents from the SP Office 1076
4. Issuance of List of Accredited Civil Society Organization,
Non-Government Organization/People's Organization
to other local and national offices 1077

CITY GENERAL SERVICES OFFICE

Internal Services

1. Request for Clearance Certificate 1080
2. Deployment of Personal Properties Owned by the City 1081

CITY BUDGET OFFICE

Internal Services

1. Budget Services 1085

CITY ACCOUNTING OFFICE

Internal Services

Accounting Division

1. Processing of Application for Clearance Certificate for
Commutation of Vacation, Sick and Maternity Leave
for more than 30 days 1090
2. Processing of Application for Clearance Certificate for Travel
Abroad of local government employee for personal
or official travel 1092

Administrative Division

1. Issuance of Accountant's Advice for Check disbursements for
various claims payable to the officials and employees 1095

Electronic and Data Processing (EDP) UNIT

1. Requests for the printing of the Certificate of Net Take
Home Pay/s from the Payroll Database System 1097
2. Requests for the printing of the Certificate of Net
Take Home Pay/s based on Manual payroll 1098
3. Requests for the printing of the Individual Payroll
Drafts for loan purposes 1100
4. Requests for the printing of the Certificate of
Premiums and Loan Amortization Remittance 1101
5. Request for the Preparation of Whitelist for
Land Bank of the Philippines (LBP) Loan Application 1103



LIST OF SERVICES

Internal Control Unit

1. Processing of Salaries and Wages of the Employees	1105
1.1 General Claims through the Automated Teller Machine (ATM)	1111
1.2 Processing of payment of Grants	1114
2. Processing of Granting of Cash Advances and Petty Cash Fund (PCF)	1117
2.2. Granting of Petty Cash Fund (PCF)	1120
2.3. Granting of Cash Advances for Official Travel	1123
3. Processing of Allowances, Honoraria and Other Forms of Compensation	1125
3.2. For Individual Claim of Allowances, Honoraria and Other Benefits	1127
3.2. For Claim of Other Personnel Benefits	1131
4. Payment of Prisoners Subsistence Allowance	1134
5. Reimbursements of Travel and Other Expenses	1143
6. Request for Processing of Payment of Other Expenditures, Extraordinary and Miscellaneous Expenses	1140
6.1. Payment of Various Reimbursements	1142

Records Management Division

1. Requests for the registration of Tax Identification Number (T.I.N.) for Employed Individuals	1148
2. Requests for scheduling of application and registration of Tax Identification Number (T.I.N.) for Contract of Service employees and Consultants	1150
3. Requests for the application and registration of PhilHealth Identification Number (PIN)	1151
4. Requests for the application and registration of the Pag-IBIG Membership Identification Number (MID No.)	1153
5. Requests for the application and registration of GSIS Business Partner Number (BP No.)	1154
6. Requests for the Updating of Taxpayer's Tax Identification Number (TIN) Information	1155
7. Requests for the Updating of Member's PhilHealth Identification Number (PIN)	1158
8. Request for the Updating of Pag-IBIG Membership information	1159
9. Requests for the Updating of Member's GSIS Information	1161
10. Requests for the issuance of Certificate of Manual Net Take Home Pay	1162
11. Requests for the issuances of PhilHealth's Member Data Record (MDR) and Claim Signature Form (CSF)	1163
12. Requests for the issuance of Certified True Copy of the Annual Taxes Withheld on Compensation (BIR Form No. 2316).....	1165
13. Requests for the Certification of the Net Take Home Pay for the Pag-IBIG Loan Application (Pag-IBIG prescribed form)	1167



LIST OF SERVICES

14. Request for the checking of Manual Payroll and Disbursement Vouchers as to computation of premium contributions and statutory deductions	1168
15. Requests for the issuance of Certificate of Employees' Remittances of GSIS Life and Retirement premiums and loan amortization payments	1170
Feedback and Complaints Mechanism	1172
List and Info of Office	1174
Certificate of Compliance	1179

CITY MAYOR'S OFFICE

External Services

Executive Division



1. Giving of Free Medicines

Giving free medicines is a per client basis rendered by this office to patients/clients who present a Doctor's prescription/s for as long as requested medicines are available.

Office/Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All patients or clients who present a Doctor's prescription			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Doctor's prescription	Doctor's Clinic/ City Health Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The patient/client presents Doctor's prescription to person in charge	1.1 Staff-in-charge checks if medicines requested are available	None	10 mins	Administrative Aide IV Executive Division
	1.2 If medicines are available, staff-in-charge checks carefully the medicines, log the same into the record book and mark the prescription as to the number of medicines given before releasing to the client	None	5 mins	Administrative Aide IV Executive Division
2. Received the available medicine			5 mins	
TOTAL:		00	20 mins	

2. Issuance of Trip Ticket

This service is given to the Various Barangays, Bantay Dagat, CMO Use, PNP, Various Detachment, Various Division of Mayor's Office and Various Offices

Office/Division:	Office of the City Mayor	
Classification:	Simple	
Type of Transaction:	G2G – Government to Client	
Who may avail:	Various Barangay and Offices	
CHECKLIST OF	WHERE TO SECURE	



REQUIREMENTS				
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for trip ticket	1.1 Asking for the purpose of the trip ticket if applicable for issuance	None	5 mins	Executive Assistant III Executive Division Administrative Aide VI Executive Division
2. Fill in the following information: a. Name of Driver b. Date of Travel c. Purpose d. Destination e. Name of Passenger/ Requesting and sign the trip ticket	2.1 Making of trip ticket with control number	None	10 mins	Administrative Aide VI Executive Division
	2.2 For approval of the two (2) respective heads	None	15 mins	Executive Assistant IV Executive Division Security Officer IV Executive Division Executive Assistant III Executive Division
	2.3 Issuance / Releasing of trip ticket to the Driver	None	5 mins	Administrative Aide VI Executive Division
3. Received the approved trip ticket		None	5 mins	
	TOTAL:	00	40 mins	

3. Processing of Financial Assistance

This service includes Medical/Hospital Assistance and Burial/Embalming Assistance. Medical/Hospital assistance is given to the patients who are in the hospital or has been discharged from hospital confinement or patients that need medications but need no hospital confinement (Outpatient). Burial/Embalming assistance is being asked by a family member of the deceased who acts as client and extended to defray some unpaid services or other obligations.

Office/Division:	Office of the City Mayor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All Cadiznon Residence			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Medical/Hospital Assistance:				
1. Medical Certificate/ Medical Abstract (1 original copy)		Hospital where the patient/client admitted/ Attending physician for outpatient		
2. Hospital Bill/ Medical Prescription/ Request for Laboratory (1 original copy)		Hospital where the patient/client admitted/ Attending physician for outpatient		
3. Certificate of Indigency (1 original copy)		Barangay where the patient/client resides		
4. Valid ID (1 photocopy)		Patient/authorized representative		
(Item 1-4 Validated by CSWDO Personnel)				
5. Approved CSWDO Assessment Form		City Social Welfare Development Office		
For Burial/Embalming Assistance:				
1. Death Certificate (1 photocopy)		City Civil Registrar Office		
2. Certificate of Indigency (1 original copy)		Barangay where the patient/client resides		
3. Funeral Contract/Funeral Receipt (1 original copy)		Funeral Parlor		
4. Valid ID (1 photocopy)		Authorized representative		
(Item 1-4 Validated by CSWDO Personnel)				
5. Approved CSWDO Assessment Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The patient/client presents all the necessary requirements	1.1 Staff-in-charge checks if all the requirements are in-order and complete	None	5 mins	Administrative Aide IV Executive Division
	1.2 Assessment slip is forwarded	None	5 mins	Executive Assistant IV



	to the Executive Assistant for approval			Executive Division Executive Assistant III Executive Division
	1.3 Release the approved Assessment slip to the client and log the information of the client and refer to CSWD Office for further verification	None	5 mins	Administrative Aide IV Executive Division
2. Forward the approved Assessment Slip to the CSWD Office			10 mins	
	2.1 Received the from CSWD Office		10 mins	Administrative Staff Executive Division
	2.2 Attached Voucher/ Obligation Budget Request	None	20 mins	Administrative Staff Executive Division
	2.3 Forward to City Administrator's Office for signature of City Mayor's authorized representative	None	10 mins	Administrative Staff Executive Division
	2.4 Forward to City Budget Office for fund allocation	None	10 mins	Administrative Staff Executive Division
	2.5 Endorsed to City Accounting Office for processing of voucher	None	15 mins	Administrative Staff Executive Division
	TOTAL:	00	1 hr. & 30 mins.	

CITY MAYOR'S OFFICE

External Services

Sports Division



1. Request for Sports Supplies and Equipment for Donation/Assistance

Approval of request for sports supplies and equipment for Donations or assistance.

Office or Division:	Sports Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	City Athletes, Trainers, and Coaches			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
(1 original copy) City Mayor's approval granting of donation/assistance	City Mayor's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse letter of request to the Supply Staff	1.1 The supply staff endorses the letter to Sports Development Officer III / City Sports Coordinator for appropriate action.	None	5 minutes	<i>CLERK III</i> SPORTS DIVISION OFFICE
	1.2 The Sports Development Officer III / City Sports Coordinator checks the availability of the equipment or material with the Supply Staff.		10 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> <i>SPORTS DIVISION OFFICE</i>
2. Receive donated item	1.3 If the equipment or material is available and with the		10 minutes	<i>CLERK III</i> <i>SPORTS DIVISION OFFICE</i>



	approval of the Sports Development Officer III / City Sports Coordinator, the Supply Staff issues the equipment or material to the requesting party. 1.4 After granting the request, release the confirmation slip to the client. 1.5 if not available, send denial letter to the client.			
	Total	None	25 minutes	

2. Sound System Services

Approval of request for Sound System (Audio Van) to operate and maintain the technical equipment to be used.

Office or Division:	Sports Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
(1 original copy) Communication letter address approved by the City Mayor, thru: Sports Development Officer III	City Mayor's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-up Request Form.	1.1 The Records and Information Staff endorses the letter to Sports Development Officer III / City Sports Coordinator for appropriate action.	None	5 minutes	<i>SPORTS & GAME INSPECTOR II</i> SPORTS DIVISION OFFICE
	1.2 The Sports Development Officer III / City Sports Coordinator checks the availability of the Sound System with the Sound System Unit Staff.	None	5 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> SPORTS DIVISION OFFICE
	1.3 If the Sound System is available, the Sports Development Officer III / City Sports Coordinator reserves schedule of Sound System for the requesting party. 1.4 If not available, send denial letter to the client.	None	10 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> SPORTS DIVISION OFFICE
2. Pick up approved schedule of the Sound System.	1.5 Release the approved/ confirmed reservation slip to the requesting clients.		5 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> SPORTS DIVISION OFFICE
Total		None	25 minutes	



3. Request for Utilization of Cadiz Arena

Approval of request for Arena Use and the issuance of computed fees to be paid.

Office or Division:		Sports Division		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communication letter address and approved by the City Mayor, thru: Sports Development Officer III (1 original copy)		City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request Form for the Cadiz Arena.	1.1 Checks and confirms availability of Cadiz Arena. 1.2 Conducts ocular inspection of the Cadiz Arena. 1.3 If available, grant request of client. 1.4 If not available, send denial letter to the client. 1.5 Computes fees to be paid and send statement of account to client.	None	15 minutes	<i>ADMINISTRATIVE ASSISTANT IV</i> SPORTS DIVISION OFFICE



2. Pay rental fee at the City Treasurer's Office.	1.6 Receive payment and issue OR.	As per Ordinance No.13-2023, the Arena rates and fees: Whole Cadiz Arena - ₱ 5,000 for the first 3 hours (without air conditioning) A. In excess 3 hours - ₱2,000 per hour B. Lights and Sounds - ₱3,500 per day of event C. Airconditioning - ₱250 per unit per hour D. Plastic Chairs - ₱20 per chair LED SCREEN - ₱2,500 per day of event SECURITY DEPOSIT – ₱5,000 per event. To be refunded after the event. Should there be damage to equipment's, cost of such will be deducted from the security deposit. In case of damage cost will be computed by the BOOKBINDER IV.	15 minutes	CITY TREASURER'S OFFICE
3. Submit copy of rental fee receipt and pick	1.7 Reserve the venue (Cadiz Arena) for the	None	5 minutes	ADMINISTRATIVE ASSISTANT IV SPORTS DIVISION OFFICE



up approved schedule of the venue.	requesting party upon presentation of the rental fee receipt. 1.8 Release the confirmed reservation slip to the requesting clients.			
Total		As per Ordinance No.13-2023, the Arena rates and fees: Whole Cadiz Arena - ₱ 5,000 for the first 3 hours (without air conditioning) A. In excess 3 hours - ₱2,000 per hour B. Lights and Sounds - ₱3,500 per day of event C. Air-conditioning - ₱250 per unit per hour D. Plastic Chairs - ₱20 per chair LED SCREEN - ₱2,500 per day of event SECURITY DEPOSIT – ₱5,000 per	35 minutes	



	event. To be refunded after the event. Should there be damage to equipment's, cost of such will be deducted from the security deposit. In case of damage cost will be computed by the <i>ADMINISTRATIVE ASSISTANT IV.</i>		

4. Request for Utilization of Other City Sports Facilities

Approval of request for Utilization of Other Sports Facilities.

Office or Division:	Sports Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
(1 original copy) Communication letter address and approved by the City Mayor, thru: Sports Development Officer III	City Mayor's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-up Request Form for the Sports Facility/venue. -Basketball -Volleyball	1.1 Checks and confirms availability of the Sports Facility. 1.2 Conducts ocular inspection of the Sports Facility. 1.3 If available, grant request of client. 1.4 If not available, send denial letter to the client.	None	20 minutes	<i>RECREATION & WELFARE SERVICES II</i> SPORTS DIVISION OFFICE
2. Pick up approved schedule of the venue.	1.5 Reserve the Sports Facility for requesting party. 1.6 Release the confirmed reservation slip to the clients.	None	5 minutes	<i>RECREATION & WELFARE SERVICES II</i> SPORTS DIVISION OFFICE
TOTAL		None	25 minutes	

5. Request for Sports Office Multi-purpose Vehicle

Approval/ Confirmation of request for Multi-purpose Vehicle to be operated and used.

Office or Division:	Sports Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



(1 original copy) Endorsement /recommendation from the Office of the City Mayor		City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Fill up Vehicle Utilization Form (Within the Province must be submitted at least 3 days prior travel) 1.2 Secure the approval or permit to use the multi-purpose vehicle.	1.1 Checks and confirms availability of the Sports Office Multi-Purpose Vehicle. 1.2 If the vehicle is available and the request is approved by Sports Development Officer III/City Sports Coordinator, grant the request of client. 1.3 If not available, send denial letter to the client.	None	15 minutes	ADMINISTRATIVE AIDE III SPORTS DIVISION OFFICE
2. Schedule the Driver, the Vehicle and prepare Driver's Trip Ticket	1.4 Schedule the Driver, the Vehicle and prepare Driver's Trip Ticket 1.5 Release the trip ticket with the confirmed reservation slip to the client.	None	15 minutes	ADMINISTRATIVE AIDE III SPORTS DIVISION OFFICE
TOTAL		NONE	30 minutes	

CITY MAYOR'S OFFICE

External Services

Cadiz City Educational Program



1. Educational Assistance Program

The Cadiz City Educational Assistance Program is designed to support economically disadvantaged yet deserving college students within the city. The program aims to alleviate the financial burdens of education by providing assistance to help cover school-related expenses. It is accessible to all residents across the twenty-two (22) barangays of Cadiz City.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Cadiz City Educational Assistance Program			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All College Students of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CCEAP Application Forms, one (1) original and one (1) Photocopy		CCEAP Office		
1 x 1 ID Picture		Student		
One (1) original and one (1) photocopy voter's certificate		COMELEC		
One (1) photocopy of Certificate of Registration		School		
Two (2) photocopies of Assessment Form		School		
One (1) original and two (2) photocopies of School's Official Receipt		School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a copy of the application forms and submit required documents at the CCEAP Office, City Engineer's Compound	1.1 Receive and assess applicant's documents	None	6 minutes/ student	<i>Administrative Aide IV (CCEAP)</i>
	1.2 Encode the personal information of the applicant		3 minutes/ student	<i>Administrative Aide IV (CCEAP)</i>
	1.3 Prepare payrolls and vouchers per student		3 minutes/ student	<i>Senior Administrative Assistant II (CCEAP)</i>
	1.4 Final		2 minutes/	<i>Senior</i>



	Checking of submitted documents, payrolls, and vouchers		student	<i>Administrative Assistant II</i> (CCEAP)
	1.5 Issue certification to grantee		3 minutes/ student	<i>Administrative Aide III</i> (CCEAP)
	1.6 Handle outgoing payrolls and vouchers for processing		3 minutes/ payroll or voucher	<i>Data Controller IV</i> (CCEAP)
TOTAL:		None	20 minutes	

CITY MAYOR'S OFFICE

External Services

Touris Promotion Development & Culture and Arts Division



1. Accreditation of Tourism Oriented Establishments and other Tourism Related Enterprises

The Office is technical support to the Tourism Related Establishments to be accredited by the DOT. A certification issued by DOT to a tourism enterprise that officially recognizes it as having complied w/ a minimum standard for the operation of tourism facilities & services.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotion Development and Culture and Arts Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Establishment Owners Primary Tourism Enterprise			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mayor's or Business Permit		Business Permit and Licensing Office		
Barangay Certificate of Residency		Designated Barangay Hall		
General Liability Insurance for Accommodation Establishments		Tourism Promotion Development and Culture and Arts Division		
Request form		Tourism Promotion Development and Culture and Arts Division		
Pre-assessment Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client write down service request	1. Prepare to send out Local Inspection team To verify checklist	None	15-30 Minutes	<i>Office Staff</i> Tourism Office
2. Application for checking its establishments if requirements are met.	2.1 Onsite assessment at the establishment	None	1-2 Hours	<i>Office Staff</i> Tourism Office
	2.2 Application reviewed if the requirements are met.		2 Hours	<i>Office Staff</i> Tourism Office



3. Payment for certification	3.1.Process Official Receipt	100php	5 Minutes	Office Staff Tourism Office
	3.2. Issuance of Local Accreditation Certificate signed by the Tourism Officer	None	5 Minutes	Tourism Operations Officer II Tourism Office
4. Sign Logbook for Appearance		None	1-2 Minutes	
TOTAL:		100php	4 Hours and 42 Minutes	

2. Issuance of Local Accreditation Certificate for Primary and other Tourism Related Establishments (Annual Pre-requisite for Issuance of Business Permit by the BPLO)

Issuance of Local Accreditation Certificate for Primary and Other Tourism Related Establishments in the City is pursuant to the IRR of RA 9593 the requires Primary and Other Tourism Related Enterprises to secure accreditation from the Department of Tourism (DOT) for issuance of license or permit to operate and the DOT Administrative Order 2020-002 that requires that All Tourism Related Enterprises shall comply with the Minimum Public Health Standards for Operation.

As such, Tourism Development and Promotion Division, by way of Local Accreditation Certificate, issues a Certification that verifies the DOT Accreditation of the Applicant PTE or TRE and their compliance with the Minimum Public Health Standards for Operation prior to the issuance of their License/Permit to Operate by the Local BPLO.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotions Development and Cultural and Arts Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Primary Tourism Establishments (hotels, resorts, Inns, and other accommodation establishments) and Other Tourism Related Enterprises(restaurants, travel and tours, and tourist transportation service provider)
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	



1 DOT Accreditation Certificate		DOT Region VI		
1 Proof of Monthly Submission of Accommodation data.(For PTE only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Log Book	1. Give Log Book 1.1	None	5 Minutes	Office Staff Tourism Office
2. Submit Required Documents	2. 2.1. Receive Documents 2.2. Verify the Validity of the DOT Certificate; Checking Office Record of Physical Inspection of Applicant's premises		25 Minutes	Bookbinder II Tourism Office Tourism Operations Assistant Tourism Office
3. Receive Certificate of Accreditation	3. Issue Certificate of Accreditation	None	5 Minutes	Tourism Operations Officer II Tourism Office
TOTAL:		None	35 Minutes	

3. Tourists Itinerary Assistance

Delivers information regarding Cadiz City's activities, tourist destinations, accommodations, Tourist services and other related inquiries.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotion Development and Culture and Arts Division		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	Tourists, travelers and visitors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request Form		Tourism Information Desks a. Banquerohan port b. City Hall I c. City Hall II d. Cadiz Viejo port	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Inquire at Tourism Office	1.1. Answer the Client's Inquiry	None	20 Minutes	Office Staff Tourism Office
1.2. Tourism Info desk (Banquerohan port, City Hall I, City Hall II, Cadiz Viejo port)	1.2. Provide Brochures	None	10 Minutes	Office Staff Tourism Office
TOTAL:		None	30 Minutes	

4. Research & Information Assistance

The Office conducts yearly data gathering of the establishments and historical information in the City of Cadiz and compile its data. Students and Educators visit the premises to ask query to their research purposes.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotion Development and Culture and Arts Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Students, Academes & Teachers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Tourism Promotion Development and Culture and Arts Division		
Letter from the Educational Institution				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client Sign Logbook for appearance and record purposes	1. Staff hand over the LogBook	None	5 Minutes	Office Staff Tourism Office
2. Client present and hand over the requirements and inquire additional information	2. Staff examine the requirements and question the Client his/her requested information	None	2 Hours	Office Staff Tourism Office



3. Client Receive Document on related information needed	3. Staff presented to the client the output	None	5 Minutes	Office Staff Tourism Office
TOTAL:		None	2 Hours and 10 Minutes	

5. Seminars & Trainings Request for Tourism Related Establishments

To capacitate our tourism front liners thru trainings & workshop thus trained them to deliver the best kind of customer service.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotion Development and Culture and Arts Division			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Primary Tourism Related Establishment Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Tourism Promotions Development and Cultural and Arts Division		
Invitation Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 1.Receive invitation 1.2. Hand out Request form	1. Send invitation	None	5 Minutes	<i>Tourism Operations Officer II</i> Tourism Office
2. Sign Attendance Sheet	2. Give Attendance Sheet	None	5 minutes	<i>Office Staff</i> Tourism Office
3. 1. Attend Seminar/ Workshop 3.2.Receive Meals	3.1.Conduct Seminar/ Workshop 3.2.Distribute Meals	None	3 Days	<i>Tourism Operations Officer II</i> Tourism Office <i>Tourism Operations Assistant</i> Tourism Office
4. Receive	4. Issue	None	10 Minutes	<i>Tourism Operations Officer II</i>



Certificate of Completion	Certificate of Completion			Tourism Office
TOTAL:		None	3 Days and 20 Minutes	

6. Mannequin Display

Costume Designers apply for an exhibition of their work during events and arts celebration. The need of models to showcase their work of art as a form of advertising or other means that benefits them.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotion Development and Culture and Arts Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Fashion Designers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Tourism Promotion Development and Culture and Arts Division		
Communication Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Client Sign Logbook for appearance and record purposes	1.1.Receive the requirements	None	5 Minutes	<i>Office Staff</i> Tourism Office
1.2. Client present the request form	1.2. Confirm the availability of materials needed		5 Minutes	<i>Office Staff</i> Tourism Office
2. State when and where is the venue to set-up the Mannequins	2. Accept the request whether possible	None	5 Minutes	<i>Office Staff</i> Tourism Office
	3.1. Check the Condition of the mannequin dolls	None	20 Minutes	<i>Office Staff</i> Tourism Office



	3.2. Prepare materials (e.i. podium and mannequin dolls)		10 Minutes	Office Staff Tourism Office
	4. Set-up Mannequin Display (depending on the number of models) and costumes	None	1-2 Days	Office Staff Tourism Office
	5. After the event, check the quality and the quantity of the supplies and materials and record in the Logbook Property Inventory.		15 Minutes	Office Staff Tourism Office
TOTAL:		None	2 Days and 1 hour	

CITY MAYOR'S OFFICE

External Services

Cooperative Development Division



1. Provision of Livelihood Financial Loan Assistance for the Projects of Cooperatives and Associations

The livelihood financial loan assistance offered by the City Government of Cadiz will be granted to qualified cooperatives and associations which intend to establish a business venture (e.g. rice farming, micro lending) in order to uplift the living conditions of its members and the community itself. The Cooperative Development Division will facilitate the applications of cooperatives and associations to the livelihood financial loan assistance, specifically to the application process and preparation of pertinent documents.

Office or Division:	Office of the City Mayor – Cooperative Development Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizens (through cooperatives and associations)	
Who may avail:	All qualified cooperatives and associations within Cadiz City to be duly represented by their Chairperson or President	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished Request Form (1 original copy)		Cooperative Development Division – (Team 1/Team 2)
For Cooperatives: Articles of Cooperation and By-Laws for CDA Registered Cooperative (3 photocopies)		Authorized Officer of the Cooperative
For Associations: Article of Incorporation and By-Laws for SEC Registered Association (3 photocopies) or Constitution of By-Laws of Registered Association from DOLE & other Government Registering Agency (3 photocopies)		Authorized Officer of the Association
For Cooperatives: Certificate of CDA Registration (3 photocopies)		Cooperative Development Authority – Authorized Officer
For Associations: Certificate of SEC/DOLE Registration & other Government Registering Agency (3 photocopies)		Security and Exchange Commission / Department of Labor and Employment / Other Government Registering Agency – Authorized Officer
Updated List of Members and Officers (Duly certified by the Secretary and Chairperson/President) (1 original copy and 2 photocopies)		Cooperative/Association Secretary or Chairperson/President
Biodata of Officers with 1x1 ID picture (1 original copy and 2 photocopies)		Cooperative/Association Officers
Written policies of the proposed project (3 photocopies)		Authorized Officer of the Cooperative/Association



Latest Financial Statement/Report (Duly certified by the Treasurer and Chairperson/President) (3 photocopies)		Cooperative/Association Treasurer or Chairperson/President		
General Assembly or Board of Directors' Resolution Applying for Loan Assistance and designating their authorized representative (3 photocopies)		Cooperative/Association Secretary or Chairperson/President		
Approved SP Resolution on Accreditation/Re-accreditation of Cooperative/Association (3 photocopies)		Cooperative Development Division		
Barangay Certification that validates the operation of the cooperative or association in the area (3 photocopies)		Barangay where the Cooperative/Association operates		
Certificate of Full Payment of the previous Livelihood Financial Loan Assistance in case of re-availment		Cooperative Development Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished request form and requirements for availment/re-availment of livelihood financial loan assistance.	1.1 Received the accomplished request form and requirement for availment/re-availment of livelihood financial loan assistance 1.2 Let the client sign on the visitor's logbook	None	3 minutes	<i>Audio Visual Equipment Operator II</i> CDD <i>Cooperative Development Specialist I</i> CDD
2. Wait for the results of the assessment and validation of your request form and requirements for availment/re-availment of livelihood financial loan assistance	2.1 Assess and validate the request form and requirements for availment/re-availment of livelihood financial loan assistance 2.2 Update the client assessment and validation of request form and requirements for availment/re-availment of	None	3 minutes	<i>Audio Visual Equipment Operator II</i> CDD <i>Supervising Cooperative Development Specialist</i> CDD

3. Wait for the result of the CPDO background and credit investigation on members' and officers' eligibility to apply for the livelihood financial loan assistance	livelihood financial loan assistance 3.1 Endorse the list of members and officers (duly certified by the secretary and the chairperson/president) to the CPDO. 3.2 CPDO will conduct background and credit investigation on members' and officers' eligibility to apply for the livelihood loan assistance 3.3 update the client regarding the result of CPDO investigation		Processing time depends on the City Planning Development Office	
4. Authorized CDD on-site assessment/validation of the proposed project and formulated/adopted policies	4.1 Conduct on-site assessment/validation of the cooperative's or association's proposed project and formulated/adopted policies.	None	1 day	<i>Audio Visual Equipment Operator II</i> CDD <i>Supervising Cooperative Development Specialist</i> CDD

	4.2 Update the client regarding the result of on-site assessment/validation of the proposed project and formulated/adopted policies through certification			
5. Wait for the credit/project proposal.	5.1 Prepare the credit/project proposal.	None	1 day	<i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>
6. Sign the credit/project proposal.	6.1 Let the client concur on the credit/project proposal. 6.2 Endorse the credit/project proposal to the Cooperative Development Division Head, project Development and Evaluation Officer of CPDO and office of the City Mayor for signing.	None	1 day	<i>Audio Visual Equipment Operator II CDD</i> <i>Cooperative Development Specialist I CDD</i>
7. Wait for the livelihood financial loan assistance contract between the cooperative/association and the city government.	7.1 Once the credit/project proposal is approved by the City Mayor. Prepare the contract for the livelihood financial loan assistance between the city government and the applying	None	1 day	<i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>



	cooperative/association			
8. Attend the orientation on the livelihood financial loan assistance and sign the contract.	8.1 Contract and orientation on the livelihood financial loan assistance to the applying cooperative/association 8.2 Let all the others sign the livelihood financial loan assistance contract	None	1 day	<i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>
9. Wait for the updates on the review process and approval of City Legal Office regarding the contract and all pertinent documents.	9.1 Endorsed the contract and all pertinent documents to the City Legal Office. 9.2 Once reviewed and approved follow up the endorsement of the contract and all pertinent documents from the City Legal Office to the City Mayor's office. 9.3 Update the client through SMS and phone call regarding the endorsement and process of the contract and all pertinent documents.	None	2 hrs	<i>Staff City Legal Office</i> <i>Staff City Mayor's Office</i> <i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>
TOTAL:		None	5 days 2 hours and 6 minutes	



2. Collection of Livelihood Financial Loan Assistance and Issuance of Certificate of Full Payment

The collection of livelihood financial loan assistance is mandatory to all cooperatives and associations which availed it. The Cooperative Development Division collects payment from cooperatives and associations to ease of doing business with the LGU-Cadiz City. As the cooperatives or association have fully paid their livelihood financial loan assistance a Certificate of Full Payment will be issued to them.

Office or Division:	Office of the City Mayor – Cooperative Development Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens (through cooperatives and associations)			
Who may avail:	All cooperatives and associations (duly represented by their Chairperson/President or authorized person) which have availed of livelihood financial loan assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request Form (1 original copy)		Cooperative Development Division		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form and give the payment for the amortization of livelihood financial loan assistance to the Collection Officer/Administrative Aide III. Sign on the visitors' logbook.	1.1 Receive the request form and collect the payment for the amortization of livelihood financial loan assistance. 1.2 Give to the client his/her official receipt for the amount paid as amortization for the	None	10 minutes	<i>Administrative Aide III CDD</i>

	livelihood financial loan assistance.			
2. If the cooperative/association has fully paid the livelihood financial loan assistance, process the issuance of the Certificate of Full Payment for the availed livelihood financial loan assistance.	2.1 Facilitate the request by validating it on the CDD records and on the City Accounting Office records. 2.2 Once validated by the two offices, let the CDD Head and the Officer-in-Charge of the City Accounting Office sign on the Certificate of Full Payment. 2.3 Issue the Certificate of full payment.	None	1 day	<i>Administrative Aide III CDD</i> <i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>
TOTAL:		None	Payment: 10 minutes Issuance of Certificate of Full Payment: 1 day	

3. Conduct Relevant Trainings/Seminars and Facilitate the Organization of Mandatory Trainings/Seminars to Cooperatives and Association

To capacitate the members, officers and in particular and the cooperative/association as a whole through trainings and seminars that strengthen their operation and organizational management skills.



Office or Division:	Office of the City Mayor – Cooperative Development Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens (through cooperatives and associations)			
Who may avail:	All cooperatives and associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request Form (1 original copy)		Cooperative Development Division – Team 1/Team 2/Team 3		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the request form to ask for the conduct of relevant or mandatory trainings/seminars to cooperatives and associations and consult the CDD Head for inputs	1.1 CDD Head will have a dialogue with the client regarding the request for assistance. 1.2 Process the request by crafting a training/seminar proposal. 1.3 CDD Head will assess and endorse the proposal to the Office of the City Mayor for appropriate action. 1.4 If the proposal is approved by the City Mayor, set the details of the training/seminar (time, venue, date, speaker, activities, etc.). If not approved make appropriate modification 1.5 Update the client through	None	3 days	<i>Administrative Aide III</i> CDD <i>Audio Visual Equipment Operator II</i> CDD <i>Supervising Cooperative Development Specialist</i> CDD



	SMS or phone call regarding the status of the training/seminar.			
2. Disseminate the information related to the training/seminar to respective and invited participants or audience in the association/cooperative.	2.1 Send the trainings/seminar invitation to all target participants or audience. 2.2 Confirm the total number of expected participants.	None	3 days	<i>Administrative Aide III CDD</i> <i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>
3. Actively participate in the training/seminar	3.1 Facilitate/assist in the conduct of the training/seminar. 3.2 Distribute the certificates of the participation to the participants.	None	3 days	<i>Administrative Aide III CDD</i> <i>Audio Visual Equipment Operator II CDD</i> <i>Supervising Cooperative Development Specialist CDD</i>
TOTAL:		None	9 days and 20 minutes	

CITY MAYOR'S OFFICE

External Services

Information Management Division



1. Information Desk

Assists and provides the walk-in clients and/ or visitors and guests with all the information needed for business and personal transactions with the Local Government Unit (LGU).

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Mayor's Office- Information Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Client/Citizen Logbook requiring the following information: • Full Name • Date • Address • Contact Number or E-mail address • Purpose/Transaction • Signature		Information and Public Assistance & Complaint Desk		
2. Accomplished Customer Satisfaction Survey/ Feedback Form (1 copy only) requiring the following information: • Full Name (Optional) • Date • Address • Contact Number or E-mail address		Information and Public Assistance & Complaint Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/Citizen fills out his/her information on the Client/Citizen Logbook along with the Customer Satisfaction Survey/ Feedback Form	1.1 Receive the information logged at the Client/ Citizen Log book and answers the inquiry of the Client/Citizen	None	1 Minute	<i>Administrative Aide VI</i> (City Hall I) Information Management (IM) Division <i>Administrative Assistant I</i> (City Hall II) Information Management (IM) Division



2. Client/Citizen will then proceed to the office concerned for their purpose/transaction.	None	None	None	Concerned Frontline Officer Concerned Office
TOTAL:		None	1 Minute	

2. Public Assistance & Complaint Desk (PACD)

Assists and provides the walk-in clients and/ or visitors and guests with all the information needed for business and personal transactions with the Local Government Unit (LGU).

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Mayor's Office- Information Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Client/Citizen Logbook requiring the following information: • Full Name (Optional) • Date • Address • Contact Number or E-mail address • - Purpose/Transaction • Signature		Information and Public Assistance & Complaint Desk		
2. Accomplished Customer Satisfaction Survey/ Feedback Form (1 copy only) requiring the following information: • Full Name (Optional) • Date • Address • Contact Number or E-mail address		Information and Public Assistance & Complaint Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/Citizen fills out the Complaint Form along with the Customer	1.1 Receive the Complaint Form from the Client/ Citizen and	None	2 Minutes	Administrative Aide VI (City Hall I) Information



Satisfaction Survey/ Feedback Form.	forward to the concerned			Management (IM) Division <i>Administrative Assistant I (City Hall II) Information Management (IM) Division</i>
2. Client/Citizen will then proceed to the office concerned for their purpose/transact ion.	2.1 Wait for the concerned agency to notify the information frontline officer in-charge to let the client/citizen proceed to the concerned office.	None	2 Minutes	<i>Administrative Aide VI (City Hall I) Information Management (IM) Division Administrative Assistant I (City Hall II) Information Management (IM) Division</i>
	2.3 The agency concerned will notify the information frontline officer in charge to let the client/citizen proceed to the concerned office.	None	1 Minute	<i>Administrative Aide VI (City Hall I) Information Management (IM) Division Administrative Assistant I (City Hall II) Information Management (IM) Division</i>
3. Client/Citizen will then proceed to the office concerned to discuss the complaint.		None	None	<i>Concerned Frontline Officer Concerned Office</i>
TOTAL:		None	5 Minutes	



3. Media Coverage and Documentation

Covers and documents events such as Dinagsa Festival, Panaad Festival, Palarong Pambansa, Environment Week, Tourism Month, Civil Service Commission (CSC) Month, Pamaskua Sa Cadiznon, and other major and minor activities including openings or launchings, official visits, trainings and seminars, turn-over and awarding ceremonies.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Mayor's Office- Information Management Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Client/Citizen Logbook requiring the following information: • Full Name • Date • Address • Contact Number or E-mail address • Purpose/Transaction • Signature		City Mayor's Office- Information Management Division (IMD)		
2. Accomplished Customer Satisfaction Survey/ Feedback Form (1 copy only) requiring the following information: • Full Name (Optional) • Date • Address • Contact Number or E-mail address		City Mayor's Office- Information Management Division (IMD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/Citizen fills out the Request Form along with the Customer Satisfaction Survey/ Feedback Form	1.1 Receive the Request Form from the Citizen/ Client and forward to the Information Management Division Head for approval.	None	2 Minutes	<i>Photographer II (City Hall II) Information Management (IM) Division</i>



	1.2 The Information Management Division Head will verify the availability of personnel for coverage and documentation subject for the approval of the request form.	None	2 Minutes	<i>City Administrator (City Hall II) Information Management (IM) Division</i>
	1.3 The Information Management Division Head will sent ~~send~~ back the form to the Information Frontline Officer in charge.	None	1 Minute	<i>City Administrator (City Hall II) Information Management (IM) Division</i>
	1.4 The Information Frontline Officer will then inform the client/citizen that his/her request is either approved or disapproved.	None	1 Minute	<i>Photographer II (City Hall II) Information Management (IM) Division</i>
2. Client/Citizen will be accompanied by the Information Management Division Photographer for the documentation of the event.	None	None	None	<i>Assigned Photographer Information Management Division (IMD)</i>
TOTAL:		None	6 Minutes	

CITY MAYOR'S OFFICE

External Services

Cadiz Housing Authority Division



1. PROVISION AND RELOCATION OF HOUSING UNITS TO QUALIFIED BENEFICIARIES

The Cadiz Housing Authority Division provides suitable housing to qualified beneficiaries. The service is available depending on the availability of housing units of the city.

Office or Division:	City Mayor's Office - Cadiz Housing Authority Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government-to-Citizen			
Who may avail:	Residents of Cadiz City who are living in the danger zone, who are affected by natural calamities, fire, demolition and road widening projects.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of residency (1 original)		Barangay where the client resides.		
Valid ID (1 photocopy)				
Certification/court order from ANY of the following agencies showing proof of qualification: - DRRM/CSWD (for those living in the danger zone and/or those affected by natural calamities) - CEO/DPWH (for those affected by road widening projects) - BFP (for those affected by fire) - Court (For those affected by demolition) (1 original, 1 photocopy)		City Disaster Risk Reduction and Management Office City Social Welfare and Development Office City Engineer's Office Department of Public Works and Highways Bureau of Fire Municipal Trial Court Regional Trial Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at the Client's Logbook and submit the required documents to the	1.1 Receive the required documents.	None	5 Minutes	Officer I <i>Cadiz Housing Authority Division</i>
	1.2 Review and verify	None	25 minutes	



Cadiz Housing Authority Division.	the documents submitted by the client.			
2. Proceed to the Cadiz Housing Authority Supervisor for interview.	2.1 Interview the client for assessment.	None	1 hour	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
	2.2 Approve or disapprove the application.	None	30 minutes	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
	2.3 If approved, interview the client for personal information and proceed to next agency step.	None	1 hour	Officer I <i>Cadiz Housing Authority Division</i>
	If disapproved, coordinate with client for reason of disapproval.	None	8 hours	Officer I <i>Cadiz Housing Authority Division</i>
	2.3 Coordinate with the onsite watchman for the assignment of housing unit.	None	1 hour	Officer I <i>Cadiz Housing Authority Division</i>
	2.4 Encode the personal information of client to the master list.	None	1 hour	<i>Cadiz Housing Authority Division</i>
	2.5 Schedule client for relocation.			



2. Prepare for relocation.	3.1 Assist and document the relocation of client.	None	10 days	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
TOTAL		None	11 days, 6 hours	

2. ISSUANCE OF CERTIFICATE OF OCCUPANCY TO BENEFICIARIES

The Cadiz Housing Authority Division issues a Certificate of Occupancy to beneficiaries occupying the housing units. The service is available from 8 am to 5PM, Monday to Friday, excluding holidays.

Office or Division:	City Mayor's Office - Cadiz Housing Authority Division			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen			
Who may avail:	Housing program beneficiaries occupying a housing unit.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at the Client's Logbook and fill up a request form for a Certificate of Occupancy at the Cadiz Housing Authority Division.	1.1 Receive the filled-up form.	None	5 Minutes	Officer I <i>Cadiz Housing Authority Division</i>
	1.2 Review the client details and verify it with the Housing Beneficiaries master list.	None	30 minutes	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
	1.3 If client has no existing	None	30 minutes	



	violation, based on the Housing Beneficiaries master list, prepare the Certificate of Occupancy. If client has an existing violation, coordinate with onsite watchman for strict monitoring. No Certificate of Occupancy will be released to the client.			Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
2. Pay the certification fee at the City Treasurer's Office.	2.1 Receive payment and issue client the official receipt.	P50 Certification Fee P20 Convenience Fee	5 minutes	In-charge <i>City Treasurer's Office</i>
3. Present the official receipt to Cadiz Housing Authority Office.	3.1 Print the Certificate of Occupancy for signature. 3.2 Sign the Certificate of Occupancy. 3.3 Record the Certificate of Occupancy in the logbook. 3.4 Release the Certificate of Occupancy to the client.	None None None None	5 minutes 5 minutes 5 minutes 5 minutes	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
TOTAL		P70	1 hour, 30 minutes	



3. ISSUANCE OF CERTIFICATE OF OCCUPANCY TO BENEFICIARIES APPLYING FOR BUSINESS PERMIT

The Cadiz Housing Authority Division issues a Certificate of Occupancy to beneficiaries occupying the housing units who are applying for business permit. The service is available from 8 am to 5PM, Monday to Friday, excluding holidays.

Office or Division:	City Mayor's Office - Cadiz Housing Authority Division			
Classification:	Simple			
Type of Transaction:	G2C – Government-to-Citizen			
Who may avail:	Housing program beneficiaries occupying a housing unit who are applying for business permit.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Business Permit Application Form (1 original)		Business Permits and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in at the Client's Logbook and submit the required documents to the Cadiz Housing Authority Division.	1.1 Receive the documents.	None	5 Minutes	Officer I <i>Cadiz Housing Authority Division</i>
	1.2 Review the client details and verifies it with the master list of housing beneficiaries.	None	30 minutes	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i>
	1.3 If client has no existing violation, based on the Housing Beneficiaries master list, prepare the Certificate of Occupancy.	None	1 hour	Cadiz Housing Authority Supervisor



	If client has an existing violation, coordinate with onsite watchman for strict monitoring. No Certificate of Occupancy will be released to the client.			<i>Cadiz Housing Authority Division</i>
4. Pay the certification fee at the City Treasurer's Office.	2.1 Receive payment and issue client the official receipt.	P50 Certification Fee P20 Convenience Fee	5 minutes	<i>In-charge</i> <i>City Treasurer's Office</i>
5. Present the official receipt to Cadiz Housing Authority Office.	3.1 Print the Certificate of Occupancy for signature. 3.2 Sign the Certificate of Occupancy 3.3 Record the Certificate of Occupancy in the logbook for release. 3.4 Release the Certificate of Occupancy to the client.	None None None None	5 minutes 5 minutes 5 minutes 5 minutes	Cadiz Housing Authority Supervisor <i>Cadiz Housing Authority Division</i> <i>Cadiz Housing Authority Division</i>
TOTAL		P70	2 hours	

CITY MAYOR'S OFFICE

External Services

Inspection and Verification Committee



1. INSPECTION & VERIFICATION OF AVAILMENT OF ASSISTANCE (GOODS)

Inspection and Verification of Goods

Office or Division:	City Mayor's Office-Inspection and Verification Committee			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail :	Constituents of 22 Barangays			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Death Certificate (Photocopy only)			Client	
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Death Certificate	1.1 Accept submitted requirement	None	5 Minutes	Administrative Assistant II City Mayor's Office -Inspection & Verification Committee
	1.2 Client fills up the assistance slip & assistance log form from Table 1, City Mayor's Office-Inspection and Verification Committee	None	10 Minutes	Administrative Assistant II City Mayor's Office -Inspection & Verification Committee
	1.3 Take Picture/Photograph	None	5 Minutes	Administrative Assistant II City Mayor's Office -Inspection & Verification Committee
2. Accept Availed Assistance	2.1 Endorse/release assistance to the Client	None	5 Minutes	Administrative Assistant II City Mayor's Office -Inspection & Verification Committee
TOTAL:		00	25 Minutes	

NOTE: *Assistance is subject to the availability of stocks.

*Time duration for this transaction is per assistance being issued.

CITY MAYOR'S OFFICE

External Services

***Cadiz Tricycle Franchising and
Regulatory Division***



1. Issuance of Franchise and Mayor's Permit for Qualified Tricycle Drivers and Operators.

Motorized Tricycle Operator's Permit (MTO) is the franchise document or license to operate issued to a person, natural or juridical, allowing him to operate a tricycle service over areas or zones within the area of the City of Cadiz, except on the national hi-way.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Cadiz Tricycle Franchising and Regulatory Division		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All resident and Filipino of Cadiz City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly Filled out application form		CTFRD Office	
(Original copy) CTFRD Training Certificate		CTFRD – Training and Education Section	
(Original copy) Barangay Clearance where the Operator resides		Barangay Office an applicant is a bonafide resident	
(Original copy) Cedula of the Operator and Driver		City Treasurer’s Office – Cedula Assessment Window	
(Original copy) Receipt of Franchise Fees/ Charges FOR HIRE; TAXI TYPE - ₱1,180 Surcharge - ₱ 62.50 JEEPNEY TYPE - ₱1,250.00 Surcharge - ₱ 80.00 PRIVATE UTILITY - ₱ 945.00 Surcharge - ₱25.00 PRIVATE USE - ₱455.00 Surcharge - ₱25.00 Fee for each additional unit- ₱110.00		City Treasurer’s Office – Cedula Assessment Window	
(1 Photocopy) Official Receipt (OR) and Certificate of Registration (CR)		By the applicant	
(1 Photocopy) Professional Driver’s License reflecting Restriction Code 1 – for FOR-HIRE Applicant		By the applicant	
(1 Photocopy) Non-Professional Driver’s License reflecting Restriction Code 1 – for PRIVATE Applicant		By the applicant	
(1 Photocopy) Operator’s Valid I.D.		By the applicant	
Tax Identification Number (TIN) of Operator		By the applicant – BIR Assessment Window	
Contact number of Operator/Driver		By the applicant	



(Original copy) Signed Authorization Letter in the absence of the Operator		By the applicant		
(1 Photocopy) Notarized Deed of Sale (in case the Operator is the second owner of the unit)		By the applicant – Notary Office		
Actual inspection of Tricycle Unit		By the applicant – CTFRD		
Endorsement of Actual inspection		By the applicant – PNP - Traffic Division		
Updated record of Green card		By the applicant – City Health Office		
Notarized Petition		By the applicant – City Legal Office		
Additional Requirements: (Original copy) Dropping Certification And Change of Body Design from Close/Taxi to Open/Jeepney (Applicable for those who have old record of Franchise in case the renewal of Franchise had already closed)		CTFRD – Franchise Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and complete documents and requirements.	1. Verify complete documents and requirements of the client.	None	15 Minutes	CDS 1 CTFRD Office
	1.1 Issue body number and claim stub.		5 Minutes	CDS 1 CTFRD Office
	1.2 Encode Franchise and Mayor's Permit		15 Minutes	CDS 1 CTFRD Office
	1.2.1 TAXI TYPE		15 Minutes	CDS 1 CTFRD Office
	1.2.2 JEEPNEY TYPE		10 Minutes	CDS 1 CTFRD Office
	1.2.3 PRIVATE USE and UTILITY		10 Minutes	CDS 1 CTFRD Office



	1.3 Signed with approval of Consultant. 1.4 Signed with approval of CTFRD OIC and Chairman.		24 Hours	CDS 1 CTFRD Office OIC, CTFRD Chairman, CTFRD
2. One-time Assessment and Payment of Taxes, Fees and Charges.	2. Payment for fees and charges. 2.1 TAXI TYPE (Close Type) Surcharge 2.2 JEEPNEY TYPE (Open Type) Surcharge 2.3 PRIVATE UTILITY Surcharge 2.4 PRIVATE USE Surcharge Surcharge for late payment: 25% of MTOP ₱110.00 Fee for each additional unit	₱1,180.00 ₱ 62.50 ₱1,250.00 ₱ 80.00 ₱ 945.00 ₱25.00 ₱455.00 ₱25.00	25 Minutes	LRCO IV City Treasurer's Office



3. Claim of Franchise, Mayor's Permit, Body number stickers, Annual stickers, ID and Logo	3. Release Franchise and Mayor's Permit. 3.1.1 FOR-HIRE (TAXI TYPE)	None	10 Minutes	CDS 1 CTFRD Office
	3.1.2 FOR-HIRE (JEEPNEY TYPE)		10 Minutes	CDS 1 CTFRD Office
	3.1.3 PRIVATE USE and UTILITY		10 Minutes	CDS 1 CTFRD Office
	3.2 Release Body Number stickers, Annual stickers and ID. 3.2.1 FOR-HIRE (TAXI TYPE)		10 Minutes	CDS 1 CTFRD Office
	3.2.2 FOR-HIRE (JEEPNEY TYPE)		10 Minutes	CDS 1 CTFRD Office
	3.3 Install Body Numbers, Stickers and Annual stickers.		20 Minutes	CDS 1 CTFRD Office
TOTAL:		TAXI TYPE (Close Type) ₱1,180.00 Surcharge ₱ 62.50 JEEPNEY TYPE (Open Type) ₱ 1,250.00 Surcharge ₱ 80.00	1 Day, 2 Hours and 45 Minutes	



	PRIVATE UTILITY ₱ 945.00 Surcharge ₱ 25.00		
	PRIVATE USE ₱ 455.00 Surcharge ₱ 25.00		

2. Cancellation / Cessation of Franchise and Mayor's Permit

Motorized Tricycle Operator's Permit (MTOP) issued to grantees/Operators which had expired for more than two (2) months shall be automatically dropped from the service after ten (10) days from receipt or demand notice for its renewal, if no notification is made to the CFRB.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Cadiz Tricycle Franchising and Regulatory Division		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All resident and Filipino of Cadiz City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Fill out application form for Dropping of Franchise		CTFRD Office	
(Original)Barangay Certification for Closure / Dropping		Barangay Office an applicant is a bonafide resident	
(Photocopy) Latest Franchise and Mayor's Permit		CTFRD Office	
(Photocopy) OR/CR of Motorcycle		By the applicant	
(Photocopy)Deed of Sale (in case of Second Owner)		By the applicant (Notary Office)	
(Original Receipt) Cancellation Fee; Dropped below or 1 year - ₱100.00 (TAXI-TYPE/ JEEPNEY TYPE) Dropped more than 2 years. TAXI TYPE - ₱1,180.00 JEEPNEY TYPE - ₱1,250.00		By the applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and complete documents and requirements.	1. Verify application form and complete documents.	None	15 Minutes	CDS 1 CTFRD Office
	1.1 Actual inspection of Unit.		10 Minutes	CDS 1 CTFRD Office
	1.2 Encode data of client for Dropping Certificate.		10 Minutes	CDS 1 CTFRD Office
2. One-time Assessment and Payment of Taxes, Fees and Charges.	2. Payment for fees and charges for Dropping of Franchise.		30 Minutes	LRCO IV City Treasurer's Office
	2.1 Dropped below or 1 year. (TAXI-TYPE/ JEEPNEY TYPE)	₱100.00		
	2.2 Dropped more than 2 years.	₱1,180.00		
	2.2.1 TAXI TYPE (Close Type) 2.2.2 JEEPNEY TYPE (Open Type)	₱1,250.00		
3. Claim of Dropping Certificate.	3. Signed with approval of Consultant and Officer-in-charge.	None	30 Minutes	OIC, CTFRD
	3.1 Issue Dropping Certificate.	None	10 Minutes	CDS 1 CTFRD Office
TOTAL:		Dropped below or 1 year.	1 Hour and 45 Minutes	



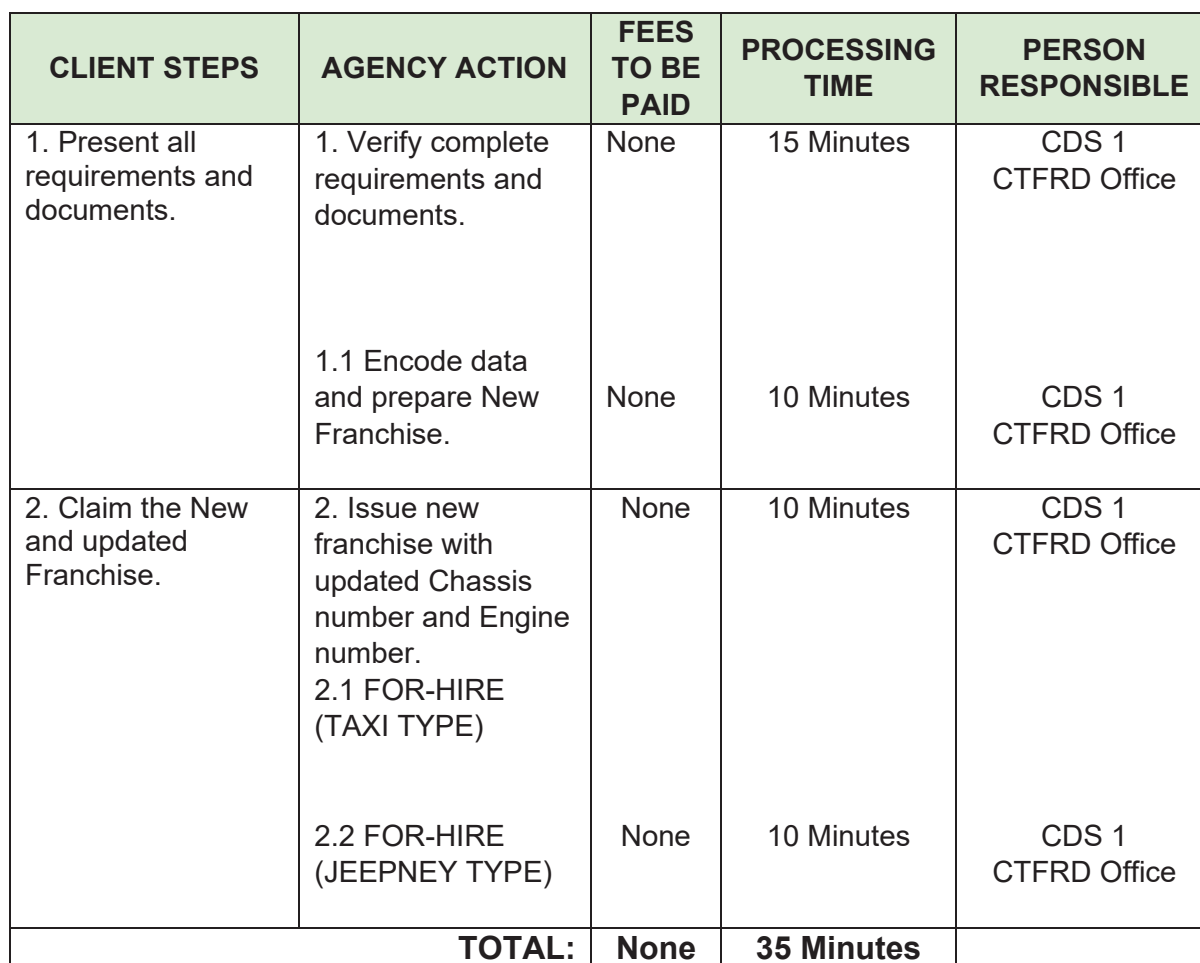
	(TAXI-TYPE/ JEEPNEY TYPE) ₱ 100.00 Dropped more than 2 years. TAXI TYPE (Close Type) ₱ 1,180.00 JEEPNEY TYPE (Open Type) ₱ 1,250.00		

3. Change Motor/Unit

An Operator or a public motorized tricycle-for-hire owner who wishes to change his unit or motorcycle must notify the CFRB and the OR/CR must reflect same owner of record of Old Franchise to be qualified for a new MTOP and Franchise.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Cadiz Tricycle Franchising and Regulatory Division		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All resident and Filipino of Cadiz City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Affidavit of Change Motor		By the applicant (Notary Office)	
Latest Franchise and Mayor's Permit		By the applicant	
Latest OR/CR of Motorcycle (provided same operators name of Old and New OR/CR)		By the applicant	
Old OR/CR of Motorcycle		By the applicant	
Motorcycle owner I.D.		By the applicant	





4. Change Ownership

An operator or a public motorized tricycle-for-hire owner who wishes to sell his unit or who has sold his unit must notify the CFRB for a new MTOP/franchise under the buyer's name (change of ownership), hence, this shall be a new application.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Cadiz Tricycle Franchising and Regulatory Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All resident and Filipino of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
HPG Clearance		By the applicant (HPG Office)		
Latest Franchise and Mayor's Permit		By the applicant		
Motorcycle owner I.D.		By the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements and documents.	1. Verify complete requirements and documents.	None	15 Minutes	CDS 1 CTFRD Office
	1.1 Encode data and prepare New Franchise and Mayor's Permit.	None	10 Minutes	CDS 1 CTFRD Office
2. Claim the New and updated Franchise and Mayor's Permit.	2. Issue new franchise and mayor's permit with updated name of Owner.	None	10 Minutes	CDS 1 CTFRD Office
TOTAL:		None	35 Minutes	

CITY ADMINISTRATOR'S OFFICE

External Services

Business Permits & Licensing Division



1. ONE STOP SHOP REGISTRATION

Applying/Renewing a Business Permit

To bring the Government closer to the people, the City Government of Cadiz designed a program where taxpayers can secure their permit at a single venue called “BUSINESS ONE STOP SHOP”

ONE-STOP Business Registration is adopting an automated process which is co-located with other government agencies. It offers services that seek to facilitate the registration of businesses by providing central access to government agencies involved in the registration process. This corresponds to the time of renewal which cater a whole year-round transaction.

There shall be a Mayor's/ Business Permit issued to those who establish, operate, conduct or maintain their businesses within the City of Cadiz.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business Entity) from 8:00 a.m. to 5 p.m.
Who may avail:	All Filipino citizens, corporations, partnerships, any business entity or business entrepreneur who shall establish, conduct or operate and maintain business establishments in the City of Cadiz.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW APPLICANT:	
1 set of Original Copy of Unified Application Form	City Administrators Office, BPLO
One (1) Original Copy or Certified Copy & One (1) Photocopy of DTI/SEC/CDA Registration	Department of Trade & Industry/Securities & Exchange Commission/ Cooperative Development Authority
Barangay Clearance	BPLO – Integrated Barangay Clearance
One (1) Original Copy or Certified Copy & One (1) Photocopy of Secretary Certificate, CDA or Board Resolution if Corporation or Association	Corporation or Association
One (1) Original Copy or Certified Copy & One (1) Photocopy of Occupancy Permit	City Engineer's Office
One (1) Original Copy or Certified Copy & One (1) Photocopy of Contract of lease (if lessee)	Lot/Building Owner



Additional original & photocopy of documentary requirements for:	
Air condition/Refrigerator Repair Service DTI Certificate of Accreditation	Department of Trade & Industry
Aquaculture Shrimp Growout Facility Certification Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate	Bureau of Fisheries and Aquatic Resources Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Auto Repair Shop DTI Certificate of Accreditation	Department of Trade & Industry
Bingo Games/Amusement PAGCOR License Resolution of No Objection	Philippine Amusement and Gaming Corporation Sangguniang Panglungsod
Cable Station Temporary Restraining Order	National Telecommunications Commission
Cellphone Units Retailer NTC License	National Telecommunications Commission
Coco Lumber License to Operate	Philippine Coconut Authority
Contractor PCAB License	Philippine Contractors Accreditation Board
Dialysis Center License to Operate License of Doctor & Nurse	Department of Health Professional Regulation Commission
Drugstore License to Operate License of Pharmacist	Food & Drug Administration Professional Regulation Commission
Educational Institution Dep Ed/CHED Accreditation	



	Department of Education/Commission of Higher Education
Embalming License of Embalmer	Professional Regulation Commission
Emission Testing Center Certificate of Authorization Certificate of Accreditation	Department of Transportation Department of Trade & Industry
Gasoline Station Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate{ECC}	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Herbal Product FDA License to Operate License as Distributor/Seller	Food & Drug Administration Owner/Authorized Person of the Company
Laboratory/Diagnostic Center Mid Tech License	Professional Regulation Commission
Lumberyard/Good Lumber Certificate of Accreditation License to Operate	Department of Environment & Natural Resources Barangay where business is located
Poultry/Piggery/Livestock Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Pork & Beef/Frozen Foods/Poultry Feeds License to Operate	Bureau of Animal Industry
Power Plant Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Sand and Gravel (Extraction)	



Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate Barangay Permit to Operate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office Barangay where business is located
Security Agency License to Operate License of Security Personnel	National Headquarters Philippine National Police National Headquarters Philippine National Police
Videoke Audio Video Operators Permit	Office of the City Mayor
Water Refilling Station Water Bacteriology Analysis Test Report Physico-Chemical Analysis Report Certificate of Water Potability	Any Laboratory Available Any Laboratory Available Water District Source
RENEWAL OF PERMIT:	
1 set of Original Copy of Unified Application Form	City Administrators Office, BPLO
One (1) Original Copy or Certified Copy & One (1) Photocopy of Copy DTI/SEC/CDA Registration	Department of Trade & Industry/Securities & Exchange Commission/ Cooperative Development Authority
Barangay Clearance	BPLO – Integrated Barangay Clearance
One (1) Original Copy or Certified Copy & One (1) Photocopy of Secretary Certificate, CDA or Board Resolution if Corporation or Association	Corporation or Association
One (1) Original Copy or Certified Copy & One (1) Photocopy of Occupancy Permit	City Engineer's Office
One (1) Original Copy or Certified Copy & One (1) Photocopy of Contract of lease (if lessee)	Lot/Building Owner
Income Tax Return (previous year)	
Additional original documentary requirements for:	
Air condition/Refrigerator Repair Service DTI Certificate of Accreditation	Department of Trade & Industry
Aquaculture	



Shrimp Growout Facility Certification Certificate of Social Acceptability SP Board Resolution	Bureau of Fisheries and Aquatic Resources
Environmental Compliance Certificate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Auto Repair Shop DTI Certificate of Accreditation	Department of Trade & Industry
Bingo Games/Amusement PAGCOR License Resolution of No Objection	Philippine Amusement and Gaming Corporation Sangguniang Panglungsod
Cable Station Temporary Restraining Order	National Telecommunications Commission
Cellphone Units Retailer NTC License	National Telecommunications Commission
Coco Lumber License to Operate	Philippine Coconut Authority
Contractor PCAB License	Philippine Contractors Accreditation Board
Dialysis Center License to Operate License of Doctor & Nurse	Department of Health Professional Regulation Commission
Drugstore License to Operate License of Pharmacist	Food & Drug Administration Professional Regulation Commission
Educational Institution Dep Ed/CHED Accreditation	Department of Education/Commission of Higher Education
Embalming License of Embalmer	Professional Regulation Commission
Emission Testing Center Certificate of Authorization Certificate of Accreditation	Department of Transportation Department of Trade & Industry
Gasoline Station	



Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Herbal Product FDA License to Operate License as Distributor/Seller	Food & Drug Administration Owner/Authorized Person of the Company
Laboratory/Diagnostic Center Mid Tech License	Professional Regulation Commission
Lumberyard/Good Lumber Certificate of Accreditation License to Operate	Department of Environment & Natural Resources Barangay where business is located
Poultry/Piggery/Livestock Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Pork & Beef/Frozen Foods/Poultry Feeds License to Operate	Bureau of Animal Industry
Power Plant Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office
Sand and Gravel (Extraction) Certificate of Social Acceptability SP Board Resolution Environmental Compliance Certificate Barangay Permit to Operate	Sangguniang Panglungsod Sangguniang Panglungsod City Environment & Natural Resources Office Barangay where business is located
Security Agency License to Operate	National Headquarters Philippine National Police



License of Security Personnel		National Headquarters Philippine National Police		
Videoke				
Audio Video Operators Permit		Office of the City Mayor		
Water Refilling Station		Any Laboratory Available		
Water Bacteriology Analysis Test Report		Any Laboratory Available		
Physico-Chemical Analysis Report				
Certificate of Water Potability		Water District Source		
NOTE:				
FOR FOOD BUSINESS				
X-ray Exam Result		Laboratory Clinic		
Stool Exam Result		Laboratory Clinic		
FOR NON FOOD BUSINESS				
Cedula		According to Barangay where business is located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for initial assessment & verification at the Business Permit & Licensing Division	1.1 Pre assessment of submitted requirements. 1.2 Forward to Joint Inspection Team for compliance of negative list (subject for ocular inspection) & possible assessment and payments 1.3 Verified Documents and release to the taxpayer.	None	30 Minutes 2 Hours & 30 minutes 30 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO <i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>License Inspector I</i> BPLO <i>Clerk III</i> BPLO
2. Secure Assessment Bill, Official Receipt and Fire Safety	2.1 Assessment of allowable fees	CITY TREASURER'S OFFICE New:		



Inspection Certificate (FSIC) to the City Treasurer's Office (CTO) window (As to Time Assessment & Payment)		Capital Investment X 16.50 % X 1% Renewal Renewal: Gross Income Per (Line of Business) Per (Table of Charges) Surcharge: BT Per Qtr. X 25% Interest: (Surcharge + BT Per Qtr.) X 2% per mo. (see attached table 2.2.1 & 2.2.2 below) FIRE INSPECTION FEE (BFP) If Total payment is > P500, Standard Fee of P500 is charge. If Total Payment is < P500 Total Fees & Charges X 15%. Note: If FSIC is expired 50 % additional charge from the total payment.	30 Minutes	<i>LRCO IV</i> CTO <i>LRCO II</i> CTO <i>Computer Operator I</i> CTO <i>Admin Aide III</i> CTO
	2.2 Payment based on the		25 Minutes	(CTO)



	assessed allowable fees and issuance of official receipt from the CTO and FSIC			<i>LRCO III</i> CTO <i>RCC II</i> CTO <i>RCC II</i> CTO (FSIC) <i>C,</i> <i>FSES/Assessor</i> BFP <i>Collecting Agent</i> BFP <i>Collecting Agent</i> BFP
	2.3 Release of Official Receipt - Tax Bills and Fire Safety Inspection Certificate (FSIC)		5 Minutes	<i>LRCO IV</i> CTO <i>LRCO II</i> CTO <i>Computer Operator I</i> CTO <i>Admin Aide III</i> CTO
3. Receiving of Business Permit	City Administrator's Office 3.1 Verify OR 3.2 Biometric & Signature 3.3 Releasing of Business Permit	None	15 Minutes 30 Minutes 15 Minutes	<i>Licensing Officer IV</i> BPLO <i>Licensing Officer I</i> BPLO <i>Clerk III</i> BPLO
	TOTAL:	New: Capital Investment X 16.50 % X 1%	5 Hours & 30 Minutes	



		Renewal Renewal: Gross Income Per (Line of Business) Per (Table of Charges) Surcharge: BT Per Qtr. X 25% Interest: (Surcharge + BT Per Qtr.) X 2% per mo. (see attached table 2.2.1 & 2.2.2 below) FIRE INSPECTION FEE (BFP) If Total payment is > P500, Standard Fee of P500 is charge. If Total Payment is < P500 Total Fees & Charges X 15%. Note: If FSIC is expired 50 % additional charge from the total payment.		

2. Retirement of Business



Business Enterprises that have closed or ceased to exist, or whose ownership has changed, must file with the City Treasurer's Office an application for Retirement of Business.

This should be done to update the city government's records and to avoid accumulation of the payments and penalties.

Description of the Service.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
Who may avail:	All citizens of the Philippines, a resident of Cadiz City, known to be of good moral character and has no derogatory records in the community.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter for retirement				
Application for Business Retirement (2 copies)		City Treasurer's Office		
Barangay Certification regarding cessation of business		Barangay where business is located		
Business Permit to be surrendered (original copy)		Permits & License Division		
Original Copy of Official Receipt		City Treasurer's Office.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting documents to the receiving employee at the Business Permits & Licensing Division.	Verifies and receives the supporting requirements for documentation and updates to the system.	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>License Inspector I</i> BPLO <i>Clerk III</i> BPLO
TOTAL:		00	10 Minutes	



3. Securing Mayor's Clearance and Certificate of Good Moral Character

There shall be a Mayor's Clearance and Certificate of good moral character issued to those who are seeking employment, applying for a firearms license and also to applicants who want to join the Philippine National Police (PNP) force. This is also required by some schools and overseas employment agencies to students/ recruits before they are allowed to enroll or apply.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:		Business Permits & Licensing Division		
Classification:		Simple		
Type of Transaction:		G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.		
Who may avail:		All citizens of the Philippines, a resident of Cadiz City, known to be of good moral character and has no derogatory records in the community.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (stating that the client is a resident of the barangay, of good moral character and has no derogatory records)		Barangay where the client resides		
Original Copy of Prosecutor's Clearance		City Prosecutor's Office		
Original Copy of Police Clearance		Philippine National Police Headquarters		
Original Copy of Official Receipt		City Treasurer's Office.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting documents to the Receiving employee at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of Clearance or Certification	None	10 Minutes	Computer Operator IV BPLO License Inspector II BPLO Clerk III BPLO
	Validates and countersign the clearance or certification	None	20 Minutes	Licensing Officer IV BPLO



				<i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor and City Administrator (The Licensing Officer IV counter signed in the clearance or certification before the approval)	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Clearance or Certification (The Original Copy of the Clearance or Certification is released to the client. 1 copy is given to the PNP for record purposes & 1 copy for office file.)	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
TOTAL:		00	1 Hour	

4. Securing Mayor's Permit for holding a benefit Dance, Disco and other similar activity

There shall be a Mayor's Permit issued to those who shall conduct, or hold any program, or activity involving the grouping of people within the jurisdiction of this City prior to the scheduled date.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.
Who may avail:	Any person, association or civic oriented organizations who are involved in educational and charitable activities and those who are active in the community/ barangay affairs.
CHEKLIST OF REQUIREMENTS WHERE TO SECURE	



Letter of request duly signed by the ff.: Brgy. Captain Brgy. Affairs Division City Enforcement Unit Chief of Police Certification from the Brgy. Ecological Solid Waste Management Council Noted by the City Environment and Natural Resources Office (CENRO)		Barangay Hall where benefit dance, disco & other similar activity is located Barangay Affairs Office City Enforcement Unit Philippine National Police Headquarters City Environment and Natural Resources Office (CENRO)		
Original Copy of Official Receipt		City Treasurer's Office.		
<i>(Dance and disco conducted by the different schools and exclusively for the students only of the requesting school shall be exempted from payment of fees.)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request, Certification & Original Copy of Official Receipt at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of certification	None	10 Minutes	<i>Licensing Officer IV BPLO</i> <i>Computer Operator IV BPLO</i> <i>License Inspector II BPLO</i> <i>Clerk III BPLO</i>
	Validates and countersign the certification	None	20 Minutes	<i>Licensing Officer IV BPLO</i> <i>Community Affairs Officer III BPLO</i>
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>



	Release of Permit (The Original Copy of the Mayor's Permit is released to the client. 1 copy is given to the PNP for record purposes & 1 copy for office file.)	None	10 Minutes	Computer Operator IV BPLO Clerk III BPLO
TOTAL:		00	1 Hour	

5. Securing Mayor's Permit for the Transport of Scrap Iron, Empty Bottles & Plastic Materials

There shall be a Mayor's Permit issued to those who shall transfer or transport scrap irons, empty bottles and plastic materials to other localities prior to the scheduled date.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
Who may avail:	Corporations, partnerships or any person who shall establish, operate and maintain business as junkshop operator and those engaged in the buying and selling of scrap materials.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request addressed to the City Mayor (stating what to deliver, date and the place of delivery).				
Clearance from the PNP-Bacolod & PNP-Cadiz (to check & ensure the Implementation of the Anti- fencing Law		Philippine National Police Headquarters		
Original Copy of Official Receipt		City Treasurer's Office.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request,	Verifies supporting	None	10 Minutes	Computer Operator IV



Clearance from PNP-Bacolod, PNP-Cadiz and Original Copy of Official Receipt.	documents and preparation of certification			BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the certification	None	20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Permit (The Original Copy of the Mayor's Permit is released to the client. 1 copy is given to the PNP for record purposes & 1 copy for office file.)	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>Clerk III</i> BPLO
	TOTAL:	00	1 Hour	

6. Securing Mayor's Permit to conduct motorcade/parade or procession

There shall be a Mayor's Permit issued to those who wish to hold a motorcade/ parade and/ or procession around the city, prior to the scheduled date in connection with their businesses, school and religious activity or for whatever purpose.



(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
Who may avail:	Every person, corporations, groups or entities who are engaged in businesses and for those who are involved in educational, religious, charitable, and governmental institutions.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request addressed to the City Mayor, indicating the schedule of motorcade / parade, planned route and purpose of the activity				
Original Copy of Official Receipt		City Treasurer's Office.		
<i>(Schools, Civic & military parades and religious procession are exempted from the payment of the permit fee)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request and Original Copy of Official Receipt to the receiving employee at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of certification	None	10 Minutes	Computer Operator IV BPLO Clerk III BPLO
	Validates and countersign the certification	None	20 Minutes	Licensing Officer IV BPLO Community Affairs Officer III



				BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	City Mayor City Administrator
	Release of Mayor's Permit(The Mayor's Permit is released to the applicant, 1 copy to the PNP, Traffic Division & 1 copy for Office file.)	None	10 Minutes	Computer Operator IV BPLO Clerk III BPLO
	TOTAL:	00	1 Hour	

7. Securing Mayor's Permit on all advertising and Promotional Activities

There shall be a Mayor's Permit issued to those who wish to promote or advertise their product/s or service/s to the public through the means or process of promotion/advertisement such as installation/posting of billboard, signage, streamers, posters and/or fliers and other similar materials.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.
Who may avail:	Every person, corporations, partnerships, any business entity and licensed professionals who are engaged in businesses or those who are practicing their profession.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request addressed to the City Mayor NOTE:	



For billboard attached thereto, design, details & specification and the site/sketch plan of the project. If the site/location is a private property, applicant must present written document showing consent of the owner. Affidavit of undertaking to assume all obligation and liabilities cause to any third party by reason of such project. Such other documents / papers that the city may require. Except in case of application to post or put streamers, posters and flyers, only a written application address to the City Mayor will be sufficient. Such letter must state the total number, size, purpose and the period /duration.					
Original Copy of Official Receipt		City Treasurer's Office.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1. Submit letter of request to the receiving employee At the Business Permits & Licensing Division. copy furnished the CEO and CPDO.	Verifies supporting documents and preparation of certification		None	10 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO <i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the certification		None	20 Minutes	<i>Licensing Officer IV</i> BPLO



				<i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Mayor's Permit (The Mayor's Permit is released to the applicant, 1 copy to the PNP, Traffic Division & 1 copy for Office file.)	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>Clerk III</i> BPLO
TOTAL:		00	1 Hour	

8. Securing Mayor's Permit for the transfer of cadaver to other localities

There shall be a Mayor's Permit issued to those who shall transfer the cadaver to other localities.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.	
Who may avail:	Any person who shall transfer the cadaver to other localities for an interment.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original Copy and Photocopy of the Death Certificate duly signed by the City Health Officer.		City Health Office
Barangay Certification (stating that the deceased is a resident of the Barangay)		Barangay where deceased resides
Original Copy of Official Receipt		City Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting documents to the Receiving employee at the Business Permits & Licensing Division.	Verifies supporting documents & Preparation of Permit		None 10 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO <i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates countersign and the certification		None 20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative		None 20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Permit The Original Copy of permit is released to the client. 1 copy is given to the PNP for record purposes & 1 copy for office file.		None 10 Minutes	<i>Computer Operator IV</i> BPLO <i>Clerk III</i> BPLO
TOTAL:			00	1 Hour

9. Securing Mayor's Permit for the Exhumation of Tomb

There shall be a Mayor's Permit issued to those who shall exhume the tomb.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)



Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
Who may avail:	Any person who shall exhume the tomb for the transfer of remains to other localities or for an interment of another dead body.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance from the City Health Officer		City Health Office		
Original Copy of Official Receipt		City Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Clearance from the City Health Officer and Original Copy of Official Receipt at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of certification	None	10 Minutes	<i>Licensing Officer IV</i> BPLO <i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the certification	None	20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Permit	None	10 Minutes	<i>Computer Operator IV</i> BPLO



				Clerk III BPLO
TOTAL:		00	1 Hour	

10. Securing Mayor's Permit using government owned buildings and other facilities

There shall be a Mayor's Permit issued to those who wish to use or occupy buildings & other facilities owned by the City Government of Cadiz prior to the use or occupancy.

THE CADIZ CITY GOVERNMENT offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

City Arena
Multi-Purpose Building
Balay Cadiznon

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
Who may avail:	Any person, school organizations, different sectoral groups including those who are engaged in businesses, religious and government sector.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request addressed to the City Mayor, specifying the government facility/ies to be used, date, time and purpose.				
Original Copy of Official Receipt		City Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting documents receiving employee at the Business Permits &	Verifies supporting documents and preparation of certification	None	10 Minutes	Licensing Officer IV BPLO Computer Operator IV BPLO



Licensing Division.				<i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the certification	None	20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Permit	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>Clerk III</i> BPLO
TOTAL:		0.00	1Hour	

11. Securing Mayor's Permit for the temporary use of roads, streets, sidewalks, alleys, plazas & playground

There shall be a Mayor's Permit issued to those who shall temporarily use and/or occupy a street, sidewalk, or alley or portion thereof in the City of Cadiz in connection with their businesses, construction works, & other purpose.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)



Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
[[Who may avail:	All owners/ operators who are engaged in businesses, construction works and for those who are engaged in the fishing industry. Also those who are involved in charitable, religious and educational institutions.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request stating the place, date, time & purpose				
Original Copy of Official Receipt		City Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting documents receiving employee at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of certification	None	10 Minutes	Computer Operator IV BPLO License Inspector II BPLO Clerk III BPLO
	Validates and countersign the certification	None	20 Minutes	Licensing Officer IV BPLO Community Affairs Officer III BPLO
	Approval of the City Mayor or his Authorized Representative		20 Minutes	City Mayor City Administrator
	Release of Permit	None	10 Minutes	Computer Operator IV BPLO



	The Original Copy of permit is released to the client. 1 copy is given to the PNP for record purposes & 1 copy for office file.			Clerk III BPLO
TOTAL:		00	1 Hour	

12. Securing Mayor's Permit for the registration of fishing boats or motor boats (3 gross tons below)

There shall be a Mayor's Permit issued to those who are engaged in fishing or catching fish or collecting aquatic products and owns a fishing boat or motor boat of three (3) gross tons or less and is operating in the Municipal waters within the jurisdiction of the City of Cadiz.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business Entity) from 8:00 a.m. to 5 p.m.			
Who may avail:	All Filipino citizens, residents of Cadiz City, Cooperative, partnership, association or corporations duly registered or incorporated under the laws of the Philippines and at least sixty (60) percent of whose capital stock belongs to citizens of the Philippines.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (stating the name of owner/operator, address, name of fishing boat or motor boat and no. of horse power of the engine)		Barangay where the fishing boats/motor boats operates		
Certification/Inspection report from the City Agriculturist Office		City Agriculturist Office		
Original Copy of Official Receipt		City Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting	Verifies supporting	None	10 Minutes	Computer Operator IV



documents to the receiving employee at the Business Permits & Licensing Division.	documents and preparation of permit			BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the permit	None	20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Permit	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	TOTAL:	00	1 Hour	

13. Securing Mayor's Permit for the delivery truck, van or vehicle

There shall be a Mayor's Permit issued to those who owns the delivery truck, van or vehicle used by the manufacturers, producers, wholesalers, dealers or retailers in the delivery or distribution of distilled spirits, fermented liquors, soft drinks, cigar and cigarettes, and any article of commerce to sale outlets or consumers, whether directly or indirectly within the City of Cadiz.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)



Office or Division:	Business Permits & Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen) from 8:00 a.m. to 5 p.m.			
Who may avail:	All manufacturers, producers, wholesalers, dealers or retailers who own and used the truck, van or vehicle in the delivery of goods and merchandise within the City of Cadiz.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form (stating the name of owner, address, LTO plate no. of the truck, van or vehicle)		City Treasurer Office		
Original Copy of Official Receipt		City Treasurer Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up Application Form and Original Copy of Official Receipt at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of permit	None	10 Minutes	<i>Licensing Officer IV</i> BPLO <i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the permit	None	20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>



	Release of Permit	None	10 Minutes	Computer Operator IV BPLO Clerk III BPLO
TOTAL:		00	1 Hour	

14. Securing Mayor's Permit for Peddler

There shall be a Mayor's Permit issued to those who will establish, operate, conduct or maintain their businesses within the City of Cadiz.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Business Permits & Licensing Division
Classification:	Simple
Type of Transaction:	G2B (Government to Business Entity) from 8:00 a.m. to 5 p.m.
Who may avail:	All Filipino citizens, any business entity or business entrepreneur who shall establish, conduct or operate and maintain business establishments in the City of Cadiz.
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	
1 set of Application Form	City Administrator's Office, BPLO
One (1) Original & One (1) Photocopy of Certification	City Treasurer's Office, Market Division (if business is located at the City Public Market)
One (1) Original & One (1) Photocopy of Barangay Clearance	Barangay where business is located
Updated Official Receipt	City Treasurer's Office, Real Property Tax Division (if business is located at the City Public Market)
Cedula	City Treasurer's Office
Original Copy of Official Receipt	City Treasurer Office
Health Card	City Health Office
NOTE:	
FOR FOOD BUSINESS	
X-ray Exam Result	Laboratory Clinic
Stool Exam Result	Laboratory Clinic
FOR NON FOOD BUSINESS	
X-ray Exam Result	Laboratory Clinic



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit supporting documents to the receiving employee at the Business Permits & Licensing Division.	Verifies supporting documents and preparation of permit	None	20 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO <i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	Validates and countersign the certification	None	10 Minutes	<i>Licensing Officer IV</i> BPLO <i>Community Affairs Officer III</i> BPLO
	Approval of the City Mayor or his Authorized Representative	None	20 Minutes	<i>City Mayor</i> <i>City Administrator</i>
	Release of Permit	None	10 Minutes	<i>Computer Operator IV</i> BPLO <i>License Inspector II</i> BPLO <i>Clerk III</i> BPLO
	TOTAL:	00	1 Hour	



BUSINESS TAX: (Kind of Business)

- (a) On manufacturers, assemblers, re-packers, 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	299.48
10,000.00 or more but less than 15,000.00	363.00
15,000.00 or more but less than 20,000.00	548.13
20,000.00 or more but less than 30,000.00	798.60
30,000.00 or more but less than 40,000.00	1,089.00
40,000.00 or more but less than 50,000.00	1,496.00
50,000.00 or more but less than 75,000.00	2,395.80
75,000.00 or more but less than 100,000.00	2,994.75
100,000.00 or more but less than 150,000.00	3,993.00
150,000.00 or more but less than 200,000.00	4,991.25
200,000.00 or more but less than 300,000.00	6,987.75
300,000.00 or more but less than 500,000.00	9,982.50
500,000.00 or more but less than 750,000.00	14,520.00
750,000.00 or more but less than 1,000,000.00	18,150.00
1,000,000.00 or more but less than 2,000,000.00	24,956.25
2,000,000.00 or more but less than 3,000,000.00	29,947.50
3,000,000.00 or more but less than 4,000,000.00	35,937.00
4,000,000.00 or more but less than 5,000,000.00	41,926.50
5,000,000.00 or more but less than 6,500,000.00	44,240.63



6,500,000.00 or more	At a rate of fortyeight & four tenths percent (48.40%) of one percent (1%)

(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	32.67
1,000.00 or more but less than 2,000.00	59.90
2,000.00 or more but less than 3,000.00	90.75
3,000.00 or more but less than 4,000.00	130.68
4,000.00 or more but less than 5,000.00	181.50
5,000.00 or more but less than 6,000.00	219.62
6,000.00 or more but less than 7,000.00	259.55
7,000.00 or more but less than 8,000.00	299.48
8,000.00 or more but less than 10,000.00	338.80
10,000.00 or more but less than 15,000.00	399.30
15,000.00 or more but less than 20,000.00	499.13
20,000.00 or more but less than 30,000.00	598.95
30,000.00 or more but less than 40,000.00	798.60
40,000.00 or more but less than 50,000.00	1,197.90
50,000.00 or more but less than 75,000.00	1,796.85
75,000.00 or more but less than 100,000.00	2,395.80
100,000.00 or more but less than 150,000.00	3,394.05
150,000.00 or more but less than 200,000.00	4,392.30
200,000.00 or more but less than 300,000.00	5,990.11
300,000.00 or more but less than 500,000.00	7,986.00
500,000.00 or more but less than 750,000.00	11,979.00
750,000.00 or more but less than 1,000,000.00	15,972.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more	At a rate of forty-eight & four tenths percent (48.40%) of one percent (1%)



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

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers, or retailers of the ESSENTIAL COMMODITIES enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under Subsections (a), (b), and (d) of this Article:

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed, or preserved food, sugar, salt, and other agricultural, marine, and fresh water products, whether in their original states 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 exporter 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 rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

(d) On retailers

Gross Sales/Receipts for the Preceding year	Rate of Tax Per Annum
More than P50,000.00 but not over P400,000.00	3.3%
More than 400,000.00	1.65%

The rate of three percent and three tenth percent (3.3%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one and sixty-five hundredths percent (1.65%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00). 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 Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations.

(e) On contractors and other independent contractors, in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year:	Amount of Tax per Annum



Less than 5,000.00	49.91
5,000.00 or more but less than 10,000.00	111.93
10,000.00 or more but less than 15,000.00	189.66
15,000.00 or more but less than 20,000.00	299.48
20,000.00 or more but less than 30,000.00	499.13
30,000.00 or more but less than 40,000.00	698.78
40,000.00 or more but less than 50,000.00	998.25
50,000.00 or more but less than 75,000.00	1,597.20
75,000.00 or more but less than 100,000.00	2,395.80
100,000.00 or more but less than 150,000.00	3,593.70
150,000.00 or more but less than 200,000.00	4,791.60
200,000.00 or more but less than 250,000.00	6,588.45
250,000.00 or more but less than 300,000.00	8,385.30
300,000.00 or more but less than 400,000.00	11,180.40
400,000.00 or more but less than 500,000.00	14,973.75
500,000.00 or more but less than 750,000.00	16,788.75
750,000.00 or more but less than 1,000,000.00	18,603.75
1,000,000.00 or more but less than 2,000,000.00	20,872.50
2,000,000.00 or more	At a rate of forty - eight & four tenths percent (48.40%) of one percent (1%)

Provided, that in no case shall the tax on gross sales P2,000,000.00 or more be less than P 18,975.00

(f) On Banks and other Financial institutions, at the rate of Seventy Five percent (75%) of one percent (1%) of the gross receipts.

(g) Restaurants, cafes, cafeterias, carinderias, eateries, food caterers, ice cream and other refreshment parlors, and soda fountain bars:

Gross Sales/Receipts for the Preceding year	Rate of Tax Per Annum



P 50,000.00	P 1,361.25
For every 1,000.00 or fraction thereof in excess of 50,000.00	P 30.25

(h) The same rates of graduated taxes, viz:

Amount of Gross Sales/Receipts For the Preceding Calendar Year:	Amount of Tax per Annum
Less than P5,000.00	P 49.91
P 5,000.00 or more but less than P 10,000.00	P 111.93
P 10,000.00 or more but less than P 15,000.00	P 189.66
P 15,000.00 or more but less than P 20,000.00	P 299.48
P 20,000.00 or more but less than P 30,000.00	P 499.13
P 30,000.00 or more but less than P 40,000.00	P 698.78
P 40,000.00 or more but less than P 50,000.00	P 998.25
P 50,000.00 or more but less than P 75,000.00	P 1,597.20
P 75,000.00 or more but less than P 100,000.00	P 2,395.80
P 100,000.00 or more but less than P 150,000.00	P 3,593.70
P 150,000.00 or more but less than P 200,000.00	P 4,791.60
P 200,000.00 or more but less than P 250,000.00	P 6,588.45
P 250,000.00 or more but less than P 300,000.00	P 8,385.30



P 300,000.00 or more but less than P 400,000.00	P11,180.40
P 400,000.00 or more but less than P 500,000.00	P14,973.75
P 500,000.00 or more but less than P 750,000.00	P16,788.75
P 750,000.00 or more but less than P 1,000,000.00	P18,603.75
P 1,000,000.00 or more but less than P 2,000,000.00	P20,872.50
P 2,000,000.00 or more	At a rate of forty - eight & four tenths percent (48.40%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P20,872.50 are hereby imposed on the businesses hereunder enumerated:

- a. Commission agents;
- b. Lessors, dealers, brokers of real estate;
- c. Travel agencies and travel agents;
- d. Boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
- e. Subdivision owners/private cemeteries and memorial parks;
- f. Privately-owned markets;
- g. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- h. Operators of Cable Network System;
- i. Operators or computer services establishments;
- j. General consultancy services;

All other similar activities consisting essentially of the sale of services for a fee.

Provided, that in no case shall the tax on gross sales of 2,000,000.00 or more be less than P20,872.50.

(i) On any businesses not otherwise specified in the preceding paragraphs: at the rate of **Three percent (3%) of sales or gross receipts** of the preceding year but not less than the amount set opposite each:



- (j) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of seventy-five pesos (P75.00) per peddler annually.

Mayor's Permit Fee

Imposition of Fee. For purpose of the Mayor's Permit Fee, the following Philippine definition of business size is hereby adopted:

Enterprise Scale	Asset Limit	Workforce
Cottage	P 500,000 and below	1-10
Small	Over P 500,000 to P 3M	11-99
Medium	Over P 3M to P 15M	100-199
Large	Over P 15M	200 or more

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

Classification/Category		Rate of Fee per Annum
1.	On Manufacturers/Importers/Producers Micro-Industry Small-scale Industries Medium-Scale Industries Large-Scale Industries	P 350.00 P 660.00 P 1,320.00 P 2,640.00
2.	On Banks Rural, Thrift and Savings Banks Commercial, Industrial & Dev't. Banks Universal Banks	P 2,200.00 P 4,400.00 P 6,600.00



3.	On Other Financial Institutions	
	Small Medium Large	P 2,200.00 P 4,400.00 P 6,600.00
4.	On Contractors/Service Establishments	
	Small-scale Industries Medium-Scale Industries Large-Scale Industries	P 440.00 P 880.00 P 1,100.00
5.	On Wholesalers/Retailers/Dealers or Distributors	
	Micro-Industry Small-scale Industries Medium-Scale Industries Large-Scale Industries	P 220.00 P 550.00 P 1,100.00 P 1,320.00
6.	On Trans-loading Operations	
	Medium Large	P 4,400.00 P 6,600.00
7.	Renewable Energy Companies	P 5,000.00
8.	On Telecommunications, Cable Companies, Internet Providers and Internet Café	
	Micro Cottage Small Medium	P1,000.00 P1,500.00 P2,000.00 P3,000.00



	Large	P5,000.00
9.	On Real Estate Lessors (Commercial Building)	
	Cottage	P1,000.00
	Small	P2,000.00
	Medium	P3,500.00
	Large	P5,000.00
	(Residential Building)	
	Cottage	
	Small	P1,000.00
	Medium	P1,200.00
	Large	P1,600.00
		P2,500.00
10.	Hotels, Motels, Pension Houses, Apartelles, Apartments, Condominiums	
	Cottage	
	Small	
	Medium	P 800.00
	Large	P1,000.00
		P2,000.00
		P3,000.00
11.	Lodging/Boarding House	
	Micro	
	Cottage	P400.00
	Small	P800.00
	Medium	P1,000.00
	Large	P1,500.00
		P2,500.00
12.	Restaurants, Cafes, Cafeterias, Carinderias, Eateries, Snackhouses, Refreshment, Ice Cream and other Refreshment Parlors, and Catering Services	



	Micro Cottage Small Medium Large	P 300.00 P 700.00 P1,000.00 P1,500.00 P2,000.00
13.	Amusement Places (to include but not limited to Video-Karaoke Bars, Video Houses, Theaters, Cinema Houses, Resorts and Disco Houses) Micro Cottage Small Medium Large	P 500.00 P 800.00 P1,000.00 P2,000.00 P3,000.00
14.	Other Businesses not mentioned Cottage Small-scale Industries Medium-Scale Industries Large-Scale Industries	P 220.00 P 550.00 P 1,100.00 P 1,320.00
15.	Dinagsa Kiosk during Dinagsa Festival (Exclusive of canopy rental, electricity and water consumption, and fees for other requirements)	P5,000.00 (Ordinance No. 04-2023)

Sanitary Inspection Fee. Imposition of Fee.

Kind of Business	Rate of Fees
Amusement places	P800.00
Manufacturers, producers, laundry shops, laboratories, private markets, private hospitals, private schools, warehouses, department stores, and shopping centers	P600.00



Importer, exporter, wholesaler	P600.00
Hotel, motel, apartelle, pension house, and other similar institutions	P600.00
Financial institutions	P600.00
Medical and dental clinics	P500.00
Institutions for learning	P500.00
Public eating places such as restaurants, refreshment parlors, carinderias, etc.	P400.00
Establishments offering services	P400.00
Apartment, house for rent, accessories, boarding houses, and other similar institutions	P400.00
Retailers and other establishments not included in the above	P300.00

Health Examination/ Service Fees. Imposition of Fee. Fifty Pesos (**P50.00**) / person

A fee of Thirty Pesos (P30.00) shall be collected for each additional copy of subsequent issuance of a copy of the initial, medical certificate issued by the City Health Officer.

Solid Waste Management Fee . Imposition of Fee.

SOLID WASTE COLLECTION FEES PER YEAR	
Small Scale Business	P 480.00 or P40.00/Month
Medium Scale Business	P 1,200.00 or P100.00/Month



Large Scale Business	P 3,000.00 or P250.00/Month
Mega Large-Scale Business	P 4,800.00 or P400.00/Month

Zonal Permit Fee: P 100.00
 Electrical Fee: (City Planning/Engineer's Office RATES)
 Miscellaneous Fee: P40.00
 Business Tax Clearance: P175.00

ARTICLE B. Developmental/ Convenience Fee. Imposition of Fee.

a.) On Business Permit

ENTERPRISE SCALE	ASSET LIMIT	Rate of Fee
Micro – Industry	50,000 and below	100.00
Small – Scale Industries	50,000 to 200,000	200.00
Medium – Scale Industries	200,000 to 1M	500.00
Large – Scale Industries	1M and above	1,000.00

b.) On Fees & Charges

1. Peddlers P 50.00
2. Fish Corrals P 50.00
3. Transfer of Cadaver P 20.00
4. Mayor's Clearance P 20.00
5. Certified True Copy P 20.00
6. Certifications P 20.00
7. Dance Permit P 50.00
8. Pump boat P 50.00



BARANGAY CLEARANCE FEES

BARANGAY CLEARANCE FEES ON BUSINESS BARANGAY ZONE 1

CLASSIFICATION OF BUSINESS	RATE
BARANGAY BUSINESS CLEARANCE	
FOR VEHICLES	100.00
FOR ESTABLISHMENTS	150.00

BARANGAY CLEARANCE FEES ON BUSINESS BARANGAY ZONE 2

	CLASSIFICATION OF BUSINESS	RATE
	A. STORE OR RETAILER	
1	SARI SARI STORE	150.00
2	GROCERY STORE	300.00
3	CAFETERIA/COFFEE SHOP	300.00
4	CARINDERIA AND FOOD CATERER	300.00
5	ICE CREAM AND OTHER REFRESHMENT PARLOR	200.00
6	RESTAURANT/EATERY	300.00
7	FOOD STAND	150.00
8	FISH VENDOR WITH STALL	150.00
9	FISH VENDOR (AMBULANT)	100.00
10	RETAILER OF DRESSED CHICKEN, MEAT, FRESH OR PRESERVED	300.00



11	DRY GOODS STORE	300.00
12	HARDWARE	300.00

13	SIDEWALK RETAILER INCLUDING TRANSIENT VENDOR	100.00
14	RICE AND CORN DEALER	300.00
	B. ON MANUFACTURERS, ASSEMBLERS, RE-PACKERS	
	AND PACKERS	
1	BAGO-ONG, SALTED AND DRIED FISH DEALERS	300.00
2	FRESH EGGS, CHICKEN AND HOG DEALERS	300.00
3	BAKERY	300.00
4	BOXES MAKERS	300.00
5	CANDLE AND WAX MAKER	200.00
6	CANDY MAKER	
7	HOLLOW PRODUCTS AND CONCRETE PRODUCTS	300.00
8	GALVANIZED IRON SHEET AND ALUMINUM CONTAINER	300.00
	/BANERAS	
9	HOME INDUSTRIES AND FURNITURES	300.00
10	ICE CREAM AND FROZEN DELIGHTS	200.00
11	OTHER MANUFACTURERS, PRODUCERS	500.00
	NOT MENTIONED ABOVE	
	C. ON CONTRACTOR AND SERVICE ESTABLISHMENTS	
1	PAINTING SERVICES	300.00



2	GASOLINE STATION	500.00
3	BARBER SHOP	150.00
4	BATTERY CHARGING SHOP	150.00
5	BEAUTY PARLOR	150.00
6	VIDEO TAPE COVERAGE SERVICES	300.00
7	CONSTRUCTION AND REPAIR SHOP FOR MOTOR VEHICLES	300.00

8	FURNITURE REPAIR SHOP	200.00
9	LUMBER YARDS	300.00
10	PERSON ENGAGED IN THE INSTALLATION OF SOUND SYSTEM	300.00
11	PHOTOGRAPHY STUDIO	200.00
	CLASSIFICATION OF BUSINESS	RATE
12	PUBLIC WAREHOUSE AND BODEGA	500.00
13	RENTING OF IMPLEMENTS LIKE TRICYCLE, AUTOMOBILE	200.00
14	AND TRUCKS	
15	WELDING SHOP	200.00
16	MACHINE SHOP	200.00
17	ROASTING OF PIGS AND FOWLS	200.00
18	TAILORING AND DRESS SHOPS	200.00
19	VULCANIZING SHOP	200.00
20	BOARDING HOUSE	500.00

21	LODGING HOUSE AND MOTELS	500.00
22	GIFT SHOP	200.00
23	ELECTRONICS SHOP	300.00
24	DRUG TESTING	500.00
25	LENDING	500.00
26	SAND AND GRAVEL	500.00
27	CAR WASH OF ANY VEHICLE	300.00
28	REAL ESTATE LESSOR	500.00
29	FAST FOOD, EATERIES AND OTHER	500.00
30	ESTABLISHMENT NOT MENTIONED ABOVE	500.00
	D. ON AMUSEMENTS PLACE AND DEVICES	
1	COCKTAIL LOUNGE OR VIDEOKE BAR	300.00
2	BILLIARD OR POOL HALL	150.00
3	CIRCUS CARNIVAL	200.00
4	MERRY GO ROUND, ROLLER COASTER, FERRIS WHEEL	200.00
5	SHOOTING GALLERIES	200.00
6	VIDEO HOUSES	200.00
7	CINEMA HOUSE AND THEATERS	300.00
8	BOWLING ALLEY	500.00
9	BETA PLAYER AND OTHER MACHINE PLAYER	300.00



10	KARAOKE BAR/VIDEOKE	300.00
11	COMPUTER GAMES MACHINE	300.00
12	COMPUTER W/ INTERNET MACHINE	300.00

BARANGAY CLEARANCE FEES ON
BUSINESS BARANGAY ZONE 3

	CLASSIFICATION OF BUSINESS	RATE
1	STORE OR RETAILER	100.00
2	ON CAFES, CAFETERIAS AND CARINDERIAS	100.00
3	ON BUSINESS ESTABLISHMENTS PRINCIPALLY RENDERING SERVICES	100.00
4	ON PRIVATELY OWNED PUBLIC MARKETS	
	A. ON REAL ESTATE DEALERS	200.00
	B. ON BOARDING HOUSES	120.00

5	FOOD STANDS	100.00
6	DEALERS OF FERMENTED LIQUORS, WINES & TUBA	100.00
7	LEAF TOBACCO AND CIGARETTE RETAILER	100.00
8	ON AMUSEMENT PLACES	
	A. DAY AND NIGHT CLUB	300.00
	B. DAY CLUB OR NIGHT CLUB	200.00
	C. COCKTAIL LOUNGE OR BAR	200.00



	D. CABARET AND DANCE HALL	300.00
	E. BILLIARD AND POOL HALL	120.00
	F. BOWLING ALLEY	120.00
	G. CIRCUS, CARNIVAL OR THE LIKE	300.00
	H. MERRY GO ROUND, ROLLER COASTER AND THE LIKE	150.00
	I. COCKPITS	300.00
	PLUS: SULTADA FEE PER COCKFIGHT	
	DERBY COCKFIGHT	100.00
	ORDINARY COCKFIGHT	50.00
	J. THEATERS AND CINEMA HOUSES	
	AIR-CONDITIONED	300.00
	ORDINARY	150.00
	SING ALONG JOINTS	150.00
1.	ON MANUFACTURERS, ASSEMBLERS, RE- PACKERS	
	AND PACKERS	
1.1	BAGO-ONG, SALTED AND DRIED FISH DEALERS	100.00
1.2	BAKERY	
	MECHANIZED	100.00
	MANUAL	100.00
1.3	BED AND/OR MATTRESSES	
	MECHANIZED	100.00
	MANUAL	75.00

	BOTTLES/BOTTLING PLANT	200.00
1.4	BOXES	200.00
1.5	CANDLES	100.00
1.5	CANNED GOODS	100.00
1.6	CONFECTIONERY AND CANDIES	75.00
1.7	CONCRETE HOLLOW BLOCKS	100.00
	CLASSIFICATION OF BUSINESS	RATE
1.8	GALVANIZED IRON SHEET AND ALUMINUM CONTAINER	100.00
1.9	HOME INDUSTRIES AND FURNITURES	100.00
1.10	ICE, ICE CREAM AND FROZEN DELIGHTS	100.00
1.11	SOAP AND COSMETICS	100.00
1.12	STEEL AND IRON PRODUCTS	200.00
1.13	REPACKER	
1.14	RECTIFIERS, BREWERS AND DISTILLERS	100.00
1.15	WINES, LIQUORS AND DISTILLED SPIRITS COMPOUNDERS	100.00
1.16	OTHER MANUFACTURERS, IMPORTERS AND PRODUCERS NOT MENTIONED ABOVE	100.00
2.	ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS	
	AND DISTRIBUTORS	
2.1	AGRICULTURAL PRODUCTS	100.00

2.2	AUTOPARTS	100.00
2.3	DRUGS AND COSMETICS	300.00
2.4	DRY GOODS, CLOTHES AND TEXTILES	100.00
2.5	GENERAL MERCHANDISE	
	SARI SARI (BARANGAYS)	50.00
	INSIDE PUBLIC MARKET	100.00
2.6	GLASSWARES	200.00
2.7	GROCERIES	200.00
2.8	JEWELRIES	200.00
2.9	LUMBER/WOOD AND CONSTRUCTION MATERIALS	
	ALL KINDS	200.00
	COCO LUMBER	100.00
	BAMBOO AND ITS PRODUCTS AND NIPA SHINGLES	100.00
2.10	LUBRICATING OILS AND OIL BY-PRODUCTS	100.00
2.11	LIQUIFIED PETROLEUM GAS	100.00
2.12	KEROSENE, DIESEL AND GASOLINE	
	WITH FILLING STATION - PER PUMP	
	AVIATION GASOLINE	100.00
	SPECIAL GASOLINE	100.00
	REGULAR GASOLINE	100.00
	DIESEL	100.00

	KEROSENE	100.00
	WITHOUT FILLING STATION OR PUMP	
	GASOLINE/DIESEL	50.00
	KEROSENE	50.00
2.1 3	VENDORS, BUYERS AND DEALERS (PUBLIC MARKET)	
	CHICKEN, FOWLS AND EGGS	100.00
	FISH VENDORS	100.00
	FRUITS, SPICES AND VEGETABLES	100.00
	HOGS	100.00
	LARGE CATTLE AND OTHER LIVESTOCK	100.00
	MEAT, FRESH AND PRESERVED	100.00
CLASSIFICATION OF BUSINESS		
	PLANTS AND FLOWERS	100.00
2.1 4	OTHER RETAILERS, WHOLESALERS, DEALERS AND DISTRIBUTORS NOT MENTIONED ABOVE	100.00
3.	ON EXPORTERS	100.00
4.	ON ESSENTIAL COMMODITIES	100.00
	THE PERMIT FEES ON THE BUSINESS OF MANUFACTURING,	
	PRODUCING, IMPORTING, WHOLESALING AND RETAILING OF	
	ESSENTIAL COMMODITIES NOT SPECIFIED ABOVE SHALL BE	



	ONE HALF (1/2) OF THE RATES PRESCRIBED IN THE ARTICLE	
5.	ON RICE AND CORN	
	PALAY, CORN AND OTHER GRAINS BUYER/DEALER	100.00
	RICE AND CORN WHOLESALER	100.00
	RICE AND CORN RETAILER	100.00
6.	ON CAFES, CAFETERIAS AND OTHER CAFETERIAS	
	CAFES AND CAFETERIAS	100.00
	ICE CREAM AND OTHER REFRESHMENT PARLORS	100.00

	CARINDERIA AND FOOD CATERER	100.00
	RESTAURANTS	200.00
	SODA FOUNTAIN BARS	100.00
	FOOD STANDS FOR PUTO, POPCORN, PEANUTS AND OTHER COOKED FOODS	50.00
	GULAMAN, BUKO AND JUICE STANDS	50.00
7.	ON CONTRACTORS AND SERVICE ESTABLISHMENTS	
	ACCOUNTING SERVICE	100.00
	ADVERTISING SERVICE	100.00
	ARRASTRE SERVICE	100.00
	ASSAYING LABORATORIES	100.00
	BARBER SHOPS	



	WITH FREE CHAIRS OR LESS	100.00
	WITH MORE THAN THREE CHAIRS	100.00
	ROVING/AMBULANT BARBERS	50.00
	AIRCONDITIONED	400.00
	BATTERY CHARGING SHOP	100.00
	BEAUTY PARLOR	
	WITH EQUIPMENT	100.00
	MANUAL	100.00
	TRAVELLING BEAUTICIAN	50.00
	BELT AND BUCKLE SHOP	
	BLACKSMITH	
	MANUAL	50.00
	MECHANIZED	100.00

	CLASSIFICATION OF BUSINESS	RATE
	BOOKING OFFICE FOR FILM EXCHANGE	100.00
	BREEDING OF GAMECOCKS	100.00
	BREEDING OF RACEHORSES	100.00
	BROKERAGE	100.00
	BUSINESS AGENTS	100.00
	BUSINESS MANAGEMENT SERVICES	100.00
	CARPENTRY SHOP	100.00



	CINEMATOGRAPHIC FILM OWNERS, LESSORS OR DISTRIBUTORS, VIDEO COVERAGE SERVICE	100.00
	COLLECTING AGENCIES	150.00
	COMMERCIAL OR IMMIGRANT BROKERS	150.00
	CONSTRUCTION AND/OR REPAIR SHOPS	
	MOTOR VEHICLES BODY BUILDING	150.00
	BICYCLES AND TRICYCLES	100.00
	DRAFTING AND ARCHITECTURAL SERVICES	100.00
	DYEING ESTABLISHMENTS	100.00
	EMPLOYMENT AGENCIES	200.00
	ESCORT SERVICES	200.00
	FUNERAL SERVICE PARLORS	200.00
	FURNITURE REPAIR SHOP	100.00
	GARAGES	100.00
	GENERAL ENGINEERING, GENERAL BUILDING AND SPECIALTY CONTRACTORS, FILLING, DEMOLITION, SALVAGE WORK AND TRANSFER OR RELOCATION	200.00

	GOLDSMITHS AND SILVERSMITHS	100.00
	HEMP-GRASING ESTABLISHMENTS	100.00
	HOUSE AND/OR SIGN PAINTERS	100.00
	ICE AND COLD STORAGE	100.00



	INDENTOR OR INDENT SERVICES	100.00
	JANITORIAL SERVICES	100.00
	KEY SMITHS	50.00
	LATHE MACHINE SHOPS	
	LAUNDRY SHOPS	
	MANUAL	50.00
	MECHANIZED	100.00
	LEGAL AND OTHER PROFESSIONAL SERVICES	
	LUMBERYARDS	300.00
	MASSAGE OR THERAPEUTIC CLINIC	100.00
	METEOGRAPHY SERVICES	100.00
	MEDICAL AND DENTAL CLINIC	100.00
	MESSENGERIAL SERVICES	150.00
	MILLING SERVICE	100.00
	PARKING LOTS	
	ONE HECTARE OR LESS	100.00
	MORE THAN ONE HECTARE	150.00
	PAINTING SHOPS	100.00
	CLASSIFICATION OF BUSINESS	RATE
	PERSONS ENGAGED IN THE INSTALLATION/DISTRIBUTION OF:	
	WATER SYSTEMS	200.00

	GAS OR BIO-GAS SYSTEM	200.00	



	ELECTRIC LIGHT, HEAT AND POWER INSTALLATION	200.00
	SOUND SYSTEM SERVICE	150.00
	ORDINARY SOUND AND LIGHT SYSTEM	100.00
	STEREO-QUADRONIC SOUNDS AND DISCO LIGHTS	50.00
	SOUND AND TAPE DECK COMPONENT	50.00
	PHOTOGRAPHIC STUDIOS	
	WITH GALLERY AND PHOTO ENLARGER	100.00
	WITH GALLERY W/OUT PHOTO ENLARGER	100.00
	DEVELOPING CENTER	100.00
	ROVING PHOTOGRAPHER	50.00
	PHOTOSTATIC WHITE AND BLUE PRINTING	200.00
	PLASTIC LAMINATION	150.00
	PRIVATE HOSPITALS	200.00
	PROMOTIONAL SERVICES	100.00
	PROPRIETORS OR OPERATORS OF HEAVY EQUIPMENT FOR HIRE	200.00
	PROPRIETORS OF SMELTING PLANT	200.00
	PROPRIETORS OF ENGRAVING AND PLATING PLANTS	150.00
	PUBLIC WAREHOUSE AND BODEGAS	200.00
	PURCHASING AGENCIES	150.00
	RECOPYING AND DUPLICATING SERVICES	
	XEROX COPYING	100.00



	MIMEOGRAPHING AND TYPING SERVICES	100.00
	SCANNER	100.00

	RENTING OF EQUIPMENTS	
	OFFICE EQUIPMENT AND FURNITURE	100.00
	BICYCLES, TRICYCLES AND SKATES	100.00
	TRUCKS AND AUTOMOBILES	100.00
	HEAVY EQUIPMENT	100.00
	AGRICULTURAL IMPLEMENT AND TOOLS	100.00
	DIVING, SKIING AND OTHER ATHLETIC EQUIPMENT	100.00
	REPAIR SHOPS FOR MORE VEHICLES AND ENGINES	
	WITH SHOP AREA OF MORE THAN 1,000 SQ. METERS	200.00
	WITH SHOP AREA OF 500 SQ. METERS OR MORE	
	BUT LESS THAN 1,000 SQ. METERS	
	WELDING SHOP:	
	ELECTRIC WELDING	150.00
	ACETYLENE WELDING	100.00
	SOLDERING	100.00
	REPAIR SERVICES	
	ELECTRONIC EQUIPMENT	100.00
	HOUSEHOLD APPLIANCES	100.00
	RADIOS AND AMPLIFIERS	50.00
	RAOSTING OF PIGS AND FOWLS	50.00



	CLASSIFICATION OF BUSINESS	RATE
	SAWMILLS	
	FIXED ESTABLISHMENTS	100.00
	CHAINSAW OPERATORS PER UNIT:	
	WITH BLADE OF MORE THAN 24 INCHES	50.00
	WITH BLADE OF MORE THAN 12 INCHES	50.00
	BUT LESS THAN 24 INCHES	

	WITH BLADE OF 12 INCHES OR LESS	50.00
	SCULPTOR SHOPS	50.00
	SERVICE STATIONS	
	(WASHING, GREASING, LUBRICATING)	
	MANUAL	100.00
	MECHANIZED	50.00
	SHINE SERVICE/STAND	50.00
	SLENDERING OR BODY SALONS	100.00
	STAPLES	100.00
	WITH THREE OR LESS SEWING MACHINES	50.00
	TINSMITHS	
	MECHANIZED	100.00
	MANUAL	50.00
	TRANSPORTATION TERMINALS NOT OWNED BY BUS OPERATORS	200.00
	UPHOLSTERY SHOP AND/OR WOOD CARVING	100.00
	VACIADOR AND GRINDING SHOPS OR GRISTMILLS	100.00



	VOCATIONAL, DRIVING AND COMPUTER SCHOOLS	150.00
	VULCANIZING SHOPS	50.00
	WAREHOUSING, FORWARDING SERVICES	200.00
	WATCH REPAIR SHOPS	
	MANUAL	50.00
	MECHANIZED	100.00
	OTHER SERVICE ESTABLISHMENTS	100.00
8.	ON HOTELS AND MOTELS	
	HOTELS	300.00

	MOTELS/INNS/PENSION HOUSE	200.00
	HOTELS, THREE STAR UP	300.00
	MOTELS, THREE STAR UP	200.00
	RESTHOUSES WITH TEN ROOMS AND BELOW	200.00
9.	ON PRIVATE-OWNED PUBLIC MARKET	200.00
10.	ON REAL ESTATE DEALERS	
	SUBDIVISION OPERATORS	200.00
	LESSORS OF REAL ESTATE	200.00
11.	ON PRIVATE-OWNED CEMETERIES AND MEMORIAL PARKS	
	COMMERCIAL	150.00



	FAMILY USE	100.00
	CLASSIFICATION OF BUSINESS	RATE
12.	ON BOARDING HOUSES	100.00
13.	ON PAWNSHOPS	300.00
	ON BUSINESSES	
1.	ON MONEY SHOPS, FINANCING AND INSURANCE ESTABLISHMENTS	
	MONEY SHOPS	300.00
	LENDING INVESTORS	300.00
	FINANCE AND INVESTMENT COMPANIES	300.00
	INSURANCE COMPANIES	300.00
	COMMERCIAL COMPANIES	300.00
	SAVINGS BANK	300.00

	RURAL BANK	300.00
2.	ON BUSINESS OF DEALERS IN FERMENTED LIQUORS, DISTILLED	
	SPIRITS AND/OR WINES/TUBA	
	WHOLESALE DEALER IN FOREIGN LIQUOR	100.00
	WHOLESALE DEALER IN DOMESTIC LIQUOR	100.00
	RETAILER DEALER IN FOREIGN LIQUOR	100.00
	RETAILER DEALER IN DOMESTIC LIQUOR	100.00
	RETAILER DEALER IN VINO LIQUOR (MALLORCA, ETC.)	100.00



	RETAILER DEALER IN FERMENTED LIQUOR	100.00
	WHOLESALE DEALER IN FERMENTED LIQUOR	100.00
	RETAILER DEALER IN TUBA, BASI AND/OR TAPUY	50.00
	WHOLESALE DEALER IN TUBA, BASI AND/OR TAPUY	50.00
3.	ON TOBACCO DEALERS	
	RETAIL DEALER OF TOBACCO LEAF	50.00
	WHOLESALE LEAF TOBACCO DEALER	100.00
	RETAIL DEALER OF MANUFACTURED TOBACCO	100.00
	WHOLESALE DEALER OF MANUFACTURED TOBACCO	200.00
4.	ON AMUSEMENT PLACES AND/OR AMUSEMENT DEVICES	
	DAY AND NIGHT CLUB	200.00
	DAY CLUB OR NIGHT CLUB	200.00
	COCKTAIL LOUNGE OR BARS	200.00
	CABARET OR DANCE HALL	200.00
	BILLIARD OR POOL HALL	
	FIRST TABLE	100.00

	FOR EVERY ADDITIONAL TABLE	50.00
	BOWLING ALLEY	
	AUTOMATIC	200.00
	NON-AUTOMATIC	100.00



	CIRCUS, CARNIVAL OR THE LIKE	200.00
	MERRY-GO-ROUND, ROLLER COASTER, FERRIS WHEEL, SWING,	
	SHOOTING GALLERY, AND OTHER SIMILAR CONTRIVANCE	
	FOR EACH CONTRIVANCE	100.00
COCKPIT 100.00		
	CLASSIFICATION OF BUSINESS	RATE
	THEATERS AND CINEMAHOUSES	
	THEATERS AND CINEMAHOUSES	150.00
	ITINERANT OPERATOR	100.00
	VIDEOHOUSE OR MINI THEATER	100.00
5.	ON AMUSEMENT DEVICES	
	EACH VIDEO TAPE, MACHINE OR PLAYER	50.00
	EACH APPARATUS FOR WEIGHING PERSONS	25.00
6.	ON PRIVATE DETECTIVE AGENCY	100.00
BARANGAY CLEARANCE FEES ON BUSINESS BARANGAY ZONE 4		
	CLASSIFICATION OF BUSINESS	RATE
1	SARI SARI STORE	200.00
2	MINI GROCERY	200.00
3	BAKERY/BAKESHOP/COFFEE AND SNACK	200.00
4	EATERY/CARINDERIA	200.00
5	RESTAURANT/CATERING SERVICES	200.00
6	VENDORS/FISH, VEGETABLES/FRUIT/CEREALS/MEAT	50.00



7	AUTO REPAIR SHOP	200.00
8	AUTO SUPPLY	200.00
9	TIRE SUPPLY	200.00
10	REFRIGERATION AND AIRCONDITIONED SHOP	200.00
11	ELECTRICAL/WELDING SHOP AND IRON WORKS	200.00
12	PAINT SUPPLY	200.00
13	RADIO/ELECTRONIC REPAIR SHOP	200.00
14	CELLSITES	500.00
15	INTERNET/COMPUTER SHOP	200.00
16	MONEY LENDING/PAWNSHOP	200.00
17	REAL ESTATE LESSOR	300.00
18	CLINIC/S	200.00
19	CONTRACTORS	200.00
20	BUY AND SELL	200.00
21	SWINE RAISING/POULTRY/FISHPOND	200.00
22	FARM ORCHARD/ORNAMENTAL/FLOWER SHOP	200.00
23	WATER REFILLING STATION/DELIVERY	200.00
24	AGGREGATE (SAND AND GRAVEL ONLY) DELIVERY	200.00
25	HOLLOW BLOCKS/CERAMIC PRODUCTS	200.00
26	BARBER SHOP, BEAUTY SALON, TAILORING, DRESS SHOP	200.00
27	HARDWARE AND CONSTRUCTION SUPPLY	200.00
28	DRUGSTORES/PHARMACY	200.00
29	HOTEL/INN/APPARTELE	200.00
30	EDUCATIONAL INSTITUTION	200.00
31	LAUNDRY SERVICES	200.00
32	CAR WASHING SERVICES	200.00
33	BILLIARD HALL ONE (1) TABLE	200.00
	ADDITIONAL PER TABLE	100.00
34	CIRCUSES/CARNIVALS	200.00
35	EQUIPMENT RENTAL	200.00
36	FOOD PROCESSING	200.00
37	FUNERAL PARLORS/SERVICES	500.00
38	FURNITURE SHOPS	200.00



39	GASOLINE STATION	200.00
40	GENERAL MERCHANDISE	200.00
41	HARDWARE	200.00
CLASSIFICATION OF BUSINESS		RATE
42	ART PAINTING SHOP	200.00
43	JUNK SHOPS	500.00

44	PHOTO AND LAMINATION STUDIO	200.00
45	LIGHT AND SOUNDS	200.00
46	PRINTING AND BOOKBINDING	200.00
47	REALTOR	200.00
48	SMITH SHOP	100.00
49	TRADERS OF AGRICULTURAL PRODUCT	200.00
50	TRADERS OF AQUATIC PRODUCTS	200.00
51	TICKETING/TRAVEL AGENCY	200.00
52	UPHOLSTERY SHOP	200.00
53	VETERINARY SHOP	200.00



**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 5**

CLASSIFICATION OF BUSINESS	RATE
SARI SARI STORE	100.00
GROCERY STORE	100.00
ESTABLISHMENTS	100.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 6**

CLASSIFICATION OF BUSINESS	RATE
SARI SARI STORE	100.00
GROCERY STORE	100.00
ESTABLISHMENTS	100.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY A. BONIFACIO**

CLASSIFICATION OF BUSINESS	RATES
ALL CLASSIFICATION OF BUSINESS	80.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY BANQUEROHAN**

CLASSIFICATION OF BUSINESS

RATES

A. ORIGINAL APPLICATION FOR MAYOR'S PERMIT
(TRICYCLE)

50.00

B. RENEWAL OF MAYOR'S PERMIT (TRICYCLE)

50.00



C. STORE OR RETAILERS SARI-SARI STORE	100.00
D. ON AMUSEMENT PLACES	
D.1. BATH HOUSE, SWIMMING POOL, RESORT, BEACHES & OTHER SIMILAR PLACES	500.00
D.2. AMUSEMENT DEVICES (SING-A-LONG JOINTS)	300.00
D.3. INTERNET CAFES	100.00
D.4. RESTO BAR	150.00
D.5. OTHER AMUSEMENT DEVICES NOT MENTIONED ABOVE	100.00
E. MANUFACTURERS, ASSEMBLERS, REPACKERS, PROCESSORS, ETC.	
E.1. BAKERY (MECHANIZED/MANUAL)	200.00
E.2. CONCRETE HOLLOW BLOCKS	300.00
E.3. OTHER MANUFACTURES, IMPORTERS& PRODUCERS NOT MENTIONED ABOVE	100.00
F. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS & DISTRIBUTORS	
F.1 GROCERIES	100.00
F.2. LUMBER, WOOD & CONSTRUCTION MATERIALS ALL KINDS	100.00
F.3. KEROSENE, DIESEL & GASOLINE W/ OR W/OUT FILLING STATIONPER PUMP	100.00
F.4. VENDORS, BUYERS, & DEALERS ALL KINDS	50.00
G. ON RICE AND CORN	50.00
H. ON CAFES, CAFETERIAS & OTHER CAFETERIAS	
H.1. RESTAURANTS	150.00
H.2. FOOD STANDS	50.00
H.3. OTHER NOT MENTIONED ABOVE	150.00
I. ON CONTRACTORS & SERVICES ESTABLISHMENTS	
I.1. BARBERSHOPS	100.00



I.2. BEAUTY PARLORS	100.00
I.3. RECOPYING AND DUPLICATING SERVICES(XEROX COPYING)	100.00
I.4. SERVICE STATION (WASHING, GRASING, LUBRICATION)	100.00
I.5. OTHER NOT MENTIONED ABOVE	100.00
J. ON HOTELS AND MOTELS	
J.1. MOTELS/INNS/PENSION HOUSE	150.00
J.2. RESORTS	1,000.00
K. ON LODGING HOUSE/ BOARDING HOUSES	100.00
L. ON OPEATORS OF RICE, CORN MILSS	150.00
M. ON FISHPONDS, FISH PENS OR FISH BREEDING GROUNDS	150.00
N. ON OPERATORS OF SHIPPING/VESSELS W/ PASSENGERS	200.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY BURGOS**

CLASSIFICATION OF BUSINESS	RATES
A. POULTRY AND COMPANY (NEW APPLICATION)	1,000.00
B. POULTRY AND COMPANY (RENEWAL)	500.00
C. STORE (NEW APPLICATION)	200.00
D. SORE (RENEWAL)	150.00
E. TRICYCLE FRANCHISE (NEW APPLICIION)	150.00
F. TRICYCLE FRANCHISE (RENEWAL)	100.00
G. OTHER PURPOSES NOT MENTION ABOVE	100.00



**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CABAUG**

CLASSIFICATION OF BUSINESS	RATES
1.SARI-SARI STORE	50 & 1 % PER ANNUM

2. TRICYCLE OPERTOR	80/YEAR
3. MINI EATERY/CARENDERIA (HANDLER/PEDDLER)	150/YEAR
4. VULCANIZING SHOP	150/YEAR
5. LENDING INSTITUTION	500/YEAR
6. BUSINESS ESTABLISHMENT	200 & 1% PER ANNUM
7. INSTALLATION OF SIGNAGE	300/INSTALL

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CADIZ VIEJO**

CLASSIFICATION OF BUSINESS	RATES
MAYORS PERMIT	50.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CADUHA-AN**

CLASSIFICATION OF BUSINESS		RATES
1	MANUFACTURERS, ASSEMBLERS, REPACKERS, PROCESSORS, ETC.	
	1.1 BAKERY	
	A. MECHANIZED	200.00
	B. MANUAL	150.00
	1.3 CONCRETE HOLLOW BLOCKS	200.00



	1.4 HOME INDUSTRIES & FURNITURES	200.00
	1.5 ICE, ICE CREAM AND FROZEN DELIGHTS	200.00
2	ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS & DISTIBUTORS	
	2.1 AGRICULTURAL PRODUCTS	200.00
	2.2 AUTO/ BICYCLE PARTS	200.00
	2.3 DRUGS AND COSMETICS	200.00
	2.4 DRY GOODS, CLOTHES AND TEXTILES	200.00

	2.5 GEN. MERCHANDISE	300.00
	A. SARI-SARI STORE (BARANGAYS)	200.00
	B. INSIDE PUBLIC MARKET	200.00
	2.6 GROCERIES	
	2.7 LUMBERS/WOOD AND CONSTRUCTION	
	A. ALL KINDS	300.00
	B. COCO LUMBER	300.00
	C. BAMBOOS AND ITS PRODUCTS AND NIPA SHINGLES	300.00
	2.8 LUBRICATING OILS AND OIL BY-PRODUCTS	300.00
	2.9 LIQUIFIED PETROLEUM GAS	300.00
	2.10 KEROSENE. DIESEL AND GASOLINE W/ FILLING STATION PER PUMP	
	A. REGULAR GASOLINE	500.00
	B. DIESEL	500.00
	C. KEROSENE	500.00
	WITHOUT FILLING STATION	
	A. GASOLINE/ DIESEL	150.00



	B. KEROSENE	150.00
	2.11 VENDORS, BUYERS AND DEALERS	
	A. CHICKENS, FOWLS AND EGGS	500.00
	B. FISH VENDORS (AMBULANT)	250.00
	C. FRUITS, AND VEGETABLES	500.00
	D. HOGS	500.00
	E. LARGE CATTLE AND OTHER LIVESTOCK	500.00
	F. MEAT, FRESH AND PRESERVED	500.00
3	ON ESSENTIAL COMMODITIES	250.00
4	ON RICE AND CORN	
	4.1 PALAY, CORN AND OTHER GRAINS BUYER/DEALER	500.00

	4.2 RICE AND CORN WHOLESALER	500.00
	4.3 RICE AND CORN RETAILERS	500.00
5	ON CAFES, CAFETERIAS AND OTHER CAFETERIAS	
	5.1 CAFES AND CAFETERIAS AND OTHER COOKED FOODS	200.00
	5.2 CARINDERIAS AND FOOD CATERES	200.00
	5.3 FOOD STANDS FOR PUTO, POPCORN, PEANUTS	200.00
	5.4 GULAMAN, BUKO AND JUICE STANDS	100.00
	5.5 ICE CREAM AND OTHER REFRESHMENT PARLORS	200.00
	5.6 RESTAURANTS	200.00
6	ON CINTRACTORS & SERVICE ESTABLISHMENTS	
	6.1 ELECTRONIC EQUIPMENTS	100.00
	6.2 FUNERAL SERVICE PARLORS	100.00



	6.3 FURNITURE REPAIR SHOP	100.00
	6.4 HOUSEHOLD APPLIANCES	100.00
	6.5 ROASTING OF PIGS & FOWLS	200.00
	6.6 VULCANIZING	200.00
	6.7 WELDING SHOPS(ELECTRIC/ ACETYLENE)	200.00
	6.8 XEROX COPYING	200.00
	6.9 SAWMILLS	
	A. FIXED ESTABLISHMENTS	500.00
	B. CHAINSAW OPERATORS PER UNIT	100.00
	B1. WITH BLADES WITH MORE THAN 24 INCHES	100.00
	B2. WITH BLADES OF MORE THAN 12 INCHES BUT LESS THAN 24 INCHES	100.00
	B3. WITH BLADES OF 12 INCHES OR LESS	200.00
7	ON REAL ESTATE DEALERS	
	7.1 SUBDIVISION OPERATORS	500.00
	7.2 LESSORS OF REAL EATATE	250.00

8	REPAIR SHOPS FOR MOTOR VEHICLE & ENGINES	
	A. MOTOR VEHICLES BODY BUILDING	200.00
	B. BICYCLES AND TRICYCLES	200.00
	C. ANIMAL DRAWN CARTS	150.00
9	ON THE BUSINESS OF DEALERS IN FERMENTED LIQUORS, DISTILLED SPIRITS AND/OR WINES/TUBE	
	A. RETAIL DEALER IN DOMESTIC LIQUOR	200.00
	B. RETAIL DEALER IN VINO LIQUOR (MALLORCA, ETC.)	200.00



	C. RETAIL DEALER IN FERMENTED LIQUORS	200.00
	D. RETAIL DEALER IN TUBE, BASI AND/OR TPUY	100.00
10	ON TOBACCO DEALERS	
	A. RETAIL DEALER OF TOBACCO LEAF	100.00
	B. RETAIL DEALER OF MANUFACTURED TOBACCO	100.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CELESTINO VILLACIN**

CLASSIFICATION OF BUSINESS	RATES
1. STORES OR RETAILERS	500.00
2. RICE AND CORN	100.00
3. SARI-SARI STORE	120.00
4. PUBLIC MARKET	300.00
ON MANUFACTURER, ASSEMBLERS, RE-PACKERS PROCESSORS	
1. BAKERY (MANUAL)	300.00
2. FURNITURE'S	300.00
3. BUSINESS AGENT	100.00
4. COPRA	100.00
ON CONTRACTOR AND SERVICE ESTABLISHMENT	
1. LENDING	1,960.00
AMUSEMENTS PLACES AND DEVICES	
1. POOL HALL OR BILLIARD	100.00
2. CHAINSAW OPERATOR	200.00
3. RICE MILL OPERATOR	300.00



BARANGAY DAGA	
CLASSIFICATION OF BUSINESS	RATES
1.FILING FEE FOR THE FILING OF CASES IN THE LUPON	30.00
2.LUPONG TAGAPAMAYAPA CLEARANCE	
FOR PURPOSE OF:	
A.EMPLOYMENT	15.00
B.SECURING A. POLICE , NBI OR COURT CLEARNCE	15.00
C. PASSPORT OR VISA APPLICATION	50.00
D. OTHER PURPOSES NOT MENTIONED ABOVE	15.00
3.BARANGAY CLEARANCE	
FOR PURPOSE OF SECURING A MAYORS PERMIT	
A. ORIGINAL APPLICATION FOR MAYOR'S PERMIT	50.00
B. RENEWAL OF MAYOR'S PERMIT	50.00
4.BARANGAY CERTIFICATION	
A. FOR EMPLOYMENT,SCHOLARSHIP OR STUDY GRANTS	20.00
B. FOR PURPOSE OF SECURING A POLICE, NBI, OR COURT CLEARANCE	15.00
C. FOR FIREARM PERMIT APPLICATION	50.00
D. FOR PASSPORT AND VISA APPLICATION	50.00
E. FOR COURT LITIGATION & OTHER JUDUCIAL PROCEEDING	50.00
F. FOR SALE, PURCHASEOR TRANSPORT F CARABAO & OTHER LARGE CATTLE	50.00
G. FOR SALE, PURCHASE OR TRANSPORT OF LIGHTING COCKS,FOWLS AD OTHER	15.00
H. FOR PURPOSES OTHER THAN THE ABOVE	15.00



BARANGAY JERUSALEM	
CLASSIFICATION OF BUSINESS	RATES
A. PARTICULAR BUSINESSES	
> SARI-SARI/VARIETY STORE	150.00
> EATERY OR FOOD CANTEEN	250.00
> RESTAURANT X	1,500.00
> FISH VENDOR WITH STALL	300.00
> TRANSLOADING	10,000.00
> PIGGERY	1,000.00

> POULTRY	1,000.00
> FISH VENDOR (AMBULANT)	30.00
> SIDEWALK RETAILERS (TRANSIENT)	10.00
> DELIVERY VAN	60.00
> DELIVERY OF BREAD, BEVERAGES, WATER	70.00
> CAFETERIA	100.00
> WATER REFILLING STATION	1,500.00
> CARWASH	1,000.00
> REFRESHMENT	250.00
> AUTOMOTIVE / MOTORCYCLE PARTS STORE	1,000.00
> HARDWARE, MERCHANDISE, ENTERPRISE, ETC	2,000.00
> PISO WIFI	300.00
> ELECTRIC PROVIDERS/COOPERATIVE	20,000.00



> BUILDING RETALS	5,000.00
> BAYAD CENTER	1,000.00
> GASOLINE STATION	6,000.00
> STL OUT	3,000.00
> GROCERY STORE	1,000.00
> INTERNET PROVIDER	1,000.00
> ANIMAL FEEDS SUPPLY	500.00
> MEAT SHOP	500.00
B. ON CONTRACTOR AND SERVICES ESTABLISHMENTS	
> PERMIT OF CHAINSAW OPERATOR	600.00
> LUMBER AND REPAIR	500.00
> SOUND/AUDIO SYSTEM	500.00

> WELDING SHOP	300.00
> MACHINE SHOP	300.00
> TAILORING /DRESS SHOP	200.00
> VULCANIZING SHOP	200.00
>LAUNDRY SHOP	1,000.00
> BARBERSHOPS/SALON/PARLOR	500.00
> LOAN INSTITUTION /LENDING/MICROFINANCE COMPANY	2,500.00
> BARBECUE STAND	500.00
> OTHER BUSINESS ESTABLISHMENT NOT MENTIONED ABOVE	500.00
C. ON AMUSEMENT PLACES AND DEVICES	



> CIRCUS/CARNICAL	2,100.00
> KARAOKE /VIDEOKE BAR	400.00
> COMPUTER /INTERNET SHOP	400.00
BARANGAY LUNA	
CLASSIFICATION OF BUSINESS	RATES
BARANGAY CLEARANCE	
AUTOPARTS/MOTORPARTS	500.00
BAKERY OR BAKESHOP/BAKE AND PASTERY	500.00
BARBER SHOP	500.00
BATTERY CHARGING SHOP	100.00
BEAUTY PARLOR/SALON	300.00
BIOMASS INDUSTRY	3,000.00
BRAKE & CLUTCH BONDING SHOP	300.00
BUILDING PERMIT/ BARANGAY CONSTRUCTION PERMIMT	200.00

BUY AND SELL	100.00
CALIBRATION CENTER	1,000.00
CELL SITES	3,000.00
COMPUTERS SHOPS/INTERNE CAFÉ /PESO NET/PESO WIFI	500.00
CONSTRUCTION PRODUCTS/HARDWARE/GRAVEL AND SAND GENERAL MERCHANDISE	1,000.00
COOPERATIVE	200.00



DRESS SHOPS	200.00
DRY CLEANING SHOPS	300.00
EDUCATIONAL INSTITUTIONS	2,000.00
EQUIPMENT RENTAL	1,000.00
FARM, ORCHARDS, PIGGERY/LIVESTOCK	500.00
FAST-FOOD	300.00
FOOD PROCESSING SHOP/ FOOD VENDING	500.00
FOUNDATION	1,000.00
FURNITURE SHOP	1,000.00
GARMENTS	500.00
GASOLINE STATION	2,000.00
HATCHERY /EGG LAYERING	1,000.00
HOGS AND POULTRY RAISERS	1,000.00
HOTEL, MOTELS & LODGING HOUSES	1,000.00
INSTALLER OF WATER STATION	1,000.00
IRON WORKS/WELDING SHOP	1,000.00
JUNK SHOP	1,000.00
LAUNDRY SHOPS	500.00
LENDING INVESTORS	2,000.00

LIGHTS AND SOUNDS	1,000.00
MACHINE SHOP	1,000.00



MONEY SHOP/MONEY CHANGER	1,000.00
MOTOR REPAIR SHOP	500.00
PAWNSHOP	1,000.00
POULTRY SUPPLY	500.00
READIATOR REPAIR SHOP	500.00
RECAPPING SHOPS/VULCANIZING	1,000.00
REPAIR SHOPS FOR MECHANICAL AND ELECTRICAL DEVICES	1,000.00
RESTAURANT & EATERY ESTABLISHMENT	500.00
RICE MILLS	1,000.00
SARI SARI STORE /VIDEOKE	200.00
SHOPS FOR PLANNING /CUTTING OR LUMBER	500.00
SLENDERING AND BODY BUILDING STATION	500.00
TAILOR SHOP	200.00
TRADERS OF AGRICULTURE PRODUCTS /HACIENDA OWNERS	3,000.00
TRADERS OF AQUATIC PRODUCTS /FISH POBD OWNERS	3,000.00
TRANSLOADING STATIONS	6,000.00
TRUCKING	1,000.00
UPHOLSTERY SHOPS	500.00
WAREHOUSING OR FORWARDING ESTABLISHMENT	3,000.00
WATER STATION	3,000.00
WELDING SHOP	1,000.00
WOOD CRAFT	500.00



BARANGAY MABINI	
CLASSIFICATION OF BUSINESS	RATES
BARANGAY CLEARANCE	
<u>MANUFACTURER, ASSMEBLERS, REPACKERS,PROCESSOR, ETC.</u>	
1. BAKERY	
Mechanized	500.00
Manual	300.00
Concrete Hollow Blocks	300.00
Home Industries and Furniture	300.00
<u>2. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALER AND</u>	
<u>DISTRIBUTOR</u>	
Agricultural Products	300.00
Drugs and Cosmetics	300.00
Dry Goods, Clothes, and Textiles	300.00
General Merchandise	
Sari-Sari (Barangays)	500.00
Inside Public Market	500.00
GROCERIES	
Lumbers/Wood ad Construction Materials	
All Kinds	500.00
Coco lumber	200.00
Bamboo and its Products and Nipa Shingles	200.00
<u>KEROSENE, DIESEL & GASOLINE WITH FILLING STATION OR PUMP</u>	



Gasoline	1,000.00
Diesel	1,000.00
Kerosene	1,000.00
<u>WITHOUT FILLING STATION OR PUMP</u>	
Gasoline	1,000.00

Diesel	1,000.00
Kerosene	1,000.00
VENDORS, BUYERS AND DEALERS	
BRAKE & CLUTCH BONDING SHOP	300.00
BUILDING PERMIT/BARANGAY CONSTRUCTION PERMIT	200.00
BUY AND SELL	100.00
CALIBRATION CENTER	1,000.00
CELL SITES	3,000.00
COMPUTER SHOPS/ INTERNET CAFÉ/PESO NET/PESO WIFI	500.00
CONSTRUCTION PRODUCTS/HARDWARE/GRAVEL AND SAND	
GENERAL MECHANDISE	1,000.00
COOPERATIVE	200.00
DRESS SHOPS	200.00
DRY CLEANING	300.00
EDUCATIONAL INSTITUTIONS	2,000.00
EQUIPMENT RENTAL	1,000.00
FARM, ORCHARD, PIGGERY/LIVESTOCK	500.00
FAST-FOOD	300.00



FOOD PROCESSING SHOP/FOOD VENDING	500.00
FOUNDATION	1,000.00
FURNITURE SHOP	1,000.00
GARMENTS	500.00
GASOLINE STATION	2,000.00
HATCHERY/EGG LAYERING	1,000.00
HOGS AND POULTRY RAISERS	1,000.00
HOTELS, MOTELS,& LODGING HOUSES	1,000.00

INSTALLER OF WATER STATION	1,000.00
IRON WORKS/WELDING SHOP	1,000.00
JUNK SHOP	1,000.00
LAUNDRY SHOPS	500.00
LENDING INVESTORS	2,000.00
LIGHTS AND SOUNDS	1,000.00
MACHINE SHOP	1,000.00
MONEY SHOP/MONEY CHANGER	1,000.00
MOTOR REPAIR SHOP	500.00
PAWNSHOP	1,000.00
POULTRY SUPPLY	500.00
RADIATOR REPAIR SHOP	500.00
RECAPPING SHOPS/VULCANIZING	1,000.00



REPAIR SHOPS FOR MECHANICAL & ELECTRICAL DEVICES	1,000.00
RESTAURANT & EATERY ESTALISHMENT	500.00
RICE MILLS	1,000.00
SARI-SARI/VIDEOKE	200.00
SHOPS FOR PLANNING/SURFACING/CUTTING OR LUMBER	500.00
SLENDERING & BODY BUILDING STATION	500.00
TAILOR SHOP	200.00
TRADERS OF AGRICULTURAL PRODUCTS/HACIENDA OWNER	3,000.00
TRADERS OF AQUATIC PRODUCTS /FISH POND OWNER	3,000.00
TRANSLOADING STATIONS	6,000.00
TRUCKING	1,000.00
UPHOLSTERY SHOP	500.00

WAREHOUSING OR FORWARDING ESTABLISHMENT	3,000.00
WATER STATION	3,000.00
WELDING SHOP	1,000.00
WOOD CRAFT	500.00
<u>LUPON TAGAPAMAYAPA</u>	
BASIC FILING FEE	300.00
COLLECTION CASES	
SUM BELOW P1000.00	100.00
SUM BETWEEN P,1001-P10,000.00	200.00
RETAILERS/WHOLESALERS/DEALERS NOT MENTIONED-ABOVED	500.00
PALAY,CORN & OTHER GRAINS BUYER/DEALER	500.00



RICE & CORN WHOLESALER	500.00
RICE AND CORN RETAILERS	500.00
CAFETERIAS AND OTHER CAFETERIAS:	500.00
FOOD STANDS FOR PUTO, POPCORN, PEANUTS/ COOKED FOOD	300.00
GULAMAN, BUKO JUICE STANDS	300.00
BREEDING OF GAMECOCKS	300.00
CARPENTRY SHOPS	300.00
COLLECTING AGENCIES	300.00
<u>CONTRACTOR AND SERVICES</u>	
ELECTRONIC EQUIPMENT	500.00
FURNITURE REPAIR SHOP	500.00
LUMBERYARDS	500.00
MASSAGE OR THERAPEUTIC CLINIC	500.00
WELDING SERVICE`	500.00
HOUSEHOLD APLLIANCES	500.00

PIGS AND FOWLS	500.00
<u>CHAINSAW OPERATOR (PER UNIT)</u>	
W/ BLADE OF MORE THAN 24 INCHES	500.00
W/ BLADE OF MORE THAN 12 INCHES BUT LESS THAN 24 INCHES	300.00
W/ BLADE OF LESS THAN 12 INCHES	200.00
SAWMILL (FORCED ESTABLISHMENT	500.00
TAILORING/DRESS SHOP	`
TRANSLOADING STATIONS	6,000.00



COMPUTER SHOP/INTERNET (PER UNIT)	50.00
WATER REFILLING STATION	2,000.00
WASHING/GREASING AND LUBRICATION	500.00
<u>ENGAGED IN THE INSTALLATION/DISTRIBUTION/MAKER/PROCESS</u>	
<u>MNUFACTURER/PRODUCER</u>	
SOUND SYSTEM SERVICE	500.00
SOUND AD LIGHT SYSTEM	300.00
WATER DISTRIBUTION COMPANIES	6,000.00
QUARRY PRODUCTS	10,000.00
BATCHING PLANT	6,000.00
CELL SITES	6,000.00
STOCK YARD	4,000.00
XEROX COPYING	300.00
MIMEOGRAPHING AND TYPING SERVICES	300.00
SCANNER	300.00
<u>ON REPAIR SHOPS FOR MOTOR VEHICLES AND AGENCIES</u>	
WELDING SHOP	
ELECTRIC WELDING	500.00
ACETYLENE WELDING	500.00
SOLDERING	300.00

MACHINE SHOP	500.00
MOTOR VEHICLES BODY BUILDING	500.00
BICYCLES AND TRICYCLES	500.00



<u>ON HOTELS AND MOTELS</u>	500.00
HOTELS	2,000.00
MOTELS/INNS/PENSION HOUSE	2,000.00
MOTELS, THREE STARS UP	1,500.00
HOTELS, THREE STARS UP	2,000.00
REST HOUSE W/ TEN ROOMS AND BELOW	1,500.00
<u>ON OPERATORS OF RICE AND CORN MILLS</u>	
CORN MILL	500.00
RICE MILLS	500.00
RICE AND CORN MILL	500.00
<u>ON QUARRYING</u>	
STONE	2,000.00
GRAVEL	2,000.00
SAND	2,000.00
<u>ON BUSINESS SUBJECT TO 20% TAX</u>	
<u>ON MONEY SHOPS, FINANCING AND INSURANCE ESTABLISHMENT</u>	
MONEY SHOPS	2,000.00
LENDING INVESTORS	2,000.00
FINANCE AND INVESTMENT COMPANIES	2,000.00
INSURANCE COMPANIES	2,000.00
COMMERCIAL COMPANIES	2,000.00
BARANGAY MAGSAYSAY	



CLASSIFICATION OF BUSINESS	RATES
BARANGAY CLEARANCE	
EMPLOYMENT	30.00
PROPER IDENTIFICATION	40.00
RESIDENCY	30.00
CERTIFICATION OF GOOD MORAL	30.00
LOAN	40.00
ELECTRIFICATION	30.00
WATER DISTRICT	30.00
SCHOLARSHIP	FREE
BIRTH	30.00
FOR BUSINESS SMALL/MEDIUM / LARGE	100.00
BARANGAY AGREEMENT, MORTGAGE RENTAL /SALE	100.00
COMMON LAW	30.00
FIRS TIME JOB SEEKER	30.00
SOLID WASTE	30.00
DEED OF SALE (LAND)	200.00
DEED OF SALE (LIVESTOCK)	100.00
CUTTING CERTIFICATION 3PCS. TO 5 PCS	50.00
CUTTING CERTIFICATION 6PCS ABOVE	5.00/TREE
SECTION V. BARANGAY CLEARANCE FOR BUSINESS	
SARI- SARI STORE (SMALL)	100.00
SARI- SARI STORE (BIG)	150.00



SCHOOL CANTEEN	100.00
CARINDERIA	300.00
VULCANIZING	200.00
FISH VENDOR /VEGETABLES(AMBULANT)	30.00

BAKERY	300.00
MOBILE STORE SOFTDRINK	100.00
WINE, LIQOUR AND CIGARETTE VENDOR	100.00
TRICYCLE OPERATOR	50.00
AGRICULTURE SUPPLIES	500.00
FISH VENDOR (AMBULANT)	50.00
MOTOR VEHICLE REAPIR SHOP	300.00
TALYER	350.00
CHAINSAW OPEARTORS	250.00
LENDING INSTITUTION	1,000.00
LUMBERYARD/CONSTRUCTION SUPPLY	1,000.00
QUARRY	1,000.00
ROCK CRUSHER	1,000.00
RESORT /SWIMMING POOL	1,000.00
SWIMMING POOL SMALL	200.00
INTERNET /PISO WIFI	500.00
OTHER NOT MENTIONED ABOVE	100.00



BARANGAY SICABA	
CLASSIFICATION OF BUSINESS	RATES
LUPONG TAGAPAMAYAPA CLEARNCE	
A. EMPLOYMENT	15.00
B. SECURING A POLICE,NBI, OR COURT CLEARANCE	15.00
C. OTHER PURPOSES NOT MENTIONED ABOVE	15.00
BARANGAY CLEARANCE	
FOR PURPOSES OF SECURING A MAYORS PERMITS	
A. ORIGINAL APPLICATION FOR A MAYOR'S PERMIT	50.00
B. RENEWAL OF MAYORS PERMIT	50.00

BARANGAY CERTIFICATION	
A. FOR PURPSES OF SECURING A POLICE CLEARANCE NBI OR COURT CLEARANCE	15.00
B. FOR FIREARM PERMIT APPLICATION	50.00
C. FOR COURT LITIGATION AND OTHER JUDICIAL PROCEEDING	50.00
D. FOR PURPOSES OTHER THAN ABOVE	15.00
BARANGAY CLEARANCE FEES ON BUSINESS BARANGAY TIGLAWIGAN	
CLASSIFICATION OF BUSINESS	RATES
1. MANUFACTURERS, ASSEMBLERS, RE-PACKERS,IC PROCESSORS, E	
REPACKERS, PROCESSORS ETC.	
1.1 SALTED FISH OR DRIED FISH, CRAB/CRABMEAT	100.00
1.2 BAKERY	
A. MECHANIZED	100.00
B. MANUAL	100.00



1.3 CONCRETE HOLLOW BLOCKS	100.00
1.4 HOME INDUSTRIES AND FURNITURES	100.00
1.5 OTHER MANUFACTURES, IMPORTERS AND PRODUCERS NOT MENTIONED ABOVE	100.00
2. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS AND DISTRIBUTORS	
2.1 AGRICULTURAL PRODUCTS	100.00
2.2 DRY GOODS, CLOTHES AND TEXTILE	100.00
2.3 GENERAL MERCHANDISE	
A. SARI-SARI	50.00
B. WITHIN THE PUBLIC MARKET	100.00
2.4 GROCERIES	200.00
2.5 LUMBERS/WOODS AND CONSTRUCTION MATERIALS	
A. ALL KINDS	200.00

B. COCO LUMBER	100.00
C. BAMBOOS AND ITS PRODUCTS AND NIPA SHINGLES	100.00
2.6 VENDORS, BUYERS AND DEALERS	
A. CHICKEN, FOWLS AND EGGS	50.00
B. FISH VENDORS (AMBULANT)	50.00
C. FRUITS, SPICES AND VEGETABLES	50.00
D. HOGS	100.00
E. LARGE CATTLE AND OTHER LIVESTOCK	100.00
F. MEAT, FRESH AND PRESERVED	100.00
G. PLANTS AND FLOWERS	100.00



2.7 OTHER RETAILERS, WHOLESALERS, DEALERS AND DISTRIBUTORS NOT MENTION ABOVE	100.00
3. ON ESSENTIAL COMMODITIES	100.00
THE PERMIT FEES ON THE BUSINESS OF MANUFACTURING, PRODUCING , IMPORTING, WHOLESALING AND RETAILING OF ESSENTIAL COMMODITIES NOT SPECIFIED ABOVE SHALL BE ONE-HALF (1/2) OF THE RATES PRESCRIBED IN THIS ARTICLE.	
4. ON RICE AND CORN	
4.1 PALAY, CORN AND OTHER GRAINS BUYERS/DEALERS	100.00
4.2 RICE AND CORN WHOLESALER	100.00
4.3 RICE AND CORN RETAILERS	100.00
5. ON CARINDERIAS	100.00
6. ON CONTRACTORS AND SERVICE ESTABLISHMNETS	
6.1 BEAUTY PARLORS/BARBERSHOP	100.00
6.2 BREEDING OF GAMECOCKS	100.00
6.3 CARPENTRY SHOPS	100.00
6.4 CONSTRUCTIONS AND/OR REPAIR SHOPS	
A. MOTOR VEHICLES BODY BUILDINGS	150.00
B. TRICYCLES	100.00

6.5 FURNITURE REPAIR SHOP	100.00
6.6 XEROX COPYING/SCANNER	100.00
6.7.	
6.8 REPAIR SHOPS FOR MOTOR VEHICLES AND ENGINES	
A. WELDING SHOPS:	
A.1 ELECTRIC WELDING	150.00
A.2 ACETYLENE WELDING	100.00



A.3 SOLDERING	100.00
A.4 VULCANIZING	500.00
6.9 REPAIR SERVICES	
A. ELECTRONIC EQUIPMENT	100.00
B. HOUSEHOLD APPLIANCES	100.00
C. RADIOS AND AMPLIFIERS	50.00
6.10 OTHER SERVICE ESTABLISHMENT	100.00
7. ON FINANCING ESTABLISHMENT	
A. LENDING INVESTORS	300.00
8. ON WATER REFILLING STATIONS	200.00
9. ON BUSINESS OF DEALERS OF LIQUORS	100.00
10. ON AMUSEMENT PLACES AND / OR AMUSEMENT DEVICES	
10.1 BILLIARD OR POOL HALL	100.00
10.2 ON AMUSEMENT DEVICES (JUKEBOX MACHINE, VIDEOKE/ KARAOKE PLAYER)	100.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY TINAMPA-AN**

CLASSIFICATION OF BUSINESS	RATES
1. MANUFACTURERS, ASSEMBLERS, RE-PACKERS, PROCESSORS, ETC	
1.1 BAGOONG, SALTED FISH OR DRIED FISH	100.00

1.2 BAKERY	
A. MECHANIZED	300.00
B. MANUAL	200.00
1.3 BEDD AND/OR MATTRESSES	



A. MECHANIZED	200.00
B. MANUAL	100.00
1.4 BOTTLES/BOTTLING PLANT	500.00
1.5 BOXES	300.00
1.6 CANDIES	100.00
1.7 CANNED GOODS	500.00
1.8 CLOTHES AND GARMENTS	500.00
1.9 COCONUT OIL	
A. WITH MORE THAN FIVE EXPELLERS	300.00
B. WITH LESS THAN FIVE EXPELLERS	150.00
1.10 CONFECTIONARY AND CANDIES	100.00
1.11 CONCRETE HOLLOW BLOCKS AND SAND AND GRAVEL	300.00
1.12 COPRA MEAL	50.00
1.13 EDIBLE AND VEGETABLE OILS	50.00
1.14 GALVANIZED IRON SHEETS AND ALUMINUM CONTAINERS	300.00
1.15 HOME INDUSTRIES AND FURNITURE	200.00
1.16 ICE, ICE CREAM AND FROZEN DELIGHTS	150.00
1.17 SOAP AND COSMETICS	150.00
1.18 STEEL AND ALUMINUM FABRICATION WITH GLASS	300.00
1.19 RE-PACKERS	
1.20 RECTIFIERS, BREWERS AND DISTILLERS	100.00
1.21 WINES, LIQUORS AND DISTILLED SPIRITS COMPOUNDERS	100.00
1.22 OTHER MANUFACTURERS, IMPORTERS AND PRODUCERS NOT MENTIONED ABOVE	100.00
2. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS AND	



DISTRIBUTORS	
2.1 AGRICULTURAL PRODUCTS	100.00
2.2 AUTO PARTS	200.00
CONSTRUCTION &/OR REPAIR SHOP MOTOR	300.00
2.3 DRUGS AND COSMETICS	200.00
2.4 DRY GOODS, CLOTHES AND TEXTILES	200.00
2.5 GENERAL MERCHANDISE	
A. SARI-SARI (BARANGAYS) W/ (5,000 CAPITAL)	50.00
WITH 10,000 CAPITAL	100.00
B. INSIDE THE PUBLIC MARKET	50.00
2.6 GLASSWARES	100.00
2.7 GROCERIES	200.00
2.8 JEWELRIES	200.00
2.9 LUMBERS/WOOD AND CONSTRUCTION MATERIALS	
A. ALL KINDS	500.00

B. COCO LUMBER	100.00
C. BAMBOOS AND ITS PRODUCTS AND NIPA SHINGLES	100.00
2.10 LUBRICATING OILS AND OIL BY-PRODUCTS	75.00
2.11 LIQUIFIED PETROLEUM GAS	150.00
2.12 KEROSENE, DIESEL AND GASOLINE	
WITH FILLING STATION	500.00
2.13 WATER REFILLING STATION	150.00
WITH FILING STATION	300.00
2.13 VENDORS, BUYERS AND DEALERS	



A. CHICKENS, FOWLS AND EGGS	50.00
B. FISH VENDORS (AMBULANT)	50.00
C. FRUITS, SPICES AND VEGETABLES	50.00
D. HOGS	50.00
E. LARGE CATTLE AND OTHER LIVESTOCK	100.00
F. MEAT, FRESHAND PRESERVED	100.00
G. PLANTS AND FLOWERS	100.00
2.14 OTHER RETAILERS, WHOLESALERS, DEALERS AND DISTRIBUTORS NOT MENTIONED ABOVE	100.00
3.ON EXPORTERS	100.00
4. ON ESSENTIAL COMMODITIES	50.00
THE PERMIT FEES ON THE BUSINESS OF MANUFACTURING, PRODUCING, IMPORTING, WHOLESALING AND RETAILING OF ESSENTIAL COMMODITIES NOT SPECIFIED ABOVE SHALL BE ONE-HALF (1/2) OF THE RATES PRESCRIBED IN THIS ARTICLE.	
5. ON RICE AND CORN	
5.1 PALAY, CORN AND OTHER GRAINS BUYER/DEALER	75.00
5.2 RICE AND CORN WHOLESALER	75.00
5.3 RICE AND CORN RETAILERS	75.00
6. CAFES AND CAFETERIAS	
6.1 CAFES AND CAFETERIAS	150.00
6.2 ICE CREAM AND OTHER REFRESHMENT PARLORS	150.00
6.3 CARINDERIAS AND FOOD CATERERS	150.00
6.4 RESTAURANTS	300.00
6.5 SODA FOUNTAIN BARS	100.00
6.6 FOOD STANDS FOR PUTO, POPCORN, PEANUTS AND OTHER COOKED FOODS	50.00



6.7 GULAMAN, BUKO AND JUICE STANDS	50.00
7. ON CONTRACTORS AND SERVICE ESTABLISHMENTS	
7.1 ACCOUNTING SERVICE	100.00
7.2 ADVERTISING AGENCIES	100.00
7.3 ARRASTRE SERVICE	100.00
7.4 ASSAYING LABORATORIES	100.00
7.5 BARBER SHOPS	
A. WITH THREE CHAIRS OR LESS	75.00
B. WITH ORE THAN THREE CHAIRS	100.00

C. ROVING/AMBULANT BARBERS	50.00
D. DOUBLE THE FEES IN A.) & B.) FOR AIR-CONDITIONED SHOPS	
7.6 BATTERY CHARGING SHOPS	100.00
7.7 BEAUTY PARLORS	
A. WITH EQUIPMENT	100.00
B. MANUAL	50.00
C. TRAVELLING BEAUTICIANS	25.00
7.8 BELT AND BUCKLE SHOPS	
7.9 BLACKSMITHS	
A. MANUAL	50.00
B. MECHANIZED	100.00
7.10 BOOKIN OFFICE FOR FIRM EXCHANGE	100.00
7.11 BREEDING OF GAMECOCKS	100.00
7.12 BREEDING OF RACEHORSES	100.00
7.13 BROKERAGE	100.00



7.14 BUSINESS AGENTS	100.00
7.15 BUSINESS MANAGEMENT SERVICES	100.00
7.16 CARPENTRY SHOPS	100.00
7.17 CINEMATOGRAPHIC FILM OWNERS, LESSORS OR DISTRIBUTORS, VIDEO COVERAGE SERVICE	100.00
7.18 COLLECTING AGENCIES	150.00
7.19 COMMERCIAL OR IMMIGRANT BROKERS	150.00
7.20 CONSTRUCTION AND/OR REPAIR SHOPS	
A. MOTOR VEHICLES BODY BUILDING	300.00
B. BICYCLES AND TRICYCLES	100.00
C. ANIMAL DRAWN CARTS	50.00
7.21 DRAFTING AND ARCHITECTURAL SERVICES	100.00
7.22 DYEING ESTABLISHMENTS	100.00
7.23 EMPLOYMENT AGENCIES	200.00
7.24 ESCORT SERVICES	200.00
7.25 FUNERAL SERVICES PARLORS	500.00
7.26 FURNITURE REPAIR SHOPS	200.00
7.27 GARAGES	100.00
7.28 GENERAL ENGINEERING, GENERAL BUILDING AND SPECIALTY CONTRACTORS, FILLING, DEMOLITION, SALVAGE WORK AND TRANSFER OR RELOCATION	200.00
7.29 GOLDSMITHS AND SILVERSMITHS	100.00
7.30 HEMP-GRADING ESTABLISHMENTS	100.00
7.31 HOUSE AND/OR SIGN PAINTERS	100.00



7.32 ICE AND COLD STORAGE	100.00
7.33 INDENTURE OR INDENT SERVICES	100.00
7.34 JANITORIAL SERVICES	100.00
7.35 JUDO-KARATE SCHOOLS	10.00
7.36 KEY SMITHS	50.00

7.37 LATHE MACHINE SHOPS	
7.38 LAUNDRY SHOPS	
A. MANUAL	50.00
B. MAECHANIZED	100.00
7.39 LEGAL AND OTHER PROFESSIONAL SERVICES	
7.40 LUMBERYARDS	100.00
7.41 MASSAGE OR THERAPEUTIC CLINIC	100.00
7.42 METEOGRAPHY SERVICES	100.00
7.43 MEDICAL AND DENTAL CLINIC	100.00
7.44 MESSENGERIAL SERVICES	150.00
7.45 MILLING SERVICES	100.00
7.46 PARKING LOTS	
A. ONE HECTARE OR LESS	100.00
B. MORE THAN ONE HECTARE	500.00
7.47 PAINTING SHOPS	100.00
7.48 PERSONS ENGAGED IN THE INSTALLATION/DISTRIBUTION OF:	
A. WATER SYSTEMS	200.00
B. GASS OR BIO-GAS SYSTEM	200.00



C. ELECTRIC LIGHT, HEAT AND POWER INSTALLATION	200.00
D. SOUND SYSTEM SERVICE	150.00
E. ORDINARY SOUND AND LIGHT SYSTEM	100.00
F. STEREO-QUADROSONIC SOUNDS AND DISCO LIGHTS	50.00
G. SOUND AND TAPE DECK COMPONENT	50.00
7.49 PHOTOGRAPHIC STUDIOS	
A. WITH GALLERY AND PHOTO ENLARGER	100.00
B. WITH GALLERY WITHOUT PHOTO ENLARGER	100.00
C. DEVELOPING CENTER	100.00
D. ROVING PHOTOGRAPHER	50.00
7.50 PHOTOSTATIC WHITE AND BLUE PRINTING	200.00
7.51 PLASTIC LAMINATION	150.00
7.52 PRIVATE HOSPITALS	200.00
7.53 PROMOTIONALS SERVICES	100.00
7.54 PROPRIETORS OR OPERATORS OF HEAVY EQUIPMENT FOR HIRE	200.00
7.55 PROPRIETORS OF SMELTING PLANT	200.00
7.56 PROPRIETORS OF ENGRATING AND PLATING PANTS	150.00
7.57 PUBLIC WAREHOUSE AND BODEGAS	200.00
7.58 PURCHASING AGENCIES	150.00
7.59 RECOPYING AND DUPLICATING SERVICES	
A. XERO COPYING	100.00
B. MIMEOGRAPHING AND TYPING SERVICES	100.00
C. SCANNER	100.00



7.60 RENTING OF EQUIPMENT	
A. OFFICE EQUIPMENT AND FURNITURE	100.00
B. BICYCLES, TRICYCLES AND SKATES	100.00

C. TRUCK AND AUTOMOBILES	100.00
D. HEAVY EQUIPMENT	100.00
E. AGRICULTURAL IMPLEMENTS AND TOOLS	100.00
F. DRIVING, SKIING AND OTHER ATHLETIC EQUIPMENT	100.00
7.61 REPAIR SHOPS FOR MOTOR VEHICLES AND ENGINES	
A. WITH SHOP AREA OF MORE THAN 1,000 SQ. METERS	200.00
B. WITH SHOP AREA OF 500 SQ. METERS OR MORE BUT LESS THAN 1000 SQ METERS	
C. WITH SHOP AREA OF LESS THAN 500 SQ METERS	150.00
D. WELDING SHOP:	
D.1 ELECTRIC WELDING	150.00
D.2 ACETYLENE WELDING	100.00
D.3 SOLDERING	100.00
7.62 REPAIR SERVICES	
A. ELECTRONIC EQUIPMENT	100.00
B. HOUSEHOLD APPLIANCES	100.00
C. RADIOS AND AMPLIFIERS	50.00
7.63 ROASTING OF PIGS AND FOWLS	100.00
7.64 SAWMILLS	
A. FIXED ESTABLISHMNETS	100.00
B. CHAINSAW OPERATOR PER UNIT:	
B.1 WITH BLADE OF MORE THAN 24 INCHES	50.00
B.2 WITH BLADE OF MORE THAN 12 INCHES BUT LESS THAN 24 INCHES	50.00



B.3 WITH BLADE OF 12 INCHES OR LESS	50.00
7.65 SCULPTORS SHOPS	50.00
7.66 SERVICE STATIONS	
(WASHING, GREASING, LUBRICATING)	100.00
7.67 SHIPYARDS FOR SHIP REPAIRS:	
A. WITH SHOP AREA OF 1 HECTARE OR LESS	150.00
B. WITH SHOP AREA OR MORE THAN 1 HECTARE	200.00
7.68 SHOE REPAIR SHOP / SHINE SERVICE	
A. MANUAL	25.00
B. MECHANIZED	
C. SHINE SERVICE / STAND	25.00
7.69 SHOP FOR PLANTING, SURFACING OR RECRUITING OF LUMBER	100.00
7.70 SHOPS FOR SHEARING ANIMALS	50.00
7.71 SLENDERING OR BODY SALOONS	100.00
7.72 STAPLES	100.00
7.73 STEVEDORING SERVICES	100.00
7.74 TAILOR OR DRESS SHOPS:	
A. WITH MORE THAN THREE SEWING MACHINES	100.00
B. WITH THREE OR LESS SEWING MACHINES	50.00
7.75 TINSMITHS	
A. MECHANIZED	100.00
B. MANUAL	50.00

7.76 TRANSPORTATION TERMINALS NOT OWNED BY BUS OPERATORS	200.00
7.77 UPHOLSTERY SHOP AND/OR WOOD CARVING	150.00
7.78 VACIADOR AND GRINDING SHOPS OR GRISTMILLS	100.00



7.79 VOCATIONAL, DRIVING AND COMPUTER SCHOOLS	1,560.00
7.80 VULCANIZING SHOP	75.00
7.81 WAREHOUSING, FORWARDING SERVICES	200.00
7.82 WATCH REPAIR SHOPS	
A. MANUAL	50.00
B. MECHANIZED	100.00
7.83 OTHER SERVICE ESTABLISHMENT	100.00
8. ON HOTELS AND MOTELS	
8.1 HOTELS	500.00
8.2 MOTELS/ INNS/PENSION HOUSE	500.00
8.3 HOTELS, THREE STAR UP	300.00
8.4 MOTELS, THREE STAR UP	300.00
8.5 REST HOUSES WITH TEN ROOMS AND BELOW	150.00
9. ON PRIVATE-OWNED PUBLIC MARKET	200.00
10. ON REAL ESTATE DEALER	
10.1 SUBDIVISION OPERATORS	500.00
10.2 LESSORS OF REAL ESTATE	500.00
11. ON PRIVATE-OWNED CEMETERIES AND MEMORIAL PARKS	
11.1 COMMERCIAL	500.00
11.2 FAMILY USE	
13. ON BOARDING HOUSES	150.00
14. ON OPERATORS OF RICE AND CORN MILLS	
14.1 CORN MILL	150.00
14. 2 RICE MILL	150.00



14.3 RICE AND CORN MILL	150.00
15. ON FISHPONDS, FISH PENS OR FISH BREEDING GROUNDS	
15.1 FISHPONDS	300.00
15.2 PRAWN PONDS	300.00
15.3 FISH BREEDING GROUNDS	300.00
15.4 PRAWN BREEDING GROUNDS	300.00
15.5 FISH PENS	300.00
ON BUSINESS SUBJECT TO 2% TAX	
1. ON MONEY SHOPS, FINACING AND INSURANCE ESTABLISHMNETS	
A. MONEY SHOPS	150.00
B. LENDING INVESTORS	500.00
C. FINANCE AND INVESTMENT COMPANIES	500.00
D. INSURANCE COMPANIES	150.00
E. COMMERCIAL COMPANIES	150.00
F. SAVINGS BANKS	150.00
2. ON THE BUSINESS OF DEALERS IN FERMENTES LIQUORS, DISTILLED SPIRITS AND/OR WINE/TUBA	
A. WHOLESALE DEALER IN FOREIGN LIQUORS	100.00

B. WHOLESALE DEALER IN DOMESTICS LIQUORS	100.00
C. RETAIL DEALER IN FOREIGN LIQUORS	100.00
D. RETAIL DEALER IN DOMESTICS LIQUORS	100.00
E. RETAIL DEALER IN VINO LIQUORS (MALLORCA, ETC.)	100.00
F. RETAIL DEALER IN FERMENTED LIQUORS	100.00



G. WHOLESALE DEALER IN FERMENTED LIQUORS	100.00
H. RETAIL DEALER IN TUBA, BASI AND/OR TAPUY	50.00
I. WHOLESALE DEALER IN TUBA, BASI AND/ OR TAPUY	50.00
3. ON TOBACCO DEALERS	
A. RETAIL DEALER OF TABACCO LEAF	25.00
B. WHOLESALE LEAF TOBACCO DEALER	50.00
C. RETAIL DEALER OF MANUFACTURED TOBACCO	50.00
D. WHOLESALE DEALER OF MANUFACTURED TOBACCO	75.00
4. ON AMUSEMENT PLACES AND/OR AMUSEMENT DEVICES	
A. DAY AND NIGHT CLUB	100.00
B. DAY CLUB OR NIGHT CLUB	100.00
C. COCKTAIL LOUNGE OR BARS	100.00
D. CABARET OR DANCE HALL	100.00
E. BATH HOUSE AND/OR SWIMMING POOL, RESORT AND OTHER SIMILAR PLACES	150.00
F. SKATING RINK	150.00
G. STEAM BATH, SAUNA BATH AND OTHER SIMILAR ESTABLISHMENT PER CUBICLE	100.00
H. BILLIARD OR POOL HALL	
H. PER TABLE (POOL)	50.00
H. PER TABLE (BILLIARD)	100.00
I. BOWLING ALLEY	
I.1 AUTOMATIC	100.00
I.2 NON-AUTOMATIC	75.00
J. CIRCUS, CARNIVAL OR THE LIKE	200.00
K. MERRY-GO-ROUND, ROLLER COASTER, FERRIES WHEEL, SWING, SHOOTING GALLERY, AND OTHER SIMILAR CONTRIVANCE FOR EACH CONTRIVANCE	100.00



L. BOXING STADIUM	100.00
M. BOXING CONTEST, PER NIGHT	100.00
N. COCKPIT	100.00
O. RACE TRACK	100.00
P. THEATERS AND CINEMAS HOUSES	
P. 1 THEATERS AND CINEMAS HOUSES	150.00
P. 2 ITENERANT OPERATOR	100.00
P. 3 VIDEO HOUSE OR MINI THEATER	100.00
5. ON AMUSEMENT DEVICES	
A. EACH JUKEBOX MACHINE	50.00
B. EACH VIDEOTAPE, MACHINE OR PLAYER	50.00
C. EACH APPARATUS FOR WEIGHING PERSONS	25.00



6. ON PRIVATE DETECTIVE AGENCY	100.00
7. ON POWER PRODUCER	
A. SOLAR PLANT	3,500.00
8. FOR TRANSLOADING (SUGARCANE)	1,500.00
BARANGAY CLEARANCE FEES ON BUSINESS BARANGAY V. F. GUSTILO	
CLASSIFICATION OF BUSINESS	RATES
ISSUANCE OF BARANGAY CLEARANCE FOR:	
A. ALL BUSINESS ESTABLISHMENTS AND OTHER ACTIVITIES	20.00
B. CHARCOAL PERMIT	50.00
C. FUEL WOOD PERMIT APPLICATION	50.00
D. LUMBER PERMIT APPLICATION	50.00
E. BUYING CARABAO, COW AND HORSE	200.00

CITY ADMINISTRATOR'S OFFICE

External Services

Administrative Division



1. Signing of Checks

This service aims to record check signed by the City Administrator and indorsing to the concerned office.

Office or Division:		Administrative Division		
Classification:		Simple		
Type of Transaction:		G2C, G2B		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Check and supporting documents		Requesting Department/Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receiving of 1 original Checks and supporting documents by the administrative staff for encoding as records purposes at the City Administrator's Office.	1.1. Receive and record the Checks.	None	5 Minutes	Computer Operator II City Administrator's Office
	1.2. Checks signed by the City Mayor/ City Administrator	None	5 Minutes	City Mayor City Mayor's Office City Administrator City Administrator's Office
2. Indorse checks to the Accounting Office	2.1. Administrative Staff prepares endorsement of checks and have it received by the office concerned.	None	5 Minutes	Computer Operator II City Administrator's Office
TOTAL:		00	15 Minutes	



2. Communications, Endorsement Letters (External Service)

The service aims to provide services to clients in receiving, releasing and endorsing documents which will help guide the clients in processing or acquiring their respective needs.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communications, Letters and other public documents		Agency/Office – Specific Office/Division/Desk		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 2 original copies of Documents, Letter Request and other public documents to the administrative staff at the City Administrator's Office.	1.1. Records the document and forward to the City Administrator for referral and action.	None	5 Minutes	Administrative Officer IV City Administrator's Office
	1.2. Provide Instruction/Action/Referral to concerned Offices	None	5 Minutes	Bookbinder II City Administrator's Office
	1.3. Prepare Endorsement communication upon the instruction of the City Administrator.	None	5 Minutes	Supervising Administrative Officer City Administrator's Office
	1.4. Administrative Staff releases the document and the client acknowledge the receipt thereof.	None	5 Minutes	Supervising Administrative Officer City Administrator's Office



				Bookbinder II City Administrator's Office
2. Receives instructions for LGU actions at the City Administrator's Office	2.1. Give the Client instruction/feedback.	None	5 Minutes	Supervising Administrative Officer City Administrator's Office
	TOTAL:	00	25 Minutes	

CITY ADMINISTRATOR'S OFFICE

External Services

Human Resources Management Division



1. Job Applications

Process of accommodating applicants to vacant positions published, sorting and evaluating the qualification to fit the vacant positions. Sending of notice to applicants for written item and actual interview by the HRMPSB which comparative assessment of the interview shall be furnished to the appointing authority for exercise of discretion and finally for appointment preparation, processes, and submission to Civil Service Commission action. ***Pursuant 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)***. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All applicants to vacant positions, in the agency from other agencies or outside applicants.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Upon application				
Application Letter (1 original copy and 3 photocopies)		Applicant		
Notarized PDS with Work Experience and Training (1 original copy and 3 photocopies)		Applicant		
Transcript of Records (1 certified true copy and 3 photocopies)		School Graduated		
Performance Rating (1 original copy)		Previous or current employer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter with complete requirements	1.1 Receive application, check documents, and record in database 1.2 Evaluate or sort applications to fit available vacant position published 1.3 Prepare list of qualified applicants for the vacant position	None	16 days	Human Resource Management Officer IV HRM Division Office of the Administrator



	1.4 Review list of qualified applicants per qualification standards	None	3 hours	CGADH-I/HRMO-In-Charge HRM Division Office of the City Administrator
	1.5 Prepare and post schedule of written examination and interview by HRMPSB	None	3 hours	Human Resource Management Officer IV HRM Division Office of the Administrator
	1.6 Send notices or text applicants for written examination and interview by HRMPSB	None	2 days	
2. Appear for written examination	2. Conduct written examination	None	1 hour	Human Resource Management Officer IV or Human Resource Management Officer III or Human Resource Management Assistant HRM Division Office of the Administrator
3. Appear for actual interview by HRMPSB	3. Conduct interview on scheduled date and place	None	1 day	
4. Acknowledge hired applicants/ report to HRM if hired	4.1 Prepare Comparative Assessment of Interview conducted and post result	None	5 hours	Human Resource Management Officer IV HRM Division Office of the Administrator
	4.2 Review Comparative Assessment	None	30 minutes	CGADH-I/HRMO-In-Charge HRM Division Office of the City Administrator
	4.3 Present Comparative Assessment to Appointing Authority for	None	1 day	Human Resource Management Officer IV HRM Division

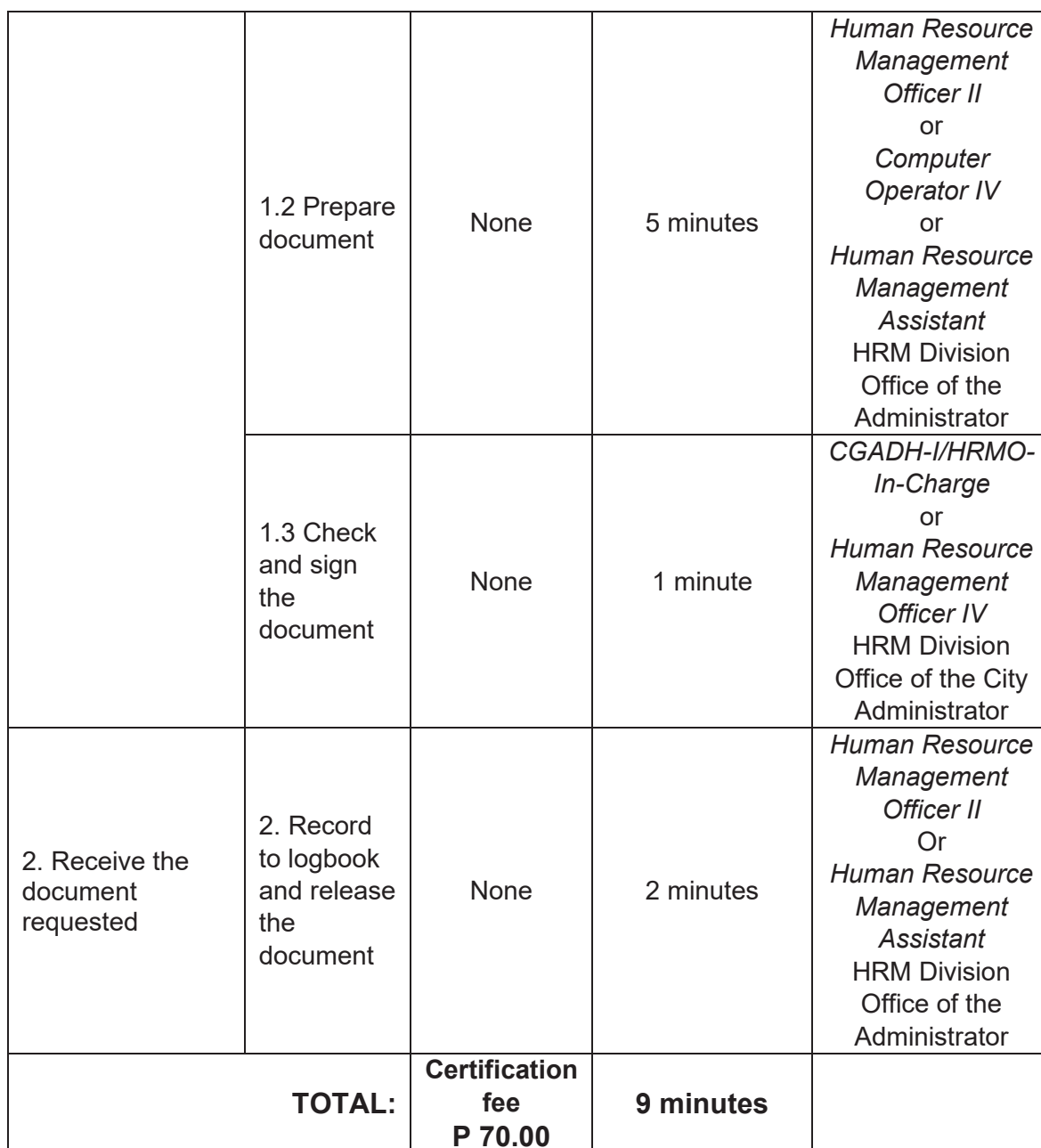


	exercise of discretion			Office of the Administrator
	4.4 Post list of applicants hired at HRM Bulletin and in at least 3 conspicuous places	None	30 minutes	<i>Human Resource Management Assistant</i> HRM Division Office of the Administrator
	4.5 Inform applicant selected by Appointing Authority and give checklist of requirement for appointment	None	1 day	<i>Human Resource Management Officer IV</i> HRM Division Office of the Administrator
TOTAL:		None	21 days and 13 hours	

2. Issuance of Service Record and Certificate

Requesting employee who have resigned, retired/separated from service in support to government claims or other purposes. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Retired/ Resigned/ Separated from the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification receipt indicating document requested and purpose		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present certification receipt indicating the purpose to Window 1	1.1 Receive receipt and endorse to assigned employee or staff	Certification Fee P 70.00	1 minute	<i>Bookbinder II</i> HRM Division Office of the Administrator



3. Terminal Leave Application

Applied for by an official or employees who have retired, resigned, or separated from the service without any fault on his/her part. Upon approval of the terminal leave applicant shall be entitled to the communication of his leave credits exclusive of Saturdays, Sundays, and Holidays without limitation and regardless of the period when the credits were earned. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Requesting retired, resigned, or separated employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Retirement Letter 2. Leave Card 3. Application for Leave 4. Service Record 5. Latest Appointment 6. SALN 7. NOSA 8. Clearance 9. Certificates 10. Clearance 11. Voucher 12. OBR		Employee, Approved by City Mayor HRM Employee City General Services Office Cadiz City Government Employees and Community Dynamic MPC, Provident 1 & 2 GSIS Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit voucher with service record and leave credits earned certification at Window 3	1.1 Receive the application	None	1 minute	<i>Human Resource Management Officer II</i> HRM Division Office of the Administrator
	1.2 Check entitlement and initial the related attached document	None	3 minutes	<i>Human Resource Management Officer II</i> HRM Division Office of the Administrator

	1.3 Recheck the attached documents and sign the voucher	None	3 minutes	CGADH-I/HRMO-In-Charge HRM Division Office of the Administrator
2. Receive documents at Window 3	2. Release documents for further processing	None	1 minute	Human Resource Management Officer II HRM Division Office of the Administrator
TOTAL:		None	8 minutes	

4. Issuance of Leave Credits earned and Leave Credits Certification

Issued upon request by a resigned, retired, and separated employee of leave credits accrued or earned at a specific date, issued for purposes such as claim of terminal leave benefits, or transfer to other government offices. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Resigned, Retired, and Separated employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification receipt for the purpose		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present certification receipt indicating the purpose to Window 1	1.1 Receive certification receipt and endorse to assigned employee/staff	Certification fee P 70.00	1 minute	Human Resource Management Officer II HRM Division Office of the Administrator



	1.2 Prepare Leave Credits earned document or certification	None	1 day	Human Resource Management Officer III or Human Resource Management Officer II HRM Division Office of the Administrator
	1.3 Check and sign the document	None	1 minute	CGADH-I/HRMO-In-Charge or Human Resource Management Officer IV HRM Division Office of the City Administrator
2. Receive the document requested	2. Record to logbook and release the document	None	1 minute	Human Resource Management Officer II HRM Division Office of the Administrator
TOTAL:		Certification fee P 70.00	1 day and 3 minutes	



5. Job Order and COS processes

Contract of Services and Job Order contracts of laborers for specific projects for a given period for a maximum of six months with a no-employer-employee relationship are facilitated and processed to entitle the contract workers for salary. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Job Order and Contract of Services workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contract of Services and Job Order Contracts of Department concerned indicating the workers		Department/Office concerned and Approval of the Mayor		
Notarized Personal Data Sheet (1 original copy)		Contract Worker		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Request of Contract of Services or J.O. Contracts approved by the City Mayor	1.1 Receive COS and J.O. requests	None	2 minutes	<i>Bookbinder II</i> HRM Division Office of the Administrator
	1.2 Check and verify the request or make further inquiry as to the veracity and availability of fund	None	6 days	<i>Bookbinder II</i> HRM Division Office of the Administrator
	1.3 Facilitate preparation of documents, secure signatories thereon, for issuance			



	1.4 Check the documents	None	3 minutes	CGADH- I/HRMO-In- Charge HRM Division Office of the Administrator
2. Receive COS or J.O. contract	2. Record for internal control and release the contract	None	20 minutes	Bookbinder II HRM Division Office of the Administrator
TOTAL:		None	6 days and 25 minutes	

6. Employee's Clearance

Issued to employees in line with their separation from service, or employees from other government agencies when required by the office concerned as to their accountability with the city. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Employee, retired/separated from the service and employee from other government agency.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form (3 original copies)		Concerned office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Clearance document	1.1 Receive the clearance document, check for signature	None	3 minutes	Bookbinder II HRM Division Office of the Administrator



	1.2 Sign the documents as to personal matter	None	2 minutes	CGADH-I/HRMO-In-Charge or Human Resource Management Officer IV HRM Division Office of the Administrator
2. Receive the signed Clearance document	2. Record and release the signed document	None	2 minutes	Bookbinder II HRM Division Office of the Administrator
TOTAL:		None	7 minutes	

7. Requests and Queries

Retired/Separated employee as to personnel matters inclusive of claims from the government, and personnel records. Civil Service Laws and Rules interpretations and application. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Requesting Retired/ Separated Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request in writing or verbally indicating the matter to be clarified		Employee or Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter in writing as to the matter or present verbally	1.1 Receive and record the letter request or accommodate the person for verbal presentation	None	2 minutes	Bookbinder II HRM Division Office of the Administrator
	1.2 Act on the request, do necessary research,	None	5 days	CGADH-I/HRMO-In-Charge



	prepare answer or clarification, make findings or recommendation and sign the answer			or <i>Human Resource Management Officer IV</i> HRM Division Office of the Administrator
2. Receive answer/ clarification, recommendation	2. Record and release the written answer to concerned employee or office	None	1 day	<i>Human Resource Management Assistant</i> HRM Division Office of the Administrator
TOTAL:		None	6 days and 2 minutes	

CITY ADMINISTRATOR'S OFFICE

External Services

Local Economic and Development Investment Promotion Division

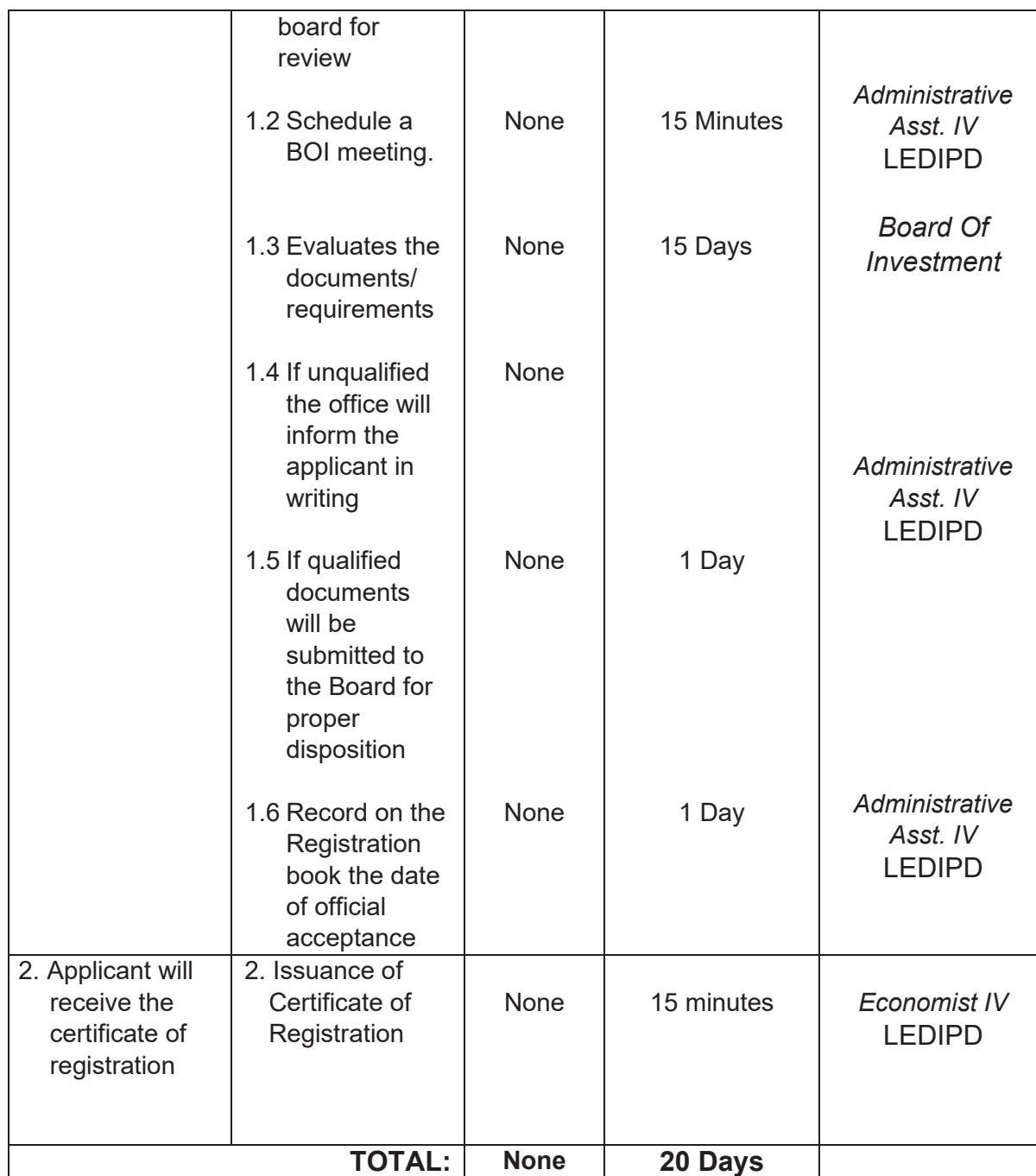


1. Application for Investment Incentive Registration

New investor or expanding enterprise who intend to avail the incentives provided in the Investment Incentive Code

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Business single proprietorship, partnership and corporation, and cooperatives and for expansion or diversification projects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 3 copies of Application Form		LEDIPD		
2. Copy of complete Project Study				
3. Copy of Articles of Incorporation and by-laws as approved by the Securities and Exchange Commission.				
4. Certified true copy of Certificate of Registration				
5. Resolution of Board of Directors, in case of a corporation, authorizing the filing of application.				
6. List of directors and other principal officers and their respective nationalities and current addresses as certified by the secretary				
7. Copy of Corporate Social Responsibility Plan.				
8. Certified true copy of the Official Receipt for filing fee of Ten Thousand Pesos (P 10, 000).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Receive and check the Requirements	None	30 Minutes	Administrative Asst. IV LEDIPD
	1.1 File all the application requirements and submit it to investment	None	2 Days	





2. Application for MSME Registration

Orientation of business personalities on services of the government that may not be known to them such as available grants or loans, mentoring programs, partnership, opportunities, and innovations.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Business Owners of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DTI Permit 2. Application form 3. ID		DTI Office LEDIPD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form and requirements	1. Receive and check the requirements	None	10 Minutes	<i>Administrative Assistant IV</i> LEDIPD
	1.1 Check and verify the DTI permit.	None	5 Minutes	
2. Client received the Certificate of Registration	2. Signed by the Economist IV	None	3 Minutes	<i>Economist IV</i> LEDIPD
	2.1 Approval of the City Mayor	None	1 Hour	<i>City Mayors Office</i>
	2.2 Issuance of the Certificate of Registration	None	20 Minutes	<i>Administrative Assistant IV</i> LEDIPD
TOTAL:		None	1 Hour and 38 Minutes	



3. Assistance for Printing of Product Labels

The LEDIPD is in-charge of the layout for product labels. To help them increase the products marketability and visibility of their products

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Complex			
Type of Transaction:	G2B/G2C- Government to Business/ Government to Citizen			
Who may avail:	All Business and Citizens of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form		LEDIPD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill-out the request form and submit their preferred layout.	1. Provide the request form	None	10 Minutes	<i>Administrative Assistant IV</i> LEDIPD
	1.1 Assigned personnel will the schedule for the releasing of product labels	None	15 Minutes	
	1.2 The personnel will print out the product labels	None	3 Days	
	1.3 Inform the client that the product label is ready for pick up	None	10 Minutes	
2. Receive the printed-out product labels	2. Record the printed product labels in the logbook	None	20 Minutes	<i>Administrative Assistant IV</i> LEDIPD
TOTAL:		None	3 Days and 55 Minutes	



4. Layout of Product Labels

The LEDIPD is responsible for designing product labels with the primary goal of helping clients elevate the visual appeal of their products

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2B/G2C- Government to Business/ Government to Citizen			
Who may avail:	All Business and Citizens of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		LEDIPD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill-out the request form for product layout	1. Provide the request form	None	10 Minutes	<i>Senior Administrative Asst. II</i> LEDIPD
	1.1 Assign a Graphic Designer personnel for product layout	None	5 Minutes	
	1.2 The Graphic Designer will layout the product label	None	4 Hours	
	1.3 Assigned personnel will submit the layout to the client for review and approval	None	1 Hour	
2. The client Approves the design	2. The assigned personnel will send the approved layout to the client via Gmail or flash drive	None	20 Minutes	<i>Senior Administrative Asst. II</i> LEDIPD
TOTAL:		None	5 Hours and 35 Minutes	



5. Request for Live Coverage

The LEDIPD manage the live coverage for all events in the city. Ensuring that citizens are able to view and engaged online in every event and activity throughout the City of Cadiz.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Regular or Permanent Employees of the City Government of Cadiz, and the Citizens of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request, should be Addressed and Approved by the City Mayor		City Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents the Letter of Request for Live Coverage, duly approved by the City Mayor, a week prior to the event.	1. Received and review the Request Letter	None	15 Minutes	
	1.1 The assigned personnel set the schedule for the live coverage and assign personnel.	None	10 Minutes	Senior Administrative Asst. II LEDIPD Laborer LEDIPD
	1.2 Approval of Request for live coverage	None	5 Minutes	Economist IV LEDIPD
2. Approval for the live coverage	2. Record the scheduled event for live coverage	None	10 Minutes	Administrative Assistant IV LEDIPD
TOTAL:		None	40 Minutes	



6. Request for Event Documentation

The LEDIPD handles documentation of all events in the city whether that of the LGU, DEPED or Private entities which impacts the City's economic standing thru promotions in all media forms including print, radio and social media. A very active promotional arm the FB Page Bills Cadiz Ugyon Cadiznon is the avenue for all pictures, data and videos taken in these events.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Business			
Who may avail:	All Regular or Permanent Employees of the City Government of Cadiz			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request for Documentation should be address and approved by the City Mayor at least 1 week before the event.		City Mayors Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends (thru email) or presents a letter of request for documentation. At least 1 week before the event.	1. Received and review the Request Letter	None	15 Minutes	<i>Administrative Assistant IV</i> LEDIPD
	1.1 Person In-charge checks for availability of document or any schedule conflicts. If there is no conflict, approves the schedule. If conflict, disapproves and inform the concerned party within the given timeframe	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD <i>Laborer</i> LEDIPD



	1.2 Approval of Request for event documentation	None	5 Minutes	<i>Economist IV</i> LEDIPD
2. Approval for the event documentation	2. Record the scheduled event for documentation	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD
TOTAL:		None	40 Minutes	

OFFICE OF THE CITY CIVIL REGISTRAR

External Services



1. Applying for Correction of Entries Under OCRG Memorandum Circular 2010-04

Entries in the Civil Registry Document that cannot be corrected by Judicial means or by R.A. 9048 which are the geographical and statistical portion and/or registry number can be corrected by virtue of OCRG Memorandum Circular 2010-04.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification :	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Persons with error in their registered civil registry documents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LCR and PSA Copy of Civil Registry Document (1 Original 2 photocopies)		LCRO and PSA		
2 photocopies of one (1) government issued Valid Identification Card of Petitioner and document owner		Any Government agency issuing valid ID (e.g. GSIS, SSS, PhilHealth, Post Office, COMELEC, PhilSys etc.)		
Written request for correction of wrong entry in the geographical and statistical portion and/or registry number		Document owner/Direct descendant of document owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the front desk in the client area of LCRO	1. Assess/ evaluate and issue checklist of requirements	None	5 minutes	<i>Registration Ofcr IV LCRO</i>
1.1 Present civil registry documents for assessment and evaluation to the employee in charge		None	30 minutes	



2. Submit requirements	2.1 Check completeness of documents/ requirements	None	10 minutes	Registration Ofcr IV LCRO
	2.2 Issue order of payment	None	3 minutes	
3. Pay to the cashier		Endorsement Fee (OCRG MC 2010-04) P100 Convenience Fee P 20	30 minutes	Cashier CTO
3.1 Submit O.R. to employee in charge together with the signed written request	3.0 Accept official receipt and written request	None	2 minutes	
	3.1 Prepare Annotated LCRO Copy, Endorsement / Transmittal letter for CCR 's signature	None	10 minutes	Registration Ofcr IV LCRO
	3.2 CCR sign endorsement/ transmittal	None	20 minutes	Registration Ofcr IV LCRO
	3.3 Send/ endorse request to PSA Quezon City	Mailing Expenses based on courier (JRS/LBC)	5 minutes	City Civil Registrar LCRO
	3.4 Furnish client copy of the endorsement	None	20 minutes	Registration Ofcr IV LCRO
		None	3 minutes	Registration Ofcr IV LCRO



	letter and ask for contact number needed to inform him/her of the approval to request for PSA Annotated Certificate			
4. Receive Client's Copy		None	2 minutes	
Total		P120.00 + Mailing Expenses based on courier	2 Hours and 20 Minutes + waiting time for PSA approval	

2. Applying for a Marriage License

Where a Marriage License is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties resides.

The Local Civil Registrar concerned shall enter all application for marriage license filed with him in a registry book strictly in the order in which the same are received. When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar
Classification :	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Couples, male and female, at least 18 years of age who intends to get married but not exempt from marriage license
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSA copy of Birth Certificate (2 Photocopies)	PSA



One (1) Valid Identification Card (2 Photocopies)		Any Government agency issuing valid id (e.g. SSS, COMELEC, GSIS, LTO, Post Office)		
Baptismal Certificate/Certificate of Dedication (2 Photocopies)		Church where the applicants is a member		
Certificate of No Marriage (2 Photocopies)		PSA		
Proof of Residency showing resident of Cadiz City		Brgy. where applicant is residing in Cadiz, COMELEC		
Parent Consent if applicant is 18 years old but below 21 years old		Parents, Form from LCR		
Parental Advice, if applicant is 21 years old but below 25 years old		Parents, Form from LCR		
Pre Marriage Counseling Certificate from POPCOM& Church		POPCOM and Church where the applicant is a member, as the case maybe		
Death Certificate of Deceased Spouse if applicable (2 Photocopies)		LCR of place of Death of Deceased Spouse or PSA		
Certified Copy of Divorce Paper/ Annulment Order if applicable • if foreigner (5 Photocopies) • if Filipino (2 Photocopies)		Court		
Citizens of other Country including dual Citizen * Legal Capacity (original + 2 Photocopies) * Passport (2 Photocopies)		Diplomatic or Consular Office in the Philippines of their Country of Origin Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign client logbook at the table located at the client's area of LCRO		None	5 minutes	
1.1 Present Supporting Documents to LCRO Personnel in charge	1.1. Check completeness and authenticity of required documents	None	20 minutes	Registration Ofcr II LCRO Bookbinder II LCRO



	1.2 If complete, Prepare the endorsement for pre marriage counseling to concerned agency (POPCOM/Church)	None	15 minutes	<i>Registration Ofcr II</i> LCRO
	1.3 Prepare Order of Payment	None	3 minutes	<i>Bookbinder II</i> LCRO
	1.4 Give to applicant the application Form, endorsement and order of payment	None	3 minutes	<i>Clerk III</i> LCRO
2.0 Receive application form, endorsement and Order of payment 2.1 Pay Prescribed Fees to the City Treasurer's Office located at City Hall 2		None	3 minutes	<i>Registration Ofcr II</i> LCRO
		For Both Resident of the City P890 If One Party is not a Resident of Cadiz P 965 If one Party is a Foreigner P1,340	30 minutes	<i>Cashier</i> CTO



2.2 Submit endorsement to POPCOM and Church (if couples opted to have a Church Wedding) and secure a Certificate from the Church and POPCOM certifying that they have undergone Pre Marriage Counselling 2.3 Submit the Accomplished Application Form, the official receipt and the Pre Marriage Counseling certificate together with the required documents to the LCRO personnel in charge		None	2 days	
		None	5 minutes	
	2.0 Receive and review the accomplished application forms, O.R and the Certificates for Pre marriage Counselling together with the required documents 2.1 Preparation and Posting of the Notice of application Posting will start the following day for Ten(10) days	None	20 minutes 5 minutes	<i>Registration Ofcr II LCRO</i> <i>Bookbinder II LCRO</i> <i>Registration Ofcr II LCRO</i>



	2.2 Issue Acknowledgment Receipt of the application and advise client to come back on the 11 th day after the ten (10) days posting which should fall on a working day	P50 for Marriage License Certificate	3 minutes	Registration Ofcr II LCRO
	2.3 Posting of Notice on the next day after the receipt of application at the Office	None	11 days	Registration Ofcr II LCRO
	2.4 Issuance and release of the Marriage License to applicant on the 11 th day after the ten days posting which should fall on a working day	None	5 minutes	City Civil Registrar LCRO Registration Ofcr II LCRO Office Support Staff LCRO
3.0 Claim and Receive Marriage License		None	3 minutes	
TOTAL:			13 Days and 2 Hours	
Both are Resident of the City		P940.00		
One Party is Non-Resident		P1,015.00		
One Party is A Foreigner		P1,390.00		



3. Applying for Supplemental Report

3.1 Supplemental Report for Civil Registry Document with 2 missing entries

3.2 Supplemental Report for Civil Registry Document with more than 2 missing entries

A Supplemental Report using the appropriate form maybe filed to supply information inadvertently omitted when the civil registry document (Birth, Death and Marriage) was registered.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification :	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Persons with omitted entries in their birth, marriage record, death certificate of their family member			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LCR & SECPA copy of Civil Registry Document (1 Original & 3 Photocopies)		LCR and PSA		
-If Married – Marriage contract of Subject person and parent -Birth Certificate of Mother, Father, 2 Siblings and 2 Children (2 Photocopies each)		LCR where registered/PSA		
Certificate of Baptism/Dedication (2 Photocopies)		Church		
School Record Form 137 (Elem. or High School or Transcript of Record (2 Photocopies)		School		
1 Photocopy of Government Issued Valid I.D (Present Original) preferably National I.D. of Subject Person and/or Informant		Government Agency issuing I.D. (SSS, GSIS, LTO, PRC, PhilSys and etc.)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the		None	5 minutes	



front desk in the client's area of LCRO and present civil registry document for assessment and evaluation to the employee in-charge				
	1.1 Assess/Evaluate and issue checklist of requirements	None	30 minutes	<i>Registration Ofcr IV LCRO</i>
2.1 Receive checklist of requirements				
2.2 Secure and Submit requirements to employee in charge at the LCRO	2.1 Check Completeness of documents/requirements 2.2 Issue Order of payment	None None	10 minutes 3 minutes	<i>Registration Ofcr IV LCRO</i>
3.1 Receive Order of Payment 3.2 Pay to the cashier, CTO		None Endorsement Fee - supplemental - P100.00 Convenience Fee P20.	1 minute 30 minutes	<i>Cashier CTO</i>
3.3 Present Official Receipt to employee in-charge together with the supporting documents	3.1 Accept Official Receipt and supporting documents	None	5 minutes	<i>Registration Ofcr IV LCRO</i>



4. Submit Duly Notarized. Affidavit of supplemental report	3.2 Prepare Affidavit of Supplemental Report for notary's signature and give to client	None	30 minutes	Registration Ofcr IV LCRO
	4.1 Accept and Prepare certificate with supplemental report, Annotated certificate and transmittal for City Civil Registrar's Signature	None	30 minutes	Registration Ofcr IV LCRO
	4.2 City Civil Registrar review and sign the documents	None	15 minutes	City Civil Registrar LCRO
	4.3 Send/endorse Supplemental Report	Mailing expenses based on couriers	20 minutes	Registration Ofcr IV LCRO
	4.3.a With 2 missing entries Send to PSA, Regional Office Iloilo for processing			
	4.3.b With more than 2 missing entries send to PSA, Quezon City			



	4.4 Furnish client copy of supplemental Report and ask the client to leave a contact number			
5. Receive copy of supplemental report		None	3 minutes	
TOTAL:		P120.00 + Mailing Expenses based on courier	3 Hours and 2 Minutes	

4. Availment of RA 9255

Under RA 9255, illegitimate children are allowed to Use the Surname of their Father if their filiation has been expressly recognized by the father through the record of birth appearing in the Civil Register or when an admission in a public document or private handwritten instrument is made by the Father.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar		
Classification :	Simple		
Type of Transaction:	G2C- Government to Citizen		
Who may avail:	Father, Mother, Subject Child if of age		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Birth not yet Registered:			
1. • COLB with accomplished Affidavit of acknowledgment at the back		COLB from Hospital, Clinic or LCRO as the case maybe	
• COLB with separate Public Document (Affidavit of Recognition executed by the father)		Affidavit from the Father	



COLB, private handwritten instrument (e.g. diaries, personal letters, will)		Form from LCRO, Hospital, Clinic, other documents from parents of the child		
2. Affidavit to Use Surname of the Father (AUSF) (4 Original Copy)		Form from LCRO and subscribed at any Notary Public		
3. Philippine Identification Card of Mother, Father and Child (if aged 7 years and above) (2 Photocopies)		PhilSys Registration Center		
4. CENOMAR of Mother/Death Cert. of Husband (1 Photocopy)		PSA		
For previously Registered Birth:				
1. LCR and PSA copy of Child's COLB (4 Photocopies) (Present PSA Original Copy)		LCR/PSA		
2. Affidavit of Admission of Paternity or Affidavit of acknowledgement executed by the father (4 Original and 4 Photocopies)		Form from LCRO or Notary Public		
3. Affidavit to Use Surname of the Father (4 Original Copy)		Form from LCRO, Hospital, Clinic and subscribed at any Notary Public		
4. CENOMAR of Mother/Death Certificate of Mother's Husband (4 Photocopies and present Original Copy)		PSA		
5. Phil Identification Card of Mother, Father and Child (if aged 7 years and above (4 Photocopies)		PhilSys Registration Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign client logbook located at the table in the client's area of LCRO		None	5 minutes	<i>Registration Ofcr II</i> <i>Clerk III LCRO</i> <i>Bookbinder II</i>
1.1 Present Document and supporting documents to LCRO Personnel In Charge	1.0 Examine authenticity and completeness of documents	None	20 minutes	



	1.1 if authentic, Issue Order of Payment to client		3 minutes	LCRO <i>Office Support Staff</i> LCRO
2.0 Pay at the CTO, Cadiz City based on the order of payment		Legal Instrument P250.00 Acknowledgement P250.00 + Convenience Fee P20 None	30 minutes	<i>Cashier</i> CTO
2.1 Submit COLB (Form 102) together with the supporting documents and Official Receipt to LCRO Personnel In Charge	2.0 Accept and review completeness of document		10 minutes	<i>Office Support Staff</i> LCRO <i>Registration Ofcr II</i> LCRO
	2.1 Record in the appropriate registry book and annotate the same in the COLB, if necessary, and in the remarks portion in the Register of Birth	None	1 day	<i>Office Support Staff</i> LCRO <i>Registration Ofcr II</i> LCRO <i>City Civil Registrar</i> LCRO
	2.2 Prepare Certificate of Registration	None	5 minutes	<i>Office Support Staff</i> LCRO <i>Registration Ofcr II</i> LCRO
	2.3.a For Birth Not yet Registered: Release Certificate of registration to Client	None	3 minutes	<i>Registration Ofcr II</i> LCRO



	2.3.b For Births previously register: All the documents are sent to the Office of the Civil Registrar General for approval and client is advised to leave a contact number for updates	Mailing Expenses depending on the courier (JRS/LBC	20 minutes	Registration Ofcr II LCRO
3.0.a For Birth Not yet Registered: Receive the Cert. of Registration 3.0.b For Birth previously register: Receive File Copy of all the documents sent to OCRG Quezon City		None	5 minutes	
TOTAL:				
For Births not yet Registered		P270.00	1 Day,1 Hour and 21 Minutes	
For Births Previously Registered		+ Mailing Expenses	+ 20 Minutes +Waiting time for the approval of PSA	



5. Birth Registration

The birth of a child, being a vital event of a person, shall be registered within thirty (30) days from the time of birth in the Office of the City Civil Registrar of the city/municipality where the birth occurred.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

5.1 Birth Registration – Late

Registration of Birth Beyond the reglementary period of Thirty (30) days is considered late registration

Office or Division:	Office of the City Civil Registrar
Classification :	Late Registration: Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	1. Either or both parents of the child or the child, if of age 2. Authorized Person of the Document Owner
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Basic Birth Data	Client
B. Accomplished Form 102 (For born in Hospital/Clinic)	Clinic/Hospital
C. Any two (2) of the following whichever is applicable to support Basic Birth Data (Present Original and provide to Photocopies) • Pre-natal Record of Mother • Immunization Record of Child • Baptismal Certificate • SSS Record • GSIS Record • Insurance Policy • School Record • Other document to support Basic Data	Mother, Clinic or Health Center Clinic or Health Center Church SSS GSIS Insurance Company School
D. Marriage Contract of Parents and Subject Child if Applicable (2 Photocopies)	LCR where Marriage is Registered
E. For Home Delivery	
• Affidavit of Birth Attendant (Original Copy)	Hilot, Midwives, any person that assist in the child delivery and notarized by any notary public



F. Negative Verification of Birth (3 Photocopies) Present Original issued within a year	Philippine Statistics Authority (PSA)
G. Photocopy National Id of Registrant	PhilSys Registration Center
H. Brgy. Residency Certification	Punong Barangay where registrant and/or informant is residing.
I. 2 Documentary evidences showing the identity of parents such as their Birth Certificate, Marriage Contract, National ID, death certificate of deceased parents	LCRO, Church, PhilSys
J. 2x2 white background Unedited front-facing photo of the registrant taken within 3 months	Photography studio
K. Certificate of Death of the document owner if application is filed on behalf of a deceased person	LCRO where Death was Registered, PSA
L. Affidavit executed by the Informant stating that person to be registered is already dead	Notary Public
L. If one of the parents is a foreigner Valid Passport or BI Clearance Certificate or ACR I-Card of the foreign parent	Bureau of Immigration, Embassy
M. - Personal Appearance before the Civil Registrar for applicants 18 years and above - For Marital Minor Applicants: personal appearance of parents - For Non-Marital Minor Applicants: Personal appearance of mother, if the mother cannot personally appear an affidavit or sworn statement stating the whereabouts of the mother and the reason for inability to appear personally and/or authorization from the mother authorizing the informant to register her child's birth based on the data supplied in her authorization.	Document Owner/Parents
N. For Non Marital Child-CENOMAR of Mother	PSA



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at table in the client's area of LCRO		None	5 minutes	
	1. PACD Personnel In Charge verify availability of record if negative assist client to personnel in charge	None	10 minutes	<i>Verifier</i> LCRO <i>Clerk III</i> LCRO
2. Present Document (Form 102) if available (Born in Hospitals/Clinics) together with Supporting Paper for Registration to LCRO Personnel in Charge	2. Receive and examine Completeness of Document and Supporting Paper	None	10 minutes	<i>Bookbinder II</i> LCRO <i>Registration Ofcr II</i> LCRO <i>Registration Ofcr III</i> LCRO <i>Office Support Staff</i> LCRO
	2.1 If complete issue order of payment and information sheet	None	3 minutes	
3.0 Receive Order of payment and information sheet and Pay to the Cashier at CTO based on the order of payment		Birth Fee P100.00 Secretary Fee P50.00 Doc. Tax P30.00 Convenience Fee P20	30 minutes	<i>Cashier</i> CTO
3.1 Accomplish Information Sheet and Present to LCRO personnel in-charge together	3.0 Personnel In-Charge receive the documents and prepare COLB based on the	None	15 minutes	<i>Bookbinder II</i> LCRO <i>Registration Ofcr II</i> LCRO



with the Official Receipt and supporting documents	information given vis a vis the documents presented			Registration Ofcr III LCRO Office Support Staff LCRO
	3.1 Present to the registrant the accomplished COLB for checking of data and for client signature in the informant portion of the COLB	None	5 minutes	
4. Sign the information and affidavit portion of the COLB and return to employee in charge		None	5 minutes	
	4.1 Personnel in charge receive the COLB and issue client claim slip and advised client to come back after the 11 days.	None	5 minutes	Registration Ofcr III LCRO Registration Ofcr II LCRO Bookbinder II LCRO
	4.2 Posting of the application for late registration of birth	None	11 days	
	4.2 After the 10 days posting. Civil Registrar check & sign the COLB and order Registration in Registry Book	None	10 minutes	City Civil Registrar LCRO



	4.3 Registration of COLB in the Registry Book	None	10 minutes	Registration Ofcr II LCRO
	4.4. Release of COLB to Client	None	5 minutes	Registration Ofcr III LCRO Bookbinder II LCRO Clerk III LCRO
5. Receive Copy of Registered Birth Certificate after the posting period		None	3 minutes	
TOTAL:		P200	11 Days,1 Hour and 56 Minutes	

5.2 Birth Registration- On Time

Birth registered within 30 days is considered on time registration

Office or Division:	Office of the City Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	A. Medical Records In-charge (Hospital/Clinic) B. Outside Hospital/Clinic: 1. Physician, Nurse, Midwife, Hilot or anybody who attended the delivery C. In default of A & B, either or both parents of the child D. Authorized Person of the Document Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Basic Birth Data		Client/Parents of the Child
B. Form 102		LCR/Clinic/Hospital
C. Any two (2) of the following whichever is applicable to support Basic Birth Data (Present Original and provide Photocopies) • Pre-natal Record of Mother • Immunization Record of Child		Mother, Clinic or Health Center Clinic or Health Center



D. Marriage Contract of Parents and Subject Child if Applicable (1 Photocopy)		LCR where Marriage is Registered		
E. For Home Delivery		Hilot, Midwives, any person that assist in the child delivery and notarized by any notary public		
G. Photocopy of One (1) Valid I.D. of Registrant/Informant		Government Agency issuing I.D. (SSS, GSIS, LTO, PRC, PhilSys and etc.), SCHOOL, BRGY., COMPANY where employed		
H. For Non-Marital Child – CENOMAR of the Mother		PSA		
H. If informant is not the parent of the child, Special Power of Atty is required (Original Copy)		Parent of the Child		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at table in the client's area of LCRO and present COLB to PACD personnel	1.0 PACD Personnel In Charge assist client and:	None	5 minutes	Clerk III LCRO
	1.1a For born on Clinic and Hospital Receive and examine Completeness of Document and Supporting Paper	None	5 minutes	Bookbinder II LCRO Clerk III LCRO
	1.1b If home delivery Accomplished COLB based on the data provided by the informant of the COLB	None	15 minutes	



	1.1b.1 Present to the registrant the accomplished COLB for checking of data and for client signature in the informant portion	None	3 minutes	
For Home Delivery 2.0 Check the correctness of Data in the Accomplished COLB 2.1 Sign in the informant portion of the COLB and return to LCRO personnel in charge	2.0 Accept the COLB duly signed by the informant	None	5 minutes	<i>Clerk III</i> LCRO <i>Bookbinder II</i> LCRO <i>Registration Ofcr II</i> LCRO
	2.1 Register the COLB in the Registry Book (for home delivery and Clinic/hospital)	None	3 minutes	
			10 minutes	
	2.2 Civil Registrar signed the COLB and order release to client	None	5 minutes	<i>City Civil Registrar</i> LCRO
	2.3 Release of registered COLB to client		5 minutes	<i>Clerk III</i> LCRO
3. Receive Copy of Registered Birth Certificate			3 minutes	
TOTAL:		Free of Charge		
For Home Delivery			54 Minutes	
Born in Clinic/Hospital with accomplished COLB			39 Minutes	



6. Death Registration

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) days if the deceased died without medical attendance.

The Health Officer shall examine and sign the death certificate and direct the registration of the death certificate to the Office of the Civil Registrar within the reglamentary period of thirty (30) days.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar	
Classification:	On Time: Simple Late: Highly Technical	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Funeral counselor, nearest Kin of the deceased, any person having legal charge of the deceased when he/she was still alive	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Death Certificate (4 Copies)		Hospital/City Health Office
2. Brgy Certification (for death occurring outside hospital or clinic)		Barangay
3. Police Blotter (for death cause by non-natural cause e.g. murder)		PNP
4. Official Receipt (Present Original) - Burial Fee, Death Fee, Convenience Fee (P75.00) - Transfer of Cadaver Permit Fee (P150.00) For Cadaver that will be buried outside Cadiz		CTO
5. Transfer of Cadaver Permit For Cadaver that will be buried outside Cadiz (1 Photocopy)		Permits and Licensing Division
6. Additional Requirement For Delayed Registration (1 Photocopy) - Negative Verification from PSA issued with in a year - Affidavit for Delayed Registration - Proof of Death		PSA Execute at Notary Public Church, Barangay
Certificate of No Record (CRF No. 2A)		LCR
For Death that occurred in other place and to be buried in the city		CTO



• Entrance of Cadaver (O.R.)				
Certificate of Cremation if applicable		Crematorium		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the front Desk in the client area of LCRO		None	5 minutes	
1.1 Present accomplished Death Certificate and Supporting Documents to employee in charge	1.0 Receive & Examine correctness of form and completeness of Supporting documents and Prepare document for Registration at the Death Registry Book	None	10 minutes	<i>Clerk III</i> LCRO <i>Registration Ofcr IV</i> LCRO
	1.1 Registrar approve the registration and sign document	None	10 minutes	<i>City Civil Registrar</i> LCRO <i>Clerk III</i> LCRO
	1.1.1 If Late Registration clients is advised to provide a contact number and come back on the 11 th day after the ten days posting	None	11 days	<i>Registration Ofcr IV</i> LCRO
	1.2 Release of Death Certificate and Issuance of Certified True Copy - For Late Registration after	None	15 minutes	



	the 10 days posting			
2. Receive Registered Death Certificate and Certified True Copies		None	5 minutes	
TOTAL:		0	45 Minutes + 11 Days for Late Registration	

7. Endorsement of Civil Registry Record to the Civil Registrar General (Records not available in the archive of PSA but with record in the LCR Office.)

As a rule, all civil registrars shall submit civil registry documents to the Office of the Civil Registrar-General (OCRG) thru their respective PSA provincial offices. However, there are instances when the Philippine Statistics Authority (PSA) cannot issue copy/copies to the interested party because document is still with the PSA provincial office being processed.

To facilitate the issuance of requested documents, the concerned PSA provincial Office or Civil Registrar is required to submit or indorse the needed document on a piecemeal basis to PSA.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Document Owner, if of age, Parents, husband, wife, children of the document owner in the absence of the of three mentioned, nearest surviving kin of the deceased document owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PSA Negative Verification Result (1 Original and 1 photocopy) issued with in a year preferably with QR Code		PSA
One (1) Valid Identification of requester (present original)		Issued by a Government Agency or Private Company where the requester works
If requester is not the Document Owner an Authority from the Document Owner is Required Original copy and 1 photocopy)		Document Owner



Proof of Urgency/Letter Request to endorsed the Civil Registry Document				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign client logbook at the table in the client's area of LCRO		None	5 minutes	
1.1 Fill up verification slip and submit to LCRO Personnel in charge	1.0 Verify availability of record	None	15 minutes	Clerk III LCRO
	1.1 If available, client is issued an Order of Payment	None	5 Minutes	Computer Operator III LCRO
2.0 Accept Order of Payment 2.1 Pay to CTO based on the order of payment		Birth/Marriage/ Death Fee P100.00 Cert. True Copy P20.00 Convenience Fee P20.00 Doc. Stamp Tax P30.00 Indorsement Fee 100	30 minutes	Cashier CTO
2.2 Present O.R to LCRO Personnel In Charge	2.0 Accept O.R.	None	3 minutes	Clerk III LCRO
	2.1 Photocopy Municipal Form/Prepare Transcription of the Document if no available municipal form in file	None	10 minutes	



	2.2 Prepare a Clear Copy of the Document if some entries are blurred	None	1 hour	<i>Bookbinder II</i> LCRO <i>DEMO I</i> LCRO <i>Bookbinder II</i> LCRO <i>Clerk III</i> LCRO
	2.3 Photocopy the Registry Book		15 minutes	
	2.4. Prepare endorsement letter to PSA for review and signature of the Civil Registrar	None	5 minutes	
	2.5 Civil Registrar review and approve the endorsement	None	15 minutes	<i>City Civil Registrar</i> LCRO
	2.4 Release of Client File Copy (All other documents are sent to PSA thru its Provincial Office) Client is advise to leave a contact number or come back after a month to follow up status of the endorsed document	Mailing/ Endorsement Expenses to PSA		<i>Clerk III</i> LCRO <i>Bookbinder II</i> LCRO
3. Receive File Copy	None		3 minutes	
TOTAL:		P270.00 + Mailing Expenses	2 Hours and 46 Minutes	



8. Facilitate Request for Transfer of Wrongly Registered Birth Under Memorandum Circular 91-6

All vital events such as Birth, Marriage and Death should be recorded on the place of occurrence. There are times that such vital records that occur in other place were wrongly registered in our Registry book which is a violation of the fundamental principle of Civil Registration. Memorandum Circular 91-6 provided for guidelines on how to transfer such record to the place of occurrence for proper registration of Birth.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Document Owner/Direct descendant of document owner with Civil Registry Documents that are wrongly registered			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LCR and PSA Copy of Wrongly Registered Civil Registry Document for preferably with QR Code (1 Original 2 photocopies)		LCRO and PSA		
One (1) government issued Valid Identification Card of Petitioner and/or document owner		Any Government agency issuing valid ID (e.g. GSIS, SSS, PhilHealth, Post Office, COMELEC etc.) Private Company where petitioner is employed		
Written request for the transfer of wrongly registered civil registry document		Document owner/Direct descendant of document owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Sign client logbook at the front desk in the client area & present wrongly registered civil registry document for assessment and evaluation to employee in charge		None	5 minutes	
	1.1 Assess/ evaluate and issue checklist of requirements	None	20 minutes	<i>Clerk III</i> LCRO
2.0 Accept Checklist		None	5 minutes	
2.1 Present required documents together with the written request		None	3 minutes	
	2.1 Check completeness of documents/requirements	None	10 minutes	<i>Clerk III</i> LCRO
	2.2 If complete, Issue order of payment	None	5 minutes	<i>Clerk III</i> LCRO
3. Pay to the cashier based on the order of payment		Endorsement Fee (MC 2010-04) P100 Convenience Fee P20	30 minutes	<i>Cashier</i> CTO
3.1 Submit O.R together with all the required documents and letter request			5 Minutes	



	3.1 Accept official receipt and other required documents and letter request	None	10 minutes	<i>Clerk III</i> LCRO
	3.2 Prepare Annotated LCRO copy, Endorsement/ Transmittal letter for CCR's review and approval	None	20 minutes	<i>Clerk III</i> LCRO
	3.3 CCR Review, Approve and sign Endorsement/ Transmittal and annotated LCRO Copy	None	15 minutes	<i>City Civil Registrar</i> LCRO
	3.4 Transmit/ endorse request to concern MCR/CCR	Mailing Expense based on the courier (JRS/LBC)	20 minutes	<i>Office Support Staff</i> LCRO
	3.5 Furnish client copy of endorsement letter and annotated LCRO File and advise to follow it with receiving LCRO	None	2 minutes	<i>Clerk III</i> LCRO
4. Receive Clients Copy		None	5 minutes	
TOTAL:		P120.00 +Mailing expenses	2 Hours and 35 Minutes	



9. Filing of Petition for Change of First Name (CFN) or Correction of Clerical Error/s (CCE) (RA 9048) (RA 10172)

Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or topographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order. An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in her/his record.

9.1. Change of first name R.A 9048

9.2. Correction of Clerical Error R.A. 9048/R.A 10172 (correction of sex and date of birth-month and day)

9.3. Correction of Clerical Error or Typographical Error R.A 9048

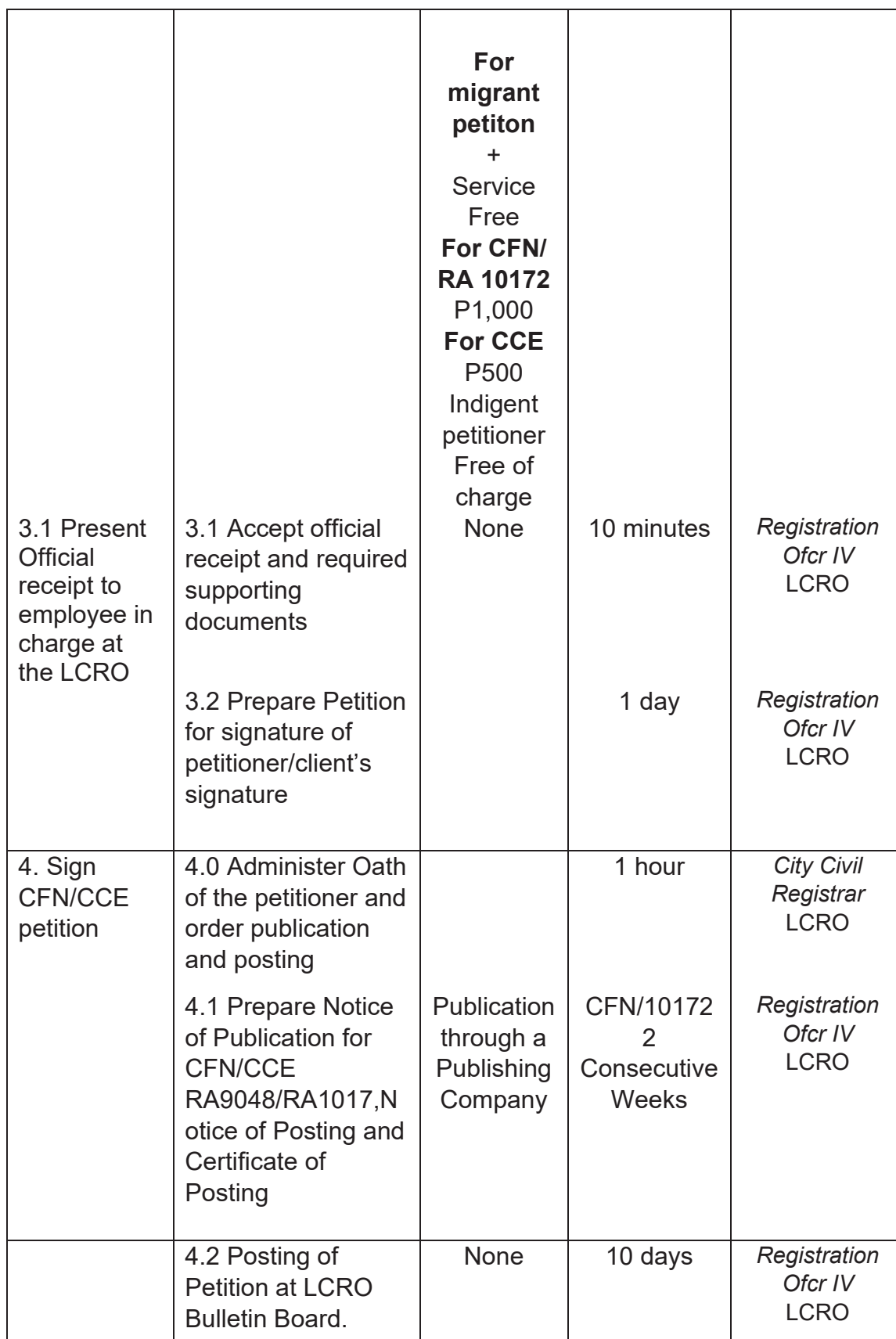
9.4 Migrant Petition (Document owner is not a resident of the place of his/her place of birth)

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar	
Classification:	COVERED BY SPECIAL LAW (R.A. 9048/R.A.10172)	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Persons with error in their registered civil registry documents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
LCR and SECPA Copy of Civil Registry Document (1 Original 2 photocopies) issued within a year preferably with QR code		LCRO and PSA
2 photocopies of one (1) government issued Valid Identification Card of Petitioner and document owner preferably PhilSys I.D.		Any Government agency issuing valid ID (e.g. GSIS, SSS, PhilHealth, Post Office, COMELEC etc.) Private Company where petitioner is employed
Special Power of Attorney (If petitioner is not the document owner or not the direct descendant)		Document owner/Direct descendant of document owner
Additional Documents: Please see Annex A		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the front desk in the client area & present documents subject to correction for assessment and evaluation to employee in charge		None	5 minutes	
	1. Assess/ evaluate and issue checklist of requirements	None	30 minutes	Registration Ofcr IV LCRO
2. Submit supporting documents for checking of completeness	2.1 Check completeness of documents/ requirements	None	30 minutes	Registration Ofcr IV LCRO
	2.2 Issue order of payment	None	3 minutes	
3. Pay to the cashier based on the order of payment		For CFN/ RA 10172 Filing Fee P3,000 Legal Research Fee P30	30 minutes	Cashier CTO
		For CCE Filing Fee P1,000 Legal Research Fee P10		





	4.3 Granting of petition of CCR of Petitions for CFN/CCE 4.4 Send granted petition to PSA Legal Service Quezon city for affirmation For migrant petition, forward to records keeping LCR 4.5 Advise client to leave a contact number for updates of the petition once PSA Affirmed the petition, client is informed through phone to pay endorsement fee at the Cashier and proceed to LCRO	None Mailing Expenses based on courier (JRS/LBC) None	5 days 20 minutes 5 minutes	City Civil Registrar LCRO Registration Ofcr IV LCRO Office Support Staff LCRO Registration Ofcr IV LCRO
5. Pay at the cashier based on order of payment (TXT/Call) and present O.R to employee in charge at LCRO		Endorsement Fee R.A 9048/ R.A1.0172 P100.00 Convenience Fee P20.00	20 minutes	Cashier CTO
	5.1 Accept O.R. and prepare endorsement letter of affirmed petition to PSA Region 6 for approval	None	20 minutes	Registration Ofcr IV LCRO



	5.2 Send Affirmed Petition and endorsement letter to PSA Region 6 5.3 Furnish Petitioner of affirmed petition and endorsement letter	Mailing Expenses based on courier (JRS/LBC) None	20 minutes	Registration Ofcr IV LCRO Office Support Staff LCRO Registration Ofcr IV LCRO
6. Received affirmed petition		None	5 minutes	
TOTAL:				
For CFN/RA 10172 Migrant		P 3,150.00 +P 1000	For CFN 20 Days, 4 Hours and 18 Minutes	Special Law RA 9048/RA 10172
For CCE Migrant		P1,130.00 + P 500.00	For CCE 16 Days, 4 Hours and 18 Minutes	
		+ Mailing Expense	+Waiting time for response of PSA/Records keeping LCR	



Annex A

2 Photocopies for each and present original

For CFN AND CCE R.A. 9048/R.A. 10172 – SEX AND DATE OF BIRTH MONTH AND DAY

NBI, Police clearance (submit original copy)
If employed, certificate of employer with employer's clearance
(please state that he/she has no derogatory record in your company
and/or no pending administrative case).
If unemployed – affidavit of unemployment
If with business – Mayor's, DTI and barangay business permit
Certificate of baptism
School records Form 137 (elementary or high school) or transcript of
record

Additional Requirement for RA 10172

Pre-school record (CCE sex and date of birth) If none, affidavit of non-
pre-school
Medical certification and certificate of authenticity (CCE sex)
Medical records, if none affidavit without existing medical record (CCE
sex and date of birth)

FOR CCE R.A. 9048 – TYPOGRAPHICAL ERROR

Certificate of baptism and school record Form 137/TOR (elem./high
school and college)
If married – marriage contract (subject person and parents)
Certificate of live birth – mother, father, 2 siblings and 2 children
If dead, certificate of death – father and mother

Additional Requirement If indigent – (4 P's member, PWD's and etc.)

Must secure the following:
Certification of indigence issued by Barangay Captain where the
petitioner resides
and by the Social Welfare Office.
Certification of no real properties or non-taxable properties from City
Assessors Office
If 4 P's member – certification as 4 P's beneficiary and 4P's I.D.'S from
City Link



10. Marriage Registration

Republic Act No. 3753 mandates the establishment of a civil register in the Philippines where acts, events legal instruments and court decrees concerning the civil status of person shall be recorded.

For ordinary marriage, the time for submission of the Certificate of Marriage is Fifteen (15) days following the solemnization of marriage while for marriage exempt from license requirement; the prescribe period is thirty (30) days, at the place where the marriage was solemnized.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar
Classification :	On Time: Simple Late: Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Solemnizing Officers, Couple or his/her duly authorized representative, church secretary
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Marriage Contract (4 Original Copies)	Church, Court, Solemnizing Officer
Additional Requirement:	
For Marriage done outside of Court/Place of worship: Duly notarized request of couple with approval by the solemnizing officer (1 original and 1 Photocopy)	
For Delayed Registration: - Negative Verification from PSA (1 Original, 2 Photocopies) - Notarized Affidavit of the Contracting Parties/Solemnizing Officer (3 Original Copy) - Notarized Affidavit of 2 witnesses - Proof that the Marriage really took place	Philippine Statistics Authority (PSA) Couple execute affidavit in a notary public Witnesses Church, Court or Couples with Copy of unregistered Marriage Contract



For Marriage under Article 34:				
Notarized Affidavit of Cohabitation of Contracting Parties (3 original copies)		Couple execute affidavit in a notary public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook & Present Marriage Contract and Supporting Papers	1. Receive and examine completeness of Document and Supporting Paper	None	5 minutes	Registration Ofcr II LCRO Office Support Staff LCRO
	- if late registration, client is issued Order of Payment		3 minutes	
2. Pay to Cashier at CTO and Present O.R. (for late registration) (For on time skip this step)		Marriage Fee P100.00 Secretary's Fee P50.00 Convenience Fee P20 Doc. Stamp Tax P30.00	30 minutes	Cashier CTO
	2.1 Receive Official Receipt	None	2 minutes	Registration Ofcr II LCRO



	2.2 City Civil Registrar sign the COM and order the registration at the Marriage Registry Book and Release Client Copy	None	5 minutes	<i>City Civil Registrar LCRO</i>
	2.3 Employee in charge register the COM and release client's copy - For Late Registration after 11 days	None	5 minutes	<i>Registration Ofcr II LCRO</i>
3. Receive Marriage Certificate			2 minutes	
TOTAL:		Late P200.00	52 Minutes + 11 Days posting for Late Registration	



11. Out of Town Delayed Registration of Birth

Birth should be registered to the place of occurrence but there are times when birth is not reported thus when verified in the Philippine Statistics Authority yields a negative result.

In the good of the service, thus we facilitate the registration of birth of Cadiz City residents who were born in other cities/municipalities without them going physically to their birthplace.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar	
Classification :	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Cadiz City Residents born in other cities /municipalities without birth record	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
2 Photocopies of Phil. I.D. of Registrant and/or Informant		PhilSys Registration Center
Negative Verification of Birth (2 Photocopies present Original)		Philippine Statistics Authority
2 Documentary Evidence to prove facts of Birth (e.g. Baptismal, School Record and etc.) (2 Photocopies)		DepEd, Church, and other agency
Brgy. Residency Certification (1 Original and 2 Photocopies)		Punong Barangay where registrant is residing
2 Documentary evidences showing the identity of parents such as their Birth Certificate, Marriage Contract, National I.D., Death Certificate of Deceased parents		LCRO, Church, PhilSys Registration Center
2 Photocopies of Marriage Contract of Parents		PSA/LCR where marriage took place



2 Photocopies Marriage Contract of Subject Child or applicant		PSA/LCR where marriage took place		
2x2 white background unedited front-facing photo of the registrant taken within 3 months		Photography Studio		
Certificate of Death of the Document owner if application is filed in behalf of a deceased person		LCRO where death was registered, PSA		
2 Copies of Affidavit for Out of Town Delayed Registration executed by the applicant 2 Copies of Joint Affidavit of Witnesses 1 Valid ID for each witness (1 photocopy)		Client Client/Witnesses		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the front desk in the client's area	1. PACD assist client to approach employee in charge	None	5 minutes	
2. Submit the required documents to the employee in-charge	2. Receive and examine the completeness of documents and give information sheet for basic birth data	None	15 minutes	Registration Officer III LCRO
3. Fill-up the information Sheet (Data needed in COLB)	3. Prepare the COLB (Form 102) and present to client for review and affirmation of	None	20 minutes	Registration Officer III LCRO



	the data in the COLB			
4.1 Accept and Review the correctness of data in COLB		None	10 Minutes	
4.2 If all data are correct, sign the informant portion and the affidavit for delayed registration		None	5 minutes	
	4.1 Review and sign the prepared COLB and forward the accomplished COLB and supporting documents to CCR for approval	None	5 minutes	Registration Ofcr III LCRO
	4.2 CCR approve the accomplished COLB and supporting documents		5 minutes	City Civil Registrar LCRO
	4.3. Issue order of payment to client		3 minutes	Registration Ofcr III LCRO
5.1 Pay to Cashier at CTO		Service Fee for Out of Town P200.00	30 minutes	Cashier CTO
5.2 Provide a contact	5.1 Accept O.R and			Registration Ofcr III



number and submit to employee in charge	Client's Contact Number			
	5.2 Mail the COLB and supporting documents through PSA Provincial Office for transmittal and endorsement to receiving LCR (Birth Place of Client) through	Mailing Expenses based on courier (JRS/LBC)	20 minutes	<i>Registration Ofcr III</i>
	5.3 Issue Follow-up/Claim slip to client with the information that the application is sent to LCRO of client birthplace	None	3 minutes	<i>Registration Ofcr III LCRO</i>
6. Receive Follow-up/Claim Slip			2 minutes	
TOTAL:		P200 + Mailing Expenses	2 Hours and 3 Minutes + waiting time for the reply of LCRO of client's birthplace	



12. Processing of Request for Civil Registry Document in Security Paper (SECPA) through BREQS

Clients no longer have to go to the PSA Serbilis outlet to get SECPA copy of their Birth Certificate, Marriage Certificate and other Civil Registry Documents but instead lodge their request at the LCR Office.

The office facilitates request of Civil Registry Document in Security Paper using the Batch

Request Entry System (BREQS) wherein requests are loaded into the system and then forwarded to a CRS outlet in batch manner for processing.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification :	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Photocopy of Proof of Identification of the requester		Government agency (e.g. SSS, GSIS, COMELEC, LTO, PAG-IBIG, PhilHealth and like) or Company where the requester is employed		
If requester is not the document owner, Authorization and identification card of the document owner		Document Owner		
Request Form		Verification Section of LCRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook at the front desk of LCRO client's area & Fill Up appropriate Request Form and submit to employee in charge			5 minutes	



	1.1 Check appropriateness of form used and correctness of date written in the form	None	2 minutes	<i>DEMO I</i> LCRO <i>Bookbinder II</i> LCRO
	1.2 Approve Request and issue order of payment	None	2 minutes	
2.0 Accept order of payment and pay to the cashier. (For request of student birth certificate skip this step)		BREQS FEE: Birth, Marriage, Death Regular: P135.00 CENOMAR/ CENODEAT H P 80.00	30 minutes	<i>Cashier</i> CTO
2.1 Submit request form and Official Receipt together with amount to be paid to PSA	2.1 Accept Request Form and payment for PSA	Birth, Marriage, Death for PSA Regular P155.00 Student: P165.00 CENOMAR/ CENODEAT H P210.00	3 minutes	<i>DEMO I</i> LCRO <i>Bookbinder II</i> LCRO
	2.2 Issue Acknowledgement Receipt and release request document on the date stated in the acknowledgement receipt		2 minutes	
3.1 Receive Acknowledgement Receipt		None	1 minute	<i>DEMO I</i> LCRO <i>Bookbinder II</i> LCRO
3.2 Claim result on the date stated at the acknowledgement Receipt	3. Release SECPA copy of Civil Registry Document requested	None	10 working days or 2 weeks	
TOTAL: Birth/Marriage/Deth		P300.00	10 working Days (or 2	



CENOMAR/CENODEATH	P310.00	Weeks) and 45 Minutes	

13. Provision of Statistical Reports and other Civil Registry Data

The Office of the City Civil Registrar's Office holds some data such as statistical data on registered birth, marriage and death as well as court orders and other civil registry data.

Some Government Agency and Private companies and Individuals sometimes request for this data. These data are valuable for planning and other purposes.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Private and Government Agencies and Persons who need data on file.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Valid ID/Proof of Identification of the requester		Any government agency issuing valid ID (DFA, LTO, PRC, IBP, GSIS, SSS, PAG-IBIG, COMELEC, PHILPOST, DOLE, MARINA, NBI, PNP, BIR) SCHOOL, BRGY., COMPANY where employed		
B. Request Letter (Original Copy) stating the data needed and for what purpose.		Requesting Agency and/or Private Individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook & submit request		None	5 minutes	
	1. Accept request and Verify validity of purpose	None	15 minutes	<i>Registration Officer IV (Designated DPO)</i> LCRO <i>Clerk III</i> LCRO



2. Pay Prescribed Fees at the CTO and present to LCRO Employee in Charge		Secretary's Fee P50.00/ copy Convenience Fee P20.00 (For Private Individual Only)	30 minutes	Cashier CTO
	2.1 Prepare Statistical Report and/or Civil Registry Data and forward to DPO and/or CCR for approval & Signature		2 days	Clerk III LCRO
	2.2 Approval & Signature of DPO and/or CCR		5 minutes	Registration Officer IV (Designated DPO) City Civil Registrar LCRO
	2.3 Issue Requested Report and/or Civil Registry Data to Client		5 minutes	Clerk III LCRO
3. Receive Copy of Requested Report and/or Civil Registry Data			2 minutes	
	TOTAL:	P70.00	2 days 1 hour & 2 minutes	



14. Registration of Court Orders/Decrees

Like other Civil Registry Documents, court decrees concerning the status of a person shall be registered in the Civil Registrar's Office where the court is functioning, within ten (10) days after the decree/order has become final.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification :	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Successful Petitioner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original and 3 Certified Photocopies of each:				
1. SECPA copy and LCR Copy of affected Civil Registry Document		PSA/LCR where document was registered		
2. Original and Photocopy of the Court Order		Court that issued the Order		
3. Certificate of Finality		Court that issued the Order		
4. Certificate of Authenticity from Court and LCR		Court and LCR of place of order		
5. Certificate of Registration issued by concerned Civil Registrar		LCR of place where court order was issued		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Sign client logbook at the front desk at the LCRO client's area		None	5 minutes	
1.2 Present Court Order and all the supporting documents to employee in charge	1.1 Examine court order and completeness of supporting documents	None	20 Minutes	Registration Officer // LCRO



	1.2 If complete issue order of payment	None	3 minutes	<i>Registration Ofcr II LCRO</i>
2.1 Pay to Cashier		See Annex for fees of each Court Order + Convenience Fee P 20.00	30 Minutes	<i>Cashier CTO</i>
2.2 Present Official receipt together with the court order and all the supporting documents	2.1 Register Court Order in Registry Book	None	10 Minutes	<i>Registration Ofcr II</i>
	2.2. Prepare Cert. of Registration, Annotated Civil Registry Record and Certified Copy of Court Order and endorsement to PSA for approval of Civil Registrar.	None	40 minutes	<i>Clerk III LCRO</i> <i>Registration Ofcr II LCRO</i>
	2.3. Civil Registrar review, approve and order mailing to PSA/Records Keeping LCRO and release copy of requested document	None	30 Minutes	<i>City Civil Registrar LCRO</i>



	2.4 Mail all the Documents to PSA/Records Keeping LCRO as the case maybe	Mailing Fee (JRS/LBC) or any courier	20 Minutes	Registration Ofcr // LCRO
	2.5 Release personal file copy of client	None	5 Minutes	Registration Ofcr // LCRO
3. Receive personal file copy			5 Minute	
TOTAL:			2 Hours and 48 Minutes	
Adoption		P 320.00		
Foreign Decree of Adoption		1,020.00		
Legal Separation		1,520.00		
Divorce		3,020.00		
Naturalization		1,520.00		
All Other Court Order		520.00		
		+ Mailing Expenses (JRS/LBC or any courier		

ANNEX A	
Type of Court Order	Fee
Adoption	P 300.00
Foreign Decree of Adoption	1,000.00
Legal Separation	1,500.00
Divorce	3,000.00
Annulment	1,500.00
Naturalization	1,500.00
All other type of Court Orders	500.00



15. Registration of Legal instrument/Legitimation of Natural Child

As a general rule, all legal instruments shall be registered in the Civil Registry of the place where they were executed except the following:

- Affidavit of Reappearance – where the parties to the subsequent marriage are residing
- Marriage Settlement – where the marriage was recorded
- Admission of Paternity and
- Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification – where the birth of the child was recorded all legal instruments executed abroad shall be registered in the Civil Registry Office of Manila

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar
Classification :	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Person who executes the legal instrument, parents of subject child, Subject person if of age
CHECKLIST OF REQUIREMENTS	
SECPA Copy of Birth Certificate of Subject Child (5 photocopies)	PSA
Marriage Contract of Parents (4 photocopies)	LCR/PSA
Certificate of No Marriage of Parents (CENOMAR) (4 Photocopies)	PSA
Joint Affidavit of Legitimation executed by the Parents	Notary Public or Civil Registrar
Affidavit of Acknowledgement of Paternity (4 Photocopies)	Notary Public or Civil Registrar
One (1) Valid identification Card of parents of child (4 Photocopies)	Any government agency issuing valid ID (SSS, GSIS, COMELEC etc.)
Death Certificate of deceased parent	PSA/LCR where death is registered



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook & Present Live Birth of Child and supporting documents to employee in charge	1. Examine for completeness of document if complete, issue order of payment	None	5 minutes	
		None	15 minutes	Registration Ofcr III LCRO Registration Ofcr II LCRO
2. Pay to the Cashier		Legal Instrument Fee P250.00 + Convenience Fee 20.00	30 minutes	Cashier CTO
	2.1. Register legal instrument in the registry book and annotate affected Civil Registry Record	None	30 minutes	Registration Ofcr II LCRO Bookbinder II LCRO
	2.2. Prepare Certificate of Registration, annotated record and endorsement letter to PSA	None	40 minutes	Registration Ofcr II LCRO Office Support Staff LCRO



	2.3. Review, approval and signing of Certificate of Registration by the Civil Registrar	None	20 minutes	<i>City Civil Registrar</i> LCRO
	2.4. Endorse to PSA all the documents for issuance of annotated copy	Mailing Expenses (JRS/LBC or any courier)	20 minutes	<i>Registration Ofcr III</i> LCRO
	2.5 Release Client File Copy and Endorsed to PSA for issuance of annotated copy	None	5 minutes	<i>Registration Ofcr II</i> LCRO
3. Received File Copy			2 Minute	
TOTAL:		P270.00 + Mailing Expenses (JRS/LBC or any courier)	2 Hours and 47 Minutes	



16. Transcription/Issuances of Records of Birth, Marriage and Death

Local copy of Civil Registry Documents registered in the LCRO such as Birth, Marriage and Death Certificate may be availed of by securing a certified transcription from the registry book or photocopy from the office file.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification :	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Persons concerned, Parent, Husband and wife, Children, Nearest of Kin of the deceased.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Valid ID/Proof of Identification of the requester		Any government agency issuing valid ID (DFA, LTO, PRC, IBP, GSIS, SSS, PAG-IBIG, COMELEC, PHILPOST, DOLE, MARINA, NBI, PNP, BIR) SCHOOL, BRGY., COMPANY where employed		
B. Authorization Letter (Original Copy) and I.D. of document owner if the requester is not the Document Owner		Document owner		
C. If Husband or Wife (Marriage Contract)		LCR where Marriage Contract is registered		
D. If Child of the Document Owner (Birth Certificate)		LCR where Birth Certificate is registered		
E. Affidavit of Nearest Kin of either Parents, or Child of the Document Owner		Execute an affidavit at Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook & Fill up Verification Slip	1. Verify availability of Data/Document and upon	None	5 minutes	Computer Oprtr III LCRO
		None	15 minutes	



	availability Issue Order of Payment			Clerk III LCRO
2. Pay Prescribed Fees at the CTO and present to LCRO Employee in Charge		Birth/ Marriage/ Death Fee P100.00 Cert. Copy P20.00/ copy Doc. Stamp Tax P30.00 + Convenienc e Fee P20.00	30 minutes	Cashier CTO
	2.1 Prepare Civil Registry Document and forward to CCR for approval & Signature 2.2 CCR approve & sign the document 2.2 Issue Certified copy to Client		10 minutes	Clerk III LCRO
			3 minutes	City Civil Registrar LCRO
			2 minutes	Clerk III LCRO
3. Receive Copy of Requested Civil Registry Document			1 minute	
TOTAL:		P170.00	1 Hour and 6 Minutes	

CITY TREASURER'S OFFICE

External Services

Business Tax, Fees, & Other Charges Division



1. Issuance of Community Tax Certificate (Individual/ Business/ Corporation)

A Community Tax Certificate or CEDULA is a document prepared, issued and paid at the City Treasurer's Office by individuals or corporations (juridical entities). It is a documentary requirement when filing an income tax, registering a new business, renewal of business permit, and in some case this also serves as an identification document pursuant to Section 156 of RA 7160 otherwise known as the Local Government Code of 1991 and 2023 Cadiz City Revenue Code.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client G2B-Government to Business			
Who may avail:	All Residents of Cadiz City, eighteen (18) years of age and above, Business Proprietors and Corporations			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Individual:				
One(1) photocopy of Proof of Income: Payroll slip, BIR Form 2316	Company, BIR			
One(1) Valid Identification Card(ID)	DFA, SSS, GSIS, COMELEC, LTO, School, Company, Senior Citizen's/PWD Office			
One(1) Original Duly accomplished Taxpayer's Information Sheet (TIS)	Information Desk or Payment Counter of CTO, City hall II			
2. New Business:				
One(1) set of Original copy of Unified Application Form with Approved Initial Capital	City Treasurer's Office			
3. Renewal of Business:				
<i>Single Proprietor:</i> One(1) set of Original copy of Unified Application Form with Approved Annual Gross Receipts/ Sales	City Treasurer's Office			
<i>Corporation :</i> One(1) Original copy of Certificate of Property Holdings	City Assessor's Office			
One(1) set of Original copy of Unified Application Form with Approved Declaration Of Gross Receipts/ Sales	City Treasurer's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Individual: 1. Present Identification Card(ID) or duly accomplished Taxpayer's Information Sheet (TIS) and any of the following: Proof of Income, Payslip, BIR Form 2316 to Windows 1, 2 or 3	1.1. Accept the accomplished TIS and required Documents	None	2 Minutes	<i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i>
	1.2. Encode the pertinent information and values as basis for tax computation and print the CTC	Student – ₱5.00 Senior Citizen- ₱ 10.00 Unemployed: Male – ₱20.00 Female- ₱15.00 Employed: Monthly Salary X 12 mos. X 1% Add: Basic Tax-₱ 5.00 <i>(Interest of 2% per month of total due if paid after last date of February of each year)</i>	2 Minutes	<i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i>
2. Pay the tax due and receive the official CTC	2.1. Receive the payment	As per Tax Computation	5 Minutes	<i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i>
	2.1. Release official CTC	None	2 Minutes	<i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i>



				Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office
TOTAL:		As per Computation	11 Minutes	
2. New Business:				
1. Present required document/s and duly accomplished Taxpayer's Information Sheet (TIS) to Windows 1, 2 or 3	1.1. Accept the accomplished TIS and required Documents	None	2 Minutes	Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office
	1.2. Encode the pertinent information and values for tax computation and print the CTC	Single Proprietor: ₱50.00 Add: Basic Tax-₱5.00 Total – ₱55.00 Corporation: ₱500.00 - Basic Tax	2 Minutes	Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office
2. Pay the tax due and receive the Official CTC	2.1. Receive the payment	Single Proprietor: ₱55.00 Corporation: ₱500.00	5 Minutes	Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office
	2.2. Release official CTC	None	2 Minutes	Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office



TOTAL:		As per Computation	11 Minutes	
3. Renewal of Business: 1. Present required document/s and duly accomplished Taxpayer's Information Sheet (TIS) to Windows 1, 2 or 3	1.1. Accept the accomplished TIS and required Documents	None	2 Minutes	<i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i> <i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i>
	1.2. Encode the pertinent information and values for tax computation and print the CTC	Single Proprietor Business: Annual Goss Receipt/ Sales / $\text{P}1,000 \times 1.00$ Add: Basic Tax- $\text{P}5.00$ (Max. $\text{P} 5,000$) Corporation/ Partnership/ Association: Basic Tax – $\text{P}500.00$: Add: Property Assessed Value/ $\text{P}5,000 \times 2$ Add: Gross income/ $\text{P}5,000 \times 2$ (Max. $\text{P}10,000$) (Interest of 2% per month of total due if paid after last date of February of each year)	2 Minutes	
2. Pay the total due and receive the Official CTC	2.1. Receive the payment	As per Tax computation	5 Minutes	<i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City</i>



	2.2. Release official CTC	None	2 Minutes	Treasurer's Office <i>Local Treasury Operations Officer I/Revenue Collection Clerk II - City Treasurer's Office</i>
TOTAL:		As per Computation	11 Minutes	

2. Collection of Miscellaneous Fees & Charges

Official Receipt for Fees & Charges is issued to individuals for processing documents and other related payments to the City of Cadiz.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division		
Classification:	Simple		
Type of Transaction:	G2C- Government to Client G2B-Government to Business		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
One (1) Original copy of Order of Payment		City Health Office City Engineer's Office Office of the Local Civil Registry Register of Deeds Office of the City Agriculturist City Economic Enterprise & Management Office City Mayor's Office City Environment & Natural Resources Office City Legal Office City Administrator's Office City Veterinary Office City General Services Office Sangguniang Panlungsod Office Port Management Office City Assessor's Office City Planning and Development Office City Franchising and Regulatory Board	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment to Windows 1, 2, or 3	1. Receive payment as per order of payment	Please See Schedule of Fees below	3 Minutes	<i>Local Revenue Collection Officer III/ Revenue Collection Clerk II - City Treasurer's Office</i>
2. Pay and receive the Official Receipt	2. Issue Official Receipt	As stated in the Order of Payment	5 Minutes	<i>Local Revenue Collection Officer III/ Revenue Collection Clerk II - City Treasurer's Office</i>
TOTAL:		Please See Schedule of Fees below	8 Minutes	

Developmental/ Convenience Fee.

a.) On Business Permit

ENTERPRISE SCALE	ASSET LIMIT	Rate of Fee
Micro – Industry	50,000 and below	100.00
Small – Scale Industries	50,000 to 200,000	200.00
Medium – Scale Industries	200,000 to 1M	500.00
Large – Scale Industries	1M and above	1,000.00

b.) On Fees & Charges

1. Peddlers. P 50.00
2. Fish Corrals P 50.00
3. Transfer of Cadaver P 20.00
4. Mayor's Clearance P 20.00
5. Certified True Copy P 20.00



6. Certifications P 20.00
7. Dance Permit P 50.00
8. Pumpboat P 50.00

Local Civil Registry Fees

A. Marriage Related Fees:			
1)	Application for marriage license		
	For application where applicants are residents of the city, per applicant	P	150.00
	For application where one of the applicants is a nonresident	P	225.00
	For application where one of the applicants is a Foreigner	P	600.00
2)	Marriage license fee	P	200.00
	Marriage license certificate	P	50.00
3)	Marriage solemnization fee		
	3.a License contracting parties	P	200.00
	3.b Marriage under exceptional character under Article 34 of the New Family Code	P	450.00
4)	Marriage counseling fee per applicant		
	4.a Regular counseling schedule	P	300.00
	4.b Special request for counseling schedule	P	600.00
B. For registration of the following:			
1)	Legal instrument		
	b. Legitimation	P	250.00
	c. AUSF	P	250.00
	d. Affidavit of Acknowledgement/ Admission of Paternity	P	250.00
2)	Adoption	P	300.00
3)	Foreign Decree of Adoption		P1,000.00
4)	Social Fee for Administrative Adoption		



		Proceedings (R.A. 11222)	P 500.00
	5)	Legal Separation	P1,500.00
	6)	Divorce	P3,000.00
	7)	Annulment	P1,500.00
	8)	Naturalization	P1,500.00
	9)	Voluntary renunciation of citizenship	P 500.00
	10)	Affidavit of Oath of allegiance of wife and children of citizens	P 500.00
	11)	Voluntary emancipation of minors	P 500.00
	12)	Judicial determination of Paternity affiliation	P 500.00
	13)	Court Orders/ Decree affecting civil status of a person or to change entries in any certificate, marriage or death	P 500.00
	14)	Recognition or acknowledgement of Natural Children or court decision/order regarding such recognition or acknowledgement	P 500.00
	15)	Other Court Decisions or Order not specified above	P 500.00
	16)	Other legal documentation for record purposes	P 200.00
	17)	On time Registration of Birth, Marriage, and Death	Free of charge
C. For certified copies of any document in the Register:			
		For first two (2) copies	P100.00
		For additional per copy	P 20.00
D. Fees for Petition under RA 9048 (As Specified under Republic Act 9048/RA 10172)			
	1)	Filing Fee:	
		a.) Change of First Name	P3,000.00
		b.) Correction of clerical error	P1,000.00
		c.) Correction under RA 10172 (correction of sex/date of birth)	P3,000.00
	2)	Service Fee for Migrant Petitions:	
		a.) Change of Name	P1,000.00
		b.) Correction of clerical error	P 500.00



		c.) Correction under RA 10172	P1,000.00
	3)	Legal Research Fee (TRUST Fund UP Law Office) :	
		a.) Change of Name	P 30.00
		b.) Correction of clerical error	P 10.00
E. For preparation of affidavit, Certification or any document by the City Civil Registrar			
	1)	Secretary's Fee	P 50.00
		a.) First Copy	P 50.00
		b.) Additional copy	P 20.00
	2)	Service Fee for out-of-town registration	P 200.00
F. Endorsement Fee of Civil Registry Document to PSA			P 100.00
G. Endorsement Fee For Processing of Security Paper issued by PSA			
		a) Birth, Marriage or Death	P135.00
		b) CENOMAR	P 80.00

Office of the City Health Officer / Emergency Clinic Service Charges

KIND OF SERVICES	AMOUNT OF FEE
1. Medical Fees	
In Patient:	
Normal Delivery/Puericulture (excluding medicine) (Trust Fund)	P1,800.00 per delivery without PhilHealth
Emergency Room Fee	P 30.00
NGT Insertion	P 50.00
Foley catheter insertion	P 50.00
IV insertion	P 50.00



Outpatient: Suturing (Wound)	P 100.00 per patient
Expanded Newborn Screening (ENBS)	P1,800.00 without Philhealth P 900.00 with a Certificate of Indigency
Oxygen Fee (beyond four hours use)	P 50.00 per hour
2. Dental Services	
Extraction per tooth	P200.00 per tooth including medicines, anesthesia & dental supplies
Oral Prophylaxis (light to moderate)	P250.00
Restorations (Tooth Filling) per cavity	P250.00
Sealant per tooth	P200.00
Flouride application	P150.00
Saforide (temporary)	P 50.00
3. Laboratory Examination Fees	
Urinalysis	P 40.00
Fecalysis	P 40.00
Blood Typing	P 60.00
Pregnancy Test	P100.00
Gram-Staining	P100.00
NS1 Test	P300.00
CBC Platelet	P150.00
Sputum Examination	P 50.00
Rapid Antigen Test	P500.00
4. X-ray Examination Fee	
Chest X-ray	P250.00



APL	P400.00
5. Ambulance Fees (including DRRM)	
City Emergency Clinic to Silay Hospital (Non-emergency/elective case)	P1,000.00 per trip P1,500.00 Round trip
City Emergency Clinic to Bacolod (Nonemergency/elective case)	P1,500.00 per trip P2,000.00 Round trip
City Emergency Clinic to Sagay or Manapla (Non-emergency/elective case)	P 600.00 per trip P1,000.00 Round trip
City Emergency Clinic to Silay to Silay or Bacolod (Non-emergency/elective case)	P1,200.00 per trip P2,000.00 Round trip
City Emergency Clinic to Manapla to Silay or Bacolod (Non-emergency/elective case)	P1,200.00 per trip P2,000.00 Round trip
City Emergency Clinic to San Carlos Hospital/Others (Non-emergency/elective case)	P2,000.00 per trip P3,000.00 Round trip
6. Rehabilitation Center	
Rehabilitation Fee	P 100.00 per patient
7. Fees on Death	
Burial Permit and Cemetery Fee	P 75.00
Fee for exhumation of a cadaver	P 75.00
Fee for removal or transfer of cadaver	P 150.00
Fee for entrance of Cadaver	P 75.00

Other Clearance Fees

There shall be paid for each clearance or certificate and an additional convenience of twenty pesos (P20.00) for the following fees:

Clearance/Certificate	RATE
1. Police blotter	P35.00



2. For People's Law Enforcement Board (PLEB) clearance	P35.00
3. Prosecutor clearance	P55.00
4. Judge clearance (MTCC)	P55.00
5. Veterinary Health Certificate to transport or ship out the following:	
Large Cattle per head	P35.00
Hogs	P30.00
Goat/Sheep or other animals per head	P25.00

Poultry	PER HEAD
Day old chicks/gosling/duckling and other young poultry and includes quails of any age 1-1,000 heads +P0.10/head in excess of 1,000	P75.00
Adult chicken, ducks, geese, turkey and other domesticated fowl except gamefowls. 1-9 heads +P0.10/head in excess of 9 heads	P75.00
Broiler Chicken 1-1,000 heads +P0.10/head in excess of 1,000 heads	P75.00
Layer Chicken/ Culled Layer 1-9 heads +P0.10/head in excess of 9 heads	P75.00
Game Fowls Fighting Cocks, Stags, Bull Stags	P25.00/head
Dressed Chicken 1-100 pcs +P0.10/pc in excess of 100 pcs	P75.00
Hatching Eggs (fresh/sealed) balut 1-1,000 eggs + a fraction be counted as 1,000 eggs	P75.00
Quail Eggs. 1-2,000 eggs + P0.10/ pc a fraction be counted as 1,000 eggs	P75.00
Tenderloin, Beef Meat, Pork Meat, Goats Meat, Poultry Meat, Etc. 1-10kilos	P50.00



+P0.50/kilo in excess of 10kilos	
Lechon Pork per piece	P50.00
Lechon Poultry 1-100 pieces +P0.50/piece in excess of 100	P50.00

Article G. Fees on the Impounding of Stray Animals

Section 3G.02. Imposition of Fee. There shall be imposed the following fees for each day or fraction thereof on each head of astray animal found running or roaming at large, or fettered in public or private places.

IMPOUNDING FEE	
Large Cattle	P750.00
All other animals	P300.00
Dog impounding Fee	P150.00/day

Section 3G.05. Penalty. Owners whose animals are caught astray and incurring damages to plants and properties shall pay the following fines:

PENALTY	
First Offense	P 300.00/day
Second Offense	P 600.00/day
For the third offense and each subsequent offense	P1,200.00/day

Article K. Permit Fee for Temporary Use of Roads, Streets, Sidewalk Alleys, Patios, Plazas and Playgrounds

Section 3K.01. Imposition of Fee.

1. For construction P120/sq.m. per week or fraction thereof
2. Others 10/sq.m. per day
3. Repair of fishnets

Purse seine	P 1,000.00 per net/mo.
Trawl	P 500.00 per net/mo.
Baby Trawl	P 250.00 per net/mo.
Others	P 100.00 per net/mo.

Article L. Permit and Inspection Fee on Machineries and Engines

Section 3L.01. Imposition of Fee. There shall be imposed an annual inspection fee on internal combustion engines generators and other machines in accordance with the following schedules:

a. Storage of gasoline, diesel, fuel, kerosene, and similar products



500 to 2,000 liters	P 300.00
2,100 to 5,000 liters	P 400.00
5,001 to 20,000 liters	P 500.00
20,001 to 50,000 liters	P 600.00
50,001 to 100,000 liters	P 900.00
Over 100,000 liters in	P1,700.00
In excess of 100,000 liters per 20,000 liters and fraction thereof	P 500.00
b. Storage of cinematographic film	P 600.00
c. Storage of celluloid (flammable plastic)	P 600.00
d. Storage of calcium carbide	
Less than 50 cases	P 400.00
50 to 90 cases	P 500.00
100 or more cases	P 600.00
e. Storage of tar, resin and similar materials	
1) Less than 1,000 kls.	P 300.00
2) 1,000 to 2,500 kls.	P 400.00
3) 2,500 to 5,000 kls	P 500.00
4) Over 5,000 kls.	P 600.00
f. Storage of coal deposits	
1) Below 100 tons	P1,000.00
2) 100 tons or above	P2,000.00
a. Storage of combustible, flammable or explosive substance not mentioned above	P2,000.00

Section 3L. 02. Time of Payment. The fees imposed in this Article shall be paid to the City Treasurer upon application for his permit with the Mayor to store the aforementioned substances.

Section 3L.03. Administrative Provisions.

- (a) No person shall keep or store at his place of business any of the following flammable, combustible or explosive substances without securing a permit therefore. Gasoline or naptha not exceeding the quantity of One Hundred (100) gallons, kept in and used by launches or motor vehicles, shall be exempt from the Permit Fee herein required.
- (b) The Mayor shall promulgate regulations for the proper storage of said substances and shall designate the proper official, who shall supervise accordingly.

Article M. Fee for Sealing and Licensing of Weights and Measures



Section 3M.03. Imposition of Fees. Every person before using instruments of weights and measures within this city shall first have them **sealed and licensed annually** and paid therefore to the City Treasurer the following fees:

ANNUAL SEAL AND LICENSE	
(a) For sealing linear metric measures	
Not over one (1) meter	P 50.00
Measure over one (1) meter	P 100.00
(b) For sealing metric measures of capacity	
Not over ten (10) liters	P 100.00
Over ten (10) liters	P 150.00
(c) For sealing metric instruments of weights:	
With capacity of not more than 30 kg.	P 100.00
With capacity of more than 30 kg. but not more than 300 kg.	P 150.00
With capacity of more than 300 kg. but not more than 3,000 kg.	P 200.00
With capacity of more than 3,000 kg.	P 300.00
(d) For sealing apothecary balances of precision	P 150.00
(e) For sealing scale or balance with complete set of weights:	
For each scale or balances or other Balances with complete set of weights for use therewith	P 100.00
For each extra weight	P 150.00

- (f) For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps, outside the office upon request of the owner or operator, an additional service charge of seventy five pesos (P75.00) for each instrument shall be collected.

Section 3M.04. Payment of Fees and Surcharge. The fees herein imposed shall be paid and collected by the City Treasurer when the weights or measures instruments are sealed, before their use and thereafter, **on or before the anniversary date thereof.**

The official receipt serving as license to use the instrument is **valid for six (6) months from the date of sealing** unless such instrument becomes defective before the expiration period. Failure to have the instrument re-tested and the corresponding fees therefore paid within the prescribed period shall subject the owner or user to a surcharge of five hundred percent (500%) of the prescribed fees which shall no longer be subject to interest.



Section 3L.07. Administrative Provisions.

- (a) The official receipt for the fee issued for the sealing of a weight or measure shall serve as a license to use such instrument for six months from the date of sealing. Unless deterioration or damage renders the weight or measure inaccurate within that period. The license shall expire on the day after the sixth month following its original issuance.

Article P. Permit Fees on Motorized and Electric Tricycle Operation

Section 3P.02. Imposition of Fees. There shall be collected an annual fee for the operation of tricycle-for-hire.

Fees on Motorized Tricycle for hire:	Closed type	Open Type	Private Utility
Filing Fee	P165.00	P165.00	P165.00
MTOP Fee	P250.00	P320.00	P250.00
Annual Sticker	P 75.00	P 75.00	P 75.00
Semi-annual Inspection sticker	P 60.00	P 60.00	-
Supervision Fee	P110.00	P110.00	P110.00
Franchise Tax	P120.00	P120.00	P120.00
Health Fee	P 50.00	P 50.00	P 50.00
Body No.	P160.00	P160.00	-
Identification Card (Operator)	P 70.00	P 70.00	P 55.00
Notification Sticker	P100.00	P100.00	P100.00
Convenience Fee	P 20.00	P 20.00	P 20.00
TOTAL	P1,180.00	P1,250.00	P945.00
Surcharge for late payment: 25% of the MTOP	P 62.50	P 80.00	P 25.00
<i><u>P110.00 fee for each additional unit</u></i>			

Fees on Private Motorized and e-Tricycle	Private Motorized	Private e-Tricycle
MTOP Fee	P100.00	P100.00
Supervision Fee	P 85.00	P 85.00
Health Fee	P 50.00	P 50.00
Plate No.	P100.00	P100.00
Notification Sticker	P100.00	P100.00
Convenience Fee	P 20.00	P 20.00
TOTAL	P455.00	P455.00
<i>Surcharge for late payment: 25% of the MTOP</i>	<i>P 25.00</i>	<i>P 25.00</i>

Article A. Fishery Rentals or Fees



Section 5A.05. Registration of Fishing Boat/ Vessels.

No.	PARTICULAR	RATE FOR RESIDENT FISHERS	FOR TRANSIENT FISHERS
1	Application Fee	P30.00	P100.00
2	Inspection Fee	P75.00	P150.00
3	Fees for Initial Registration / Issuance of New CN / Reissuance of CN		
	1. Non-Motorized vessel	Free of Charge	
	2. Motorized vessel		
	a. 10hp or less	P200.00	P300.00
	b. More than 10 but less than 15hp	P200.00	P300.00
	c. More than 15 but less than 40hp	P250.00	P350.00
	d. More than 40 but less than 80hp	P350.00	P450.00
	e. More than 80hp	P500.00	P600.00
4	Renewal of Registration		
	1. Non-Motorized vessel	Free of Charge	
	2. Motorized vessel		
	a. 10 hp. or less	P200.00	P300.00
	b. More than 10 but less than 15 hp.	P200.00	P300.00
	c. More than 15 but less than 40 hp.	P250.00	P350.00
	d. More than 40 but less than 80 hp.	P350.00	P450.00
	e. More than 80 hp.	P500.00	P600.00
5	Entrance Fee		P50.00 per

Section 5A.06. License/permit, Fishery Grant.

- For license/permit to fish, the corresponding fees are classified base on the gear used as follows:

LICENSE / PERMIT, FISHERY GRANT			
Item #	Kind of Fishing Gear (such as nets, traps, or other Fishing Gears used commonly in the locality of	License per annum for Resident Fishers	License per annum for Transient Fishers



	not more than 50,000.00		
WITH BOAT			
1.	Gillnet – all types “pukot”	P100.00/1,000 m	P120.00/1,000 m
2.	Pots (crab, fish, squid)	P150.00/100 units	P180.00/100units
3.	Handline (Hook & Line)	P100.00	P120.00
4.	Multiple Hook and Line	P100.00	P120.00
5.	Squid jigger “kawel/sunshine”	P100.00	P120.00
6.	Lift Net “Siklop” with LED light ¹		
	Less than 20 watts	P30.00/bulb	P36.00/bulb
	20.1 watts & above	P50.00/bulb	P60.00/bulb
7.	Spear Fishing ²	P100.00	P120.00
STATIONARY GEARS			
1.	Fish Corral		
	Shallow (0.1 m to 6m at high tide)	P1,500 for every 10m ² & below = P150.00/m ² in excess of 10m ²	N/A
	Deep (3 m to 6 m at high tide)	P2,000 for every 10m ² & below + P200.00 / m ² in excess of 10m ²	N/A
2.	Lift Net “tangkal-tangkal”	P2,000 for every 10m ² & below + P200.00 / m ² in excess of 10m ²	N/A
3.	Filter Net		
	Shallow	P500.00	N/A
	Deep	P2,000 for every 10m ² & below + P200.00 / m ² in excess of 10m ²	N/A
OTHERS			



1.	Bangus fry gathering	P150.00	N/A
2.	Other gears not mentioned	P150.00	N/A

2. For Permits/License to Operate a Fishing Boat in the municipal waters of Cadiz City, the following fees shall be paid annually:

NO.	CATEGORY	RATE FOR RESIDENT FISHERS	RATE FOR TRANSIENT FISHERS
A	Motorized with Engine of 10 HP or less	P100.00	P150.00
B	Motorized with Engine of more than 10 HP but less than 15 HP	P150.00	P250.00
C	Motorized with Engine of more than 15 HP but less than 40 HP	P300.00	P400.00
D	Motorized with Engine of more than 40 HP but less than 80 HP	P350.00	P450.00
E	Motorized with Engine of more than 80 HP	P500.00	P600.00

Article M. Rental of City-Owned Farm Tractors and Implements

Section 5M.02.Imposition. There shall be collected fees on rentals of city owned tractors and implements. The rentals of the equipment shall depend upon the choice of the applicant/clientele or its availability under the following condition, on a per hectare basis or the fraction thereof, to wit:

1. *For rentals of farm tractor with implement (per pass)*

NO.	PARTICULAR	FEE PER HECTARE
1.	Mouldboard Plowing:	
	First Plowing	P3,500.00
	Second Plowing	P3,000.00
2.	Disk Plowing:	
	First Plowing	P3,000.00
	Second Plowing	P2,500.00



3.	Harrowing	
	First Plowing	P2,000.00
	Second Plowing	P1,500.00
4.	Furrowing	P1,500.00
5.	Rotavator	P2,500.00
6.	Trailer (at a maximum of 8 hrs./day)	P2,000.00
7.	Leveling (using Backdozer)	P2,000.00

2. *For rentals of farm tractor without the use of any farm implements*

NO.	PARTICULAR	FEE PER HECTARE
1.	Rental of Tractor	P2,000.00

3. *For rentals of farm implements (per day) without Tractor*

NO.	PARTICULAR	FEE PER HECTARE
a.	Mouldboard Triple Shank Plow	P1,000.00
b.	Disk Plow	P1,000.00
c.	Harrower	P1,000.00
d.	Furrower (Eras)	P 800.00
e.	Backdozer	P1,000.00
f.	Rotavator	P1,000.00

Article T. Permit Fee for Operators of Public Utility Vehicles

Section 3T.01. Imposition of Fee. There shall be an imposition of fee on operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises;

	<u>Per Annum</u>
Air-conditioned buses	1000.00 per unit
Buses without air conditioning	500.00 per unit
"Mini" buses	500.00 per unit
Taxis / V-hires	300.00 per unit

Article F. Dog Vaccination Fee

Section 4F.01. Imposition Fee- There shall be collected/imposed from every owner of the dog a vaccination fee of Seventy-five pesos (P75.00) for every dog vaccinated within the territorial jurisdiction of this city.



Section 4F.04. Penalty – Any dog owner who fails to abide by any of the provisions of the ordinance shall be subjected to a fine of Two Thousand Five Hundred (P2,500.00) Pesos without prejudice to the provision of Section 3 (7).

Article J. Permit Fee for Zoning / Locational Clearance

Section 3J.01. Imposition of Fee. There shall be collected a Mayor's Permit Fee for Zoning / Locational Clearance for all structures constructed in this City in accordance with the prescribed Housing and Land Use Regulatory Board rates and additional convenience fee of Twenty Pesos (P20.00) for each issuance request:

I. ZONING/LOCATIONAL CLEARANCE		
A.	<i>Residential Structures: Single or detached, the project cost of which is:</i>	
	1. P100,000 and below	P288.00
	2. Over 100,000 to P200,000	P576.00
	3. Over P200,000.00	P 720.00+(1/10 of 1% in excess of P200,000.00)
B.	<i>Apartments/Townhouses</i>	
	1. P500,000 and below	P1,440.00
	2. P500,000 to 2Million	P 2,160.00
	3. Over 2Million	P 3,600.00 + (1/10 of 1% of cost in excess of 2M regardless of the number of doors)
C.	<i>Dormitories</i>	
	1. 2Million and below	P3,600.00
	2. Over 2Million	P3,600.00+ (1/10 of 1% of cost in excess of P2M regardless of the number of doors)
D.	<i>Institutional, Project cost of which is</i>	
	1. Below 2Million	P2,880.00



	2. Over 2Million	P 2,880.00 + (1/10 of 1%of cost in excess of P2M)
E.	Commercial, Industrial, Agro-Industrial Project Cost of which is:	
	1. Below P100,000	P1,440.00
	2. Over 100,000 – P500,000	P 2,160.00
	3. Over 500,000 – P1M	P 2,880.00
	4. Over P1M – P2M	P 4,320.00
	5. Over 2Million	P7,200.00 + (1/10 of 1%of cost in excess of P2M)
F.	Special Uses/Special Project	
	<i>(Gasoline station, cellsites, slaughter house, treatment plant, etc.)</i>	
	1. Below 2Million	P7,200.00
	2. Over 2Million	P7,200.00 + (1/10 of 1% of cost in excess of P2M)
G.	Alteration/Expansion <i>(affected areas/cost of Expansion only)</i>	same as the original application
II. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957)		
A. Subdivision Projects		
1. Approval of Subdivision Plan <i>(including Town Houses)</i>		
1. Preliminary Approval and Locational Clearance (P ALC)/Preliminary Subdivision Development Plan (PSDP)		
● Processing fee		P 360.00/ha. or a fraction thereof
● Inspection fee		P1,500.00/ha. regardless of density
2. Final Approval and Development Permit		



• Processing Fee	P2,880.00/ha. regardless of density
• Additional Fee on Floor Area of housing component	P 3.00/sq. m.
• Inspection Fee	P 1,500/ha. regardless of density
3. Alteration of Plan (<i>affected areas only</i>)	Same as Final Approval & Development Permit
2. Certificate of Completion	
• Certificate Fee	P 216.00
• Inspection Fee	P1,500.00/ha. regardless of density
3. Extension of Time to Develop	
• Processing Fee	P 504.00
• Additional Fee (unfinished area for development)	P 14.40/sq.m.
• Inspection Fee	P1,500.00/ha. regardless of density

B. Condominium Projects

1. Approval of Condominium Plans/Final Approval and Development Permit

1. Preliminary Approval and Locational Clearance	
2. Final Approval / Development Permit	
• Processing Fee	P 720.00/sq.m.
a. Land Area	P 7.20/sq.m.
b. No. of Floors	P 288.00/floor
c. Building Areas	P 23.05/sq.m. of GFA
• Inspection fee	P1,500.00/ha.
3. Alteration of Plan (<i>affected areas only</i>)	Same as Final Approval and Development Permit
4. Conversion (<i>affected areas only</i>)	Same as Final Approval and Development Permit



2. Extension of Time to Develop	
● Processing Fee	P 504.00/saleable lot
● Additional Fee (unfinished area development)	P 17.30/sq.m.
● Inspection Fee	P1,500.00/ha. regardless of density
3. Certificate of Completion	
Certificate Fee	P 216.00
● Inspection Fee	P1,500.00/ha. regardless of density
III SUBDIVISION AND CONDOMINIUM PROJECTS under B.P. 220	
A. Subdivision Projects	
1. Approval of Subdivision Projects	
1. Preliminary Approval and Locational Clearance (PALC)	
Processing Fee	
a. Socialized housing	P 90.00/ha.
b. Economic housing	P 216.00/ha.
Inspection Fee	
a. Socialized housing	P1,500.00/ha.
b. Economic housing	P1,500.00/ha.
2. Final Approval and Development Permit	
Processing Fee:	
a. Socialized housing	P 600.00/ha
b. Economic housing	P 1,440.00/ha
Inspection Fee:	
a. Socialized housing	P 1,500.00/ha
b. Economic housing	P 1,500.00/ha
<i>(Projects already inspected for PALC application may not be charged of inspection fee)</i>	Same as Final Approval and Development Permit



3. Alteration on plans (<i>affected areas only</i>)	(Same as final approval & Dev't. Permit)
4. Building permit (<i>floor area of housing unit</i>)	P 7.20/sq.m.
2. Extension of Time to Develop	
Processing Fee	
a. Socialized housing	P 420.00/ha.
b. Economic housing	P 504.00/ha.
<i>Additional Fee (unfinished area for development)</i>	P 2.88/sq.m
Inspection Fee	
a. Socialized housing	P1,500.00/ha.
b. Economic housing	P1,500.00/ha.
3. Certificate of Completion	
Certificate Fee	
a. Socialized housing	P 180.00
b. Economic housing	P 216.00
Processing Fee	
a. Socialized housing	P 200.00/ha.
b. Economic housing	P 600.00/ha.
Inspection Fee	P1,500.00/ha.
4. Occupancy Permit	
Processing Fee	
a. Socialized housing	P 6.00/sq.m.
b. Economic housing	P 7.20/sq.m.
Inspection Fee (<i>saleable floor area of the housing unit</i>)	
a. Socialized housing	P 1,500.00/ha.
b. Economic housing	P 1,500.00/ha.
B. Condominium Projects	
1. Approval of Condominiums Plans	
1. Preliminary Approval and Locational Clearance	P 720.00



2. Final Approval & Development Permit	
Processing Fee	
a. Total Land Area	P 7.20/sq.m.
b. Number of Floor	P 144.00/floor
c. Building Area	P 5.80/sq.m. of GFA
Inspection Fee	P 1,500.00/ha
3. Alteration of Plan (<i>affected area only</i>)	Same as Final Approval & Development Permit
2. Extension of Time to Develop	
Processing Fee	P 3.00/sq.m.
Inspection Fee (<i>unfinished area for development</i>)	P 1,500.00/floor
3. Certificate of Completion	
• Certification Fee	P 216.00
• Processing Fee	P 3.60/sq.m. of GFA
• Inspection Fee	P 1,500.00/floor
IV. INDUSTRIAL/ COMMERCIAL SUBDIVISION	
1. Approval of Industrial/Commercial Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P 432.00/ha
• Inspection Fee	P1,500.00/ha
2. Final Approval and Development Permit	
Processing Fee	P 720.00/ha.
Inspection Fee (<i>Projects already inspected for PALC application may not be charged of inspection fee</i>)	P1,500.00/ha. Regardless of location
3. Alteration of Plan (<i>affected area only</i>)	Same as Final Approval & Dev't. Permit
2 . Extension of Time to Develop	



Processing Fee	P 504.00
Additional Fee (unfinished area for development)	P 14.40/sq.m.
Inspection Fee (<i>affected/unfinished areas only</i>)	P1,500.00/ha.
3. Certificate of Completion	
• Certificate Fee	P 216.00
• Processing Fee	
a. Industrial	P 504.00/ha.
b. Commercial	P 720.00/ha.
• Inspection Fee	P1,500.00/ha.
V. FARMLOT SUBDIVISION	
1. Approval of Farmlot Subdivision	
1. Preliminary Approval and Locational Clearance	
Processing Fee	P 288.00/ha.
Inspection Fee	P1,500.00/ha.
2. Final Approval and Development Permit	
• Processing Fee	P1,440.00/ha.
• Inspection Fee	P1,500.00/ha.
<i>(Projects already inspected for PALC application may not be charged of inspection fee)</i>	
3. Alteration of Plan (<i>affected area only</i>)	Same as Final Approval & Dev't. Permit
2. Extension of Time to Develop	
Processing Fee	P 504.00
Additional Fee on Floor Area of housing component & other development	P 14.40/sq.m.
Inspection Fee	P1,500.00/ha.
3. Certificate of Completion	
Certification Fee	P 216.00
Processing Fee	P1,200.00/ha
Inspection Fee	P1,500.00/ha.
F. MEMORIAL PARK/ CEMETERY PROJECT COL UMBARIUM	



1. Approval of Memorial Park/Cemetery Project/ Columbarium	
1. Preliminary Approval and Locational Clearance (PALC)	
a. Memorial Projects	P 720.00/ha.
b. Cemeteries	P 288.00/ha.
c. Columbarium	P3,600.00/ha.
Inspection Fee	
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P1,500.00/ha.
c. Columbarium	P1,500.00/ha.
2. Final Approval and Development Permit	
a. Memorial Projects	P 3.00/sq.m.
b. Cemeteries	P 1.35/sq.m.
c. Columbarium	P 300.00/floor
	P 23.05/sq.m. of GFA
	P7.20/sq.m. of Land Area
Inspection fee	
<i>(Project already inspected for PALC application may not charged inspection fee)</i>	
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P1,500.00/ha.
c. Columbarium	P1,500.00/ha.
3. Alteration Fee	Same as Final Approval & Dev't. Permit
2. Extension of Time to Develop	
Processing Fee	P 504.00
a. Memorial Projects	P1,440.00/ha.
b. Cemeteries	P 720.00/ha.
c. Columbarium	P 5.80/sq.m. of GFA
Inspection Fee <i>(affected/unfinished areas only)</i>	P 24.00/unit
a. Memorial Projects	P1,500.00/ha.



b. Cemeteries	P1,500.00/ha.
c. Columbarium	P1,500.00/floor
3. Certificate of Completion	
Certificate Fee	P 216.00
Processing Fee	
a. Memorial Projects	P1,440.00/ha.
b. Cemeteries	P 720.00/ha.
c. Columbarium	P 5.80/sq.m. of GFA
Inspection Fee	
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P7,500.00/ha.
c. Columbarium	P1,500.00/floor
VII. Other Transactions/Certifications	
A. Other Certification	
1) Zoning Certification	P 720.00/ha. P 100.00 below 0.15 ha.
2) CMP Project Certification	
a. Certificate Fee	P 180.00
b. Inspection Fee	P 600.00/ha.
VIII. MAPS	
1. Computer Generated Maps	
a. Bond Paper Size	P 200.00
b. Size 11 x 17 in.	P 250.00
c. Colored – Size 42 x 24 in.	P1,000.00
d. Colored – Size 42 x 36 in.	P1,300.00
e. Colored – Size 42 x 48 in.	P1,600.00
IX. PENALTIES – There is hereby imposed fines for violation on Zoning and Subdivision Laws and Ordinances at the rate prescribed below	
A. ZONING	
1. Failure to secure Locational Clearance prior to the start of the project.	
Land use:	



	Project:	
	Industrial	P 4,500.00
	Agro-Industrial	P 3,850.00
	Agricultural	P 3,300.00
	Commercial	P 3,300.00
	Institutional	P 2,640.00
	Residential	P 1,650.00
	Special Project	P 7,150.00

Section 3J.02. Time of payment. The fees in this Article shall be paid by the applicant or his representative to the City Treasurer when zoning/locational clearance is granted.

Section 3J.03. Administrative Provision. The City Mayor shall administer the provision of this Article and other existing ordinances, executive orders, and laws relating to and governing zoning/locational clearance.

3. Assessment and Collection of Business Tax and Regulatory Fees for Issuance of Business Permit

For Business Proprietors and Corporations in line with processing for Business Permit.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:		CTO - Business Tax, Fees, & Other Charges Division		
Classification:		Simple		
Type of Transaction:		G2B-Government to Business		
Who may avail:		All Business Proprietors and Corporations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) set of Duly Accomplished Unified Application Form with supporting documents		Business Permit & Licensing Office, City Hall II		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. ASSESSMENT				



1. Present Unified Application Form from the BPLO with attached required documents to Windows 1, 2, or 3	1.1. Assess the Business Tax, Fees & Charges	Please see Table of Tax, Fees & other Charges below / As per Revised Local Revenue Code of 2023	10 Minutes	Local Revenue Collection Officer II/ Computer Operator I/ Administrative Aide III - City Treasurer's Office
	1.2. Approval of Assessment Bill	None	3 Minutes	Local Revenue Collection Officer IV - City Treasurer's Office
	1.3. Print and furnish copy of Assessment Bill to BFP personnel	None	3 Minutes	Administrative Aide III / Computer Operator I - City Treasurer's Office
	1.4. BFP personnel prepare the Assessment Bill	Fire Inspection Fee(BFP): If Total payment is > ₱500, Standard Fee of ₱500 is charge. If Total Payment is < ₱500 Total Fees & Charges X 15%.	10 Minutes	C FSESA/ASSESOR - BFP
	1.5. Forward the Assessment	Note: If FSIC is expired 50 % additional charge from the total payment	3 Minutes	Administrative Aide III/ Computer Operator I - City Treasurer's Office C FSESA/ASSESOR BFP Local Revenue Collection Officer III/ Revenue Collection Clerk II - City Treasurer's Office



	Bill to Cashier	None	5 Minutes	
	1.6. Cashier validate the Assessment Bills from the Assessors (BFP & CTO) & inform the client the total Assessment due	None		
2. PAYMENT				
1. Pay the Assessment Bill	1.1. Issue Official Receipt (CTO & BFP Cashier)	As stated on the Assessment Bill	10 Minutes	Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office Collecting Agent BFP
	1.2. Prepare the FSIC	None	10 Minutes	C FSESA/ASSESSOR BFP
2. Receive Official Receipt, Assessment Bills and FSIC with attached required documents	1.3. Release Official Receipts, Assessment Bills & FSIC	None	3 Minutes	Revenue Collection Clerk II/Local Revenue Collection Officer III - City Treasurer's Office Collecting Agent BFP
TOTAL:		As stated on the Assessment Bill	1 Hour	



BUSINESS TAX: (Kind of Business)

(a) On manufacturers, assemblers, re-packers, 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	299.48
10,000.00 or more but less than 15,000.00	363.00
15,000.00 or more but less than 20,000.00	548.13
20,000.00 or more but less than 30,000.00	798.60
30,000.00 or more but less than 40,000.00	1,089.00
40,000.00 or more but less than 50,000.00	1,496.00
50,000.00 or more but less than 75,000.00	2,395.80
75,000.00 or more but less than 100,000.00	2,994.75
100,000.00 or more but less than 150,000.00	3,993.00
150,000.00 or more but less than 200,000.00	4,991.25
200,000.00 or more but less than 300,000.00	6,987.75
300,000.00 or more but less than 500,000.00	9,982.50
500,000.00 or more but less than 750,000.00	14,520.00
750,000.00 or more but less than 1,000,000.00	18,150.00
1,000,000.00 or more but less than 2,000,000.00	24,956.25
2,000,000.00 or more but less than 3,000,000.00	29,947.50
3,000,000.00 or more but less than 4,000,000.00	35,937.00
4,000,000.00 or more but less than 5,000,000.00	41,926.50
5,000,000.00 or more but less than 6,500,000.00	44,240.63
6,500,000.00 or more	At a rate of forty-eight & four tenths percent (48.40%) of one percent (1%)

(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	32.67
1,000.00 or more but less than 2,000.00	59.90

2,000.00 or more but less than 3,000.00	90.75
3,000.00 or more but less than 4,000.00	130.68
4,000.00 or more but less than 5,000.00	181.50
5,000.00 or more but less than 6,000.00	219.62
6,000.00 or more but less than 7,000.00	259.55
7,000.00 or more but less than 8,000.00	299.48
8,000.00 or more but less than 10,000.00	338.80
10,000.00 or more but less than 15,000.00	399.30
15,000.00 or more but less than 20,000.00	499.13
20,000.00 or more but less than 30,000.00	598.95
30,000.00 or more but less than 40,000.00	798.60
40,000.00 or more but less than 50,000.00	1,197.90
50,000.00 or more but less than 75,000.00	1,796.85
75,000.00 or more but less than 100,000.00	2,395.80
100,000.00 or more but less than 150,000.00	3,394.05
150,000.00 or more but less than 200,000.00	4,392.30
200,000.00 or more but less than 300,000.00	5,990.11
300,000.00 or more but less than 500,000.00	7,986.00
500,000.00 or more but less than 750,000.00	11,979.00
750,000.00 or more but less than 1,000,000.00	15,972.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more	At a rate of forty-eight & four tenths percent (48.40%) of one percent (1%)

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

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers, or retailers of the ESSENTIAL COMMODITIES enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under Subsections (a), (b), and (d) of this Article:

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed, or preserved food, sugar, salt, and other agricultural, marine, and fresh water products, whether in their original states 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 exporter 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 rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

(d) On retailers

Gross Sales/Receipts for the Preceding year	Rate of Tax Per Annum
More than P50,000.00 but not over P400,000.00	3.3%
More than 400,000.00	1.65%

The rate of three percent and three tenth percent (3.3%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one and sixty-five hundredths percent (1.65%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00). 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 Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations.

(e) On contractors and other independent contractors, in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year:	Amount of Tax per Annum
Less than 5,000.00	49.91
5,000.00 or more but less than 10,000.00	111.93
10,000.00 or more but less than 15,000.00	189.66
15,000.00 or more but less than 20,000.00	299.48
20,000.00 or more but less than 30,000.00	499.13
30,000.00 or more but less than 40,000.00	698.78
40,000.00 or more but less than 50,000.00	998.25
50,000.00 or more but less than 75,000.00	1,597.20
75,000.00 or more but less than 100,000.00	2,395.80
100,000.00 or more but less than 150,000.00	3,593.70
150,000.00 or more but less than 200,000.00	4,791.60
200,000.00 or more but less than 250,000.00	6,588.45
250,000.00 or more but less than 300,000.00	8,385.30
300,000.00 or more but less than 400,000.00	11,180.40
400,000.00 or more but less than 500,000.00	14,973.75
500,000.00 or more but less than 750,000.00	16,788.75
750,000.00 or more but less than 1,000,000.00	18,603.75
1,000,000.00 or more but less than 2,000,000.00	20,872.50
2,000,000.00 or more	At a rate of forty - eight & four tenths percent (48.40%) of one percent (1%)



Provided, that in no case shall the tax on gross sales P2,000,000.00 or more be less than P 18,975.00

(f) On Banks and other Financial institutions, at the rate of Seventy Five percent (75%) of one percent (1%) of the gross receipts.

(g) Restaurants, cafes, cafeterias, carinderias, eateries, food caterers, ice cream and other refreshment parlors, and soda fountain bars:

Gross Sales/Receipts for the Preceding year	Rate of Tax Per Annum
P 50,000.00	P 1,361.25
For every 1,000.00 or fraction thereof in excess of 50,000.00	P 30.25

(h) The same rates of graduated taxes, viz:

Amount of Gross Sales/Receipts For the Preceding Calendar Year:	Amount of Tax per Annum
Less than P5,000.00	P 49.91
P 5,000.00 or more but less than P 10,000.00	P 111.93
P 10,000.00 or more but less than P 15,000.00	P 189.66
P 15,000.00 or more but less than P 20,000.00	P 299.48
P 20,000.00 or more but less than P 30,000.00	P 499.13
P 30,000.00 or more but less than P 40,000.00	P 698.78
P 40,000.00 or more but less than P 50,000.00	P 998.25
P 50,000.00 or more but less than P 75,000.00	P 1,597.20
P 75,000.00 or more but less than P 100,000.00	P 2,395.80
P 100,000.00 or more but less than P 150,000.00	P 3,593.70
P 150,000.00 or more but less than P 200,000.00	P 4,791.60
P 200,000.00 or more but less than P 250,000.00	P 6,588.45
P 250,000.00 or more but less than P 300,000.00	P 8,385.30
P 300,000.00 or more but less than P 400,000.00	P11,180.40
P 400,000.00 or more but less than P 500,000.00	P14,973.75
P 500,000.00 or more but less than P 750,000.00	P16,788.75
P 750,000.00 or more but less than P 1,000,000.00	P18,603.75
P 1,000,000.00 or more but less than P 2,000,000.00	P20,872.50



P 2,000,000.00 or more	At a rate of forty - eight & four tenths percent (48.40%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P20,872.50 are hereby imposed on the businesses hereunder enumerated:

- a. Commission agents;
- b. Lessors, dealers, brokers of real estate;
- c. Travel agencies and travel agents;
- d. Boarding houses, pension houses, motels, apartments, apartelles and condominiums;
- e. Subdivision owners/private cemeteries and memorial parks;
- f. Privately-owned markets;
- g. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- h. Operators of Cable Network System;
- i. Operators or computer services establishments;
- j. General consultancy services;

All other similar activities consisting essentially of the sale of services for a fee.

Provided, that in no case shall the tax on gross sales of 2,000,000.00 or more be less than P20,872.50.

- (i) On any businesses not otherwise specified in the preceding paragraphs: at the rate of Three percent (3%) of sales or gross receipts of the preceding year but not less than the amount set opposite each:
- (j) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of seventy-five pesos (P75.00) per peddler annually.

Article A. Mayor's Permit Fee on Business

Imposition of Fee. For purpose of the Mayor's Permit Fee, the following Philippine definition of business size is hereby adopted:

Enterprise Scale	Asset Limit	Workforce
Cottage Small	P 500,000 and below	1-10
Medium Large	Over P 500,000 to P 3M	11-99
	Over P 3M to P 15M	100-199
	Over P 15M	200 or more



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

Classification/Category		Rate of Fee per Annum
1.	On Manufacturers/Importers/Producers	
	Micro-Industry	P 350.00
	Small-scale Industries	P 660.00
	Medium-Scale Industries	P 1,320.00
	Large-Scale Industries	P 2,640.00
2.	On Banks	
	Rural, Thrift and Savings Banks	P 2,200.00
	Commercial, Industrial & Dev't. Banks	P 4,400.00
	Universal Banks	P 6,600.00
3.	On Other Financial Institutions	
	Small	P 2,200.00
	Medium	P 4,400.00
	Large	P 6,600.00
4.	On Contractors/Service Establishments	
	Small-scale Industries	P 440.00
	Medium-Scale Industries	P 880.00
	Large-Scale Industries	P 1,100.00
5.	On Wholesalers/Retailers/Dealers or Distributors	
	Micro-Industry	P 220.00
	Small-scale Industries	P 550.00
	Medium-Scale Industries	P 1,100.00
	Large-Scale Industries	P 1,320.00
6.	On Trans-loading Operations	
	Medium	P 4,400.00
	Large	P 6,600.00



7.	Renewable Energy Companies	P 5,000.00
8.	On Telecommunications, Cable Companies, Internet Providers and Internet Café	
	Micro	P1,000.00
	Cottage	P1,500.00
	Small	P2,000.00
	Medium	P3,000.00
	Large	P5,000.00
9.	On Real Estate Lessors (Commercial Building)	
		P1,000.00
	Cottage	P2,000.00
	Small	P3,500.00
	Medium	P5,000.00
	Large	
	(Residential Building)	
	Cottage	P1,000.00
	Small	P1,200.00
	Medium	P1,600.00
	Large	P2,500.00
10.	Hotels, Motels, Pension Houses, Apartelles, Apartments, Condominiums	
	Cottage	P 800.00
	Small	P1,000.00
	Medium	P2,000.00
	Large	P3,000.00
11.	Lodging/Boarding House	
	Micro	P 400.00
	Cottage	P 800.00
	Small	P1,000.00
	Medium	P1,500.00
	Large	P2,500.00
12.	Restaurants, Cafes, Cafeterias, Carinderias, Eateries, Snackhouses, Refreshment, Ice Cream and other Refreshment Parlors, and Catering Services	



	Micro Cottage Small Medium Large	P 300.00 P 700.00 P 1,000.00 P 1,500.00 P 2,000.00
13.	Amusement Places (to include but not limited to Video-Karaoke Bars, Video Houses, Theaters, Cinema Houses, Resorts and Disco Houses) Micro Cottage Small Medium Large	P 500.00 P 800.00 P1,000.00 P2,000.00 P3,000.00
14.	Other Businesses not mentioned Cottage Small-scale Industries Medium-Scale Industries Large-Scale Industries	P 220.00 P 550.00 P1,100.00 P1,320.00
15.	Dinagsa Kiosk during Dinagsa Festival (Exclusive of canopy rental, electricity and water consumption, and fees for other requirements)	P5,000.00 (Ordinance No. 04-2023)

Sanitary Inspection Fee. Imposition of Fee.

Kind of Business	Rate of Fees
Amusement places	P800.00
Manufacturers, producers, laundry shops, laboratories, private markets, private hospitals, private schools, warehouses, department stores, and shopping centers	P600.00
Importer, exporter, wholesaler	P600.00
Hotel, motel, apartelle, pension house, and other similar institutions	P600.00
Financial institutions	P600.00



Medical and dental clinics	P500.00
Institutions for learning	P500.00
Public eating places such as restaurants, refreshment parlors, carinderias, etc.	P400.00
Establishments offering services	P400.00
Apartment, house for rent, accessories, boarding houses, and other similar institutions	P400.00
Retailers and other establishments not included in the above	P300.00

Health Examination/ Service Fees. Imposition of Fee. Fifty Pesos (**P50.00**) / person

A fee of Thirty Pesos (P30.00) shall be collected for each additional copy of subsequent issuance of a copy of the initial, medical certificate issued by the City Health Officer.

Solid Waste Management Fee . Imposition of Fee.

SOLID WASTE COLLECTION FEES PER YEAR	
Small Scale Business	P 480.00 or P40.00/Month
Medium Scale Business	P 1,200.00 or P100.00/Month
Large Scale Business	P 3,000.00 or P250.00/Month
Mega Large-Scale Business	P 4,800.00 or P400.00/Month

Zonal Permit Fee: P 100.00

Electrical Fee: (City Planning/Engineer's Office RATES)

Miscellaneous Fee: P40.00

Business Tax Clearance: P175.00

INTEGRATION OF BARANGAY CLEARANCE FEES AS PER CITY ORDINANCE NO. 22-2023, SERIES OF 2023.

BARANGAY FEES AS PER BARANGAY

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 1**

	CLASSIFICATION OF BUSINESS	RATE
	BARANGAY BUSINESS CLEARANCE	
	FOR VEHICLES	100.00
	FOR ESTABLISHMENTS	150.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 2**

	CLASSIFICATION OF BUSINESS	RATE
	A. STORE OR RETAILER	
1	SARI SARI STORE	150.00
2	GROCERY STORE	300.00
3	CAFETERIA/COFFEE SHOP	300.00
4	CARINDERIA AND FOOD CATERER	300.00
5	ICE CREAM AND OTHER REFRESHMENT PARLOR	200.00
6	RESTAURANT/EATERY	300.00
7	FOOD STAND	150.00
8	FISH VENDOR WITH STALL	150.00
9	FISH VENDOR (AMBULANT)	100.00
10	RETAILER OF DRESSED CHICKEN, MEAT, FRESH OR PRESERVED	300.00
11	DRY GOODS STORE	300.00
12	HARDWARE	300.00
13	SIDEWALK RETAILER INCLUDING TRANSIENT VENDOR	100.00



14	RICE AND CORN DEALER	300.00
	B. ON MANUFACTURERS, ASSEMBLERS, RE-PACKERS AND PACKERS	
1	BAGO-ONG, SALTED AND DRIED FISH DEALERS	300.00
2	FRESH EGGS, CHICKEN AND HOG DEALERS	300.00
3	BAKERY	300.00
4	BOXES MAKERS	300.00
5	CANDLE AND WAX MAKER	200.00
6	CANDY MAKER	
7	HOLLOW PRODUCTS AND CONCRETE PRODUCTS	300.00
8	GALVANIZED IRON SHEET AND ALUMINUM CONTAINER /BANERAS	300.00
9	HOME INDUSTRIES AND FURNITURES	300.00
10	ICE CREAM AND FROZEN DELIGHTS	200.00
11	OTHER MANUFACTURERS, PRODUCERS NOT MENTIONED ABOVE	500.00
	C. ON CONTRACTOR AND SERVICE ESTABLISHMENTS	
1	PAINTING SERVICES	300.00
2	GASOLINE STATION	500.00
3	BARBER SHOP	150.00
4	BATTERY CHARGING SHOP	150.00
5	BEAUTY PARLOR	150.00
6	VIDEO TAPE COVERAGE SERVICES	300.00
7	CONSTRUCTION AND REPAIR SHOP FOR MOTOR VEHICLES	300.00
8	FURNITURE REPAIR SHOP	200.00
9	LUMBER YARDS	300.00
10	PERSON ENGAGED IN THE INSTALLATION OF SOUND SYSTEM	300.00



11	PHOTOGRAPHY STUDIO	200.00
	CLASSIFICATION OF BUSINESS	RATE
12	PUBLIC WAREHOUSE AND BODEGA	500.00
13	RENTING OF IMPLEMENTS LIKE TRICYCLE, AUTOMOBILE	200.00
14	AND TRUCKS	
15	WELDING SHOP	200.00
16	MACHINE SHOP	200.00
17	ROASTING OF PIGS AND FOWLS	200.00
18	TAILORING AND DRESS SHOPS	200.00
19	VULCANIZING SHOP	200.00
20	BOARDING HOUSE	500.00
21	LODGING HOUSE AND MOTELS	500.00
22	GIFT SHOP	200.00
23	ELECTRONICS SHOP	300.00
24	DRUG TESTING	500.00
25	LENDING	500.00
26	SAND AND GRAVEL	500.00
27	CAR WASH OF ANY VEHICLE	300.00
28	REAL ESTATE LESSOR	500.00
29	FAST FOOD, EATERIES AND OTHER	500.00
30	ESTABLISHMENT NOT MENTIONED ABOVE	500.00
	D. ON AMUSEMENTS PLACE AND DEVICES	
1	COCKTAIL LOUNGE OR VIDEOKE BAR	300.00
2	BILLIARD OR POOL HALL	150.00
3	CIRCUS CARNIVAL	200.00
4	MERRY GO ROUND, ROLLER COASTER, FERRIS WHEEL	200.00



5	SHOOTING GALLERIES	200.00
6	VIDEO HOUSES	200.00
7	CINEMA HOUSE AND THEATERS	300.00
8	BOWLING ALLEY	500.00
9	BETA PLAYER AND OTHER MACHINE PLAYER	300.00
10	KARAOKE BAR/VIDEOKE	300.00
11	COMPUTER GAMES MACHINE	300.00
12	COMPUTER W/ INTERNET MACHINE	300.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 3**

	CLASSIFICATION OF BUSINESS	RATE
1	STORE OR RETAILER	100.00
2	ON CAFES, CAFETERIAS AND CARINDERIAS	100.00
3	ON BUSINESS ESTABLISHMENTS PRINCIPALLY RENDERING SERVICES	100.00
4	ON PRIVATELY OWNED PUBLIC MARKETS	
	A. ON REAL ESTATE DEALERS	200.00
	B. ON BOARDING HOUSES	120.00
5	FOOD STANDS	100.00
6	DEALERS OF FERMENTED LIQUORS, WINES & TUBA	100.00
7	LEAF TOBACCO AND CIGARETTE RETAILER	100.00
8	ON AMUSEMENT PLACES	
	A. DAY AND NIGHT CLUB	300.00
	B. DAY CLUB OR NIGHT CLUB	200.00
	C. COCKTAIL LOUNGE OR BAR	200.00
	D. CABARET AND DANCE HALL	300.00
	E. BILLIARD AND POOL HALL	120.00



	F. BOWLING ALLEY	120.00
	G. CIRCUS, CARNIVAL OR THE LIKE	300.00
	H. MERRY GO ROUND, ROLLER COASTER AND THE LIKE	150.00
	I. COCKPITS	300.00
	PLUS: SULTADA FEE PER COCKFIGHT	
	DERBY COCKFIGHT	100.00
	ORDINARY COCKFIGHT	50.00
	J. THEATERS AND CINEMA HOUSES	
	AIR-CONDITIONED	300.00
	ORDINARY	150.00
	SING ALONG JOINTS	150.00
1.	ON MANUFACTURERS, ASSEMBLERS, RE-PACKERS	
	AND PACKERS	
1.1	BAGO-ONG, SALTED AND DRIED FISH DEALERS	100.00
1.2	BAKERY	
	MECHANIZED	100.00
	MANUAL	100.00
1.3	BED AND/OR MATTRESSES	
	MECHANIZED	100.00
	MANUAL	75.00
	BOTTLES/BOTTLING PLANT	200.00
1.4	BOXES	200.00
1.5	CANDLES	100.00
1.5	CANNED GOODS	100.00
1.6	CONFECTIONERY AND CANDIES	75.00
1.7	CONCRETE HOLLOW BLOCKS	100.00
	CLASSIFICATION OF BUSINESS	RATE
1.8	GALVANIZED IRON SHEET AND ALUMINUM CONTAINER	100.00



1.9	HOME INDUSTRIES AND FURNITURES	100.00
1.10	ICE, ICE CREAM AND FROZEN DELIGHTS	100.00
1.11	SOAP AND COSMETICS	100.00
1.12	STEEL AND IRON PRODUCTS	200.00
1.13	REPACKER	
1.14	RECTIFIERS, BREWERS AND DISTILLERS	100.00
1.15	WINES, LIQUORS AND DISTILLED SPIRITS COMPOUNDERS	100.00
1.16	OTHER MANUFACTURERS, IMPORTERS AND	100.00
	PRODUCERS NOT MENTIONED ABOVE	
2.	ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS	
	AND DISTRIBUTORS	
2.1	AGRICULTURAL PRODUCTS	100.00
2.2	AUTOPARTS	100.00
2.3	DRUGS AND COSMETICS	300.00
2.4	DRY GOODS, CLOTHES AND TEXTILES	100.00
2.5	GENERAL MERCHANDISE	
	SARI SARI (BARANGAYS)	50.00
	INSIDE PUBLIC MARKET	100.00
2.6	GLASSWARES	200.00
2.7	GROCERIES	200.00
2.8	JEWELRIES	200.00
2.9	LUMBER/WOOD AND CONSTRUCTION MATERIALS	
	ALL KINDS	200.00
	COCO LUMBER	100.00
	BAMBOO AND ITS PRODUCTS AND NIPA SHINGLES	100.00
2.10	LUBRICATING OILS AND OIL BY-PRODUCTS	100.00
2.11	LIQUIFIED PETROLEUM GAS	100.00
2.12	KEROSENE, DIESEL AND GASOLINE	



	WITH FILLING STATION - PER PUMP	
	AVIATION GASOLINE	100.00
	SPECIAL GASOLINE	100.00
	REGULAR GASOLINE	100.00
	DIESEL	100.00
	KEROSENE	100.00
	WITHOUT FILLING STATION OR PUMP	
	GASOLINE/DIESEL	50.00
	KEROSENE	50.00
2.1 3	VENDORS, BUYERS AND DEALERS (PUBLIC MARKET)	
	CHICKEN, FOWLS AND EGGS	100.00
	FISH VENDORS	100.00
	FRUITS, SPICES AND VEGETABLES	100.00
	HOGS	100.00
	LARGE CATTLE AND OTHER LIVESTOCK	100.00
	MEAT, FRESH AND PRESERVED	100.00
	CLASSIFICATION OF BUSINESS	RATE
	PLANTS AND FLOWERS	100.00
2.1 4	OTHER RETAILERS, WHOLESALERS, DEALERS	100.00
	AND DISTRIBUTORS NOT MENTIONED ABOVE	
3.	ON EXPORTERS	100.00
4.	ON ESSENTIAL COMMODITIES	100.00
	THE PERMIT FEES ON THE BUSINESS OF	
	MANUFACTURING,	
	PRODUCING, IMPORTING, WHOLESALING AND RETAILING	
	OF	
	ESSENTIAL COMMODITIES NOT SPECIFIED ABOVE SHALL	
	BE	
	ONE HALF (1/2) OF THE RATES PRESCRIBED IN THE	
	ARTICLE	



5.	ON RICE AND CORN	
	PALAY, CORN AND OTHER GRAINS BUYER/DEALER	100.00
	RICE AND CORN WHOLESALER	100.00
	RICE AND CORN RETAILER	100.00
6.	ON CAFES, CAFETERIAS AND OTHER CAFETERIAS	
	CAFES AND CAFETERIAS	100.00
	ICE CREAM AND OTHER REFRESHMENT PARLORS	100.00
	CARINDERIA AND FOOD CATERER	100.00
	RESTAURANTS	200.00
	SODA FOUNTAIN BARS	100.00
	FOOD STANDS FOR PUTO, POPCORN, PEANUTS AND OTHER COOKED FOODS	50.00
	GULAMAN, BUKO AND JUICE STANDS	50.00
7.	ON CONTRACTORS AND SERVICE ESTABLISHMENTS	
	ACCOUNTING SERVICE	100.00
	ADVERTISING SERVICE	100.00
	ARRASTRE SERVICE	100.00
	ASSAYING LABORATORIES	100.00
	BARBER SHOPS	
	WITH FREE CHAIRS OR LESS	100.00
	WITH MORE THAN THREE CHAIRS	100.00
	ROVING/AMBULANT BARBERS	50.00
	AIRCONDITIONED	400.00
	BATTERY CHARGING SHOP	100.00
	BEAUTY PARLOR	
	WITH EQUIPMENT	100.00
	MANUAL	100.00



	TRAVELLING BEAUTICIAN	50.00
	BELT AND BUCKLE SHOP	
	BLACKSMITH	
	MANUAL	50.00
	MECHANIZED	100.00
	CLASSIFICATION OF BUSINESS	RATE
	BOOKING OFFICE FOR FILM EXCHANGE	100.00
	BREEDING OF GAMECOCKS	100.00
	BREEDING OF RACEHORSES	100.00
	BROKERAGE	100.00
	BUSINESS AGENTS	100.00
	BUSINESS MANAGEMENT SERVICES	100.00
	CARPENTRY SHOP	100.00
	CINEMATOGRAPHIC FILM OWNERS, LESSORS OR DISTRIBUTORS, VIDEO COVERAGE SERVICE	100.00
	COLLECTING AGENCIES	150.00
	COMMERCIAL OR IMMIGRANT BROKERS	150.00
	CONSTRUCTION AND/OR REPAIR SHOPS	
	MOTOR VEHICLES BODY BUILDING	150.00
	BICYCLES AND TRICYCLES	100.00
	DRAFTING AND ARCHITECTURAL SERVICES	100.00
	DYEING ESTABLISHMENTS	100.00
	EMPLOYMENT AGENCIES	200.00
	ESCORT SERVICES	200.00
	FUNERAL SERVICE PARLORS	200.00
	FURNITURE REPAIR SHOP	100.00
	GARAGES	100.00
	GENERAL ENGINEERING, GENERAL BUILDING AND SPECIALTY	200.00



	CONTRACTORS, FILLING, DEMOLITION, SALVAGE WORK	
	AND TRANSFER OR RELOCATION	
	GOLDSMITHS AND SILVERSMITHS	100.00
	HEMP-GRASING ESTABLISHMENTS	100.00
	HOUSE AND/OR SIGN PAINTERS	100.00
	ICE AND COLD STORAGE	100.00
	INDENTOR OR INDENT SERVICES	100.00
	JANITORIAL SERVICES	100.00
	KEY SMITHS	50.00
	LATHE MACHINE SHOPS	
	LAUNDRY SHOPS	
	MANUAL	50.00
	MECHANIZED	100.00
	LEGAL AND OTHER PROFESSIONAL SERVICES	
	LUMBERYARDS	300.00
	MASSAGE OR THERAPEUTIC CLINIC	100.00
	METEOGRAPHY SERVICES	100.00
	MEDICAL AND DENTAL CLINIC	100.00
	MESSENGERIAL SERVICES	150.00
	MILLING SERVICE	100.00
	PARKING LOTS	
	ONE HECTARE OR LESS	100.00
	MORE THAN ONE HECTARE	150.00
	PAINTING SHOPS	100.00
	CLASSIFICATION OF BUSINESS	RATE
	PERSONS ENGAGED IN THE INSTALLATION/DISTRIBUTION OF:	
	WATER SYSTEMS	200.00
	GAS OR BIO-GAS SYSTEM	200.00



	ELECTRIC LIGHT, HEAT AND POWER INSTALLATION	200.00
	SOUND SYSTEM SERVICE	150.00
	ORDINARY SOUND AND LIGHT SYSTEM	100.00
	STEREO-QUADRONIC SOUNDS AND DISCO LIGHTS	50.00
	SOUND AND TAPE DECK COMPONENT	50.00
	PHOTOGRAPHIC STUDIOS	
	WITH GALLERY AND PHOTO ENLARGER	100.00
	WITH GALLERY W/OUT PHOTO ENLARGER	100.00
	DEVELOPING CENTER	100.00
	ROVING PHOTOGRAPHER	50.00
	PHOTOSTATIC WHITE AND BLUE PRINTING	200.00
	PLASTIC LAMINATION	150.00
	PRIVATE HOSPITALS	200.00
	PROMOTIONAL SERVICES	100.00
	PROPRIETORS OR OPERATORS OF HEAVY EQUIPMENT FOR HIRE	200.00
	PROPRIETORS OF SMELTING PLANT	200.00
	PROPRIETORS OF ENGRAVING AND PLATING PLANTS	150.00
	PUBLIC WAREHOUSE AND BODEGAS	200.00
	PURCHASING AGENCIES	150.00
	RECOPYING AND DUPLICATING SERVICES	
	XEROX COPYING	100.00
	MIMEOGRAPHING AND TYPING SERVICES	100.00
	SCANNER	100.00
	RENTING OF EQUIPMENTS	
	OFFICE EQUIPMENT AND FURNITURE	100.00
	BICYCLES, TRICYCLES AND SKATES	100.00
	TRUCKS AND AUTOMOBILES	100.00
	HEAVY EQUIPMENT	100.00



	AGRICULTURAL IMPLEMENT AND TOOLS	100.00
	DIVING, SKIING AND OTHER ATHLETIC EQUIPMENT	100.00
	REPAIR SHOPS FOR MORE VEHICLES AND ENGINES	
	WITH SHOP AREA OF MORE THAN 1,000 SQ. METERS	200.00
	WITH SHOP AREA OF 500 SQ. METERS OR MORE	
	BUT LESS THAN 1,000 SQ. METERS	
	WELDING SHOP:	
	ELECTRIC WELDING	150.00
	ACETYLENE WELDING	100.00
	SOLDERING	100.00
	REPAIR SERVICES	
	ELECTRONIC EQUIPMENT	100.00
	HOUSEHOLD APPLIANCES	100.00
	RADIOS AND AMPLIFIERS	50.00
	RAOSTING OF PIGS AND FOWLS	50.00
	CLASSIFICATION OF BUSINESS	
	RATE	
	SAWMILLS	
	FIXED ESTABLISHMENTS	100.00
	CHAINSAW OPERATORS PER UNIT:	
	WITH BLADE OF MORE THAN 24 INCHES	50.00
	WITH BLADE OF MORE THAN 12 INCHES	50.00
	BUT LESS THAN 24 INCHES	
	WITH BLADE OF 12 INCHES OR LESS	50.00
	SCULPTOR SHOPS	50.00
	SERVICE STATIONS	
	(WASHING, GREASING, LUBRICATING)	
	MANUAL	100.00
	MECHANIZED	50.00
	SHINE SERVICE/STAND	50.00
	SLENDERING OR BODY SALONS	100.00



	STAPLES	100.00
	WITH THREE OR LESS SEWING MACHINES	50.00
	TINSMITHS	
	MECHANIZED	100.00
	MANUAL	50.00
	TRANSPORTATION TERMINALS NOT OWNED BY BUS OPERATORS	200.00
	UPHOLSTERY SHOP AND/OR WOOD CARVING	100.00
	VACIADOR AND GRINDING SHOPS OR GRISTMILLS	100.00
	VOCATIONAL, DRIVING AND COMPUTER SCHOOLS	150.00
	VULCANIZING SHOPS	50.00
	WAREHOUSING, FORWARDING SERVICES	200.00
	WATCH REPAIR SHOPS	
	MANUAL	50.00
	MECHANIZED	100.00
	OTHER SERVICE ESTABLISHMENTS	100.00
8.	ON HOTELS AND MOTELS	
	HOTELS	300.00
	MOTELS/INNS/PENSION HOUSE	200.00
	HOTELS, THREE STAR UP	300.00
	MOTELS, THREE STAR UP	200.00
	RESTHOUSES WITH TEN ROOMS AND BELOW	200.00
9.	ON PRIVATE-OWNED PUBLIC MARKET	200.00
10.	ON REAL ESTATE DEALERS	
	SUBDIVISION OPERATORS	200.00
	LESSORS OF REAL ESTATE	200.00
11.	ON PRIVATE-OWNED CEMETERIES AND MEMORIAL PARKS	



	COMMERCIAL	150.00
	FAMILY USE	100.00
	CLASSIFICATION OF BUSINESS	
	RATE	
12.	ON BOARDING HOUSES	100.00
13.	ON PAWNSHOPS	300.00
	ON BUSINESSES	
1.	ON MONEY SHOPS, FINANCING AND INSURANCE ESTABLISHMENTS	
	MONEY SHOPS	300.00
	LENDING INVESTORS	300.00
	FINANCE AND INVESTMENT COMPANIES	300.00
	INSURANCE COMPANIES	300.00
	COMMERCIAL COMPANIES	300.00
	SAVINGS BANK	300.00
	RURAL BANK	300.00
2.	ON BUSINESS OF DEALERS IN FERMENTED LIQUORS, DISTILLED	
	SPIRITS AND/OR WINES/TUBA	
	WHOLESALE DEALER IN FOREIGN LIQUOR	100.00
	WHOLESALE DEALER IN DOMESTIC LIQUOR	100.00
	RETAILER DEALER IN FOREIGN LIQUOR	100.00
	RETAILER DEALER IN DOMESTIC LIQUOR	100.00
	RETAILER DEALER IN VINO LIQUOR (MALLORCA, ETC.)	100.00
	RETAILER DEALER IN FERMENTED LIQUOR	100.00
	WHOLESALE DEALER IN FERMENTED LIQUOR	100.00
	RETAILER DEALER IN TUBA, BASI AND/OR TAPUY	50.00
	WHOLESALE DEALER IN TUBA, BASI AND/OR TAPUY	50.00
3.	ON TOBACCO DEALERS	



	RETAIL DEALER OF TOBACCO LEAF	50.00
	WHOLESALE LEAF TOBACCO DEALER	100.00
	RETAIL DEALER OF MANUFACTURED TOBACCO	100.00
	WHOLESALE DEALER OF MANUFACTURED TOBACCO	200.00
4.	ON AMUSEMENT PLACES AND/OR AMUSEMENT DEVICES	
	DAY AND NIGHT CLUB	200.00
	DAY CLUB OR NIGHT CLUB	200.00
	COCKTAIL LOUNGE OR BARS	200.00
	CABARET OR DANCE HALL	200.00
	BILLIARD OR POOL HALL	
	FIRST TABLE	100.00
	FOR EVERY ADDITIONAL TABLE	50.00
	BOWLING ALLEY	
	AUTOMATIC	200.00
	NON-AUTOMATIC	100.00
	CIRCUS, CARNIVAL OR THE LIKE	200.00
	MERRY-GO-ROUND, ROLLER COASTER, FERRIS WHEEL, SWING,	
	SHOOTING GALLERY, AND OTHER SIMILAR CONTRIVANCE	
	FOR EACH CONTRIVANCE	100.00
	COCKPIT	100.00
	CLASSIFICATION OF BUSINESS	RATE
	THEATERS AND CINEMAHOUSES	
	THEATERS AND CINEMAHOUSES	150.00
	ITINERANT OPERATOR	100.00
	VIDEOHOUSE OR MINI THEATER	100.00
5.	ON AMUSEMENT DEVICES	
	EACH VIDEO TAPE, MACHINE OR PLAYER	50.00



	EACH APPARATUS FOR WEIGHING PERSONS	25.00
6.	ON PRIVATE DETECTIVE AGENCY	100.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 4

	CLASSIFICATION OF BUSINESS	RATE
1	SARI SARI STORE	200.00
2	MINI GROCERY	200.00
3	BAKERY/BAKESHOP/COFFEE AND SNACK	200.00
4	EATERY/CARINDERIA	200.00
5	RESTAURANT/CATERING SERVICES	200.00
6	VENDORS/FISH, VEGETABLES/FRUIT/CEREALS/MEAT	50.00
7	AUTO REPAIR SHOP	200.00
8	AUTO SUPPLY	200.00
9	TIRE SUPPLY	200.00
10	REFRIGERATION AND AIRCONDITIONED SHOP	200.00
11	ELECTRICAL/WELDING SHOP AND IRON WORKS	200.00
12	PAINT SUPPLY	200.00
13	RADIO/ELECTRONIC REPAIR SHOP	200.00
14	CELLSITES	500.00
15	INTERNET/COMPUTER SHOP	200.00
16	MONEY LENDING/PAWNSHOP	200.00
17	REAL ESTATE LESSOR	300.00
18	CLINIC/S	200.00
19	CONTRACTORS	200.00
20	BUY AND SELL	200.00



21	SWINE RAISING/POULTRY/FISHPOND	200.00
22	FARM ORCHARD/ORNAMENTAL/FLOWER SHOP	200.00
23	WATER REFILLING STATION/DELIVERY	200.00
24	AGGREGATE (SAND AND GRAVEL ONLY) DELIVERY	200.00
25	HOLLOW BLOCKS/CERAMIC PRODUCTS	200.00
26	BARBER SHOP, BEAUTY SALON, TAILORING, DRESS SHOP	200.00
27	HARDWARE AND CONSTRUCTION SUPPLY	200.00
28	DRUGSTORES/PHARMACY	200.00
29	HOTEL/INN/APPARTELE	200.00
30	EDUCATIONAL INSTITUTION	200.00
31	LAUNDRY SERVICES	200.00
32	CAR WASHING SERVICES	200.00
33	BILLIARD HALL ONE (1) TABLE	200.00
	ADDITIONAL PER TABLE	100.00
34	CIRCUSES/CARNIVALS	200.00
35	EQUIPMENT RENTAL	200.00
36	FOOD PROCESSING	200.00
37	FUNERAL PARLORS/SERVICES	500.00
38	FURNITURE SHOPS	200.00
39	GASOLINE STATION	200.00
40	GENERAL MERCHANDISE	200.00
41	HARDWARE	200.00
	CLASSIFICATION OF BUSINESS	RATE
42	ART PAINTING SHOP	200.00
43	JUNK SHOPS	500.00
44	PHOTO AND LAMINATION STUDIO	200.00



45	LIGHT AND SOUNDS	200.00
46	PRINTING AND BOOKBINDING	200.00
47	REALTOR	200.00
48	SMITH SHOP	100.00
49	TRADERS OF AGRICULTURAL PRODUCT	200.00
50	TRADERS OF AQUATIC PRODUCTS	200.00
51	TICKETING/TRAVEL AGENCY	200.00
52	UPHOLSTERY SHOP	200.00
53	VETERINARY SHOP	200.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 5

	CLASSIFICATION OF BUSINESS	RATE
	SARI SARI STORE	100.00
	GROCERY STORE	100.00
	ESTABLISHMENTS	100.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY ZONE 6

	CLASSIFICATION OF BUSINESS	RATE
	SARI SARI STORE	100.00
	GROCERY STORE	100.00
	ESTABLISHMENTS	100.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY A. BONIFACIO

CLASSIFICATION OF BUSINESS	RATES
ALL CLASSIFICATION OF BUSINESS	80.00



**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY BANQUEROHAN**

CLASSIFICATION OF BUSINESS	RATES
A. ORIGINAL APPLICATION FOR MAYOR'S PERMIT (TRICYCLE)	50.00
B. RENEWAL OF MAYOR'S PERMIT (TRICYCLE)	50.00
C. STORE OR RETAILERS SARI-SARI STORE	100.00
D. ON AMUSEMENT PLACES	
D.1. BATH HOUSE, SWIMMING POOL, RESORT, BEACHES & OTHER SIMILAR PLACES	500.00
D.2. AMUSEMENT DEVICES (SING-A-LONG JOINTS)	300.00
D.3. INTERNET CAFES	100.00
D.4. RESTO BAR	150.00
D.5. OTHER AMUSEMENT DEVICES NOT MENTIONED ABOVE	100.00
E. MANUFACTURERS, ASSEMBLERS, REPACKERS, PROCESSORS, ETC.	
E.1. BAKERY (MECHANIZED/MANUAL)	200.00
E.2. CONCRETE HOLLOW BLOCKS	300.00
E.3. OTHER MANUFACTURES, IMPORTERS & PRODUCERS NOT MENTIONED ABOVE	100.00
F. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS & DISTRIBUTORS	
F.1 GROCERIES	100.00
F.2. LUMBER, WOOD & CONSTRUCTION MATERIALS ALL KINDS	100.00
F.3. KEROSENE, DIESEL & GASOLINE W/ OR W/OUT FILLING STATION-PER PUMP	100.00
F.4. VENDORS, BUYERS, & DEALERS ALL KINDS	50.00
G. ON RICE AND CORN	50.00
H. ON CAFES, CAFETERIAS & OTHER CAFETERIAS	
H.1. RESTAURANTS	150.00
H.2. FOOD STANDS	50.00
H.3. OTHER NOT MENTIONED ABOVE	150.00
I. ON CONTRACTORS & SERVICES ESTABLISHMENTS	



I.1. BARBERSHOPS	100.00
I.2. BEAUTY PARLORS	100.00
I.3. RECOPYING AND DUPLICATING SERVICES(XEROX COPYING)	100.00
I.4. SERVICE STATION (WASHING, GRASING, LUBRICATION)	100.00
I.5. OTHER NOT MENTIONED ABOVE	100.00
J. ON HOTELS AND MOTELS	
J.1. MOTELS/INNS/PENSION HOUSE	150.00
J.2. RESORTS	1,000.00
K. ON LODGING HOUSE/ BOARDING HOUSES	100.00
L. ON OPEATORS OF RICE, CORN MILSS	150.00
M. ON FISHPONDS, FISH PENS OR FISH BREEDING GROUNDS	150.00
N. ON OPERATORS OF SHIPPING/VESSELS W/ PASSENGERS	200.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY BURGOS

CLASSIFICATION OF BUSINESS	RATES
A. POULTRY AND COMPANY (NEW APPLICATION)	1,000.00
B. POULTRY AND COMPANY (RENEWAL)	500.00
C. STORE (NEW APPLICATION)	200.00
D. SORE (RENEWAL)	150.00
E. TRICYCLE FRANCHISE (NEW APPLICTION)	150.00
F. TRICYCLE FRANCHISE (RENEWAL)	100.00
G. OTHER PURPOSES NOT MENTION ABOVE	100.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CABAUG

CLASSIFICATION OF BUSINESS	RATES
1.SARI-SARI STORE	50 & 1 % PER ANNUM
2. TRICYCLE OPERTOR	80/YEAR



3. MINI EATERY/CARENDERIA (HANDLER/PEDDLER)	150/YEAR
4. VULCANIZING SHOP	150/YEAR
5. LENDING INSTITUTION	500/YEAR
6. BUSINESS ESTABLISHMENT	200 & 1% PER ANNUM
7. INSTALLATION OF SIGNAGE	300/INSTALL

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CADIZ VIEJO

CLASSIFICATION OF BUSINESS	RATES
MAYORS PERMIT	50.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CADUHA-AN

CLASSIFICATION OF BUSINESS		RATES
1	MANUFACTURERS, ASSEMBLERS, REPACKERS, PROCESSORS, ETC.	
	1.1 BAKERY	
	A. MECHANIZED	200.00
	B. MANUAL	150.00
	1.3 CONCRETE HOLLOW BLOCKS	200.00
	1.4 HOME INDUSTRIES & FURNITURES	200.00
	1.5 ICE, ICE CREAM AND FROZEN DELIGHTS	200.00
2	ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS & DISTRIBUTORS	
	2.1 AGRICULTURAL PRODUCTS	200.00
	2.2 AUTO/ BICYCLE PARTS	200.00
	2.3 DRUGS AND COSMETICS	200.00
	2.4 DRY GOODS, CLOTHES AND TEXTILES	200.00
	2.5 GEN. MERCHANDISE	300.00
	A. SARI-SARI STORE (BARANGAYS)	200.00
	B. INSIDE PUBLIC MARKET	200.00



	2.6 GROCERIES	
	2.7 LUMBERS/WOOD AND CONSTRUCTION	
	A. ALL KINDS	300.00
	B. COCO LUMBER	300.00
	C. BAMBOOS AND ITS PRODUCTS AND NIPA SHINGLES	300.00
	2.8 LUBRICATING OILS AND OIL BY-PRODUCTS	300.00
	2.9 LIQUIFIED PETROLEUM GAS	300.00
	2.10 KEROSENE. DIESEL AND GASOLINE W/ FILLING STATION PER PUMP	
	A. REGULAR GASOLINE	500.00
	B. DIESEL	500.00
	C. KEROSENE	500.00
	WITHOUT FILLING STATION	
	A. GASOLINE/ DIESEL	150.00
	B. KEROSENE	150.00
	2.11 VENDORS, BUYERS AND DEALERS	
	A. CHICKENS, FOWLS AND EGGS	500.00
	B. FISH VENDORS (AMBULANT)	250.00
	C. FRUITS, AND VEGETABLES	500.00
	D. HOGS	500.00
	E. LARGE CATTLE AND OTHER LIVESTOCK	500.00
	F. MEAT, FRESH AND PRESERVED	500.00
3	ON ESSENTIAL COMMODITIES	250.00
4	ON RICE AND CORN	
	4.1 PALAY, CORN AND OTHER GRAINS BUYER/DEALER	500.00
	4.2 RICE AND CORN WHOLESALER	500.00
	4.3 RICE AND CORN RETAILERS	500.00
5	ON CAFES, CAFETRIAS AND OTHER CAFETERIAS	
	5.1 CAFES AND CAFETERIAS AND OTHER COOKED FOODS	200.00
	5.2 CARINDERIAS AND FOOD CATERES	200.00



	5.3 FOOD STANDS FOR PUTO, POPCORN, PEANUTS	200.00
	5.4 GULAMAN, BUKO AND JUICE STANDS	100.00
	5.5 ICE CREAM AND OTHER REFRESHMENT PARLORS	200.00
	5.6 RESTAURANTS	200.00
6	ON CINTRACTORS & SERVICE ESTABLISHMENTS	
	6.1 ELECTRONIC EQUIPMENTS	100.00
	6.2 FUNERAL SERVICE PARLORS	100.00
	6.3 FURNITURE REPAIR SHOP	100.00
	6.4 HOUSEHOLD APPLIANCES	100.00
	6.5 ROASTING OF PIGS & FOWLS	200.00
	6.6 VULCANIZING	200.00
	6.7 WELDING SHOPS(ELECTRIC/ ACETYLENE)	200.00
	6.8 XEROX COPYING	200.00
	6.9 SAWMILLS	
	A. FIXED ESTABLISHMENTS	500.00
	B. CHAINSAW OPERATORS PER UNIT	100.00
	B1. WITH BLADES WITH MORE THAN 24 INCHES	100.00
	B2. WITH BLADES OF MORE THAN 12 INCHES BUT LESS THAN 24 INCHES	100.00
	B3. WITH BLADES OF 12 INCHES OR LESS	200.00
7	ON REAL ESTATE DEALERS	
	7.1 SUBDIVISION OPERATORS	500.00
	7.2 LESSORS OF REAL EATATE	250.00
8	REPAIR SHOPS FOR MOTOR VEHICLE & ENGINES	
	A. MOTOR VEHICLES BODY BUILDING	200.00
	B. BICYCLES AND TRICYCLES	200.00
	C. ANIMAL DRAWN CARTS	150.00
9	ON THE BUSINESS OF DEALERS IN FERMENTED LIQUORS, DISTILLED SPIRITS AND/OR WINES/TUBE	
	A. RETAIL DEALER IN DOMESTIC LIQUOR	200.00



	B. RETAIL DEALER IN VINO LIQUOR (MALLORCA, ETC.)	200.00
	C. RETAIL DEALER IN FERMENTED LIQUORS	200.00
	D. RETAIL DEALER IN TUBE, BASI AND/OR TPUY	100.00
1 0	ON TOBACCO DEALERS	
	A. RETAIL DEALER OF TOBACCO LEAF	100.00
	B. RETAIL DEALER OF MANUFACTURED TOBACCO	100.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY CELESTINO VILLACIN**

CLASSIFICATION OF BUSINESS	RATES
1. STORES OR RETAILERS	500.00
2. RICE AND CORN	100.00
3. SARI-SARI STORE	120.00
4. PUBLIC MARKET	300.00
ON MANUFACTURER, ASSEMBLERS, RE-PACKERS PROCESSORS	
1. BAKERY (MANUAL)	300.00
2. FURNITURE'S	300.00
3. BUSINESS AGENT	100.00
4. COPRA	100.00
ON CONTRACTOR AND SERVICE ESTABLISHMENT	
1. LENDING	1,960.00
AMUSEMENTS PLACES AND DEVICES	
1. POOL HALL OR BILLIARD	100.00
2. CHAINSAW OPERATOR	200.00
3. RICE MILL OPERATOR	300.00

BARANGAY DAGA	
CLASSIFICATION OF BUSINESS	RATES
1.FILING FEE FOR THE FILING OF CASES IN THE LUPON	30.00
2.LUPONG TAGAPAMAYAPA CLEARANCE	
FOR PURPOSE OF:	
A.EMPLOYMENT	15.00



B. SECURING A. POLICE , NBI OR COURT CLEARANCE	15.00
C. PASSPORT OR VISA APPLICATION	50.00
D. OTHER PURPOSES NOT MENTIONED ABOVE	15.00
3. BARANGAY CLEARANCE	
FOR PURPOSE OF SECURING A MAYOR'S PERMIT	
A. ORIGINAL APPLICATION FOR MAYOR'S PERMIT	50.00
B. RENEWAL OF MAYOR'S PERMIT	50.00
4. BARANGAY CERTIFICATION	
A. FOR EMPLOYMENT, SCHOLARSHIP OR STUDY GRANTS	20.00
B. FOR PURPOSE OF SECURING A POLICE, NBI, OR COURT CLEARANCE	15.00
C. FOR FIREARM PERMIT APPLICATION	50.00
D. FOR PASSPORT AND VISA APPLICATION	50.00
E. FOR COURT LITIGATION & OTHER JUDICIAL PROCEEDING	50.00
F. FOR SALE, PURCHASE OR TRANSPORT OF CARABAO & OTHER LARGE CATTLE	50.00
G. FOR SALE, PURCHASE OR TRANSPORT OF LIGHTING COCKS, FOWLS AND OTHER	15.00
H. FOR PURPOSES OTHER THAN THE ABOVE	15.00

BARANGAY JERUSALEM	
CLASSIFICATION OF BUSINESS	RATES
A. PARTICULAR BUSINESSES	
> SARI-SARI/VARIETY STORE	150.00
> EATERY OR FOOD CANTEEN	250.00
> RESTAURANT X	1,500.00
> FISH VENDOR WITH STALL	300.00
> TRANSLOADING	10,000.00
> PIGGERY	1,000.00
> POULTRY	1,000.00



> FISH VENDOR (AMBULANT)	30.00
> SIDEWALK RETAILERS (TRANSIENT)	10.00
> DELIVERY VAN	60.00
> DELIVERY OF BREAD, BEVERAGES, WATER	70.00
> CAFETERIA	100.00
> WATER REFILLING STATION	1,500.00
> CARWASH	1,000.00
> REFRESHMENT	250.00
> AUTOMOTIVE / MOTORCYCLE PARTS STORE	1,000.00
> HARDWARE, MERCHANDISE, ENTERPRISE, ETC	2,000.00
> PISO WIFI	300.00
> ELECTRIC PROVIDERS/COOPERATIVE	20,000.00
> BUILDING RETALS	5,000.00
> BAYAD CENTER	1,000.00
> GASOLINE STATION	6,000.00
> STL OUT	3,000.00
> GROCERY STORE	1,000.00
> INTERNET PROVIDER	1,000.00
> ANIMAL FEEDS SUPPLY	500.00
> MEAT SHOP	500.00
B. ON CONTRACTOR AND SERVICES ESTABLISHMENTS	
> PERMIT OF CHAINSAW OPERATOR	600.00
> LUMBER AND REPAIR	500.00
> SOUND/AUDIO SYSTEM	500.00
> WELDING SHOP	300.00
> MACHINE SHOP	300.00
> TAILORING /DRESS SHOP	200.00



> VULCANIZING SHOP	200.00
>LAUNDRY SHOP	1,000.00
> BARBERSHOPS/SALON/PARLOR	500.00
> LOAN INSTITUTION /LENDING/MICROFINANCE COMPANY	2,500.00
> BARBECUE STAND	500.00
> OTHER BUSINESS ESTABLISHMENT NOT MENTIONED ABOVE	500.00
C. ON AMUSEMENT PLACES AND DEVICES	
> CIRCUS/CARNICAL	2,100.00
> KARAOKE /VIDEOKE BAR	400.00
> COMPUTER /INTERNET SHOP	400.00

BARANGAY LUNA	
CLASSIFICATION OF BUSINESS	RATES
BARANGAY CLEARANCE	
AUTOPARTS/MOTORPARTS	500.00
BAKERY OR BAKESHOP/BAKE AND PASTERY	500.00
BARBER SHOP	500.00
BATTERY CHARGING SHOP	100.00
BEAUTY PARLOR/SALON	300.00
BIOMASS INDUSTRY	3,000.00
BRAKE & CLUTCH BONDING SHOP	300.00
BUILDING PERMIT/ BARANGAY CONSTRUCTION PERMINT	200.00
BUY AND SELL	100.00
CALIBRATION CENTER	1,000.00
CELL SITES	3,000.00
COMPUTERS SHOPS/INTERNE CAFÉ /PESO NET/PESO WIFI	500.00
CONSTRUCTION PRODUCTS/HARDWARE/GRAVEL AND SAND GENERAL MERCHANDISE	1,000.00



COOPERATIVE	200.00
DRESS SHOPS	200.00
DRY CLEANING SHOPS	300.00
EDUCATIONAL INSTITUTIONS	2,000.00
EQUIPMENT RENTAL	1,000.00
FARM, ORCHARDS, PIGGERY/LIVESTOCK	500.00
FAST-FOOD	300.00
FOOD PROCESSING SHOP/ FOOD VENDING	500.00
FOUNDATION	1,000.00
FURNITURE SHOP	1,000.00
GARMENTS	500.00
GASOLINE STATION	2,000.00
HATCHERY /EGG LAYERING	1,000.00
HOGS AND POULTRY RAISERS	1,000.00
HOTEL, MOTELS & LODGING HOUSES	1,000.00
INSTALLER OF WATER STATION	1,000.00
IRON WORKS/WELDING SHOP	1,000.00
JUNK SHOP	1,000.00
LAUNDRY SHOPS	500.00
LENDING INVESTORS	2,000.00
LIGHTS AND SOUNDS	1,000.00
MACHINE SHOP	1,000.00
MONEY SHOP/MONEY CHANGER	1,000.00
MOTOR REPAIR SHOP	500.00
PAWNSHOP	1,000.00
POULTRY SUPPLY	500.00
READIATOR REPAIR SHOP	500.00



RECAPPING SHOPS/VULCANIZING	1,000.00
REPAIR SHOPS FOR MECHANICAL AND ELECTRICAL DEVICES	1,000.00
RESTAURANT & EATERY ESTABLISHMENT	500.00
RICE MILLS	1,000.00
SARI SARI STORE /VIDEOKE	200.00
SHOPS FOR PLANNING /CUTTING OR LUMBER	500.00
SLENDERING AND BODY BUILDING STATION	500.00
TAILOR SHOP	200.00
TRADERS OF AGRICULTURE PRODUCTS /HACIENDA OWNERS	3,000.00
TRADERS OF AQUATIC PRODUCTS /FISH POBD OWNERS	3,000.00
TRANSLOADING STATIONS	6,000.00
TRUCKING	1,000.00
UPHOLSTERY SHOPS	500.00
WAREHOUSING OR FORWARDING ESTABLISHMENT	3,000.00
WATER STATION	3,000.00
WELDING SHOP	1,000.00
WOOD CRAFT	500.00

BARANGAY MABINI	
CLASSIFICATION OF BUSINESS	RATES
BARANGAY CLEARANCE	
<u>MANUFACTURER, ASSEMBLERS, REPACKERS, PROCESSOR, ETC.</u>	
1. BAKERY	
Mechanized	500.00
Manual	300.00
Concrete Hollow Blocks	300.00
Home Industries and Furniture	300.00



<u>2. ON RETAILERS, DEALERS, INDEPENDENT</u>		
<u>WHOLESALE AND</u>		
DISTRIBUTOR		
Agricultural Products	300.00	
Drugs and Cosmetics	300.00	
Dry Goods, Clothes, and Textiles	300.00	
General Merchandise		
Sari-Sari (Barangays)	500.00	
Inside Public Market	500.00	
GROCERIES		
Lumbers/Wood and Construction Materials		
All Kinds	500.00	
Coco lumber	200.00	
Bamboo and its Products and Nipa Shingles	200.00	
<u>KEROSENE, DIESEL & GASOLINE WITH FILLING</u>		
<u>STATION OR PUMP</u>		
Gasoline	1,000.00	
Diesel	1,000.00	
Kerosene	1,000.00	
<u>WITHOUT FILLING STATION OR PUMP</u>		
Gasoline	1,000.00	
Diesel	1,000.00	
Kerosene	1,000.00	
VENDORS, BUYERS AND DEALERS		
BRAKE & CLUTCH BONDING SHOP	300.00	
BUILDING PERMIT/BARANGAY CONSTRUCTION PERMIT	200.00	
BUY AND SELL	100.00	
CALIBRATION CENTER	1,000.00	
CELL SITES	3,000.00	
COMPUTER SHOPS/ INTERNET CAFÉ/PESO NET/PESO WIFI	500.00	
CONSTRUCTION PRODUCTS/HARDWARE/GRAVEL AND SAND		



GENERAL MECHANDISE	1,000.00
COOPERATIVE	200.00
DRESS SHOPS	200.00
DRY CLEANING	300.00
EDUCATIONAL INSTITUTIONS	2,000.00
EQUIPMENT RENTAL	1,000.00
FARM, ORCHARD, PIGGERY/LIVESTOCK	500.00
FAST-FOOD	300.00
FOOD PROCESSING SHOP/FOOD VENDING	500.00
FOUNDATION	1,000.00
FURNITURE SHOP	1,000.00
GARMENTS	500.00
GASOLINE STATION	2,000.00
HATCHERY/EGG LAYERING	1,000.00
HOGS AND POULTRY RAISERS	1,000.00
HOTELS, MOTELS,& LODGING HOUSES	1,000.00
INSTALLER OF WATER STATION	1,000.00
IRON WORKS/WELDING SHOP	1,000.00
JUNK SHOP	1,000.00
LAUNDRY SHOPS	500.00
LENDING INVESTORS	2,000.00
LIGHTS AND SOUNDS	1,000.00
MACHINE SHOP	1,000.00
MONEY SHOP/MONEY CHANGER	1,000.00
MOTOR REPAI SHOP	500.00
PAWNSHOP	1,000.00
POULTRY SUPPLY	500.00



RADIATOR REPAIR SHOP	500.00
RECAPPING SHOPS/VULCANIZING	1,000.00
REPAIR SHOPS FOR MECHANICAL & ELECTRICAL DEVICES	1,000.00
RESTAURANT & EATERY ESTALISHMENT	500.00
RICE MILLS	1,000.00
SARI-SARI/VIDEOKE	200.00
SHOPS FOR PLANNING/SURFACING/CUTTING OR LUMBER	500.00
SLENDERING & BODY BUILDING STATION	500.00
TAILOR SHOP	200.00
TRADERS OF AGRICULTURAL PRODUCTS/HACIENDA OWNER	3,000.00
TRADERS OF AQUATIC PRODUCTS /FISH POND OWNER	3,000.00
TRANSLOADING STATIONS	6,000.00
TRUCKING	1,000.00
UPHOLSTERY SHOP	500.00
WAREHOUSING OR FORWARDING ESTABLISHMENT	3,000.00
WATER STATION	3,000.00
WELDING SHOP	1,000.00
WOOD CRAFT	500.00
<u>LUPON TAGAPAMAYAPA</u>	
BASIC FILING FEE	300.00
COLLECTION CASES	
SUM BELOW P1000.00	100.00
SUM BETWEEN P,1001-P10,000.00	200.00
RETAILERS/WHOLESALERS/DEALERS NOT MENTIONED-ABOVED	500.00
PALAY,CORN & OTHER GRAINS BUYER/DEALER	500.00
RICE & CORN WHOLESALER	500.00
RICE AND CORN RETAILERS	500.00
CAFETERIAS AND OTHER CAFETERIAS:	500.00



FOOD STANDS FOR PUTO, POPCORN, PEANUTS/ COOKED FOOD	300.00
GULAMAN, BUKO JUICE STANDS	300.00
BREEDING OF GAMECOCKS	300.00
CARPENTRY SHOPS	300.00
COLLECTING AGENCIES	300.00
<u>CONTRACTOR AND SERVICES</u>	
ELECTRONIC EQUIPMENT	500.00
FURNITURE REPAIR SHOP	500.00
LUMBERYARDS	500.00
MASSAGE OR THERAPEUTIC CLINIC	500.00
WELDING SERVICE`	500.00
HOUSEHOLD APLLIANCES	500.00
PIGS AND FOWLS	500.00
<u>CHAINSAW OPERATOR (PER UNIT)</u>	
W/ BLADE OF MORE THAN 24 INCHES	500.00
W/ BLADE OF MORE THAN 12 INCHES BUT LESS THAN 24 INCHES	300.00
W/ BLADE OF LESS THAN 12 INCHES	200.00
SAWMILL (FORCED ESTABLISHMENT	500.00
TAILORING/DRESS SHOP	
TRANSLOADING STATIONS	6,000.00
COMPUTER SHOP/INTERNET (PER UNIT)	50.00
WATER REFILLING STATION	2,000.00
WASHING/GREASING AND LUBRICATION	500.00
<u>ENGAGED IN THE</u> <u>INSTALLATION/DISTRIBUTION/MAKER/PROCESS</u> <u>MNUFACTURER/PRODUCER</u>	
SOUND SYSTEM SERVICE	500.00
SOUND AD LIGHT SYSTEM	300.00
WATER DISTRIBUTION COMPANIES	6,000.00



QUARRY PRODUCTS	10,000.00
BATCHING PLANT	6,000.00
CELL SITES	6,000.00
STOCK YARD	4,000.00
XEROX COPYING	300.00
MIMEOGRAPHING AND TYPING SERVICES	300.00
SCANNER	300.00
<u>ON REPAIR SHOPS FOR MOTOR VEHICLES AND AGENCIES</u>	
WELDING SHOP	
ELECTRIC WELDING	500.00
ACETYLENE WELDING	500.00
SOLDERING	300.00
MACHINE SHOP	500.00
MOTOR VEHICLES BODY BUILDING	500.00
BICYCLES AND TRICYCLES	500.00
<u>ON HOTELS AND MOTELS</u>	500.00
HOTELS	2,000.00
MOTELS/INNS/PENSION HOUSE	2,000.00
MOTELS, THREE STARS UP	1,500.00
HOTELS, THREE STARS UP	2,000.00
REST HOUSE W/ TEN ROOMS AND BELOW	1,500.00
<u>ON OPERATORS OF RICE AND CORN MILLS</u>	
CORN MILL	500.00
RICE MILLS	500.00
RICE AND CORN MILL	500.00
<u>ON QUARRYING</u>	
STONE	2,000.00
GRAVEL	2,000.00



SAND	2,000.00
ON BUSINESS SUBJECT TO 20% TAX	
ON MONEY SHOPS, FINANCING AND INSURANCE ESTABLISHMENT	
MONEY SHOPS	2,000.00
LENDING INVESTORS	2,000.00
FINANCE AND INVESTMENT COMPANIES	2,000.00
INSURANCE COMPANIES	2,000.00
COMMERCIAL COMPANIES	2,000.00

BARANGAY MAGSAYSAY	
CLASSIFICATION OF BUSINESS	RATES
BARANGAY CLEARANCE	
EMPLOYMENT	30.00
PROPER IDENTIFICATION	40.00
RESIDENCY	30.00
CERTIFICATION OF GOOD MORAL	30.00
LOAN	40.00
ELECTRIFICATION	30.00
WATER DISTRICT	30.00
SCHOLARSHIP	FREE
BIRTH	30.00
FOR BUSINESS SMALL/MEDIUM / LARGE	100.00
BARANGAY AGREEMENT, MORTGAGE RENTAL /SALE	100.00
COMMON LAW	30.00
FIRS TIME JOB SEEKER	30.00
SOLID WASTE	30.00
DEED OF SALE (LAND)	200.00



DEED OF SALE (LIVESTOCK)	100.00	
CUTTING CERTIFICATION 3PCS. TO 5 PCS	50.00	
CUTTING CERTIFICATION 6PCS ABOVE	5.00/TREE	
SECTION V. BARANGAY CLEARANCE FOR BUSINESS		
SARI- SARI STORE (SMALL)	100.00	
SARI- SARI STORE (BIG)	150.00	
SCHOOL CANTEEN	100.00	
CARINDERIA	300.00	
VULCANIZING	200.00	
FISH VENDOR /VEGETABLES(AMBULANT)	30.00	
BAKERY	300.00	
MOBILE STORE SOFTDRINK	100.00	
WINE, LIQOUR AND CIGARETTE VENDOR	100.00	
TRICYCLE OPERATOR	50.00	
AGRICULTURE SUPPLIES	500.00	
FISH VENDOR (AMBULANT)	50.00	
MOTOR VEHICLE REAPIR SHOP	300.00	
TALYER	350.00	
CHAINSAW OPEARTORS	250.00	
LENDING INSTITUTION	1,000.00	
LUMBERYARD/CONSTRUCTION SUPPLY	1,000.00	
QUARRY	1,000.00	
ROCK CRUSHER	1,000.00	
RESORT /SWIMMING POOL	1,000.00	
SWIMMING POOL SMALL	200.00	
INTERNET /PISO WIFI	500.00	
OTHER NOT MENTIONED ABOVE	100.00	



BARANGAY SICABA	
CLASSIFICATION OF BUSINESS	RATES
LUPONG TAGAPAMAYAPA CLEARNCE	
A. EMPLOYMENT	15.00
B. SECURING A POLICE,NBI, OR COURT CLEARANCE	15.00
C. OTHER PURPOSES NOT MENTIONED ABOVE	15.00
BARANGAY CLEARANCE	
FOR PURPOSES OF SECURING A MAYORS PERMITS	
A. ORIGINAL APPLICATION FOR A MAYOR'S PERMIT	50.00
B. RENEWAL OF MAYORS PERMIT	50.00
BARANGAY CERTIFICATION	
A. FOR PURPOSES OF SECURING A POLICE CLEARANCE NBI OR COURT CLEARANCE	15.00
B. FOR FIREARM PERMIT APPLICATION	50.00
C. FOR COURT LITIGATION AND OTHER JUDICIAL PROCEEDING	50.00
D. FOR PURPOSES OTHER THAN ABOVE	15.00

**BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY TIGLAWIGAN**

CLASSIFICATION OF BUSINESS	RATES
1. MANUFACTURERS, ASSEMBLERS, RE-PACKERS, PROCESSORS, ETC	
REPACKERS, PROCESSORS ETC.	
1.1 SALTED FISH OR DRIED FISH, CRAB/CRABMEAT	100.00
1.2 BAKERY	
A. MECHANIZED	100.00
B. MANUAL	100.00
1.3 CONCRETE HOLLOW BLOCKS	100.00
1.4 HOME INDUSTRIES AND FURNITURES	100.00
1.5 OTHER MANUFACTURES, IMPORTERS AND PRODUCERS NOT MENTIONED ABOVE	100.00
2. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS AND DISTRIBUTORS	



2.1 AGRICULTURAL PRODUCTS	100.00
2.2 DRY GOODS, CLOTHES AND TEXTILE	100.00
2.3 GENERAL MERCHANDISE	
A. SARI-SARI	50.00
B. WITHIN THE PUBLIC MARKET	100.00
2.4 GROCERIES	200.00
2.5 LUMBERS/WOODS AND CONSTRUCTION MATERIALS	
A. ALL KINDS	200.00
B. COCO LUMBER	100.00
C. BAMBOOS AND ITS PRODUCTS AND NIPA SHINGLES	100.00
2.6 VENDORS, BUYERS AND DEALERS	
A. CHICKEN, FOWLS AND EGGS	50.00
B. FISH VENDORS (AMBULANT)	50.00
C. FRUITS, SPICES AND VEGETABLES	50.00
D. HOGS	100.00
E. LARGE CATTLE AND OTHER LIVESTOCK	100.00
F. MEAT, FRESH AND PRESERVED	100.00
G. PLANTS AND FLOWERS	100.00
2.7 OTHER RETAILERS, WHOLESALERS, DEALERS AND DISTRIBUTORS NOT MENTION ABOVE	100.00
3. ON ESSENTIAL COMMODITIES	100.00
THE PERMIT FEES ON THE BUSINESS OF MANUFACTURING, PRODUCING , IMPORTING, WHOLESALING AND RETAILING OF ESSENTIAL COMMODITIES NOT SPECIFIED ABOVE SHALL BE ONE-HALF (1/2) OF THE RATES PRESCRIBED IN THIS ARTICLE.	
4. ON RICE AND CORN	
4.1 PALAY, CORN AND OTHER GRAINS BUYERS/DEALERS	100.00
4.2 RICE AND CORN WHOLESALER	100.00
4.3 RICE AND CORN RETAILERS	100.00
5. ON CARINDERIAS	100.00
6. ON CONTRACTORS AND SERVICE ESTABLISHMNETS	



6.1 BEAUTY PARLORS/BARBERSHOP	100.00
6.2 BREEDING OF GAMECOCKS	100.00
6.3 CARPENTRY SHOPS	100.00
6.4 CONSTRUCTIONS AND/OR REPAIR SHOPS	
A. MOTOR VEHICLES BODY BUILDINGS	150.00
B. TRICYCLES	100.00
6.5 FURNITURE REPAIR SHOP	100.00
6.6 XEROX COPYING/SCANNER	100.00
6.7.	
6.8 REPAIR SHOPS FOR MOTOR VEHICLES AND ENGINES	
A. WELDING SHOPS:	
A.1 ELECTRIC WELDING	150.00
A.2 ACETYLENE WELDING	100.00
A.3 SOLDERING	100.00
A.4 VULCANIZING	500.00
6.9 REPAIR SERVICES	
A. ELECTRONIC EQUIPMENT	100.00
B. HOUSEHOLD APPLIANCES	100.00
C. RADIOS AND AMPLIFIERS	50.00
6.10 OTHER SERVICE ESTABLISHMENT	100.00
7. ON FINANCING ESTABLISHMENT	
A. LENDING INVESTORS	300.00
8. ON WATER REFILLING STATIONS	200.00
9. ON BUSINESS OF DEALERS OF LIQUORS	100.00
10. ON AMUSEMENT PLACES AND / OR AMUSEMENT DEVICES	
10.1 BILLIARD OR POOL HALL	100.00
10.2 ON AMUSEMENT DEVICES (JUKEBOX MACHINE, VIDEOKE/ KARAOKE PLAYER)	100.00
BARANGAY CLEARANCE FEES ON BUSINESS BARANGAY TINAMPA-AN	



CLASSIFICATION OF BUSINESS	RATES
1. MANUFACTURERS, ASSEMBLERS, RE-PACKERS, PROCESSORS, ETC	
1.1 BAGOONG, SALTED FISH OR DRIED FISH	100.00
1.2 BAKERY	
A. MECHANIZED	300.00
B. MANUAL	200.00
1.3 BEDD AND/OR MATTRESSES	
A. MECHANIZED	200.00
B. MANUAL	100.00
1.4 BOTTLES/BOTTLING PLANT	500.00
1.5 BOXES	300.00
1.6 CANDIES	100.00
1.7 CANNED GOODS	500.00
1.8 CLOTHES AND GARMENTS	500.00
1.9 COCONUT OIL	
A. WITH MORE THAN FIVE EXPELLERS	300.00
B. WITH LESS THAN FIVE EXPELLERS	150.00
1.10 CONFECTIONARY AND CANDIES	100.00
1.11 CONCRETE HOLLOW BLOCKS AND SAND AND GRAVEL	300.00
1.12 COPRA MEAL	50.00
1.13 EDIBLE AND VEGETABLE OILS	50.00
1.14 GALVANIZED IRON SHEETS AND ALUMINUM CONTAINERS	300.00
1.15 HOME INDUSTRIES AND FURNITURE	200.00
1.16 ICE, ICE CREAM AND FROZEN DELIGHTS	150.00
1.17 SOAP AND COSMETICS	150.00
1.18 STEEL AND ALUMINUM FABRICATION WITH GLASS	300.00
1.19 RE-PACKERS	



1.20 RECTIFIERS, BREWERS AND DISTILLERS	100.00
1.21 WINES, LIQUORS AND DISTILLED SPIRITS COMPOUNDERS	100.00
1.22 OTHER MANUFACTURERS, IMPORTERS AND PRODUCERS NOT MENTIONED ABOVE	100.00
2. ON RETAILERS, DEALERS, INDEPENDENT WHOLESALERS AND DISTRIBUTORS	
2.1 AGRICULTURAL PRODUCTS	100.00
2.2 AUTO PARTS	200.00
CONSTRUCTION &/OR REPAIR SHOP MOTOR	300.00
2.3 DRUGS AND COSMETICS	200.00
2.4 DRY GOODS, CLOTHES AND TEXTILES	200.00
2.5 GENERAL MERCHANDISE	
A. SARI-SARI (BARANGAYS) W/ (5,000 CAPITAL)	50.00
WITH 10,000 CAPITAL	100.00
B. INSIDE THE PUBLIC MARKET	50.00
2.6 GLASSWARES	100.00
2.7 GROCERIES	200.00
2.8 JEWELRIES	200.00
2.9 LUMBERS/WOOD AND CONSTRUCTION MATERIALS	
A. ALL KINDS	500.00
B. COCO LUMBER	100.00
C. BAMBOOS AND ITS PRODUCTS AND NIPA SHINGLES	100.00
2.10 LUBRICATING OILS AND OIL BY-PRODUCTS	75.00
2.11 LIQUIFIED PETROLEUM GAS	150.00
2.12 KEROSENE, DIESEL AND GASOLINE	
WITH FILLING STATION	500.00
2.13 WATER REFILLING STATION	150.00
WITH FILLING STATION	300.00
2.13 VENDORS, BUYERS AND DEALERS	
A. CHICKENS, FOWLS AND EGGS	50.00



B. FISH VENDORS (AMBULANT)	50.00
C. FRUITS, SPICES AND VEGETABLES	50.00
D. HOGS	50.00
E. LARGE CATTLE AND OTHER LIVESTOCK	100.00
F. MEAT, FRESHAND PRESERVED	100.00
G. PLANTS AND FLOWERS	100.00
2.14 OTHER RETAILERS, WHOLESALERS, DEALERS AND DISTRIBUTORS NOT MENTIONED ABOVE	100.00
3.ON EXPORTERS	100.00
4. ON ESSENTIAL COMMODITIES	50.00
THE PERMIT FEES ON THE BUSINESS OF MANUFACTURING, PRODUCING, IMPORTING, WHOLESALING AND RETAILING OF ESSENTIAL COMMODITIES NOT SPECIFIED ABOVE SHALL BE ONE-HALF (1/2) OF THE RATES PRESCRIBED IN THIS ARTICLE.	
5. ON RICE AND CORN	
5.1 PALAY, CORN AND OTHER GRAINS BUYER/DEALER	75.00
5.2 RICE AND CORN WHOLESALER	75.00
5.3 RICE AND CORN RETAILERS	75.00
6. CAFES AND CAFETERIAS	
6.1 CAFES AND CAFETERIAS	150.00
6.2 ICE CREAM AND OTHER REFRESHMENT PARLORS	150.00
6.3 CARINDERIAS AND FOOD CATERERS	150.00
6.4 RESTAURANTS	300.00
6.5 SODA FOUNTAIN BARS	100.00
6.6 FOOD STANDS FOR PUTO, POPCORN, PEANUTS AND OTHER COOKED FOODS	50.00
6.7 GULAMAN, BUKO AND JUICE STANDS	50.00
7. ON CONTRACTORS AND SERVICE ESTABLISHMENTS	
7.1 ACCOUNTING SERVICE	100.00
7.2 ADVERTISING AGENCIES	100.00
7.3 ARRASTRE SERVICE	100.00



7.4 ASSAYING LABORATORIES	100.00
7.5 BARBER SHOPS	
A. WITH THREE CHAIRS OR LESS	75.00
B. WITH MORE THAN THREE CHAIRS	100.00
C. ROVING/AMBULANT BARBERS	50.00
D. DOUBLE THE FEES IN A.) & B.) FOR AIR-CONDITIONED SHOPS	
7.6 BATTERY CHARGING SHOPS	100.00
7.7 BEAUTY PARLORS	
A. WITH EQUIPMENT	100.00
B. MANUAL	50.00
C. TRAVELLING BEAUTICIANS	25.00
7.8 BELT AND BUCKLE SHOPS	
7.9 BLACKSMITHS	
A. MANUAL	50.00
B. MECHANIZED	100.00
7.10 BOOKING OFFICE FOR FIRM EXCHANGE	100.00
7.11 BREEDING OF GAMECOCKS	100.00
7.12 BREEDING OF RACEHORSES	100.00
7.13 BROKERAGE	100.00
7.14 BUSINESS AGENTS	100.00
7.15 BUSINESS MANAGEMENT SERVICES	100.00
7.16 CARPENTRY SHOPS	100.00
7.17 CINEMATOGRAPHIC FILM OWNERS, LESSORS OR DISTRIBUTORS, VIDEO COVERAGE SERVICE	100.00
7.18 COLLECTING AGENCIES	150.00
7.19 COMMERCIAL OR IMMIGRANT BROKERS	150.00
7.20 CONSTRUCTION AND/OR REPAIR SHOPS	
A. MOTOR VEHICLES BODY BUILDING	300.00
B. BICYCLES AND TRICYCLES	100.00



C. ANIMAL DRAWN CARTS	50.00
7.21 DRAFTING AND ARCHITECTURAL SERVICES	100.00
7.22 DYEING ESTABLISHMENTS	100.00
7.23 EMPLOYMENT AGENCIES	200.00
7.24 ESCORT SVICES	200.00
7.25 FUNERAL SERVICES PARLORS	500.00
7.26 FURNITURE REPAIR SHOPS	200.00
7.27 GARAGES	100.00
7.28 GENERAL ENGINEERING, GENERAL BUILDING AND SPECIALTY CONTRACTORS, FILLING, DEMOLITION, SALVAGE WORK AND TRANSFER OR RELOCATION	200.00
7.29 GOLDSMITHS AND SILVERSMITHS	100.00
7.30 HEMP-GRADING ESTABLISHMENTS	100.00
7.31 HOUSE AND/OR SIGN PAINTERS	100.00
7.32 ICE AND COLD STORAGE	100.00
7.33 INDENTURE OR INDENT SERVICES	100.00
7.34 JANITORIAL SERVICES	100.00
7.35 JUDO-KARATE SCHOOLS	10.00
7.36 KEY SMITHS	50.00
7.37 LATHE MACHINE SHOPS	
7.38 LAUNDRY SHOPS	
A. MANUAL	50.00
B. MAECHANIZED	100.00
7.39 LEGAL AND OTHER PROFESSIONAL SERVICES	
7.40 LUMBERYARDS	100.00
7.41 MASSAGE OR THERAPEUTIC CLINIC	100.00
7.42 METEOGRAPHY SERVICES	100.00
7.43 MEDICAL AND DENTAL CLINIC	100.00
7.44 MESSENGERIAL SERVICES	150.00



7.45 MILLING SERVICES	100.00
7.46 PARKING LOTS	
A. ONE HECTARE OR LESS	100.00
B. MORE THAN ONE HECTARE	500.00
7.47 PAINTING SHOPS	100.00
7.48 PERSONS ENGAGED IN THE INSTALLATION/DISTRIBUTION OF:	
A. WATER SYSTEMS	200.00
B. GASS OR BIO-GAS SYSTEM	200.00
C. ELECTRIC LIGHT, HEAT AND POWER INSTALLATION	200.00
D. SOUND SYSTEM SERVICE	150.00
E. ORDINARY SOUND AND LIGHT SYSTEM	100.00
F. STEREO-QUADROSONIC SOUNDS AND DISCO LIGHTS	50.00
G. SOUND AND TAPE DECK COMPONENT	50.00
7.49 PHOTOGRAPHIC STUDIOS	
A. WITH GALLERY AND PHOTO ENLARGER	100.00
B. WITH GALLERY WITHOUT PHOTO ENLARGER	100.00
C. DEVELOPING CENTER	100.00
D. ROVING PHOTOGRAPHER	50.00
7.50 PHOTOSTATIC WHITE AND BLUE PRINTING	200.00
7.51 PLASTIC LAMINATION	150.00
7.52 PRIVATE HOSPITALS	200.00
7.53 PROMOTIONALS SERVICES	100.00
7.54 PROPRIETORS OR OPERATORS OF HEAVY EQUIPMENT FOR HIRE	200.00
7.55 PROPRIETORS OF SMELTING PLANT	200.00
7.56 PROPRIETORS OF ENGRATING AND PLATING PANTS	150.00
7.57 PUBLIC WAREHOUSE AND BODEGAS	200.00
7.58 PURCHASING AGENCIES	150.00
7.59 RECOPYING AND DUPLICATING SERVICES	



A. XERO COPYING	100.00
B. MIMEOGRAPHING AND TYPING SERVICES	100.00
C. SCANNER	100.00
7.60 RENTING OF EQUIPMENT	
A. OFFICE EQUIPMENT AND FURNITURE	100.00
B. BICYCLES, TRICYCLES AND SKATES	100.00
C. TRUCK AND AUTOMOBILES	100.00
D. HEAVY EQUIPMENT	100.00
E. AGRICULTURAL IMPLEMENTS AND TOOLS	100.00
F. DRIVING, SKIING AND OTHER ATHLETIC EQUIPMENT	100.00
7.61 REPAIR SHOPS FOR MOTOR VEHICLES AND ENGINES	
A. WITH SHOP AREA OF MORE THAN 1,000 SQ. METERS	200.00
B. WITH SHOP AREA OF 500 SQ. METERS OR MORE BUT LESS THAN 1000 SQ METERS	
C. WITH SHOP AREA OF LESS THAN 500 SQ METERS	150.00
D. WELDING SHOP:	
D.1 ELECTRIC WELDING	150.00
D.2 ACETYLENE WELDING	100.00
D.3 SOLDERING	100.00
7.62 REPAIR SERVICES	
A. ELECTRONIC EQUIPMENT	100.00
B. HOUSEHOLD APPLIANCES	100.00
C. RADIOS AND AMPLIFIERS	50.00
7.63 ROASTING OF PIGS AND FOWLS	100.00
7.64 SAWMILLS	
A. FIXED ESTABLISHMNETS	100.00
B. CHAINSAW OPERATOR PER UNIT:	
B.1 WITH BLADE OF MORE THAN 24 INCHES	50.00
B.2 WITH BLADE OF MORE THAN 12 INCHES BUT LESS THAN 24 INCHES	50.00
B.3 WITH BLADE OF 12 INCHES OR LESS	50.00



7.65 SCULPTORS SHOPS	50.00
7.66 SERVICE STATIONS	
(WASHING, GREASING, LUBRICATING)	100.00
7.67 SHIPYARDS FOR SHIP REPAIRS:	
A. WITH SHOP AREA OF 1 HECTARE OR LESS	150.00
B. WITH SHOP AREA OR MORE THAN 1 HECTARE	200.00
7.68 SHOE REPAIR SHOP / SHINE SERVICE	
A. MANUAL	25.00
B. MECHANIZED	
C. SHINE SERVICE / STAND	25.00
7.69 SHOP FOR PLANTING, SURFACING OR RECRUITING OF LUMBER	100.00
7.70 SHOPS FOR SHEARING ANIMALS	50.00
7.71 SLENDERING OR BODY SALOONS	100.00
7.72 STAPLES	100.00
7.73 STEVEDORING SERVICES	100.00
7.74 TAILOR OR DRESS SHOPS:	
A. WITH MORE THAN THREE SEWING MACHINES	100.00
B. WITH THREE OR LESS SEWING MACHINES	50.00
7.75 TINSMITHS	
A. MECHANIZED	100.00
B. MANUAL	50.00
7.76 TRANSPORTATION TERMINALS NOT OWNED BY BUS OPERATORS	200.00
7.77 UPHOLSTERY SHOP AND/OR WOOD CARVING	150.00
7.78 VACIADOR AND GRINDING SHOPS OR GRISTMILLS	100.00
7.79 VOCATIONAL, DRIVING AND COMPUTER SCHOOLS	1,560.00
7.80 VULCANIZING SHOP	75.00
7.81 WAREHOUSING, FORWARDING SERVICES	200.00
7.82 WATCH REPAIR SHOPS	
A. MANUAL	50.00



B. MECHANIZED	100.00
7.83 OTHER SERVICE ESTABLISHMENT	100.00
8. ON HOTELS AND MOTELS	
8.1 HOTELS	500.00
8.2 MOTELS/ INNS/PENSION HOUSE	500.00
8.3 HOTELS, THREE STAR UP	300.00
8.4 MOTELS, THREE STAR UP	300.00
8.5 REST HOUSES WITH TEN ROOMS AND BELOW	150.00
9. ON PRIVATE-OWNED PUBLIC MARKET	200.00
10. ON REAL ESTATE DEALER	
10.1 SUBDIVISION OPERATORS	500.00
10.2 LESSORS OF REAL ESTATE	500.00
11. ON PRIVATE-OWNED CEMETERIES AND MEMORIAL PARKS	
11.1 COMMERCIAL	500.00
11.2 FAMILY USE	
13. ON BOARDING HOUSES	150.00
14. ON OPERATORS OF RICE AND CORN MILLS	
14.1 CORN MILL	150.00
14. 2 RICE MILL	150.00
14.3 RICE AND CORN MILL	150.00
15. ON FISHPONDS, FISH PENS OR FISH BREEDING GROUNDS	
15.1 FISHPONDS	300.00
15.2 PRAWN PONDS	300.00
15.3 FISH BREEDING GROUNDS	300.00
15.4 PRAWN BREEDING GROUNDS	300.00
15.5 FISH PENS	300.00
ON BUSINESS SUBJECT TO 2% TAX	
1. ON MONEY SHOPS, FINACING AND INSURANCE ESTABLISHMNETS	
A. MONEY SHOPS	150.00



B. LENDING INVESTORS	500.00
C. FINANCE AND INVESTMENT COMPANIES	500.00
D. INSURANCE COMPANIES	150.00
E. COMMERCIAL COMPANIES	150.00
F. SAVINGS BANKS	150.00
2. ON THE BUSINESS OF DEALERS IN FERMENTES LIQUORS, DISTILLED SPIRITS AND/OR WINE/TUBA	
A. WHOLESALE DEALER IN FOREIGN LIQUORS	100.00
B. WHOLESALE DEALER IN DOMESTICS LIQUORS	100.00
C. RETAIL DEALER IN FOREIGN LIQUORS	100.00
D. RETAIL DEALER IN DOMESTICS LIQUORS	100.00
E. RETAIL DEALER IN VINO LIQUORS (MALLORCA, ETC.)	100.00
F. RETAIL DEALER IN FERMENTED LIQUORS	100.00
G. WHOLESALE DEALER IN FERMENTED LIQUORS	100.00
H. RETAIL DEALER IN TUBA, BASI AND/OR TAPUY	50.00
I. WHOLESALE DEALER IN TUBA, BASI AND/ OR TAPUY	50.00
3. ON TOBACCO DEALERS	
A. RETAIL DEALER OF TABACCO LEAF	25.00
B. WHOLESALE LEAF TOBACCO DEALER	50.00
C. RETAIL DEALER OF MANUFACTURED TOBACCO	50.00
D. WHOLESALE DEALER OF MANUFACTURED TOBACCO	75.00
4. ON AMUSEMENT PLACES AND/OR AMUSEMENT DEVICES	
A. DAY AND NIGHT CLUB	100.00
B. DAY CLUB OR NIGHT CLUB	100.00
C. COCKTAIL LOUNGE OR BARS	100.00
D. CABARET OR DANCE HALL	100.00
E. BATH HOUSE AND/OR SWIMMING POOL, RESORT AND OTHER SIMILAR PLACES	150.00
F. SKATING RINK	150.00



G. STEAM BATH, SAUNA BATH AND OTHER SIMILAR ESTABLISHMENT PER CUBICLE	100.00
H. BILLIARD OR POOL HALL	
H. PER TABLE (POOL)	50.00
H. PER TABLE (BILLIARD)	100.00
I. BOWLING ALLEY	
I.1 AUTOMATIC	100.00
I.2 NON-AUTOMATIC	75.00
J. CIRCUS, CARNIVAL OR THE LIKE	200.00
K. MERRY-GO-ROUND, ROLLER COASTER, FERRIES WHEEL, SWING, SHOOTING GALLERY, AND OTHER SIMILAR CONTRIVANCE FOR EACH CONTRIVANCE	100.00
L. BOXING STADIUM	100.00
M. BOXING CONTEST, PER NIGHT	100.00
N. COCKPIT	100.00
O. RACE TRACK	100.00
P. THEATERS AND CINEMAS HOUSES	
P. 1 THEATERS AND CINEMAS HOUSES	150.00
P. 2 ITENERANT OPERATOR	100.00
P. 3 VIDEO HOUSE OR MINI THEATER	100.00
5. ON AMUSEMENT DEVICES	
A. EACH JUKEBOX MACHINE	50.00
B. EACH VIDEOTAPE, MACHINE OR PLAYER	50.00
C. EACH APPARATUS FOR WEIGHING PERSONS	25.00
6. ON PRIVATE DETECTIVE AGENCY	100.00
7. ON POWER PRODUCER	
A. SOLAR PLANT	3,500.00
8. FOR TRANSLOADING (SUGARCANE)	1,500.00

BARANGAY CLEARANCE FEES ON BUSINESS
BARANGAY V. F. GUSTILO

CLASSIFICATION OF BUSINESS	RATES
ISSUANCE OF BARANGAY CLEARANCE FOR:	
A. ALL BUSINESS ESTABLISHMENTS AND OTHER ACTIVITIES	20.00
B. CHARCOAL PERMIT	50.00
C. FUEL WOOD PERMIT APPLICATION	50.00
D. LUMBER PERMIT APPLICATION	50.00
E. BUYING CARABAO, COW AND HORSE	200.00

4. Issuance of Certification for Retirement of Business

Registered Business establishments who want to retire from business operations.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Registered Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) set of Business Retirement Application Form		CTO - Business Tax, Fees, & Other Charges Division		
One (1) Original copy of Barangay Clearance		Barangay where business is located		
One (1) Original copy of Market Collector's Clearance for Market Business Operators		CTO - Market Unit, if business is located at the Public Market		
One (1) Original copy of Latest Issued Business Permit		Business Owner		
One (1) Original copy of Business Tax Clearance		CTO - Business Tax, Fees, & Other Charges Division		
One (1) Original copy of Declaration of Gross Sales for current year		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present duly accomplished Application Form for Retirement of Business with attached required documents to Windows 1, 2 or 3	1.1. Review documents as to compliance	None	5 Minutes	<i>Local Revenue Collection Officer IV - City Treasurer's Office</i>
	1.2. Verification for any Arrears	None	5 Minutes	<i>Administrative Aide III - City Treasurer's Office</i>
	1.3. Compute for Business Tax Arrears	Please See Table of Taxes (under Service No. 3)	5 Minutes	<i>Computer Operator I - City Treasurer's Office</i>
	1.4. Release Business Tax Bill of Arrears	None	3 Minutes	<i>Administrative Aide III - City Treasurer's Office</i>
2. Proceed to the Payment Windows 1, 2, 3 or 4	2.1. Issue Official Receipt	As per Tax Bill Assessment	5 Minutes	<i>Revenue Collection Clerk II / Local Revenue Collection Officer III - City Treasurer's Office</i>



3. Present Retirement Application Form to Window 1, 2, or 3	3.1. Assess the Business Retirement Fee	Please See Table of Taxes (under Service No. 3) Add: Cert. Fee- ₱50.00 Doc. Stamp - ₱30.00 Convenience Fee – ₱20.00	5 Minutes	Local Revenue Collection Officer IV - City Treasurer's Office
	3.2. Endorse the application for retirement to the Field inspector for the conduct of inspection	None	2 Minutes	Local Revenue Collection Officer IV - City Treasurer's Office
	3.3. Schedule for an inspection and inform the client	None	3 Minutes	Local Revenue Collection Officer II/Computer Operator I - City Treasurer's Office
4. Wait for the conduct of inspection and advice of the Field Collector	4.1. Conduct the inspection	None	60 Minutes	Local Revenue Collection Officer II/Computer Operator I - City Treasurer's Office
	4.2. Field Inspector endorse the retirement application to Division Chief	None	3 Minutes	Local Revenue Collection Officer II/Computer Operator I - City Treasurer's Office
	4.3. Affix signature for Approval	None	2 Minutes	Local Revenue Collection Officer IV - City Treasurer's Office
5. Proceed to the main City Treasurer's Office, City Hall I				CITY TREASURER CTO- Administrative Div.



6. Proceed to the BPLO, City Hall II				<i>CITY ADMINISTRATOR</i>
7. Proceed to the Payment Windows 1, 2, or 3 for payment	7.1. Issue Official Receipt	As per Business Tax Billing	5 Minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
	7.2. Forward Official Receipt to Clerk -In charge of Certification	None	2 Minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
	7.3. Prepare Certificate of Retirement	None	5 Minutes	<i>Administrative Aide III - City Treasurer's Office</i>
	7.4. Affix signature	None	5 Minutes	<i>CITY TREASURER / Local Revenue Collection IV (Authorized Officer)</i>
8. Claim certificate of retirement and Official receipt	8.1. Release of Official Receipt & Certificate of Retirement	None	5 Minutes	Computer Operator I/ Administrative Aide III - City Treasurer's Office
Total:		Please See Table of Taxes (under Service No. 3)	2 Hours	



5. Assessment and Payment of Motorized Tricycle Operator's Permit (MTOP) (New & Renewal) - Private, Utility and For Hire

Annual registration of Tricycle by Operators/Owners operating in the City.
(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B-Government to Business			
Who may avail:	Motorized Tricycle Operators/Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Application Form with supporting documents		Cadiz Tricycle Franchising & Regulatory Division		
One (1) Original Copy of Community Tax Certificate (CTC)		CTO - Business Tax, Fees, & Other Charges Division		
One (1) Original Copy of Assessment Form duly accomplished		CTO - Business Tax, Fees, & Other Charges Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished Application Form with required documents to Windows 1, 2, 3 or 4	1.1. Compute Registration Fee & Charges based on type of Tricycle	(Please see Table of Fees below) Add: Surcharge 55.00, if paid after 20 th day of January of each year	10 Minutes	<i>Ticket Checker / Administrative Aide</i> - City Treasurer's Office
	1.2. Approval of Assessment	None	5 Minutes	<i>Local Revenue Collection Officer IV</i> - City Treasurer's Office



2. Present Assessment Form for payment at Window 1, 2 or 3	2.1 Issue Official Receipt	As per assessment	5 Minutes	<i>Local Revenue Collection Officer III/Revenue Collection Clerk II - City Treasurer's Office</i>
	2.2. Release the Official Receipt and supporting documents	None	2 Minutes	<i>Administrative Aide - City Treasurer's Office</i>
3. Proceed at the City Health Office for sanitary permit				
Total:		(Please see Table of Fees below)	22 Minutes	

Fees on Motorized Tricycle for hire:	Closed type	Open Type	Private Utility
Filing Fee	P165.00	P165.00	P165.00
MTOP Fee	P250.00	P320.00	P250.00
Annual Sticker	P 75.00	P 75.00	P 75.00
Semi-annual Inspection sticker	P 60.00	P 60.00	-
Supervision Fee	P110.00	P110.00	P110.00
Franchise Tax	P120.00	P120.00	P120.00
Health Fee	P 50.00	P 50.00	P 50.00
Body No.	P160.00	P160.00	-
Identification Card (Operator)	P 70.00	P 70.00	P 55.00
Notification Sticker	P100.00	P100.00	P100.00
Convenience Fee	P 20.00	P 20.00	P 20.00
TOTAL	P1,180.00	P1,250.00	P945.00
Surcharge for late payment: 25% of the MTOP	P 62.50	P 80.00	P 25.00
<u>P110.00 fee for each additional unit</u>			



Fees on Private Motorized and e-Tricycle	Private Motorized	Private e-Tricycle
MTOP Fee	P100.00	P100.00
Supervision Fee	P 85.00	P 85.00
Health Fee	P 50.00	P 50.00
Plate No.	P100.00	P100.00
Notification Sticker	P100.00	P100.00
Convenience Fee	P 20.00	P 20.00
TOTAL	P455.00	P455.00
Surcharge for late payment: 25% of the MTOP	P 25.00	P 25.00

6. Issuance of MTOP Plate and Sticker

Motorized Tricycle Operator's Permit (MTOP) Plate/Sticker is issued to Tricycle Operators/Owners operating in the City.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B-Government to Business			
Who may avail:	Motorized Tricycle Operator's Permit Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of MTOP or One (1) Original copy of Franchise Certificate of Tricycle		Cadiz Tricycle Franchising & Regulatory Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present MTOP and Certificate of Franchise to Window 1	1. Check documents as to compliance	None	5 Minutes	<i>Ticket Checker - City Treasurer's Office</i>
2. Receive Official MTOP Sticker/Plate	2. Release Official MTOP Sticker/Plate	None	5 Minutes	<i>Administrative Aide - City Treasurer's Office</i>
Total:		00	10 Minutes	



7. Processing of Certificate for Retirement of Motorized Tricycle Operator's Permit (MTOP)

Certification is issue to MTOP operators that voluntarily or involuntarily discontinue or close its operation.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO- Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B -Government to Business			
Who may avail:	Motorized Tricycle Operator's Permit Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of Duly accomplished Retirement Form		CTFRD Office or CTO - Business Tax, Fees, & Other Charges Division, City Hall II		
One (1) Original copy of Barangay Certification		Barangay residence of tricycle operator		
One (1) Original copy of Latest issued Franchise Certificate or Original MTOP		CTFRD/ Tricycle Operator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished Retirement form with required documents at Windows1, 2 or 3	1.1. Check documents as to compliance	None	5 Minutes	<i>Ticket Checker - City Treasurer's Office</i>
	1.2. Assess the retirement fee	As per Schedule of Fees Add: Cert. Fee- ₱50.00 Doc. Stamp - ₱30.00 Convenience Fee - ₱20.00	10 Minutes	<i>Local Revenue Collection IV - City Treasurer's Office</i>
	1.3. Affix signature for approval	None	2 Minutes	<i>Local Revenue Collection IV - City Treasurer's Office</i>



2. Proceed at the main City Treasurer's Office, City Hall I				<i>CITY TREASURER</i>
3. Proceed at the City Mayor's Office, City Hall II				<i>OIC - CTFRD</i>
4. Proceed to Window 1, 2 or 3 for payment	4.1. Issue Official Receipt	As per Computation	5 Minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
	4.2. Prepare Certificate of Retirement	None	5 Minutes	<i>Computer Operator I / Administrative Aide - City Treasurer's Office</i>
	4.3. Affix signature to the Certificate of Retirement	None	5 Minutes	<i>CITY TREASURER / Local Revenue Collection IV (Authorized Officer)</i>
5. Claim Official Receipt and Certificate of Retirement	5.1. Release Certificate of Retirement	None	5 Minutes	<i>Computer Operator I/Administrative Aide - City Treasurer's Office</i>
Total:		As per Computation	37 Minutes	



8. Assessment and Payment of Registration of Motorboats with Engine (New & Renewal)

Annual Registration of Motorboat by Operators/Owners operating in the City.
(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B-Government to Business			
Who may avail:	Motorboat Operators/Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of Barangay Certification		Barangay where business is located		
One (1) Original copy of OCA Clearance		City Agriculture's Office		
One (1) Original copy of Community Tax Certificate		CTO - Business Tax, Fees, & Other Charges Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILING & ASSESSMENT				
1. Present the required documents at Window 1	1.1. Compute the Registration Fee & Charges based on type of Engine	None	10 Minutes	<i>Ticket Checker - City Treasurer's Office</i>
	1.2 Approval of Assessment	None	5 Minutes	<i>Local Revenue Collection Officer IV- City Treasurer's Office</i>
2. PAYMENT				
2. Pay the Assessment Bill	2.1. Issue Official Receipt	As per assessment	5 Minutes	<i>Local Revenue Collection Officer III/ Revenue Collection Clerk II - City Treasurer's Office</i>



	2.2. Release Pumpboat Plate & Official Receipt	None	5 Minutes	<i>Ticket Checker - City Treasurer's Office</i>
3. Proceed at the City Health Office for sanitary permit				
TOTAL:		(Please see Table of Fees below)	25 Minutes	

No.	Fishing Boat Registration	RATE FOR RESIDENT FISHERS	FOR TRANSIENT FISHERS
1	Application Fee	P30.00	P100.00
2	Inspection Fee	P75.00	P150.00
3	Fees for Initial Registration / Issuance of New CN / Reissuance of CN		
	1. Non-Motorized vessel	Free of Charge	
	2. Motorized vessel		
	a. 10hp or less	P200.00	P300.00
	b. More than 10 but less than 15hp	P200.00	P300.00
	c. More than 15 but less than 40hp	P250.00	P350.00
	d. More than 40 but less than 80hp	P350.00	P450.00
	e. More than 80hp	P500.00	P600.00
4	Renewal of Registration		
	1. Non-Motorized vessel	Free of Charge	
	2. Motorized vessel		
	a. 10 hp. or less	P200.00	P300.00
	b. More than 10 but less than 15 hp.	P200.00	P300.00
	c. More than 15 but less than 40 hp.	P250.00	P350.00
	d. More than 40 but less than 80 hp.	P350.00	P450.00
	e. More than 80 hp.	P500.00	P600.00



5	Entrance Fee		P50.00 per

NO.	Mayor's Permit	RATE FOR RESIDENT FISHERS	RATE FOR TRANSIENT FISHERS
A	Motorized with Engine of 10 HP or less	P100.00	P150.00
B	Motorized with Engine of more than 10 HP but less than 15 HP	P150.00	P250.00
C	Motorized with Engine of more than 15 HP but less than 40 HP	P300.00	P400.00
D	Motorized with Engine of more than 40 HP but less than 80 HP	P350.00	P450.00
E	Motorized with Engine of more than 80 HP	P500.00	P600.00

9. Assessment and Payment of Bicycle and Pushcart Registration

Annual Registration of Bicycle and Pushcart by Operators/Owners operating in the City.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B-Government to Business			
Who may avail:	Bicycle and Pushcart Operators/Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of Barangay Clearance		Barangay where owner resides		
One (1) Original copy of Community Tax Certificate		CTO - Business Tax, Fees, & Other Charges Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents	1.1. Compute the total bill	<u>Bicycle fees:</u> Registration Fee: ₱150.00 Plate: ₱100.00 <u>Pushcart fees:</u>	5 Minutes	Ticket Checker-City Treasurer's Office



	1.2. Approval of Assessment Bill	<i>Registration Fee: ₱150.00</i> <i>Plate: ₱100.00</i> None	3 Minutes	Local Revenue Collection Officer IV- City Treasurer's Office
2. Pay the Assessment bill	2.1. Issue Official Receipt	₱250.00	5 Minutes	Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office
	2. 2.Release the Official Receipt and Official Plate	None	2 Minutes	Ticket Checker- City Treasurer's Office
TOTAL:		₱250.00	15 Minutes	

10. Payment of Peddler's Permit

Securing Peddler's Permit for all transient vendors operating in the City.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO – Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Transient vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of Clearance from City Enforcement Unit (CEU)		City Legal Office		
One (1) Original copy of Barangay Certification		Barangay of residence		
One (1) Original copy of Community Tax Certificate		CTO - Business Tax, Fees, & Other Charges Division		
One (1) Original copy of Tax Assessment Form		Business Permit and Licensing Office (BPLO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present duly accomplished Tax Assessment Form with other required documents	1.1. Check documents as to compliance	None	3 Minutes	<i>Local Revenue Collection Officer II - City Treasurer's Office</i> <i>Computer Operator I - City Treasurer's Office</i>
	1.2. Compute the total Assessment	Peddler's Tax ₱75.00 Add: Regulatory Fees: 975.00 Total - ₱1,050.00	5 Minutes	<i>Local Revenue Collection Officer III / Computer Operator I - City Treasurer's Office</i>
2. Pay at the Payment Window	2. Issue Official Receipt	₱1,050.00	5 Minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
3. Proceed to the BPLO for issuance of Mayor's Permit				
Total:		₱1,050.00	13 Minutes	

11. Payment of Special Permits (Parade, Motorcade, Benefit Dance, Transport of Goods)

Securing Special Permit before conducting the event.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:		CTO - Business Tax, Fees, & Other Charges Division		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Letter Request Noted/Approved by the City Mayor or any Authorized Official		City Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present Letter Request	1.1. Assess the fees & charges	Parade- ₱250.00 Motorcade- ₱250.00 Benefit Dance- ₱300.00 Ordinary days ₱500.00- Fiesta days Transport of Goods- 100.00 Additional: ₱50.00 – Convenience Fee	5 Minutes	<i>Local Revenue Collection Officer III - City Treasurer's Office</i>
2. Pay the total due	2. 1. Issue Official Receipt	As per assessment	5 Minutes	Revenue Collection Clerk II - City Treasurer's Office
3. Proceed to the BPLO for issuance of Mayor's Clearance				
Total:		As per assessment	10 Minutes	

12. Payment of Promotional Permits (Streamers, Billboards, Tarpaulin, Posters)

Securing Permit before posting of Streamers, Billboards, Tarpaulin and Posters for Business purposes.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO – Business Tax, Fees, & Other Charges Division
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) Original Copy of Letter Request Noted/Approved by the City Mayor or any Authorized Official	City Mayor's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request at Windows 1, 2 or 3	1. Assess the fees & charges	None	5 Minutes	<i>Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office</i>
2. Pay the total due	2. Issue Official Receipt	As per Assessment	5 Minutes	<i>Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office</i>
3. Proceed to the BPLO for issuance of Mayor's Clearance				
Total:		(Please see Table of Fees below)	10 Minutes	

On Billboards/Signboards per sq.m:	Per Month
Billboard per sq.m. or fraction thereof <i>per year</i>	
Single-face	P 200.00
Double-face	P 400.00
Billboards, signs, or advertisements for businesses and professions Posted in any building or structure / per sq.m. or fraction thereof per year	P 25.00
Advertisement for business or profession by means of slides Payable by owners of movie houses/television/cable/LED billboard	P 350.00
Mass Display of Signs:	



From 100 to 250 display signs	P1,200.00
From 251 to 500 display signs	P1,500.00
From 501 to 750 display signs	P1,800.00
From 751 to 1,000 display signs	P2,300.00
From 1,000 or more display signs	P3,000.00
Advertisement by means of vehicles, balloons, or kites:	P 150.00
Advertisement by means of tarpaulin <i>per week</i> :	P150.00 each

13. Payment of Cadiz City Arena Rental

Securing Permit before conducting an event in the City Arena.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO – Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B-Government to Business			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Letter Request Noted/Approved by the City Mayor or any Authorized Official		City Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request at Windows 1, 2 or 3	1. Assess the rental fees & other charges	None	10 Minutes	<i>Local Revenue Collection Officer III / Local Treasury Operations Off. I - City Treasurer's Office</i>



2. Pay the total assessment due	2.1. Issue Official Receipt and advice client to proceed at the City Sports Development Unit for schedule confirmation	(Please see Table of Fees below)	5 Minutes	<i>Local Treasury Operations Off. I / Local Revenue Collection Officer III - City Treasurer's Office</i>
Total:		(Please see Table of Fees below)	15 Minutes	

Fees	Rate
1. Whole Cadiz Arena	P5,000.00 first three (3) hours without air-condition
a) In excess of three (3) hours	P 2,000.00 / hour
b) Lights and Sounds	P 3,500.00 / day of event
c) Air Conditioning	P 250.00 / unit / hour
d) Plastic chairs	P 20.00 / chair
2. Light Emitting Diode LED Screen	P 2,500.00 / day of event
3. Security Deposit	P 5,000.00 /day of event (for refund upon clearance by the City Sports Development Office)

14. Payment of Balay Cadiznon Building Rental

Securing Permit before conducting an event in the Building.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO – Business Tax, Fees, & Other Charges Division		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client G2B-Government to Business		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
One (1) Original Copy of Letter Request Noted/Approved by the		City Mayor's Office	



City Mayor or any Authorized Official				
One (1) Original Copy of Booking Form		Balay Cadiznon Building		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request & Booking Form at Window 1, 2 & 3	1. Verify the Booking Form	None	5 Minutes	<i>Local Treasury Operations Off. I / Local Revenue Collection Officer III</i> - City Treasurer's Office
2. Pay the total due and receive the Official Receipt with attached documents	2.1. Issue Official Receipt	As Stated in the Booking Form	5 Minutes	<i>Local Treasury Operations Off. I / Local Revenue Collection Officer III</i> - City Treasurer's Office
Total:		As Stated in the Booking Form	10 Minutes	

BALAY CADIZNON RATES												
H O U R	Rate w/o Aircon	Rate w/ Aircon	1 AC UNIT	2 AC UNIT	3 AC UNIT	4 AC UNIT	5 AC UNIT	6 AC UNIT	7 AC UNIT	8 AC UNIT	9 AC UNIT	10 AC UNIT
3	₱ 5,000.00	₱ 6,500.00										
4	₱ 7,000.00		₱ 8,750.00	₱ 9,000.00	₱ 9,250.00	₱ 9,500.00	₱ 9,750.00	₱ 10,000.00	₱ 10,250.00	₱ 10,500.00	₱ 10,750.00	₱ 11,000.00
5	₱ 9,000.00		₱ 11,000.00	₱ 11,500.00	₱ 12,000.00	₱ 12,500.00	₱ 13,000.00	₱ 13,500.00	₱ 14,000.00	₱ 14,500.00	₱ 15,000.00	₱ 15,500.00
6	₱ 11,000.00		₱ 13,250.00	₱ 14,000.00	₱ 14,750.00	₱ 15,500.00	₱ 16,250.00	₱ 17,000.00	₱ 17,750.00	₱ 18,500.00	₱ 19,250.00	₱ 20,000.00



7	₱ 13,00 0.00		₱ 15,5 00.0 0	₱ 16,5 00.0 0	₱ 17,5 00.0 0	₱ 18,5 00.0 0	₱ 19,5 00.0 0	₱ 20,5 00.0 0	₱ 21,5 00.0 0	₱ 22,5 00.0 0	₱ 23,5 00.0 0	₱ 24,5 00.0 0
8	₱ 15,00 0.00		₱ 17,7 50.0 0	₱ 19,0 00.0 0	₱ 20,2 50.0 0	₱ 21,5 00.0 0	₱ 22,7 50.0 0	₱ 24,0 00.0 0	₱ 25,2 50.0 0	₱ 26,5 00.0 0	₱ 27,7 50.0 0	₱ 29,0 00.0 0
9	₱ 17,00 0.00		₱ 20,0 00.0 0	₱ 21,5 00.0 0	₱ 23,0 00.0 0	₱ 24,5 00.0 0	₱ 26,0 00.0 0	₱ 27,5 00.0 0	₱ 29,0 00.0 0	₱ 30,5 00.0 0	₱ 32,0 00.0 0	₱ 33,5 00.0 0
10	₱ 19,00 0.00		₱ 22,2 50.0 0	₱ 24,0 00.0 0	₱ 25,7 50.0 0	₱ 27,5 00.0 0	₱ 29,2 50.0 0	₱ 31,0 00.0 0	₱ 32,7 50.0 0	₱ 34,5 00.0 0	₱ 36,2 50.0 0	₱ 38,0 00.0 0
11	₱ 21,00 0.00		₱ 24,5 00.0 0	₱ 26,5 00.0 0	₱ 28,5 00.0 0	₱ 30,5 00.0 0	₱ 32,5 00.0 0	₱ 34,5 00.0 0	₱ 36,5 00.0 0	₱ 38,5 00.0 0	₱ 40,5 00.0 0	₱ 42,5 00.0 0
12	₱ 23,00 0.00		₱ 26,7 50.0 0	₱ 29,0 00.0 0	₱ 31,2 50.0 0	₱ 33,5 00.0 0	₱ 35,7 50.0 0	₱ 38,0 00.0 0	₱ 40,2 50.0 0	₱ 42,5 00.0 0	₱ 44,7 50.0 0	₱ 47,0 00.0 0
13	₱ 25,00 0.00		₱ 29,0 00.0 0	₱ 31,5 00.0 0	₱ 34,0 00.0 0	₱ 36,5 00.0 0	₱ 39,0 00.0 0	₱ 41,5 00.0 0	₱ 44,0 00.0 0	₱ 46,5 00.0 0	₱ 49,0 00.0 0	₱ 51,5 00.0 0
14	₱ 27,00 0.00		₱ 31,2 50.0 0	₱ 34,0 00.0 0	₱ 36,7 50.0 0	₱ 39,5 00.0 0	₱ 42,2 50.0 0	₱ 45,0 00.0 0	₱ 47,7 50.0 0	₱ 50,5 00.0 0	₱ 53,2 50.0 0	₱ 56,0 00.0 0
15	₱ 29,00 0.00		₱ 33,5 00.0 0	₱ 36,5 00.0 0	₱ 39,5 00.0 0	₱ 42,5 00.0 0	₱ 45,5 00.0 0	₱ 48,5 00.0 0	₱ 51,5 00.0 0	₱ 54,5 00.0 0	₱ 57,5 00.0 0	₱ 60,5 00.0 0
16	₱ 31,00 0.00		₱ 35,7 50.0 0	₱ 39,0 00.0 0	₱ 42,2 50.0 0	₱ 45,5 00.0 0	₱ 48,7 50.0 0	₱ 52,0 00.0 0	₱ 55,2 50.0 0	₱ 58,5 00.0 0	₱ 61,7 50.0 0	₱ 65,0 00.0 0

Additional Charge				
Lights and Sounds	:	+	₱ 3,50 0.00	per day of event
Plastic Chairs	:	+	₱ 20.0 0	per chair



15. Collection of Other Local Taxes

Official Receipt for Other Local Taxes is issued to individuals for processing documents and other related payments to the City of Cadiz.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One(1) Professional ID (Issued by PRC/IBP)		Requesting Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PROFESSIONAL TAX (PTR) 1. Present ID (PRC/ IBP Card) to Windows 1, 2, 3 or 4	1.Receive ID	None	5 Minutes	<i>Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office</i>
2. Pay and receive the Official Receipt	2. Receive payment and issue Official Receipt	₱ 300.00 (Surcharge of 25% if paid after 31st of January of each year)	5 Minutes	<i>Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office</i>
TOTAL:		₱ 300.00	10 Minutes	
OCCUPATIONAL TAX 1. Present Identification Card(ID) to Windows 1, 2, 3 or 4	1.1. Receive ID	None	5 Minutes	<i>Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office</i>



2. Pay and receive the official Receipt	2. Receive payment and issue Official Receipt	₱100.00 (Surcharge of 25% if paid after 31st of January of each year)	5 Minutes	<i>Local Revenue Collection Officer III / Revenue Collection Clerk II - City Treasurer's Office</i>
TOTAL:		₱100.00	10 Minutes	

16. Collection of Payment for Transfer Tax

This Service caters to the Client who desires to cause the transfer of ownership of a real property whether at the Office of the Register of Deeds or at the Office of the City Assessor, payment of transfer tax is one of the requirements.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One(1) Original Copy of Deed of Sale, Conveyance, Conveyance, Assignments, Exchange, Donation and Estate tax		Requesting Client		
One(1) Original Copy of Tax Clearance Certificate		CTO – Real Property Tax Division		
One(1) Original Copy of Certified True Copy of Tax Declaration		City Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents to Windows 1	1.1. Prepare the Assessment Bill	None (75% of one percent (1%) of the total consideration involved in the acquisition of the property or	5 Minutes	<i>Local Revenue Collection Officer III - City Treasurer's Office</i>



		the fair market value)		
	1.2. Print the Assessment Bill	None	2 Minutes	<i>Local Revenue Collection Officer III - City Treasurer's Office</i>
2. Pay and receive the Official Receipt	2.Receive payment and issue Official Receipt	None	5 Minutes	<i>Local Revenue Collection Officer III - City Treasurer's Office</i>
TOTAL:		As stated in the Assessment Bill	12 Minutes	

MARKET COLLECTION UNIT

1. ISSUANCE OF CERTIFICATION OF NO DELINQUENCY ON MARKET STALL RENTAL FEES

One of the Requirements before securing a Business Permit.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Market Stall Occupants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Previous Permit		Business Owner		
One (1) Original Copy of RPT Assessment Form		City Economic Enterprise and Management Office		
One (1) Original Copy of Certification from the CEEMO		City Economic Enterprise and Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present required documents at Window 1	1.1. Accept and verify stall occupant record	None	5 Minutes	<i>TICKET CHECKER - City Treasurer's Office</i>
	1.2. Assess the total due and issue Official Receipt	None	5 minutes	<i>TICKET CHECKER - City Treasurer's Office</i>
	Note: Settle the unpaid account if delinquent			
2. Pay and receive the Official Receipt and Certification	2.1. Receive payment	Certification Fee: ₱50.00 Convenience Fee: ₱20.00 Total - ₱70.00	5 minutes	<i>Clerk III - City Treasurer's Office</i>
	2.2. Prepare the Certification	None		<i>TICKET CHECKER - City Treasurer's Office</i>
	2.3. Release Official Receipt and Certification	None	5 minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
	2.3. Advice client to proceed at the Main City Treasurer's Office for approval	None	3 minutes 2 minutes	<i>TICKET CHECKER - City Treasurer's Office</i>
3. Proceed at the main City Treasurer's Office, City Hall I				<i>City Treasurer</i> <i>Administrative Division personnel - City Treasurer's Office</i>
TOTAL:		₱ 70.00	42 Minutes	



2. Payment of Market Peddler's Permit

Securing a Peddler's Permit before conducting a business at the Public Market premises.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Permanent and Transient Vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of RPT Assessment Form		City Economic Enterprise and Management Office		
One (1) Original Copy of Previous Permit		Business Owner		
One (1) Original copy of Barangay Certification		Barangay Hall, Barangay Zone 3		
One (1) Original Copy Certification from the CEEMO		City Economic Enterprise and Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents at Window 1	1.1. Accept and verify documents as to compliance	None	5 Minutes	<i>TICKET CHECKER</i> - City Treasurer's Office
	1.2. Assess the total due and issue Official Receipt	None	5 Minutes	<i>TICKET CHECKER</i> - City Treasurer's Office
2. Pay and receive the Official Receipt	2.1. Receive payment	Peddler's Tax ₱75.00 Add: Regulatory Fees: ₱975.00 Total - ₱1,050.00	10 minutes	<i>Local Revenue Collection Officer II</i> - City Treasurer's Office
	2.2. Release the Official Receipt and Assessment Bill	None	2 Minutes	<i>TICKET CHECKER</i> - City Treasurer's Office



3. Proceed at Window 1 (CTO-RPT Division, Cityhall I)				<i>Revenue Collection Clerk II - (CTO-RPT Division, Cityhall I)</i>
TOTAL:		₱1,050.00	22 Minutes	

3. Payment of Slaughterhouse fees and charges

Securing a Permit before an animal is slaughtered for human consumption.
(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client G2B-Government to Business			
Who may avail:	Pork and Meat Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Order of Payment		City Veterinarian Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment (Original) at Window 1	1. Receive order of payment and issue Official Receipt	As stated in the Order of Payment	5 Minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
2. Pay and receive the Official Receipt	2. Release Official Receipt	None	5 Minutes	<i>Revenue Collection Clerk II - City Treasurer's Office</i>
TOTAL:		(Please see Table of Fees below)	10 Minutes	



(a) Permit Fee to Slaughter	PER HEAD Ante-mortem	PER KILO Post-mortem
Large Cattle	P75.00	P1.00
Hogs	P30.00	P1.00
Goat/ Sheep	P25.00	P1.00
(b) Slaughter Fee	PER HEAD	
Large Cattle	P150.00	
Hogs	P 45.00	
Goat/ Sheep	P 35.00	

(c) Corral Fee	PER HEAD
Large Cattle	P 50.00
Hogs	P 25.00
Goat/ Sheep	P 20.00
(d) Meat Van Fee	PER KILO
Large Cattle	P 0.70
Hogs	P 0.70
Goat/ Sheep	P 0.70

4. Payment of Market Stall Rental Fee

Paying for the Service area at the Public Market to provide or support for market operations.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)	
Classification:	Simple	
Type of Transaction:	G2B-Government to Business	
Who may avail:	Stall Occupants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) Original Copy of Order of Payment		CTO - Business Tax, Fees, & Other Charges Division (Market Unit)
Official Receipt showing Latest Payment of Stall Rental		CTO - Business Tax, Fees, & Other Charges Division (Market Unit)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment at Window 1	1. Receive Order of payment and issue Official	As stated in the Order of Payment	5 Minutes	<i>Local Revenue Collection Officer II</i> - City Treasurer's Office
2. Pay and receive the Official Receipt	2. Release Official Receipt	None	5 Minutes	<i>Ticket Checker</i> - City Treasurer's Office
TOTAL:		(Please see Table of Fees below)	10 Minutes	

Building (Module)	Stall No.	Classification	Area (sq.m.)	Rate/Day	Rate/Month
A1, A2, A3, A4 (Dry Goods)	1:2:4:5:6:7:9:10	Primary	6.76	P21.25	P637.78
	3;8	Primary	5.2	P 16.44	P 493.25
	11:12:14:15:16:17:25:26:27:29:30;	Secondary	6.76	P 18.48	P 554.45
	19:20:21: 22:24	Secondary	6.76	P 18.48	P 554.45
	13:18:23:28	Secondary	5.2	P 14.30	P 429.00
	31:32:34:35:36:37:39:40	Tertiary	6.76	P 16.96	P 509.08
	33:38	Tertiary	5.2	P 15.84	P 475.28
B1 (Carinderia)	1-16	Primary	13.5	P42.25	P1,267.50

<u>Building (Module)</u>	<u>Stall No.</u>	<u>Classification</u>	<u>Area (sq.m.)</u>	<u>Rate/Day</u>	<u>Rate/Month</u>
B2 (Dry Goods)	1;2;4;5;6;7;9;10	Primary	6.76	P21.25	P637.78
	11;20;21;30;31;32;	Primary	5.2	P16.44	P493.35
	34;35;36;37;39;40	Primary	5.2	P16.44	P493.35
	3;8;33;38;	Primary	5.2	P16.44	P493.35



	12;14;15;16; 17;19;	Secondary	6.76	P18.48	P554.45
	22;24;25;26; 27;29	Secondary	6.76	P18.48	P554.45
	13;18;23;28	Secondary	5.2	P14.30	P429.00

5. Payment of Annual Fixed Tax on Delivery Truck/Van

Securing a Permit annually for the delivery of goods and other products to sales outlets or consumers.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Delivery Van and Truck Operator/Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Order of Payment		CTO - Business Tax, Fees, & Other Charges Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment at Window 1	1. Receive Order of Payment and issue Official Receipt	₱550.00 – Tax on Delivery Truck/Van ₱75.00 - Sticker Additional: ₱20.00 – Convenience Fee	5 Minutes	Local Revenue Collection Officer II - City Treasurer's Office
2. Pay and receive the Official Receipt and Sticker	2. Release Official Receipt and Sticker	₱645.00	5 Minutes	Ticket Checker - City Treasurer's Office
TOTAL:		₱645.00	12 Minutes	



6. Payment of Fees on Sealing and Licensing of Weights and Measures

Every person before using instruments of weights and measures within this city shall first have them sealed and licensed annually and pay the required fees to the City Treasurer.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Resident of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of Ownership of Scale		Requesting Client		
Weighing Scale		Requesting Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Proof of Ownership and the Weighing Scale	1.1. Check & calibrate weighing scale	None	5 Minutes	<i>Local Revenue Collection Officer II - City Treasurer's Office</i>
	1.2. Seal the Weighing Scale with Tag and Sticker	None	5 Minutes	<i>Ticket Checker - City Treasurer's Office</i>
2. Pay the corresponding fees	2. Issue Official Receipt	(Please see Table of Fees below) Additional: ₱20.00 – Convenience Fee	5 Minutes	<i>Ticket Checker - City Treasurer's Office</i>
TOTAL:		(Please see Table of Fees below)	15 Minutes	



For sealing metric instruments of weights:	
With capacity of not more than 30 kg.	P 100.00
With capacity of more than 30 kg. but not more than 300 kg.	P 150.00
With capacity of more than 300 kg. but not more than 3,000 kg.	P 200.00
With capacity of more than 3,000 kg.	P 300.00
For sealing apothecary balances of precision	P 150.00
For sealing scale or balance with complete set of weights:	
For each scale or balances or other Balances with complete set of weights for use therewith	P 100.00
For each extra weight	P 150.00

For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps, outside the office upon request of the owner or operator, an additional service charge of seventy five pesos (P75.00) for each instrument shall be collected.

7. Payment of Cemetery Lot Rental and Miscellaneous Fees

The Cemetery fee is hereby imposed for services and facilities provided by the City.

(8:00 AM - 5:00 PM Monday - Friday)

Office or Division:	CTO - Business Tax, Fees, & Other Charges Division (Market Collection Unit)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Resident of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Order of Payment		Cemetery Custodian		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment to Window	1.1. Assess the fees	None	5 Minutes	<i>Local Treasury Operations Off. / - City Treasurer's Office</i>



2. Pay the corresponding fees	2.1. Issue Official Receipt	(Please see Table of Fees below) Additional: ₱20.00 – Convenience Fee	5 Minutes	<i>Local Treasury Operations Off. / - City Treasurer's Office</i>
TOTAL:		(Please see Table of Fees below)	10 Minutes	

Cemetery Fees on Death	
Burial Permit and Cemetery Fee	P 75.00
Fee for exhumation of a cadaver	P 75.00
Fee for removal or transfer of cadaver	P 150.00
Fee for entrance of Cadaver	P 75.00
Cemetery Fees	Rate within Lease Period (5 years)
(a) Rental fee for each burial lot	P 1,500.00
(b) For niche	P 800.00
(c) For every additional layer	P 800.00

CITY TREASURER'S OFFICE

External Services

Cash Division



1. Disbursement of Financial (Petty Cash) Assistance

This financial (petty cash) program is specifically designated to provide immediate financial aid for the medical/burial needs of indigent constituents of Cadiz City.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Indigent Constituents of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Copy of Barangay Indigency		Barangay Hall		
For Medical Assistance: One (1) Original Copy of Medical Certificate/Abstract		Hospital/Doctor's Clinic		
For Medical Assistance: Original Copy of Receipts/Billing Statement		Pharmacy/Hospital		
For Burial Assistance: One (1) Original Copy of Death Certificate		Local Civil Registrar Office		
For Burial Assistance: One (1) Original Funeral Agreement/Service Contract/Funeral Receipt		Funeral Home/Funeral Service Provider		
One (1) Photocopy of Valid ID of the Client		DFA, SSS, GSIS, COMELEC, LTO, OSCA, PSA		
One (1) Original Copy of CSWD Assessment		Cadiz City Social Welfare and Development Office (CSWD)		
Payment Order Slip		City Mayor's Office – Cadiz City		
Valid ID (Government Issued ID)		DFA, SSS, GSIS, COMELEC, LTO, OSCA, PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must prepare and secure all the requirements to be processed by the liaison of the City Mayor's Office.	1. The payment order slip will be received by the Cash Division of the City Treasurer's Office from the Administrative Division of the	None	2 Minutes	<i>Administrative Assistant I</i> <i>Cash Division, City Treasurer's Office</i>



	City Accountant's Office.			
2. Client must present a valid ID at Window 3.	2. Checking and verifying of documents will take place. 2.1. Preparation of petty cash voucher.		2 Minutes	
3. Client will claim the Financial Assistance.	3. Disbursement of Financial Assistance.		1 Minute	
TOTAL:		None	5 Minutes	

2. Disbursement of Cadiz City Educational Assistance Program (CCEAP)

Cadiz City Educational Assistance Program (CCEAP) is an assistance provided for the indigent college students of Cadiz City.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Indigent College Student of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Photocopy of the CCEAP ID/College ID/University ID/COMELEC ID/Voter's ID		CCEAP Office, Colleges/Universities, COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must present the requirements to Window 5 or Window 6 of Cash Division, City Treasurer's Office.	1. Cash division personnel will check the presented ID and the photocopy of ID for verification.	None	2 Minutes	<i>Local Revenue Collection Officer I / Disbursing Officer II / Revenue Collection Clerk II</i>



1.1. Client will sign on the payroll.	1.1. Cash division personnel will hand over the payroll to the client and secure their signature.			Cash Division, City Treasurer's Office
2. Client will claim the education assistance.	2. Disbursement of educational assistance.		1 Minute	
TOTAL:		None	3 Minutes	

3. Check Preparation and Releasing

The issuance of various checks includes payments for financial assistance, services, goods, and other costs incurred by the city from various suppliers or service providers. This ensures that the city's financial commitments are met in a timely manner.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business			
Who may avail:	a. Business entity engaged in the purchase of Government supplies such as medicines, office supplies, office equipment and other supplies. b. Business entity engaged in the infrastructure project of the City. c. Citizen who is collecting fees such as financial assistance, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) photocopy of valid ID/proof of identification of the payee		DFA, SSS, GSIS, COMELEC, LTO, OSCA, PSA, Company ID		
One (1) Original Copy of Special of Power of Attorney (In the Absence of the Payee)		Public Attorney's Office (PAO)/Private Law Firms		
FOR COMPANY (CONTRACTOR/SUPPLIER): Official Receipt/Collection Receipt/Acknowledgement Receipt		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Client/payee/ liaisons will process the disbursement voucher to the following offices: - City Budget Office - City Accounting Office - City Treasurer's Office (Admin Division) - City Administrator's Office - City Treasurer's Office (Cash Division)	1. Receives duly processed disbursement voucher from City Administrator's Office	None	3 Minutes	<i>Cashier I</i> <i>Cash Division, City Treasurer's Office</i>
	1.2. Review disbursement vouchers for completeness of signatories 1.3. Receive and sign ARTA form		8 Minutes	
	2. Sort disbursement voucher per account 2.2. Write check number, date of check on the disbursement voucher 2.3. Encode, process and print check 2.4. Review, counter check/verify prepared checks against disbursement voucher		5 Minutes	
	3. Prepare endorsement checklist and endorse checks to the City Administrator's Office to secure approval signature from authorized signatories		3 Minutes	<i>Administrative Officer IV /</i>
	4. Receive checks from City			



	Administrator's Office			<i>City Treasurer</i>
	5. Secure signature from the City Treasurer's Office and forward to Accounting Office for preparation of the advice		3 Minutes	<i>Administrative Division, City Treasurer's Office</i>
	6. Receive checks from Accounting Office with advice. Review, counter check/verify prepared check for completeness of signatories and forward the check to Cash Division		3 Minutes	<i>Administrative Officer IV</i> <i>Administrative Division, City Treasurer's Office</i>
	7. Receive check already signed by the authorized signatories. Review, counter check/verify prepared check against the accountant's advice and forward for check release		3 Minutes	<i>Fiscal Examiner I</i> <i>Cash Division, City Treasurer's Office</i>
2. Submit or present the applicable documents based on the checklist of requirements at Window 5-6. 2.1. Acknowledge receipt of check	8. Check the submitted requirements 8.1. Release the check.		2 Minutes	<i>Cashier I / Disbursing Officer II / Revenue Collection Clerk II</i> <i>Cash Division, City Treasurer's Office</i>
TOTAL:		None	30 Minutes	



4. Issuance of Official Receipts

BAC Accreditation and BAC Documents, payments for nylon shells, and housing bills are the usual transactions in the issuance of official receipt.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business			
Who may avail:	a. Business entity engaged in the purchase of Government supplies. b. Business entity engaged in the infrastructure project of the City. c. Citizen paying for housing bills and nylon shells			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment for BAC Accreditation/BAC Documents		City Legal Office		
Computation for Procurement of Bidding for Fidelity Bond Contractors (Trust Fund)		City Legal Office		
Payment of Housing Bills (Trust Fund)		National Housing Authority-Cadiz Based		
Order of payment for Nylon Shells		Office of the City Agriculturist (OCAG)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Declare the type of payment to be made at Windows 3 and 4	1. Evaluate the type of payment to be made.	Depending on the prescribed fees/ amount that needs to be paid	1 Minute	<i>Disbursing Officer II</i> <i>Cash Division, City Treasurer's Office</i>
2. Transact payment at Windows 3 and 4.	2. Process payment/issue an Official Receipt		2 Minutes	
TOTAL:		None	3 Minutes	

CITY TREASURER'S OFFICE

External Services

Real Property Tax Division



1. Assessment of Real Property Tax Due

Real property tax is levied by the local government on real properties that are taxable such as land, buildings, improvements and machinery. The city treasurer and his/her deputies are responsible to compute and collect real property taxes with interest thereon and related expenses, and the enforcement of remedies provided under the Local Government Code of 1991 (R. A. 7160).

Service Availability (Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any individual, natural or juridical person who owns real property/ies within the territory of the Local Government Unit of Cadiz City.			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Present any of the following:</i> 1 copy of latest Real Property Tax Official Receipt (original or photocopy)		Owner's Copy		
1 copy of Tax Declaration (original or photocopy)		City Assessor's Office		
1 copy Notice of Assessment (original or photocopy)		City Assessor's Office		
1 copy of Certificate of Title (original or photocopy)		Register of Deeds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any of the requirements for real property tax assessment to Window 1 or 2 - RPT Division	1. Receive the request for assessment from the client and check the submitted requirements.	None	1 Minutes	Revenue Collection Clerk City Treasurers Office
	1.1 Verify the status of real property tax in RPT Records Section.	None	5 Minutes	
	1.2 Prepare Statement of Real Property Tax.	None	15 Minutes	
		None	3 Minutes	



2. Receive printed Statement of Real Property Tax and proceed for payment.	1.3 Check & verify the statement of Real Property Tax	None	3 Minutes	Revenue Collection Clerk City Treasurers Office
	1.4 Forward to the City Treasurer for signature.	None	2 Minutes	Chief -RPT Division City Treasurers Office
	1.5 Release the statement & Advise taxpayer to proceed to payment lounge-RPT Division for payment.			City Treasurer City Treasurers Office Revenue Collection Clerk City Treasurers Office
	TOTAL	00	30 Minutes	

2. Receipt of Payment of Real Property Taxes

Real Property Tax are to be paid by all owners of lands, buildings and machinery. Those are based on the taxable value of property and may be paid annually, semi-annually, or quarterly basis. The payments are collected and validated through issuance of Official Receipts.

Service Availability (Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer - Real Property Tax Division
Classification :	Simple
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Any individual, natural or juridical person who owns real property/ies within the territory of the Local Government Unit of Cadiz City.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Real Property Tax		City Treasurers Office – Real Property Tax Division		
Cash/ Managers, Cashier's Check		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Statement of Real Property Tax for payment to Taxpayers Payment Lounge- Window 1 or 2 - RPT Division	1. Receive the statement of real property tax. 1.1 Validate the statement of real property tax. 1.2 Advise the taxpayer to pay the real property tax due.	None	5 Minutes	<i>Revenue Collectors</i> City Treasurers Office
2. Pay the real property tax due.	2. Receive the payment and issue the official receipt.	Amount reflected in the Statement of Real Property Tax (RPT = Basic (Assessed Value x 1.1%) + SEF (Assessed Value x 1%) plus penalties less discount, if applicable)	15 Minutes	<i>Revenue Collectors</i> City Treasurers Office
3. Receive the Official Receipt of Real Property Tax	2.1 Release the official receipt to taxpayer			
TOTAL		Amount reflected in the Statement of Real Property Tax (RPT =	20 Minutes	



	Basic (Assessed Value x 1.1%) + SEF (Assessed Value x 1%) plus penalties less discount, if applicable)		

3. Issuance of Real Property Tax Certification

Real Property Tax Certification is issued to the property owner as proof of complete real property tax payment in Cadiz City which provided to a lending company, bank or personal use.

Service Availability (Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification :	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Citizens, Business Entities, or Government Agencies who have paid Real Property Taxes in Cadiz City.			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy of latest Official Receipt for existing property (original or photocopy)		Owner's Personal Copy		
1 copy of Tax Declaration for newly acquired properties		City Assessors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any of the stated requirements for real property tax Clearance to Window	1. Accept & Verifies the Documents presented. 1.1 Check the record of payment	None	2 minutes	Revenue Clerk City Treasurers Office



1- RPT Division	1.2 Advise the Client to pay the corresponding fee			
2. Pay the Corresponding fees.	2. Receive payment for tax clearance and issue official receipt (OR)	Certification Fee - PHP 50.00 per tax declaration Documentary Stamp - PHP 30.00 Convenience Fee – PHP 20.00 Total – PHP 100.00	5 Minutes 15 Minutes	<i>Revenue Clerk</i> City Treasurers Office <i>Revenue Clerk</i> City Treasurers Office
3. Receive the Tax Certification & the Official receipt.	2.2 Check & verify the authenticity of the entries. 2.3 Forward to the City Treasurer for signature. 1.1 Release the Tax Certification to Client.	None None None	2 Minutes 3 Minutes 2 Minutes	<i>Chief – Real Property Tax Division</i> City Treasurers Office <i>City Treasurer</i> City Treasurers Office <i>Revenue Clerk</i> City Treasurers Office
TOTAL		Certification Fee - PHP 50.00 per tax declaration Documentary Stamp - PHP 30.00 Convenience Fee – PHP 20.00 Total – PHP 100.00 per tax clearance	30 Minutes	

CITY TREASURER'S OFFICE

External Services

Administrative Division



1. Issuance of Community Tax Certificate (Individual)

A Community Tax Certificate or CEDULA is a document prepared, issued, and paid at the City Treasurer's Office of individuals. It is a documentary requirement when filing an income tax. In some cases, this also serves as an identification document under Section 156 of RA 7160, otherwise known as the Local Government Code of 1991 and 2023 City Revenue Code.

(Monday-Friday, from 8:00 AM - 5:00 PM, exclusive of holidays)

Office or Division:	CTO - Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	All Residents of Cadiz City (18 years and above)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
One (1) photocopy of Proof of Income: Payroll slip	Company			
One (1) Valid Identification Card (ID)	DFA, SSS, GSIS, COMELEC, LTO, School, Company, Senior Citizen's/PWD Office			
One (1) Original Duly accomplished Taxpayer's Information Sheet (TIS)	CTO-Administrative Division-Records Officer I, Clerk IV			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Identification Card(ID) and duly accomplished Taxpayer's Information Sheet (TIS)	1.1. Accept the accomplished TIS and required Documents	None	2 Minutes	<i>Clerk IV Records Officer I - City Treasurer's Office</i>
	1.2. Encode the pertinent information and values as basis for tax and issue CTC	Student – ₱5.00 Senior Citizen- ₱10.00	2 Minutes	<i>Clerk IV Records Officer I - City Treasurer's Office</i>
		Unemployed: Male – ₱20.00 Female- ₱15.00		



		Employed: Monthly Salary X 12 mos. X 1% Add: Basic Tax-₱ 5.00 <i>(Interest of 2% per month of total due if paid after the last date of February of each year</i>		
2. Pay and receive official CTC	2.1. Receive the payment 2.2. Release official CTC	As per Tax Computatio n None	5 Minutes 2 Minutes	<i>Clerk IV Records Officer I - City Treasurer's Office</i> <i>Clerk IV Records Officer I - City Treasurer's Office</i>
TOTAL		As per Tax Computatio n	11 minute s	

2. Application for Closure of Business

Registered business taxpayers shall file **Application for Closure of Business** to inform the cessation of their business operation and the concerned agency.

(Monday–Friday, from 8:00 am- 5:00 pm, excluding holidays)

Office or Division:	CTO – Administrative Division
Classification:	Simple
Type of Transaction:	G2C- Government to Client



Who may avail:	All Business Tax payers of Cadiz City			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Duly Accomplished Application Form/s for Closure of Business	Business Tax, Fees & Charges Division City Hall II, Cadiz City			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the duly accomplished Application Form/s for Closure of Business	1.1. Receive, check and record the accomplished Application Form/s for Closure of Business in the Logbook	None	5 Minutes	<i>Records Officer I</i> - City Treasurer's Office
	1.2. Indorse application/s for Closure of Business to City Treasurer for recommending approval and signature	None	5 Minutes	<i>Records Officer I</i> - City Treasurer's Office <i>City Treasurer</i>
2. Receive the signed Application for Closure of Business	2.1. Release the application/s for Closure of Business and advise client/s to proceed to BPLO	None	3 Minutes	<i>Records Officer I</i> <i>City Treasurer's Office</i>
		None	13 Minutes	

CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

External Services



1. APPLICATION FOR EMERGENCY ASSISTANCE PROGRAM (EAP) - PETTY CASH

Provision of assistance in cash or in kind to individuals or family in crisis situations and are hampered to function normally because of economic difficulties. The nature of difficulty is usually short term and emergency in nature thus the assistance is on a one-shot deal basis.

Office or Division :	City Social Welfare and Development Office			
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)			
Classification :	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail :	Individuals/Families in crisis situation of Cadiz City • Hemodialysis Patient • Client who undergoing Chemotherapy			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 original copy of Certificate of Indigency (Client, Patient or nearest kin of the patient who is 18 years old and above)		Barangay Hall where the client resides		
2. 1 photocopy of Valid ID with specimen signature (Client, Patient, nearest kin of the patient who is 18 years old and above)				
3. 1 original copy/Certified true copy of Medical Certificate/ Medical Abstract of patient 1 original copy/Certified true copy of Doctor's Prescription or original receipts of purchased drugs (for Medical Assistance)		City Health Office or Private Doctor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE CSWD OFFICE
1. Secures & submits Requirements	1. Check the Completeness of the documents;	None	5 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I



				- Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I – Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I – Barangay Magsaysay Administrative Aide I – Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5



				Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
2. Answer pertinent Questions	2. General Intake/ Interview/Assess and establish client's Eligibility. 2.1. Prepare Assessment Report/Request for Food or Non-Food Items 2.2. Submit documents to CSWD Officer for approval	None None None	5 minutes 10 minutes 2 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem



				Administrative Aide I – Barangay Daga
				Social Welfare Aide – Barangay Banquerohan
				Social Welfare Officer IV – Barangay Luna
				Social Welfare Assistant – Barangay Celestino Villacin and Mabini
				Administrative Aide I – Barangay Magsaysay
				Administrative Aide I – Barangay Tinampa-an
				Social Welfare Aide – Barangay Zone 2 and Zone 5
				Social Welfare Aide – Barangay VF Gustilo
				Social Welfare Aide – Barangay Burgos and Sicaba
	2.3 CSWD Officer approval and signs of the documents	None	3 minutes	Social Welfare Assistant – Barangay Zone 6
				Social Welfare Officer III – Barangay Andres



				Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan CSWD Officer
3. Signs client's Logbook for Receipt of approved document/s; Receives Food and Non-Food Items	3 Release of copy of the approved document/s; Provide Food/or Non-Food Items; Give a Survey Form.	None	2 minutes	Social Welfare Officer III – Barangay Caduha-an
	3.1 Advise client to go home and wait to be notified for the release of assistance by the Treasurer's Office	None	1 minute	Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I – Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino



				Villacin and Mabini Administrative Aide I – Barangay Magsaysay Administrative Aide I – Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan Liaison Officer
	3.2 Record logout documents in client's logbook and endorse to Accounting office	None	2 minutes	
TOTAL		0.00	30 minutes	

2. APPLICATION FOR EMERGENCY ASSISTANCE PROGRAM (EAP) REGULAR PROCESSING



Provision of assistance in cash or in kind to individuals or family in crisis situations and are hampered to function normally because of economic difficulties. The nature of difficulty is usually short term and emergency in nature thus the assistance is on a one-shot deal basis.

The client may apply on Monday to Friday during office hours from 8:00 AM to 5:00 pm.
The emergency assistance may be in the form of:

- Food Assistance
- Financial – Educational Assistance
- Medical Assistance/ Hospitalization Assistance
- Burial Assistance/ Embalming

Office or Division :		City Social Welfare and Development Office		
Service Availability :		8:00 AM TO 5:00 PM (Monday – Friday)		
Classification :		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail :		Individuals/Families in crisis Situation of Cadiz City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 original copy of Certificate of Indigency (Client, Patient or nearest kin of the patient/deceased who is 18 years old and above)		Barangay Hall where the client resides		
2. 1 photocopy of Valid ID with specimen signature (Client, Patient, nearest kin of the patient/deceased who is 18 years old and above)				
3. 1 original copy/Certified true copy of Medical Certificate/ Medical Abstract of patient 1 original copy/Certified true copy of Doctor's Prescription or original receipts of purchased drugs (for Medical Assistance)		City Health Office or Private Doctor		
4.1 Certified true copy of Death Certificate (for Burial Assistance)		Local Civil Registrar		
5.1 original copy/ Certified true copy of School Registration Certificate/Certification of Enrollment (for Educational Assistance)		School		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE CSWD OFFICE



1. Secures & submits Requirements	1. Check the Completeness of the documents;	None	5 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5



				Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
2. Answer pertinent Questions	2. General Intake/ Interview/Assess and establish client's Eligibility. 2.1. Prepare Assessment Report/Request for Food or Non-Food Items 2.2. Submit documents to CSWD Officer for approval	None None None	5 minutes 10 minutes 2 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga



				Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3
	2.3 CSWD Officer approval and signs of the documents	None	3 minutes	Social Welfare Aide - Barangay Tiglawigan CSWD Officer
3. Signs client's Logbook for Receipt of approved document/s Receives	3 Release of copy of the approved document/s; Provide Food/or	None	2 minutes	Social Welfare Officer III – Barangay Caduha-an



Food and Non-Food Items	Non-Food Items; Give a Survey Form 3.1 Advise client to go home and wait to be notified for the release of assistance.	None	1 minute	Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo



	3.2 Record logout documents in client's logbook and endorse to Mayor's office	None	2 minutes	Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan Liaison Officer
TOTAL		0.00	30 minutes	

3. REQUEST FOR SOCIAL CASE STUDY/SUMMARY REPORT OR REFERRAL

Provision of assistance in cash or in kind to individual or family in crisis situations and are hampered to function normally because of economic difficulties. The nature of difficulty is usually short term and emergency in nature thus the assistance is on a one-shot deal basis.

The emergency assistance may be in the form of:

- Food Assistance
- Financial – Educational Assistance
- Medical Assistance/ Hospitalization Assistance
- Burial Assistance/ Embalming

Office or Division :	City Social Welfare and Development Office				
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)				
Classification :	Simple				
Type of Transaction:	G2C - Government to Client				
Who may avail :	Individuals/Families in crisis Situation of Cadiz City				
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>1. 1 original copy of Certificate of Indigency</td><td>Barangay Hall where the client resides</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. 1 original copy of Certificate of Indigency	Barangay Hall where the client resides
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
1. 1 original copy of Certificate of Indigency	Barangay Hall where the client resides				



(Client, Patient or nearest kin of the patient/deceased who is 18 years old and above)				
2. 1 photocopy of Valid ID with specimen signature (Client, Patient, nearest kin of the patient/deceased who is 18 years old and above)				
3. 1 original copy/Certified true copy of Medical Certificate/ Medical Abstract of patient 1 original copy/Certified true copy of Doctor's Prescription or original receipts of purchased drugs (for Medical Assistance)		City Health Office or Private Doctor		
1 Certified true copy of Death Certificate (for Burial Assistance)		Local Civil Registrar		
1 original copy/ Certified true copy of School Registration Certificate/Certification of Enrollment (for Educational Assistance)		School		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE CSWD OFFICE
1. Secures & submits Requirements	1. Check the Completeness of the documents;	None	5 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem



				Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
2. Answer pertinent Questions	2. General Intake/ Interview/Assess	None	5 minutes	Social Welfare Officer III



	and establish client's Eligibility.	None	10 minutes	– Barangay Caduha-an
	2.1. Prepare Social Case Study or Summary Report/ Referral.	None	2 minutes	Administrative Aide I - Barangay Zone 4
	2.2. Submit documents to CSWD Officer for approval	None	2 minutes	Social Welfare Aide – Barangay Zone 1
				Youth Development Assistant II – Barangay Cadiz Viejo
				Social Welfare Aide – Barangay Cabahug and Jerusalem
				Administrative Aide I –Barangay Daga
				Social Welfare Aide – Barangay Banquerohan
				Social Welfare Officer IV – Barangay Luna
				Social Welfare Assistant – Barangay Celestino Villacin and Mabini
				Administrative Aide I –Barangay Magsaysay
				Administrative Aide I –Barangay Tinampa-an
				Social Welfare Aide – Barangay Zone 2 and Zone 5



	2.3 CSWD Officer approval and signs of the documents	None	3 minutes	Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan CSWD Officer
3. Signs client's Logbook for Receipt of approved document/s (such as Assessment Report/ Social Case Summary/Study Report)	3 Release of copy of the approved document/s; Give a Survey Form	None	2 minutes	Social Welfare Officer III – Barangay Caduha-an
	3.1 Record the Logout documents in client's logbook.	None	3 minutes	Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna



			Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
TOTAL		0.00	30 minutes



4. REQUEST FOR CERTIFICATION/ REFERRAL

1. As financially incapable to avail of Philhealth benefits for indigents
2. As indigent to avail of discount for newborn screening;
3. PAO legal service
4. LCR free service for correction of names/discrepancies in data in birth certificate, death certificate and etc.
5. For BFP Free Certification

Office or Division :	City Social Welfare and Development Office			
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)			
Classification :	Simple			
Type of Transaction :	Government – Client			
Who may avail :	Residents of Cadiz City 18 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Original copy Barangay Certificate of Indigency 2. 1 photocopy Valid ID 3. City Assessor’s Office Certificate of no property		Barangay where the client resides City Assessor’s Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures & submits Requirements	1. Check the Completeness of the documents;	None	2 minutes	PACD Officer
2. Answer pertinent Questions	2. General Intake Interview	None	5 minutes	Social Welfare Officer III – Barangay Caduhan
	2.1. Prepare the Certification	None	5 minutes	Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1
	2.2. Submit to CSWD Officer for approval	None	2 minutes	Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem



				Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa- an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan CSWD Officer
	2.3 CSWD Officer sign the certification	None	3 minutes	



3. Receive copy of the signed certification	3 Record and Release of signed Certification	None	3 minutes	Social Welfare Officer III – Barangay Caduha-an Youth Development Officer III - Barangay Zone 4 and Daga Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Zone 3 and Cadiz Viejo Social Welfare Aide – Barangay Cabahug Youth Development Assistant I – Barangay Banquerohan and Tinampa-an Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I – Barangay Jerusalem and Magsaysay Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba



				Social Welfare Assistant – Barangay Zone 6
				Social Welfare Officer III – Barangay Andres Bonifacio
				Social Welfare Aide - Barangay Tiglawigan
TOTAL		0.00	20 minutes	

5. REQUEST OR REFERRAL FOR COUNSELING SERVICE

The counseling session is provided to individual/family who is unable to cope with crisis situations which may eventually lead to family dysfunction or disorganization. This is also an opportunity to help resolve family conflict by bringing together in counseling session troubled and significant family member.

Office or Division :	City Social Welfare and Development Office				
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)				
Classification :	Simple				
Type of Transaction :	Government – Client				
Who may avail :	Individual in Crisis Situation Family in Crisis Situation • Chronic Illness • Loss of Job • Rape Cases • Women in especially Difficult Circumstance (WEDC) • Violence Against Women & their Children (VAWC) • Abandonment/Separation • Child Abuse • Children in Conflict with the Law • Traumatic Events				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1. Referral Letter (Attached pertinent documents in 1 original or photocopy of: PNP Blotter, Medico Legal Certificate, Affidavit, Personal Testimony)</td><td>From referring office/agency (WCPD/PNP, CHO, PAO, DepEd, etc.)</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Referral Letter (Attached pertinent documents in 1 original or photocopy of: PNP Blotter, Medico Legal Certificate, Affidavit, Personal Testimony)	From referring office/agency (WCPD/PNP, CHO, PAO, DepEd, etc.)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
1. Referral Letter (Attached pertinent documents in 1 original or photocopy of: PNP Blotter, Medico Legal Certificate, Affidavit, Personal Testimony)	From referring office/agency (WCPD/PNP, CHO, PAO, DepEd, etc.)				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire from the PACD	1. PACD checks availability of social worker	None	5 minutes	PACD Officer
2. Submit referral/ Personally express request for counseling	2. If the Social worker is available, she/he receives referral /attends to client's personal request for counseling	None	5 mins	Social Workers
2.1 Answer and provide relevant questions and information	2.1 Social Worker carries out general intake interview	None	10 minutes	Social Workers
	2.2. Assessment of client's problem/ concerns	None	10 minutes	Social Workers
3. Participate in counseling	3. Conduct and document counseling session	None	2 hours	Social Workers
4. Sign counseling, Attendance and may go home	4. Assess if the client needs additional or follow-up sessions (Agrees with client on the next schedule as necessary)	None	5 mins	Social Workers
TOTAL		0.00	2 hour & 35 minutes	



6. AVAILMENT OF THE PROVISION STIPULATED IN R.A. 10630 (COMPREHENSIVE JUVENILE JUSTICE AND WELFARE SYSTEM)

The Republic Act 9344 otherwise known as the “Juvenile Justice and Welfare Act of 2006” as amended by Republic Act 10630, establishing a comprehensive Juvenile Justice and Welfare System, creating the Juvenile Justice and Welfare Council under the Department of Social Welfare and Development.

This act gives specific child- appropriate procedures in handling children at risk and cases of children in Conflict with the Law.

Office or Division :	City Social Welfare and Development Office
Service Availability :	8:00 AM TO 5:00 PM (Monday – Sunday)
Classification :	Highly Technical with reference to R.A. 9344/ RA 10630
Type of Transaction:	Government – Client
Who may avail :	I. CASE MANAGEMENT OF CHILDREN AT RISK (CAR) (DURATION OF SERVICE PER CLIENT: 3-6 MONTHS) Child at risk (car) those children who was found to have alleged violated: A. A local ordinance concerning juvenile status offenses; a) Curfew Violations b) Truancy c) Parental Disobedience d) Anti-smoking Ordinances e) Anti- drinking Ordinances f) Other ordinances enacted by the LGU concerning juvenile status offenses B. A light offense and misdemeanor against public order or safety a) Disorder conduct b) Public scandal c) Harassment d) Drunkenness e) Public intoxication f) Criminal nuisances g) Vandalism h) Gambling i) Mendicancy j) Littering k) Public urination l) Trespassing



		C. An offense not applicable to children and is therefore exemption from prosecution. A) prostitution B) mendicancy C) sniffing of rugby		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Case file containing: Details of the case, documents that can serve as basis to determine age: 1.1 Birth Certificate (1 original copy) 1.2 Baptismal certificate (1 original copy) 1.3 School records (2 original copy) 1.4 Dental Records (2 original copy) 1.5 Health Records (2 original copy)		Local Civil Registrar Church School Health Centers/Hospital/Clinic Health Centers/Hospital/Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR CHILDREN AT RISK				
1. Referral and physical turnover of the WCPD/ Barangay Council for the Protection of Children	1. Accepts the custody of the Child at Risk (CAR) a) Registry to Logbook b) Intake interview c) Notify Parents/ Guardians/BCPC	None	10 minutes	Social Worker
2. Parents/Guardian will provide necessary documents	2. Pre-screening of documents a) Complaint/Blotter b) Birth Certificate/ Baptismal Certificate/ Medical Records to support minority	N/A	5 minutes	Social Worker
3. Appearance of CAR	3. Conduct Intake interview and Assessment of CAR	N/A	30 minutes	Social Worker
4. Parents /Guardian will attend case conference with their barangay representative preferably their Brgy. Captain	4. Conduct Case Conference with CAR, Parents/BCPC representative, Complainant to discuss intervention program for the child. Note: A. If CAR is reoffender: refer for Community	N/A	2 Hours	Social Worker



	Service in the Barangay, Counselling session with parents, Psychological evaluation of needed. If CAR is first time violator: refer to Alternative Learning System (ALS) if out of school, Counselling session with parents.			
	TOTAL	0.00	2 Hours and 45 minutes	
FOR CHILDREN IN CONFLICT WITH THE LAW				
Who may avail:	I. Case management of children in conflict with the law (CICL) (duration of service per client: 6-12 months) Child in conflict with the law (CICL)- children who are alleged as, accused of, or adjudged as, having committed an offense under Philippine laws. most common offenses that CICL commits: A. Physical Injuries B. Rape C. Robbery D. Acts of Lasciviousness E. Violation of ra 9165 (Dangerous Drug Act) F. Theft G. Malicious Mischief			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
● Case file containing: Details of the case, documents that can serve as basis to determine age: 1.1 Birth Certificate (1 original copy) 1.2 Baptismal certificate (1 original copy) 1.3 School records (2 original copy) 1.4 Dental Records (2 original copy) 1.5 Health Records (2 original copy)		Local Civil Registrar Church School Health Centers/Hospital/Clinic Health Centers/Hospital/Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Referral from the Regional Trial	1. Receives Documents related	None	5 minutes	Social Worker



Court, City Prosecutor's Office, Public Attorney's Office, Philippine National Police	to the Case of the CICL A. Registry to Logbook B. Intake Interview (Initial Interview with the Child) C. Notify Parents/ Guardians/ BCPC about the whereabouts of the CICL			
2. Parents will provide necessary documents	2. Intake Interview with parents and CICL: A. Home Visitation B. Make Case Study to determine age and Discernment based on the Discernment tool. C. Submit Case Study Report to the Regional Trial Court, City Prosecutor's Office, Public Attorney's Office (Note: 15 days are given by the RTC/City Prosecutors Office to submit Case Study Report of the CICL)	None	15 minutes	Social Worker
4. CICL will answer Assessment of Discernment Tool	4. Determine if diversion is appropriate; come up with a recommended diversion program to either Level 1. CSWDO level 2. Prosecutor's Office Level 3. Regional Trial Court's Level 4. Home Visitation	None	2 Hours	Social Worker
5. CICL together with parents/guardian	5. Conduct a case conference with the child, and parents,	None	2 Hours	Social Worker



will attend case conference (Note: if case is not File in Court)	complainant to discuss the diversion proceedings and sign the Diversion Contract Note: A. City Prosecutor will order for the Diversion proceeding of the case if the penalty of the offense charged is less than six (6) years.			
	TOTAL		4 Hours and 20 minutes	

7. DISASTER RELIEF SERVICE

Provisions of appropriate assistance to help alleviate the conditions/ situations of distressed/displaced individuals/families who are affected of disaster. This can be in the form of Food and Non-Food Item and Financial assistance to help Individual/families construct/repair their houses which are either Partially and Totally by the hazard.

Office or Division :	City Social Welfare and Development Office		
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)		
Classification :	Simple		
Type of Transaction:	Government to Client		
Who may avail :	Affected Individuals/Families		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
• 1 original copy of Certification that a particular person/family is a victim or affected of a particular disaster		Barangay Hall where the client resides	
• 1 original copy of Certificate of Indigency			
• 1 original copy of Certification of the Fire Incident (For Fire Incident)		Bureau of Fire Protection (BFP), Cadiz City	
• 1 original copy of Police Blotter Report (For Fire Incident)		Philippine National Police (PNP), Cadiz City	
• 1 Picture of House damaged by fire and other hazard * 1 photocopy of valid id of client (owner of the house or member of the		Affected Individual/Family	



household who is 18 years old and above)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures and submits the requirements	1. Verifies Completeness of the documents;	None	5 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay



				Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
2. Answers pertinent questions	2. General Intake/Interview using Disaster Family Access Card (DAFAC) form and establish client's eligibility for assistance 2.1. Prepares assessment report/and requests for food & non-food items	None None None	5 minutes 10 Minutes 2 minutes	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay



	2.2. Submits document to CSWD Officer for approval	None	3 minutes	Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3



	2.3 CSWD Officer approves and signs the documents			Social Welfare Aide - Barangay Tiglawigan CSWD Officer
3. Receives copy of Approved Assessment report and food & non-food items	3. Release copy of the approved document/s; Provide Food/or Non-Food Items to clients 3.1 Advise client to go home and wait to be notified for the release of assistance	None None	2 minutes 1 minute	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini



				Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan Liaison Officer
	3.2 Record documents in client's logbook and Forward to the City Mayor's office	None	2 minutes	
TOTAL			35 minutes	



8. APPLYING FOR SELF-EMPLOYMENT ASSISTANCE PROGRAM (SEAP)

It is an initial assessment of an applicant to qualify for the livelihood capital assistance. The process includes social preparation of the applicant who may be an individual, family or group who is socially and economically disadvantaged.

The process requires applicants to submit to orientation on Basic Business Management and Skills Development (BBMSD) - that aims to build up problem solving and decision-making capability of the SEAP client to successfully manage their resources of the Micro-Enterprise in response to economic opportunities.

The micro enterprise can experience failure if the client lacks the necessary skills to effectively utilize and manage resources which in turn hinders their ability to delegate tasks & coordinate efforts for the efficient functioning of the micro enterprise.

Office or Division :	City Social Welfare and Development Office	
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)	
Classification :	Simple	
Type of Transaction :	Government to Client	
Who may avail :	TABLE 1	TABLE 2
	• Family Heads/Families & other needy Adults • Elderly or Senior Citizens • Youth ages 18 years old & above • Persons with Disability • Recovered disaster victims/distressed clients • Solo Parents • Women • ERPAT • Community Based After- • Care Program (CBRP) After Care Clients	Eligibility Requirements: • No outstanding balance for SEAP • Non-Livelihood Assistance Grant (LAG) beneficiary • Either has existing business or willing to start-up or engage a small-scale enterprise
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
• 1 valid Identification (ID) card		



		client		
• Referral (if any)		Referring Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Referral/ Express personal intention to apply for SEAP	1. Attend to client and obtain basic personal details.	None	20 mins	Social Welfare Officer III – Barangay Caduha-an
	1.1 Assess & establish client's eligibility for SEAP (refer to Table 1 & 2)	None	20 mins	Administrative Aide I – Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay



				Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
2. Take note of the schedule for orientation on Basic Business Management & Skills Development (BBMSD)	2. If eligible, log-in client's name and schedule the applicant for orientation on BBMSD. BBMSD schedule: Every last Thursday of the month, 1st Batch 9:00 AM - 12:00 NN 2nd Batch 2:00 PM - 5:00 PM	None	15 mins	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay



				Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5 Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3

				Social Welfare Aide - Barangay Tiglawigan
3. Attend and participate in the BBMSD Orientation	3. Conducts orientation on BBMSD	None	3 hours	• SEAP Focal Person/BBMSD Trainer • Adm. Aide I
3.1 Sign in client's logbook to acknowledge receipt of the Certificate of Attendance	3.1 Issue Certificate of Attendance	None	20 mins	• SEAP Focal Person/BBMSD Trainer
TOTAL		0.00	4 hrs. and 15 mins	

9. AVAILMENT OF LIVELIHOOD CAPITAL ASSISTANCE

It is a subsequent process for clients who possess skills to engage in income-generating activities and avail Livelihood Capital Assistance after initial assessment & eligibility have been established.

Office or Division :	City Social Welfare and Development Office	
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)	
Classification :	Highly Technical	
Type of Transaction :	Government to Client	
	TABLE 1	TABLE 2
Who may avail :	• Family Heads/Families & other needy Adults • Elderly or Senior Citizens • Youth ages 18 years old & above • Persons with Disability • Recovered disaster	Eligibility Requirements: • No outstanding balance for SEAP • Non Livelihood Assistance Grant (LAG) beneficiary



			• Either has existing business or • willing to start-up or engage a small-scale enterprise	
victims/distressed clients • Solo Parents • Women • ERPAT • Community Based After-Care Program (CBRP) • After Care Clients				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
* for NEW APPLICANTS				
• 1 original Certificate of Attendance on BBMSD			client	
• 1 original copy of Project Proposal/Financial Reqt.			client	
• 2 photocopied valid Identification (ID)			client	
• 1 original copy of recent Barangay Indigency			Barangay where the applicant resides	
• 1 photocopied Residence Certificate or Cedula for the current year			Barangay Hall/ City Treasurer's Office	
• 1 pc recent 2x2 ID picture			client	
* for RENEWAL APPLICANTS				
• 1 original copy & 2 photocopied of Official Receipts of Rolled-back payment			client	
• 2 original Certificate of Full Payment			CSWD Office	
• 1 original copy of Project Proposal/ Financial Requirement			client	
• 2 photocopied valid Identification (ID)			client	
• 1 original copy of recent Barangay Indigency			Barangay where the applicant resides	
• 1 photocopied Residence Certificate or Cedula for the current year			Barangay Hall/ City Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure & submit documentary requirements	1.Receive & verify completeness of applicant's requirements	None	10 mins	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV – Barangay Luna Social Welfare Assistant – Barangay Celestino Villacin and Mabini Administrative Aide I –Barangay Magsaysay Administrative Aide I –Barangay Tinampa-an Social Welfare Aide – Barangay Zone 2 and Zone 5



					Social Welfare Aide – Barangay VF Gustilo Social Welfare Aide – Barangay Burgos and Sicaba Social Welfare Assistant – Barangay Zone 6 Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
	2. Answer the Pertinent information	2. ❖ General Intake Interview (for new applicant) ❖ Update of client's Intake Profile (for renewal)	None	20 mins	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I –



					Barangay Daga
					Social Welfare Aide – Barangay Banquerohan
					Social Welfare Officer IV – Barangay Luna
					Social Welfare Assistant – Barangay Celestino Villacin and Mabini
					Administrativ e Aide I – Barangay Magsaysay
					Administrativ e Aide I – Barangay Tinampa-an
					Social Welfare Aide – Barangay Zone 2 and Zone 5
					Social Welfare Aide – Barangay VF Gustilo
					Social Welfare Aide – Barangay Burgos and Sicaba
					Social Welfare Assistant – Barangay Zone 6



					Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3 Social Welfare Aide - Barangay Tiglawigan
	3. Sign Feasibility Study, Certificate of Eligibility and Contract of Agreement	3. Prepare Feasibility Study, Certificate of Eligibility, and Contract of Agreement	None	5 days	Social Welfare Officer III – Barangay Caduha-an Administrative Aide I - Barangay Zone 4 Social Welfare Aide – Barangay Zone 1 Youth Development Assistant II – Barangay Cadiz Viejo Social Welfare Aide – Barangay Cabahug and Jerusalem Administrative Aide I – Barangay Daga Social Welfare Aide – Barangay Banquerohan Social Welfare Officer IV –



					Barangay Luna
					Social Welfare Assistant – Barangay Celestino Villacin and Mabini
					Administrative Aide I – Barangay Magsaysay
					Administrative Aide I – Barangay Tinampa-an
					Social Welfare Aide – Barangay Zone 2 and Zone 5
					Social Welfare Aide – Barangay VF Gustilo
					Social Welfare Aide – Barangay Burgos and Sicaba
			None	1 day	Social Welfare Assistant – Barangay Zone 6
		3.1. CSWDO signs documents	None	2 days	Social Welfare Officer III – Barangay Andres Bonifacio and Zone 3
		3.2 Forward to City Mayor's for Approval			Social Welfare Aide



					- Barangay Tiglawigan CSWD Officer • SEAP Focal Person
	4. Comeback after 8 days, sign client's logbook to acknowledge receipt of the Contract of Agreement	4. Return the Contract of Agreement to applicant for Notarization 4.1 Record log out time of Contract of Agreement	None None	5 mins 10 mins	• SEAP Focal Person • SEAP Focal Person
	5. Facilitate Contract of Agreement for notarization			3 days	
	6. Submit the notarized Contract of Agreement to CSWD Office	6. Receive & record log-in time of receipt of notarized Contract of Agreement and advise the client to go home & wait to be notified of the release of	None None	10 mins	• SEAP Focal Person



		livelihood assistance.		5 mins	• SEAP Focal Person
	7. Sign to acknowledge the receipt of the complete transaction	7. Issue the acknowledgment receipt on the completeness of applicant's SEAP documents	None	20 mins	• SEAP Focal Person
		7.1. Encode and record on the SEAP logbook	None	1 hour	• SEAP Focal Person
		7.2. Prepare Disbursement Voucher & Obligation Request		1 hour	• SEAP Focal Person • Office liaison
		7.3. CSWDO signs DV & OBR		10 mins	
		7.4. Forward to liaison for processing			
	TOTAL		0.00	11 days, 3 hours & 30 mins	



10. APPLICATION FOR MINOR'S TRAVELLING ABROAD

Republic Act No. 7610 also known as the Special Protection of Children Against Abuse Exploitation and Discrimination Act – Article IV Section 8 (a) provides that there is an attempt to commit child trafficking “when a child travels alone to a foreign country without valid reason therefore and without clearance issued by the Department of Social Welfare and Development or written permit or justification from the child’s parent or legal guardian”.

Office or Division :	City Social Welfare and Development Office
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)
Classification :	Highly Technical (DSWD Administrative Order No.12, Series of 2017 Omnibus Guidelines for Minors Travelling Abroad)
Type of Transaction:	Government – Client
Who may avail :	Anybody other than the parent who are planning to travel abroad with a child (minors below 18 years old)
CHECKLIST OF REQUIREMENTS (2 copies each)	
WHERE TO SECURE	
Minors/traveling other than the parents of legal guardian	
1. Duly accomplished Application Form	City Social Welfare and Development Office
2. Birth Certificate of Minor/s (PSA-Photocopy)	Philippine Statistics Authority (PSA)
3. Marriage Contract of minor's parents (PSA-photocopy, if married); Certificate of No Marriage (CENOMAR) of the minor's mother if parents are not married	
4. Notarized Affidavit of Support and Consent of Both Parties if the parents living in the Philippines and the child is accompanied by relative/grandparent (attached photocopy of Valid ID) • Written Consent if the father is a fearer – Father on board sign by their head and certificate from the company • Affidavit Support and Consent from the Philippine Embassy signed by the Consul (if parent/s is/are working abroad) • Death Certificate (PSA photocopy) in case of deceased parent/ blotter if parent cannot be found	CSWD Office Company where the parents work Philippine Embassy (Consul Section) Philippine Statistics Authority (PSA)/ Police



5. Any Proof of Income such as: Income Tax Return, Employment Contract or Certificate of Employment or Bank Certificate	Company/Employer
5. Colored picture of minor (2 pcs., passport size) * recent photo with white, red or blue background taken within 6 months	
6. Passport of traveling companion (photocopy)	
For minor/s traveling ALONE for the First Time (Note: Minor below 13 years old is PROHIBITED TO TRAVEL ALONE)	
1. Duly accomplished Application Form	City Social Welfare and Development Office
2. Birth Certificate of Minors (PSA-Photocopy)	Philippine Statistics Authority (PSA)
3. Marriage Contract of minor's parents (PSA-photocopy, if married); Certificate of No Marriage (CENOMAR) of the minor's mother if parents are not married	Philippine Statistics Authority (PSA)
4. Affidavit of Support and Consent signed by Both Parties (notarized at the place of residence) • Certificate of Employment, or • Latest Income Tax Return • Bank Statement 4.1 Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the child or Certificate of Unaccompanied minor from the Airlines 4.2 Proof of income from the sponsor of the travel example ITR, Certificate of Employment	Lawyer/Notary Public CSWD
5. Death Certificate in case of deceased parent (PSA-photocopy)	Philippine Statistics Authority (PSA)
6. Colored picture of minor (2 pcs., passport size) * recent photo with white, red or blue background taken within 6 months	Client
Minors/traveling other than the parents of legal guardian	
Additional Requirements for Minor/s under Special Circumstances ○ Migrating to another country	

- Visa petition approval ○ Minor who will study abroad - Acceptance or certificate of enrollment or registration from the school ○ Who will attend conference, study tours, Competition, Student Exchange Program, Summer Camp, Pilgrimage, World Youth Day, and other related activities - Certification from sponsoring organization - Affidavit of undertaking of companion indicating the safety measures undertaking by the sports agency (for sports competition) - Signed invitation from the sponsoring agency/ organization abroad with itinerary of travel and list of participants and duration of the activity/ travel ○ Minor going abroad for medical purposes - Medical Abstract of the Minor - Recommendation from the attending physician ○ Minor under Foster Care - Notarized affidavit of Undertaking by the Foster Parents - Notarized affidavit of Consent from the RACCO - Photocopy of Foster Placement Authority; (original copy to be attached for verification) - Photocopy of Foster Care License of the family; (original copy to be attached for verification) - DSWD Certification of Child Legally available for adoption - Return ticket/s ○ Minor Under Legal Guardianship - Certified true copy of Court Order on Legal Guardianship ○ For minor/s whose parent/s are seafarers - Certification for manning agency attesting that the seaman is on board under agency's vessel. - Photocopy of seaman's Book ○ Abandoned minor with alleged missing parent, if parents are married - Social Case Study Report executed by a license social worker of the LGU - Blotter report from either local police or Brgy. Certification from the locally or last known address of the alleged missing - One (1) return registered mail to the last known address of the alleged missing parent(s) or known relative(s).	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's Inquire about the process of applying Minor Travelling Abroad	1. Issue MTA Application Form and Documentary Requirements forms 1.1 Provide instruction and the link of the MTA System on how to process application on travel clearance for minor	None	5 mins	Social Worker
TOTAL		0.00	5 minutes	

11. APPLICATION FOR ALTERNATIVE FAMILY CARE

A provision of alternative parental care to children especially in difficult circumstances whose parents are unable to provide for their basic needs, temporarily or permanently brought about by problems in family relationship, illness, extreme poverty, lack of parenting preparation etc. aggravated by lack of family support.

The program may be provided through adoption, foster care, legal guardianship or residential care depending on the needs of the child.

Office or Division	:	City Social Welfare and Development Office
Service Availability	:	8:00 AM TO 5:00 PM (Monday – Friday)
Classification	:	Highly Technical with reference to: Administrative Adoption – R.A. 11642 Simulated Birth Rectification Act – R.A. 11222 Foster Care – R.A. 10165
Type of Transaction	:	Government – Client
Who may avail	:	Any Filipino citizen or alien residing in the Philippines, of legal age, at least 16 years older than the adoptee, has the capacity to act and assume all the rights and duties as parent with good moral and not convicted of any crime



CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Copy of Birth Certificate of the child and biological parent (SECPA)				Philippine Statistics Authority (PSA)
2. Copy of Birth Certificate of the couple Prospective Adoptive Parent (PAP)				Philippine Statistics Authority (PSA)
3. Copy of Marriage Contract of Prospective Adoptive Parent (PAP)				Philippine Statistics Authority (PSA)
4. Copy of Child Health Record				City Health Office
5. Copy of valid IDs presented by the child's parent				COMELEC, SSS/ GSIS, PHILHEALTH
6. Photograph of the child upon admission with the date taken				
7. Copy of Deed of Voluntary Commitment, Notarized with Certificate of Notarial Act				CSWD, Notary Public
8. Documents showing the financial capacity of the Client				
9. Written consent of the marital and adopted children, ten (10) years age				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's Inquire the process to avail the alternative family care	1. Check the available documents	None	3 minutes	Social Workers
2. Answers pertinent questions	2. Conduct Initial Interview to applicants.	None	1 hour	Social Workers
3. Go home and wait to be notified for the schedule of the Pre-adoption forum	3. Refer PAP for Pre - adoption forum	None	2 minutes	Social Workers
TOTAL		0.00	1 hour and 5 minutes	



12. APPLICATION FOR THE REGISTRATION AND GRANTING OF PERMIT AND RECOGNITION OF PUBLIC AND PRIVATE CHILD DEVELOPMENT CENTERS/LEARNING CENTERS OFFERING EARLY CHILDHOOD PROGRAMS FOR ZERO TO FOUR (0-4) YEARS OF AGE

Early Childhood Care and Development refers to the full range of health, nutrition, early education and social services programs that provide for the basic holistic needs of young children from birth to age four (0-4), to promote their optimum growth and development. R.A. 10410 Otherwise known as the Early Years Act (EYA) of 2013 was institutionalized to create a system for Early Childhood Care and Development (ECCD) that is comprehensive, integrated and sustainable

Office or Division :	City Social Welfare and Development Office	
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)	
Classification :	Highly Technical with reference to Ordinance No. 26-2023 Series of 2023	
Type of Transaction :	Government – Client	
Who may avail :	Public and Private Child Development Centers of Cadiz City	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 1 photocopy of the SEC Registration		Private Learning Center
2. Copy of Profile of the Center that describes its location, ownership, goals and objectives, and programs to be offered.		Private Learning Center
3. Clear copy of Photos and Descriptions of the lot size, indoor and outdoor area, number of buildings		Private Learning Center
4. Number of Children admitted		Private Learning Center
5. List of Teachers/Names of Administrator/Principal/Directors/ and other staff		Private Learning Center
6. 1 Original Copy and 1 Photocopy of Official Receipt of payment		City Treasurer’s Office
GRANTING OF PERMIT TO OPERATE		
Application and Inspection Fee – 250.00 Administrative Fee - 500.00		
GRANTING OF RECOGNITION		
Application and Inspection Fee – 500.00 Administrative Fee - 1,000.00		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PERMIT TO OPERATE				
1. Private Child Development Center/ Learning Center applies Permit to Operate with required Documents	1. Check of the completeness of the documents 1.2 Give the assigned personnel of Private Learning School of a slip for payment to Treasurer's Office together with the documents.	None	15 minutes	ECCD Personnel
2. Pay to the City Treasurer's Office and return to CSWD the documents with receipt of payment 2.1 Received the Acknowledgement Receipt	2. Receives the copy of the Official Receipt with the document 2.1 Release the acknowledgement receipt as proof of complete transaction.	Application and Inspection Fee – 250.00 Administrative Fee – 500.00	15 minutes	ECCD Personnel
3. Within 1 month after the filing of application for permit to operate. Private Learning Center will expect site inspection from CSWD – ECCD Personnel	3. Conducts a visit/inspection to the private Child Development Centers/Learning Centers within one month after the filing of application for permit to operate		1 Hour	ECCD Personnel



	3.1 after the visit, the inspection report will be submit to the City Mayor with required documents and recommend ation			
4. Receives the Certificate to Operate for the period of 3 years qualified private CDCs/LCs or Letter to Comply Requirements for unqualified private CDCs/LCs	4. Issue Certificate to Operate to the qualified Private Child Developmen t Center/Lear ning Center or Letter to Comply Requiremen ts with the Report of Inspection attached to unqualified private Child Developmen t Center/Lear ning Center.		15 minutes	ECCD Personnel
	TOTAL		1 HOUR AND 45 MINUTES	
APPLICATION FOR GRANTING OF RECOGNITION				
1. Submit Letter of Intent for recognition written by the Child Development Teacher (for Public CDC/LC) or the Administrator/Principal/Director /Authorized Representative (for Private, NGO or GOCC CDC/LCs) addressed to the City Mayor through the CSWD Office	1. ECCD Personnel/ CSWD Officer received the letter of Intent	None	10 minutes	ECCD Personnel
		None	10 minutes	ECCD Personnel
2. Acknowledge the received copy of the documents	2. Give the client a receipt of documents submitted.	None	10 minutes	ECCD Personnel



	Advised the client that they will be notified once the letter of Intent will be approved by City Mayor and ECCD Council 2.1 Endorse the letter of Intent to the City Mayor for approval 2.2 a Letter of endorsement to ECCD Council about the application for recognition and wait for the approval once the letter of Intent is been approved by the ECCD.			
TOTAL		0.00	30 MINUTES	

13. APPLICATION FOR SOLO PARENT IDENTIFICATION CARD (SPIC)

An individual recognized as a Filipino Citizen, is deemed a “Solo Parent” eligible to apply for a Solo Parent ID card when he or she is in exclusive possession of parental authority, care and financial maintenance responsibilities for a child or children, or dependents. It is imperative that said individual does **not** engage in cohabitation and/or a co-parenting arrangement with another person, unless their spouse is incapacitated either physically or mentally, rendering them unable to fulfill the responsibilities of child-care and support. (Republic Act 11861 otherwise known as the “Expanded Solo Parent Welfare Act of 2022”) The Solo Parent Identification Card (SPIC) is necessary for the availment of benefits under the Act.

Office or Division :	City Social Welfare and Development Office
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)
Classification :	Highly Technical with Reference to RA 11861 : The Expanded Solo Parent Act of 2022”
Type of Transaction:	Government – Client



Who may avail :	Filipino Citizen, Resident of Cadiz City who may fall on the following categories: 1. Solo Parent with child or children as a consequence of rape (Section 4(a) of RA 8972 as amended) 2. Solo Parent on account of the death of the spouse (Section 4(a) (2) of RA 11861) 3. Solo Parent on account of the detention or criminal conviction of the spouse (Section (4) (a) (3) of RA 11861) 4. Solo Parent on account of Physical or mental incapacity of the spouse (Section 4(a) (4) of RA 11861) 5. Solo Parent on account of legal or de facto separation of spouse (Section 4(a) (5) of RA 11861) 6. Solo Parent on account of declaration of nullity or annulment of marriage or divorce (Section 4(1) (5) of RA 11861) 7. Solo Parent on account of abandonment by spouse (Section 4(a) (7) of RA 11861) 8. Spouse or any family member of an OFW (Section 4(b) of RA 11861) 9. Unmarried father or mother who keeps and rears the child or children (Section 4(c) of RA 11861) 10. Solo Parent who is legal guardian, adoptive or foster parent (Section 4(d) of RA 11861) 11. Any relative within fourth (4th) civil degree of consanguinity or affinity of the parents or legal guardian who assumes parental care and support of the child or children (Section 4(e) of RA 11861) 12. Solo Parent who is pregnant woman (Section 4(f) of RA 11861)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled up Application Form	City Social Welfare and Development Office
2. Certificate of Attendance of Orientation on RA 11861	City Social Welfare and Development Office
3. 1 Photocopy - Birth Certificate of children age 22 and below (18-22 years old should be in school; provide school certification)	Local Civil Registrar
4. 1 Photocopy - Marriage Contract (if married)	
5. 1 Original copy - CENOMAR (if unmarried)	Philippine Statistics Authority (PSA)



6. 1 Certified true copy or photocopy - Death Certificate of the spouse (widow/widower)		Local Civil Registrar		
7. 1 Original Copy - Certificate of detention (if the spouse is detained or serving sentence at least 3 months issued by the law enforcement agency or the court)		Law Enforcement Agency or Court		
8. 1 Original Copy - Medical Record or Medical Abstract (if spouse is physically or mentally incapacitated)		Government or Private Doctor		
9. 1 photocopy - Judicial decree of legal separation of the spouse		Court/Public Attorney's Office (PAO)		
10. 1 Original copy - Affidavit of 2 disinterested persons for de facto separation, abandonment		Court/Public Attorney's Office (PAO)		
11. 1 photocopy - Judicial decree of nullity or marriage		Court		
12. 1 Original Copy - Police or Barangay record of the fact of abandonment		Philippine National Police/Barangay		
13. 1 photocopy - Proof of guardianship, foster care license issued DSWD		Public Attorney's Office (PAO), DSWD		
14. 1 Original copy - Sworn statement declaring that the solo parent is not cohabiting with a partner or co-parent and solo parental care and support of the child.		Public Attorney's Office (PAO)		
15. 1 Original copy - Affidavit of a barangay official attesting that the solo parent is a resident of the barangay & the child/children is/are under the parental care and support of the Solo Parent		Barangay/Public Attorney's Office (PAO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NEW MEMBERSHIP				
1. Inquire and checks schedule of Solo Parents Orientation – Seminar	1. Logs-in name of client and assign date or schedule of Solo Parents Orientation – Seminar	None	5 mins.	Social Workers

2. comeback on assigned date or schedule 2.1 Personally attends and participates in the Solo Parents Orientation Seminar to apprise him/her of the qualification rights and duties and obligations of solo parent/s including the benefits, assistance and services available and identifies what category is applicable to him/her and the necessary requirements for each category	2. Social Worker conducts Solo Parent Orientation – Seminar (Schedule: Every 3rd Friday of the Month at 1:30 – 4:30pm)	None	3 hours	Social Workers
2.2 Signs in client's logbook to acknowledge receipt of Certificate of Attendance on Solo Parents Orientation Seminar	2.1 Issues Certificate of Attendance on Solo Parents Orientation – Seminar to client	None	5 Minutes	Social Workers
3. Secure and Fill-up Form for Solo Parents 3.1 Submit duly filled-up application with documentary requirements according to applicable category 3.2 Sign in client's logbook to acknowledge submission of conflict documents	3. Receives Application, Review and verify documents 3.1 Records log-in time receipt of complete documents submitted and advise to go home and comes back after 7 days 3.2 Social Worker interviews applicant to establish	None None None	10 minutes 5 minutes 20 mins	Social Workers



	eligibility as a Solo Parent			
4. Undergo the necessary assessment process	4. Conducts home visitation to validate veracity of the information given by the applicant	None	6 days	Social Workers
4.1 Provides /supplies necessary information and answers relevant questions	4.1 Prepared the Social Case Study Report	None	45 minutes	
5. Signs in client's logbook to acknowledge receipt of Solo Parents ID Card or Certification	* if qualified, encode in database of Solo Parents Masterlist 5. Issues Solo Parent ID Card or if physical is not available, Certificate of Eligibility stating his/her status as a Solo Parent and reason for not being able to issue the ID (Note: The Certificate of Eligibility must be surrendered to Solo Parent Office upon receipt of physical SPIC) * in cases of disapprove, the Social Worker must issue a written notice of disapproval indication the reason for such.	None	10 minutes	Social Workers
TOTAL		0.00	7 days, 3 hours and 40 minutes	



14. RENEWAL OF SOLO PARENT IDENTIFICATION CARD (SPIC) – VALID FOR 1 YEAR

An individual recognized as a Filipino Citizen, is a deemed a “Solo Parent” eligible to apply for a Solo Parent ID card when he or she is in **exclusive possession of parental authority**, care and financial maintenance responsibilities for a child or children, or dependents. It is imperative that said individual does **not** engage in cohabitation and/or a co-parenting arrangement with another person, unless their spouse is incapacitated either physically or mentally, rendering them unable to fulfill the responsibilities of child-care and support. (Republic Act 11861 otherwise known as the “Expanded Solo Parent Welfare Act of 2022”) The Solo Parent Identification Card (SPIC) is necessary for the availment of benefits under the Act.

Office or Division :	City Social Welfare and Development Office		
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)		
Classification :	Highly Technical		
Type of Transaction:	Government – Client		
Who may avail :	Filipino Citizen, Resident of Cadiz City who may fall on the following categories: 1. Solo Parent with child or children as a consequence of rape (Section 4(a) of RA 8972 as amended) 2. Solo Parent on account of the death of the spouse (Section 4(a) (2) of RA 11861) 3. Solo Parent on account of the detention or criminal conviction of the spouse (Section (4) (a) (3) of RA 11861) 4. Solo Parent on account of Physical or mental incapacity of the spouse (Section 4(a) (4) of RA 11861) 5. Solo Parent on account of legal or de facto separation of spouse (Section 4(a) (5) of RA 11861) 6. Solo Parent on account of declaration of nullity or annulment of marriage or divorce (Section 4(1) (5) of RA 11861) 7. Solo Parent on account of abandonment by spouse (Section 4(a) (7) of RA 11861) 8. Spouse or any family member of an OFW (Section 4(b) of RA 11861) 9. Unmarried father or mother who keeps and rears the child or children (Section 4(c) of RA 11861) 10. Solo Parent who is legal guardian, adoptive or foster parent (Section 4(d) of RA 11861) 11. Any relative within fourth (4th) civil degree of consanguinity or affinity of the parents or legal guardian who assumes parental care and support of the child or children (Section 4(e) of RA 11861) 12. Solo Parent who is pregnant woman (Section 4(f) of RA 11861)		
<table border="1"> <tr> <td>CHECKLIST OF REQUIREMENTS</td> <td>WHERE TO SECURE</td> </tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		



1. 1 original copy of Solo Parent ID Card (expiring or expired)				
2. Duly Filled -up application form		City Social Welfare and Development Office		
3. 1 Photocopy of Marriage Contract		Philippine Statistics Authority (PSA)		
4. 1 Original Copy of CENOMAR (if married)		Local Civil Registrar		
5. 1 original copy of Birth Certificate (for new or additional child)		Local Civil Registrar		
6. 1 photocopy Proof of guardianship, foster care license		Public Attorney's Office (PAO), DSWD		
7. 1 Original Copy Sworn statement declaring that the solo parent is not cohabiting with a partner or co-parent and solo parental care and support of the child.		Public Attorney's Office (PAO)		
8. 1 Original copy - Affidavit of a barangay official attesting that the solo parent is a resident of the barangay & the child/children is/are under the parental care and support of the Solo Parent		Barangay/Public Attorney's Office (PAO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender expiring or expired SPIC (old ID Card)	1. Receives surrendered SPIC (Old ID Card)	None	10 Minutes	Social Workers
1.1 Secure and Fill-up Application Form	Note: a. If the client obtains Solo Parent ID from 2022 – backwards client must undergo Orientation. b. If the client obtains Solo Parent ID from 2023 – onwards client will no longer undergo Orientation.	None	10 Minutes	Social Workers
1.2 submit duly filled-up application form with documentary requirements according to applicable category	1.1 Receives application. Review and verify documents and acknowledge receipt of completeness	None	5 Minutes	Social Workers
1.3 Signs in client's logbook to acknowledge submission of complete documents	1.2 Records log-in time of receipt of complete documents submitted and advise client to go home after and come back after 7 days			
2. undergo the necessary assessment process	2. Social Worker Interviews the applicant to establish eligibility and update as	None	20 minutes	Social Workers



2.1 provides/supplies necessary information and answers relevant questions	a Solo Parent applicant's profile	None	6 days	Social Workers
	2.1 Social Worker conducts home visitation to validate the veracity of the information given by the applicant	None	45 minutes	Social Workers
	2.2 Prepare the Social Case Study Report			
3. Signs in client's logbook to acknowledge receipt of new SPIC	3. Encode name of Solo Parents Database and issue new SPIC	None	10 minutes	Social Workers
TOTAL	0.00		6 days, 1 hours and 40 minutes	

15. APPLICATION FOR FSCAP MEMBERSHIP & OSCA IDENTIFICATION CARD

Republic Act No. 9994 – an act Operating Additional Benefits and Privileged to Senior Citizens. This expanded of Senior Citizen Act of 2010 – is a closed on augmenting the benefits and service given to Elderlies.

Office or Division :	City Social Welfare and Development Office		
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)		
Classification :	Simple		
Type of Transaction:	Government – Client		
Who may avail :	Senior Citizens (60 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Any of the following: • 1 photocopy of Birth Certificate or Baptismal 1 photocopy of Valid ID		Local Civil Registrar, COMELEC, GSIS, SSS ID, Land Transportation Office	
• Residence Certificate		City Treasurer’s Office/Barangay Treasurer	
• 3 pcs of 1X1 picture for Senior Citizen’s ID Card		Senior Citizen applicant	
• Filled up Application Form (OSCA & NCSC)		Office of the Senior Citizen’s Affairs (OSCA) / Federation of Senior Citizens Asso. of the Phils. (FSCAP)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure, filled-out forms and submit Requirements	1. Accept filled-up application form with supporting documents	None	5 mins	Senior Citizen's Staff
	1.2. Encoding and Profiling of Application per Barangay	None	5 mins	Senior Citizen's Staff
2. Receive the Identification Card	2. Approves and release OSCA Identification Card and purchase booklet for medicines and groceries	None	5 mins	Senior Citizen's Staff
TOTAL		0.00	15 minutes	

16. APPLICATION FOR PERSONS WITH DISABILITY IDENTIFICATION CARD

R.A. 9442 – an act amending RA 7277 otherwise known as the Magna Carta for Disabled Persons and other Purpose.

SECTION 2. The grants of the Rights and Privilege for Disabled Person shall be guided with the following principles:

A. Disabled persons as part of the society, thus the state fully supports the improvement of the state well – being of disabled persons and their integration into the mainstream of society. Towards this end, the state shall adopt policy ensuring the rehabilitation, self-improvement and self-reliance of disabled persons.

Office or Division :	City Social Welfare and Development Office						
Service Availability :	8:00 AM TO 5:00 PM (Monday – Friday)						
Classification :	Simple						
Type of Transaction:	Government – Client						
Who may avail :	Persons with Disability (No age limit)						
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>• 1 original copy of Medical Certificate/ Medical Abstract/</td><td>City Health Office</td></tr> <tr> <td>• Filled up Person with Disability (PWD) Application form</td><td>Person with Disability Affairs Officer (PDAO)</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	• 1 original copy of Medical Certificate/ Medical Abstract/	City Health Office	• Filled up Person with Disability (PWD) Application form	Person with Disability Affairs Officer (PDAO)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
• 1 original copy of Medical Certificate/ Medical Abstract/	City Health Office						
• Filled up Person with Disability (PWD) Application form	Person with Disability Affairs Officer (PDAO)						



● Residence Certification from the Barangay		Barangay where the applicant resides		
● Any Valid ID or Photocopy of Birth Certificate		Any Government ID		
● 2 copies of 1x1 picture		Person with Disability (PWD) applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure, filled-out PWD application form and submit Requirements	1. Accept requirements and interview using General Intake Sheet	None	5 mins	PDAO Staff
	2. Profiling of PWD application per barangay	None	5 mins	PDAO Staff
2. Receive the Identification Card/ purchase booklet for medicines and groceries	3. Approve and release of Person with Disability (PWD) Identification Card and purchase booklet for medicines and groceries	None	5 mins	PDAO Staff
TOTAL		0.00	15 Minutes	

PUBLIC EMPLOYMENT SERVICE OFFICE

External Services



1. Registration, Referral, and Placement of Jobseekers

Under the PESO Act of 1999, the Public Employment Service Office is mandated to carry out full and equal employment opportunities for all.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
National Skills Registry Program (NSRP) Form 1		Public Employment Service Office (PESO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the National Skills Registry Program Form (NSRP Form 1) and submit duly accomplished forms to the person in charge.	1.1 Check the entries in the application and make supplementary entries if necessary.	None	3 minutes	<i>PESO Staffs and Administrative Aide IV PESO</i>
	1.2 Determine the needs and condition of the jobseekers and refer to the person in charge.	None	3 minutes	<i>Administrative Aide IV PESO</i>
	1.3 Interview applicants and conduct counseling.	None	5 minutes	<i>Labor and Employment Officer II PESO</i>
	1.4 Evaluate qualifications and skills of applicants for job matching from the list of current job orders,	None	5 minutes	<i>Labor and Employment Officer II PESO</i>



	vacancies and opportunities. 1.5 Send referral letter address to specific company for possible job placement.	None	5 minutes	<i>PESO Manager</i> PESO
TOTAL:		00	21 Minutes	

2. Employment Guidance and Counselling

Employment Guidance and counseling is a process of assisting people intellectually and psychologically to make decisions about their career and act to realize it.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:		Public Employment Service Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent for the conduct of employment, guidance and counseling		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for Career Guidance and Counselling of graduating students (Secondary, Tertiary, Technical/Vocational Schools) 1 week prior to the activity.	1.1 Receive letter request for Career Guidance.	None	5 minutes	<i>PESO Staff</i> PESO
	1.2 Send confirmation (through call/SMS/e-mail) for the acceptance or approval of the request.	None	1 hour	<i>PESO Manager</i> PESO
TOTAL:		00	1 hour & 5 minutes	

3. Labor Market Information (LMI)

Labor Market Information (LMI) is the interaction between individuals competing for Jobs and employers competing for workers. It pertains to information concerning the size, composition, functions, problems or opportunities to the labor market including employment related aspirations of the labor market clients.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

A. Walk-In Clients

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public (for Employed and Unemployed)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NSRP Form 1		PESO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Skills Registry Form and NSRP Form 1.	1.1 Give instructions on how to fill-out the NSRP Form 1	None	5 minutes	<i>Administrative Aide IV PESO</i>
2. Submit/Endorse the accomplished NSRP Form 1.	2.1 Receive and verify completeness and correctness of all data gathered. Once accuracy is established, it will be endorsed to the encoding division.	None	10 minutes	<i>Administrative Aides IV and PESO Staffs PESO</i>
	2.2 Access the Public Employment Information System (PEIS) website and log in the system.	None	2 minutes	<i>Administrative Aides IV and PESO Staffs PESO</i>
	2.3 Encode the gathered data	None	5 minutes	<i>Administrative Aides IV and PESO Staffs</i>



	from NSRP Form 1.			PESO
TOTAL:		00	22 Minutes	

B. Registration of Establishments

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
National Skills Registry Form 2		Public Employment Service Office (PESO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill-out NSRP Form 2	1.1 Give instructions on how to fill-out the NSRP Form 2.	None	5 minutes	<i>Administrative Aide IV PESO</i>
2.Submit or endorse the accomplished NSRP Form 2	2.1 Receive and verify completeness and correctness of all data gathered. Once accuracy is established, it will be endorsed to the encoding division.	None	10 minutes	<i>Administrative Aides IV and PESO Staffs PESO</i>
	2.2 Access the PEIS website and log in the system.	None	2 minutes	<i>Administrative Aides IV and PESO Staffs PESO</i>
	2.3 Encode the data from NSRP Form 2.	None	5 minutes	<i>Administrative Aides IV and PESO Staffs PESO</i>
TOTAL:		00	22 Minutes	

4. Special Recruitment Activity (SRA)

Land based or Sea-based licensed Recruitment Agencies may seek assistance from the PESO-Cadiz in the conduct of Special Recruitment Activity. In coordination with the Department of Migrant Workers (DMW) PESO-Cadiz confirms the validity of the client's Agency Recruitment Authority. Moreover, agencies are provided with the facilities & equipment at the PESO office for utilization. Likewise, staff support may also be provided.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

A. SRA REQUEST

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Recruitment Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of Registration to Philjobnet.gov.ph Letter of Intent Permits a. Mayor Permit b. DTI Business Permit c. BIR Flyers Specific Job Vacancy or Job Orders Special Recruitment Authority (Overseas) ID of the authorized representative		Philjob.net Requesting Agency Licensing Division (Mayor's Office) DTI BIR Requesting Agency Requesting Agency(Local)/DMW(Overseas) DMW Requesting Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements to pesocadiz@yahoo.com no less than ten (10) days prior to the scheduled conduct of SRA.	1.1 Verification of documents and acknowledge the receipt of complete requirements from the requesting agency.	None	10 minutes	<i>Administrative Assistant I</i> PESO
	1.2 Endorsement of SRA request for the approval	None	5 minutes	<i>Administrative Assistant I</i> PESO



	of the PESO Manager.			
	1.3 Endorsement of SRA request for the approval of City Mayor.	None	10 minutes	<i>Administrative Aide IV PESO</i>
	1.4 Receive the approved SRA request from the City Mayor's Office.	None	10 minutes	<i>Administrative Aide IV PESO</i>
	1.5 Prepare the No Objection Certificate signed by the PESO Manager.	None	5 minutes	<i>Administrative Assistant I PESO</i>
	1.6 Issuance of No Objection Certificate to the requesting agency via email.	None	5 minutes	<i>Administrative Assistant I PESO</i>
2. Submission of Special Recruitment Authority from DMW (for overseas) and ID of the authorized representative.	2.1 Verification and acknowledgment of Special Recruitment Authority from DMW and ID of the authorized representative.	None	5 minutes	<i>Administrative Assistant I PESO</i>
	2.2 Announcement of SRA and Posting of job orders/posters on PESO's official Facebook page.	None	5 minutes	<i>Administrative Assistant I PESO</i>
	2.3 Notify registered applicants through phone calls or emails.	None	3 minutes	<i>Labor and Employment Officer II and PESO Staffs PESO</i>
TOTAL:		00	58 Minutes	



B. Pre-Registration of Applicants

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NSRP Form 1		Public Employment Service Office (PESO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Registry Form and NSRP Form 1 and submit the accomplished form to PESO personnel for verification (for walk-in applicants) or scan the QR code.	1.1 Receive accomplished NSRP Form 1 of applicants.	None	10 minutes	<i>Labor and Employment Officer II Administrative Assistant I Peso Staff PESO</i>
2. Search job in the list of job vacancies.	2.1 Assist and advice applicants	None	10 minutes	<i>Labor and Employment Officer II Administrative Assistant I and Peso Staffs PESO</i>
TOTAL:		00	20 Minutes	

C. Conduct of SRA

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	General Public/Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume and Application Letter Certificates (if applicable) Terminal Report Deployment Report		Jobseekers TESDA Public Employment Service Office (PESO) Public Employment Service Office (PESO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the venue 30 minutes	1.1 Assist recruitment agency.	None	10 minutes	<i>PESO Staffs PESO</i>



before the scheduled time.				
2. Fill-out and sign the Terminal Report by the end of the Recruitment Activity.	2.1 Gather the Terminal Report prepared by the Recruitment Agency.	None	3 minutes	<i>PESO Staff</i> <i>PESO</i>
	2.2 Sign the Terminal Report	None	1 min.	<i>PESO Manager and Labor and Employment Officer II</i> <i>PESO</i>
3. Submit the Deployment Report fifteen (15) days after the Recruitment Activity.	3.1 Follow-up the Deployment Report via email.	None	5 minutes	<i>Administrative Assistant I</i> <i>PESO</i>
	3.2 Acknowledge the Deployment Report.	None	5 minutes	<i>Administrative Assistant I</i> <i>PESO</i>
	3.3 Endorse Deployment Report to PESO Manager/Coordinator.	None	1 min.	<i>Administrative Assistant I</i> <i>PESO</i>
TOTAL:		00	25 Minutes	

5. Special Program for Employment of Students (SPES)

Programs which aim to provide Temporary Employment to poor but deserving students, out-of-school youth and dependents if displaced or would be displaced workers during summer and or Christmas vacation or any time of the year to augment the family's income to help ensure that beneficiaries are able to pursue their education.

(As per request by DOLE)

Office or Division:	Public Employment Service Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students or Out-of-School Youth (OSY) at least 15 years old but more than 30 years old on the day of implementation.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
School I.D./ SPES I.D. (4 photocopies)	Respective School
Barangay Indecency (4 photocopies)	Barangay Hall
Grades for the first semester (4 photocopies)	Respective School



Birth Certificate/PSA (4 photocopies) SPES Application form (4 photocopies)		PSA Public Employment Service Office (PESO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for SPES Program	1.1 Receive complete documents from SPES applicants	None	5 minutes	<i>Administrative Aide IV</i> PESO
	1.2 Validate applicants' eligibility based upon the documents submitted.	None	15 minutes	<i>Administrative Aide IV</i> PESO
2. Attend SPES Orientation.	2.1 Conducts SPES orientation.	None	60 minutes	<i>PESO Manager</i> PESO
	2.2 Sign the contract	None	1 min.	<i>PESO Manager and Labor and Employment Officer II</i> PESO
TOTAL:		00	1 hour and 21 minutes	

6. JOB FAIR

Jobs Fair - refer to an employment facilitation strategy to fast track the meeting of jobseekers and employers, Licensed/Authorized Recruitment Agencies and Registered Job Contractors in one specific venue, in one specified date and to disseminate information on other DOLE Programs.

(As per scheduled date/every Charter Day (July 3)/every Women Month Celebration (3rd week of March)/as per request of any organization who wants to conduct a Job Fair)

A. RECRUITMENT AGENCY REGISTRATION

Office or Division:	Public Employment Service Office
Classification:	Simple
Type of Transaction:	Government to Business
Who may avail:	Recruitment Agency
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	Requesting Agency



Company/Corporate Profile Permits a. Mayor Permit b. Business Permit c. BIR Certificate of Registration d. DTI Certificate e. POEA License (Overseas) DOLE No Pending Case Certificate DMW approved Job Orders (Overseas) Proof of Registration and updated job vacancies to Philjobnet.gov.ph Posters Special Recruitment Authority (Overseas) ID of the authorized representative		Requesting Agency Licensing Division (Mayor's Office) BIR DTI POEA DOLE DMW PhilJobNet Requesting Agency DMW Requesting Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about Jobs Fair schedule	1.1 Provide information regarding Jobs Fair schedule.	None	5 minutes	<i>Labor and Employment Officer II and Administrative Assistant I</i> PESO
	1.2 Prepare letter of invitation for recruitment agencies.	None	5 minutes	<i>Labor and Employment Officer II</i> PESO
	1.3 Send invitation letter to recruitment agencies via email.	None	3 minutes	<i>Administrative Assistant I</i> PESO
2. Send letter of confirmation within 3 days.	2.1 Acknowledge letter of confirmation and provide the checklist of requirements.	None	3 minutes	<i>Administrative Assistant I</i> PESO
3. Submit complete requirements 15 days prior to the conduct of Jobs Fair.	3.1 Verify requirements' completeness and authenticity.	None	10 minutes	<i>Labor and Employment Officer II and Administrative Assistant I</i>



	3.2 Prepare lay-out and map of Jobs Fair venue.	None	2 hours	PESO <i>Labor and Employment Officer II and PESO Staff</i> PESO
	3.3 Submit requirements to acquire Jobs Fair Authority to DOLE Director.	None	10 minutes	<i>Labor and Employment Officer II and Administrative Assistant I</i> PESO
	3.4 Announcement of Jobs Fair and Posting of job orders/posters on PESO's official Facebook page upon receipt of Jobs Fair Authority.	None	10 minutes	<i>Administrative Assistant I</i> PESO
	3.5 Notify agencies through phone call or email about the approval of Jobs Fair Authority.	None	10 minutes	<i>Labor and Employment Officer II, Administrative Assistant I, and PESO Staffs</i> PESO
TOTAL:		00	2 hours and 56 minutes	

B. PRE-REGISTRATION OF APPLICANTS/JOBSEEKERS

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
NSRP Form 1	Public Employment Service Office (PESO)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-out Registry Form and NSRP Form 1 and submit the accomplished form to PESO personnel for verification (for walk-in applicants) or scan the QR code.	1.1 Receive accomplished NSRP Form 1 of applicants.	None	10 minutes	<i>Labor and Employment Officer II Administrative Assistant I Peso Staff PESO</i>
2. Search job in the list of job vacancies.	2.1 Assist and advice applicants	None	10 minutes	<i>Labor and Employment Officer II Administrative Assistant I and Peso Staffs PESO</i>
TOTAL:		00	20 minutes	

C. CONDUCT OF JOBS FAIR

Office or Division:		Public Employment Service Office		
Classification:		Simple		
Type of Transaction:		Government to Business		
Who may avail:		Recruitment Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NSRP Form 1 Biodata/Resume, Application Letter, Certificates, and other Documents Passport (Overseas Applicants)		Public Employment Service Office (PESO) Applicants Department of Foreign Affairs (DFA)		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to venue 30 minutes before the scheduled time.	1. Assist recruitment agencies.	None	10 minutes	<i>PESO Staff PESO</i>
2. Fill-out and sign the Terminal Report by the end of the Recruitment Activity.	2.1 Gather the Terminal Report prepared by the Recruitment Agency.	None	3 minutes	<i>PESO Staff PESO</i>
	2.2 Sign the Terminal Report	None	1 minutes	<i>PESO Manager and Labor and Employment Officer II PESO</i>



3. Submit the Deployment Report fifteen (15) days after the Recruitment Activity.	3.1 Follow-up the Deployment Report via email.	None	5 minutes	Administrative Assistant I PESO
	3.2 Acknowledge the Deployment Report.	None	5 minutes	Administrative Assistant I PESO
	3.3 Endorse Deployment Report to PESO Manager/Coordinator.	None	1 minutes	Administrative Assistant I PESO
TOTAL:		00	25 minutes	

7. DOLE “GOVERNMENT INTERNSHIP PROGRAM” GIP

The DOLE-Government Internship Program provides three to six (3-6) month’s internship opportunities for technical-vocational, or college graduates who want to pursue a career in public service in either local or national government.

(As per slot and schedule allotted by DOLE)

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	College graduate year 2019 to present any course or Voc-Tech graduate (with TESDA Certificate). Applicants must be between 18-29 years old.			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
NSRP Form 1 Transcript of Record (TOR) / Certificate of Graduation/Diploma (5 photocopies) 2x2 picture with nametag (4 pcs) 2 valid ID's (4 photocopies) Marriage certificate (if married) (4 copies) Biodata (2 Copies) Long Folder (2 Pieces) Long Plastic Envelope (1 Piece)	PESO Respective School Applicant Respective School PSA Applicant Applicant Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements and accomplished NSRP Form 1.	1.1 Receive the complete requirements and verify its accuracy.	None	15 mins.	<i>PESO Staff</i> PESO
2. Fill-out application form and sign Internship Agreement.	2.1 Prepare and facilitate the filling of application form and internship agreement.	None	15 mins.	<i>PESO Staff</i> PESO
3. Attend orientation and prepare for deployment to their respective work assignment.	3.1 Conducts orientation with DOLE GIP focal.	None	60 mins.	<i>PESO Manager</i> PESO
	3.2. Prepare an endorsement letter.	None	15 mins.	<i>PESO Staff</i> PESO
TOTAL:		00	1 hour and 45 minutes	

8. DILEEP – DOLE Integrated Livelihood and Emergency Program

A. DOLE - TULONG PANG HANAP-BUHAY SA ATING MGA DISPLACED/DISADVANTAGED WORKERS PROGRAM (TUPAD)

Provide financial assistance by offering short term jobs with wages paid directly to beneficiaries, helping them support their families while seeking more permanent jobs.

Promote community development-beneficiaries are often engaged in projects that benefit their communities such as cleaning public spaces, repairing infrastructure, or participate in environmental initiative.

(as per slot and schedule allotted by DOLE)

Office or Division:	Public Employment Service Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Displaced/disadvantaged workers. (Non-recipient of 4P's, SSS, DAR and other assistance from Government Agencies (local and national). As much as possible refrain from hiring Senior Citizens.)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled-out NSRP form 1 1 Valid I.D (2 photocopies)	PESO Applicant Respective Barangay



Endorsement from the respective Barangay Captain (1 Copy) Filled-out Identification of Beneficiaries for TUPAD Program (IBTP) Form		PESO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Qualified beneficiaries must fill-out IBTP Form and submit complete requirements and NSRP Form 1	1. Receive complete requirements	None	10 minutes	<i>Administrative Aide IV</i> PESO
	1.2. Encode OSEC Form 4	None	5 days	<i>PESO Staffs</i> PESO
	1.3. Endorse to DOLE for verification.	None	15 minutes	<i>PESO Manager</i> PESO
2. Sign Contract of Service and Acknowledgement Receipt and attend orientation.	2.1 Prepare TUPAD Project Proposal upon receipt of complete documents.	None	2 days	<i>Administrative Aide IV and PESO Staffs</i> PESO
	2.2 Conduct orientation with DOLE Focal	None	1 hour	<i>PESO Manager</i> PESO
3. Perform assigned tasks in their respective areas. (4 hrs. daily within 10 days)	3.1 Program monitoring.	None	2 hrs. (per day within 10 days)	<i>Administrative Aide IV and PESO Staffs</i> PESO
	3.2 Signing of DTRs.	None	1 day	<i>PESO Manager and Administrative Aide IV</i> PESO
	3.3 Prepare Liquidation Report.	None	1 day	<i>Administrative Aide IV and PESO Staffs</i> PESO
	3.3 Sign the Liquidation report	None	5 minutes	<i>PESO Manager and Local Chief Executive</i>



TOTAL:	00	19 working days, 1 hour and 30 minutes	

B. DILP – DOLE Integrated Livelihood Program

Also known as Kabuhayan Program-is a government initiative in the Philippines aimed at empowering vulnerable and marginized workers. It provides financial assistance and training to help individual and groups establish or enhance their livelihood projects.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Displaced Workers, Low-Income Earners, Farmers, Fisherfolk, PWD, Senior Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent		Applicant		
Group Project Proposal		Applicant		
Livelihood Beneficiary Profile Form (with picture)		Applicant		
Local Development Plan (LDP)		City Planning		
Board Resolution to Enter into MOA		Applicant		
Memorandum of Agreement (MOA)		DOLE		
Certification of the List of Beneficiaries		Applicant		
Certification (of Availability of Funds)		DOLE		
Board Resolution to Enter into Right to use Agreement		DOLE		
Right to use Agreement (Notarized)		Applicant		
Pictures of the Proposed Project Sites		Applicant		
Photocopy of Certificate of DOLE Registration		Agriculture Office		
Certificate of non-receipt of the same project from the Municipal Agriculture Office (MAO)		Applicant		
Project Policy		Applicant		
Oath of Undertaking				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply livelihood, submit assistance and	1.1 Receive complete documents.	None	5 minutes	Administrative Aide IV PESO



complete requirement.	1.2 Validate authenticity of documents submitted by the beneficiary.	None	1 hour	<i>PESO Manager and Administrative Aide IV PESO</i>
	1.3 Endorse the complete documents to DOLE for eligibility assessment and approval.	None	2 hours	<i>PESO Manager PESO</i>
2. Attend production skills, entrepreneurship, and business management.	2.1 Facilitate and assist DOLE representatives or livelihood focal persons and beneficiaries in the conduct of training.	None	6 hours	<i>PESO Manager and Administrative Aide IV PESO</i>
3. Receive check granted by DOLE for livelihood assistance and implement the project.	3.1 Assist DOLE representative or livelihood focal person for the release of livelihood assistance check.	None	1 hour	<i>PESO Manager and Administrative Aide IV PESO</i>
	3.2 Monitoring of project.		4 hours (once a month)	<i>Administrative Aide IV PESO</i>
TOTAL:		00	14 hours and 5 minutes	

9. REFERRAL OF OFW TO OWWA AND DMW FOR AVAILMENT OF ASSISTANCE

All OFW registered members of OWWA can avail their assistance such as Healthcare, disability, death benefits, scholarships, financial assistance for education and training, worker's assistance, and family welfare assistance.

(Wednesday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Public Employment Service Office



Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Displaced/disadvantaged workers. (Non-recipient of 4P's, SSS, DAR and other assistance from Government Agencies (local and national). As much as possible refrain from hiring Senior Citizens.)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
OWWA Requirements: Brgy. Certificate of Residency (4 photocopies) Employment Contract (4 photocopies) Latest departure stamp (4 photocopies) Latest arrival stamp (4 photocopies) Case Study for OWWA (4 photocopies) DTI Certificate (4 photocopies)	Designated Barangay Address Applicant Applicant Applicant CSWD DTI			
DMW Requirements: Brgy. Certificate of Residency (4 photocopies) Employment Contract (4 photocopies) Latest departure stamp (4 photocopies) Latest arrival stamp (4 photocopies) Case Study for DMW (4 photocopies) Airline Ticket (4 photocopies)	Designated Barangay Address Applicant Applicant Applicant CSWD Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit OFW Help Desk at PESO Cadiz	1.1 Assist and determine what type of assistance needed or provided checklist.	None	5 minutes	<i>PESO Staff</i> PESO
2. Submit complete requirements	2.1 Receive complete documents	None	5 minutes	<i>PESO Staff</i> PESO
	2.2 Endorse OFW complete	None	15 minutes	<i>PESO Manager</i> PESO



	documents to OWWA or DMW			
	2.3 Processing of financial assistance	None	19 days	OWWA/DMW Staff
3. Receive check from OWWA or DMW	3.1 Facilitate the release of check / financial assistance intended for qualified OFW.	None	15 minutes	<i>PESO Manager</i> PESO
TOTAL:		00	19 working days and 40 minutes	

CITY ASSESSOR'S OFFICE

External Services



1. Issuance of Certified True Copy of Tax Declaration/ Declaration of Real Property Value (DRPV)

Tax Declaration or Declaration of Real Property Value (DPRV) is an assessment record which contains relevant information in real property ownership and assessment data.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All persons owning/administering real properties in Cadiz City or Stakeholders, NGOs and NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Official Receipt of Latest Payment of Property Tax or Tax Clearance updated up to the preceding quarter		Office of the City Treasurer – Land Tax Division		
Additional Requirements if the requesting party is not the Declared Owner: ❖ By representative ▪ Authorization Letter with Original signature of the declared Owner ▪ 1 Photo copy of Identification Card of the representative and the Declared Owner (Front and Back) ❖ If the declared owner is deceased, present Photocopy of Death Certificate, Proof of Relationship (Marriage Contract, Birth Certificate, etc.), Identification Card ❖ If there is an ongoing conveyance such as Sale, Donation, Heirship, etc., provide duly notarized documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Logs in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assists the Client in filling out the Log Book	None	10 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fills up the request form for the Tax Declaration of Real property to the Front Desk personnel.	3.1 Assists the Client in filling out the Request Form		3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval		3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing of transaction		3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.4 Forwards the Request Form to the Records Division		3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.5 Pulls out the record and produces a copy of the Tax Declaration requested		10 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.6 Forwards the copy of the Tax Declaration to Local Assessment		3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office



	Operation Officer for checking and verification			
	3.7 Checks and verifies the Copy of the Tax Declaration		5 Minutes	<i>Local Assessment Operation Officers</i> City Assessor's Office
	3.8 Forwards the Copy of the Tax Declaration for authentication		3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.9 Certifies the Tax Declaration as a True Copy		5 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.10 The Record personnel forwards the True Copy of the Tax Declaration to the Front Desk for releasing		3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt	Certification Fee – P 50.00 Documentary Stamp – P 30.00 Convenience Fee – P 20.00	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
5. Receives the Certified True Copy of the Tax Declaration	5. Issues the Certified True Copy of the Tax Declaration	None	1 Minute	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		P 100.00	54 Minutes	



2. Issuance of Certificate of Property Holdings

Certificate of Property Holdings is issued to the requesting party for the properties situated within Cadiz City. It contains list of all Real Properties in the name of the property owner with other relevant assessment data.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All persons owning/administering real properties in Cadiz City or Stakeholders, NGOs and NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Official Receipt of Latest Payment of Property Tax or Tax Clearance updated up to the preceding quarter		Office of the City Treasurer – Land Tax Division		
Additional Requirements if the requesting party is not the Declared Owner: ❖ By representative ▪ Authorization Letter with Original signature of the declared Owner ▪ 1 Photo copy of Identification Card of the representative and the Declared Owner (Front and Back) ❖ If the declared owner is deceased, present Photocopy of Death Certificate, Proof of Relationship (Marriage Contract, Birth Certificate, etc.), Identification Card ❖ If there is an ongoing conveyance such as Sale, Donation, Heirship, etc., provide duly notarized documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in the Client's Log Book in the Public	1. Assists the Client in filling	None	3 Minutes	Clerk III/ Admin Aide VI



Assistance and Complaints Desk (PACD)	out the Log Book			City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fills up the request form for the Certification of Property Holdings to the Front Desk personnel.	3.1 Assists the Client in filling out the Request Form	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.4 Forwards the Request Form to the Records Division	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.5 Pulls out the Ownership Record Form of the Declarant to determine the number of properties and its Property Index Number	None	15 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.6 Forwards the Field	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i>



	Appraisal and Assessment Sheet to the Assessment Clerk			City Assessor's Office
	3.7 Prepares the Certificate of Property Holdings	None	30 Minutes (for 20 RPUs)	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	3.8 Forwards the Certificate of Property Holdings to the Local Assessment Operation Officer for checking, verification and recommends for approval	None	3 Minutes	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	3.9 Checks, verifies and recommends the approval of the Certificate of Property Holdings	None	15 Minutes	<i>Local Assessment Operation Officers</i> City Assessor's Office
	3.10 Forwards the Certificate of Property Holdings for approval	None	3 Minutes	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	3.11 Approves and certifies the Certificate of Property Holdings	None	10 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.12 Forwards the Certificate of Property Holdings to the Front Desk for releasing	None	3 Minutes	<i>Assessment Clerk/Clerk III</i> City Assessor's Office



4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt	Certification Fee - P 50.00 Documentary Stamp - P 30.00 Convenience Fee – P 20.00	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
5. Receives the Certificate of Property Holdings	5. Issues the Certificate of Property Holdings	None	2 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		P 100.00	1 Hour and 48 Minutes	

3. Issuance of Certificate of No Structural Improvements

Certificate of No Structural Improvements is issued in case no improvement/building is constructed or declared in the name of the landowner.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All persons owning/administering real properties in Cadiz City or Stakeholders, NGOs and NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photo Copy of Land Title		Register of Deeds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assists the Client in filling out the Log Book	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office



2. Submits the required documents for the Certification of No Structural Improvements to the Front Desk personnel.	2. Verifies the submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fills up the request form for the Certification of Property Holdings to the Front Desk personnel.	3.1 Assists the Client in filling out the Request Form	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.4 Forwards the Request Form to the Records Division	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.5 Pulls out the Field Appraisal and Assessment Sheet	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.6 Forwards the Field Appraisal and Assessment Sheet to the Assessment Division for the preparation of the certificate	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.7 Prepares the Certificate of No Structural Improvements	None	10 Minutes	<i>Assessment Clerk /Clerk III</i> City Assessor's Office
	3.8 The Assessment	None	3 Minutes	<i>Assessment Clerk /Clerk III</i>



	Clerk forwards the Certificate of No Structural Improvements to the Local Assessment Operation Officer for checking, verification and recommends for approval			City Assessor's Office
	3.9 Checks, verifies and recommends for the approval of the certificate	None	5 Minutes	<i>Local Assessment Operation Officers</i> City Assessor's Office
	3.10 Forwards the Certificate of No Structural Improvements for approval	None	3 Minutes	<i>Assessment Clerk /Clerk III</i> City Assessor's Office
	3.11 Approves and certifies the Certificate of No Structural Improvements	None	5 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.12 Forwards the Certificate of No Structural Improvements to the Front Desk for releasing	None	3 Minutes	<i>Assessment Clerk /Clerk III</i> City Assessor's Office
4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt	Certification Fee – P 50.00 Documentary Stamp – P 30.00 Convenience Fee – P 20.00	5 Minutes	<i>Clerk III/ Administrative Officer III</i> City Assessor's Office



5. Receives the Certificate of No Structural Improvements	5. Issues the No Structural Improvements	None	1 Minute	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		P 100.00	1 Hour and 13 Minutes	

4. Issuance of Certificate of No Real Property

Certificate of No Real Property is issued if no real properties (land, building, improvement and machinery) are declared in the name of the person whom the request is made.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons Stakeholders, NGOs and NGAs having No Real Properties in Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Present any of the following:				
1 Original or Photo Copy Barangay Certification		Office of the Punong Barangay		
1 Government Issued ID		Government Office		
Additional Requirements for Indigents: Present Barangay issued Certificate of Indigency		Office of the Punong Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assists the Client in filling out the Log Book	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office



3. Fills up the request form for the Certification of Property Holdings to the Front Desk personnel.	3.1 Assists the Client in filling out the Request Form	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.4 Forwards the request form to the Records Division	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.5 Verifies in the Ownership Record form if there are no real properties declared in the name of the requesting party	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.6 Forward the request form to the Assessment Clerk and notify that there is no property declared under the requesting party	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.7 Prepares the Certificate No of Property and forwards the documents for checking of entries	None	10 Minutes	<i>Assessment Clerk /Clerk III</i> City Assessor's Office
	3.8 Checks and verifies the	None	5 Minutes	<i>Local Assessment Operation Officers</i>



	authenticity of the entries			City Assessor's Office
	3.9 Forwards the Certificate of No Structural Improvement for Approval	None	3 Minutes	<i>Assessment Clerk / Clerk III</i> City Assessor's Office
	3.10 Approves the Certificate of No Structural Improvement	None	5 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.11 The Assessment Clerk forwards the Certificate of No Structural Improvements to the Front Desk for releasing	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt	Certification Fee – P 50.00 Documentary Stamp – P 30.00 Convenience Fee – P 20.00 *For Indigents, no payment required	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
5. Receives the Certificate of No Structural Improvements	5. Issues the Certificate of No Structural Improvements	None	1 Minute	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		P 55.00	58 Minutes	



5. Issuance of Certificate as to the Exact Location of Property

Certificate as to Location of Property is issued to identify and indicate the exact location and description of the property.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification :	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons, stakeholders, NGOs and NGAs with or without Real Properties in Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original or Photo Copy of Land Title		Register of Deeds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assists the Client in filling out the Log Book	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fills up the Request form for Certificate as to the Exact Location of the Property to the Front Desk	3.1 Assists the Client in filling out the Request Form	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing	None	3 Minutes	<i>City Assessor/ Assistant City</i>



	of transaction and assigns task			Assessor/ LAOO IV / Officer of the Day City Assessor's Office
	3.4 Forwards the request form to the Tax Mapping Division	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	3.5 Verifies in the Tax Map the exact location and detailed description of the property and Fill out the Exact Location Form	None	10 Minutes	Draftsman I/ Tax Mapper II/ Tax Mapper IV City Assessor's Office
	3.6 Forwards the Exact Location Form to the Assessment Clerk for the preparation of the Certificate as to the Exact Location of Property	None	3 Minutes	Draftsman I/ Tax Mapper II/ Tax Mapper IV City Assessor's Office
	3.7 Prepares the Certificate as to the Exact Location of the Property	None	10 Minutes	Assessment Clerk/Clerk III City Assessor's Office
	3.8 Forwards the Certificate as to the Exact Location of Property to the Tax Mapping Division for checking, verification of entries and recommendation for approval	None	3 Minutes	Assessment Clerk/Clerk III City Assessor's Office
	3.9 Approves, verifies and	None	3 Minutes	Tax Mapper II/ Tax Mapper IV



	recommends for Approval of the Certificate as to the Exact Location of Property			City Assessor's Office
	3.10 Forwards the Certificate as to the Exact Location of Property for approval	None	3 Minutes	<i>Assessment Clerk</i> City Assessor's Office
	3.11 Approves the certification	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt	Certification Fee – P 50.00 Documentary Stamp – P 30.00 Convenience Fee – P 20.00	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
5. Receives the Certificate of Exact Location of Property	5. Issues the Certificate of Exact Location of Property	None	2 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		P 100.00	1 Hour and 2 Minutes	

6. Processing of Assessment Transactions on Simple Transfer of Ownership with No Structural Improvements

It is a Transfer of Ownership from previous owner/declarant to the new property owner in case there is a conveyance of right, interest or change in ownership of the property

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons, stakeholders, NGOs and NGAs with or without Real Properties in Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photo Copy of Official Receipt of Land Tax Payment or Tax Clearance		Office of the City Treasurer – Land Tax Division		
1 Photo Copy of Transfer Tax		Office of the City Treasurer – Business Tax Division		
1 Photo Copy of Certificate Authorizing Registration		Bureau of Internal Revenue		
1 Photo Copy of the Land Title/s		Register of Deeds		
1 Complete Set of the Notarized Conveyance such as Sale, Donation, Heirship, etc.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1.1 Assist the Client in filling out the Log Book	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	10 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fill up the Request Form for the application for Simple Transfer of Ownership with No	3.1 Assist the Client in filling out the Request Form	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office



Improvements at the Front Desk Personnel				
	3.2 Forwards the document to the Tax Mapping Division for checking and confirmation that there is no structural improvements	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Checks and confirms that there is no structural improvements in the property	None	3 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
	3.4 Forwards to the Front Desk Officer for payment	None	3 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
4. Pays for the Simple Transfer of Ownership with No Improvements Fee to the Front Desk Personnel. Receives the Official Receipt and the claim slip for NOA	4.1 Receives payment for the Simple Transfer of Ownership with No Improvements Fee and issues Official Receipt	Land – P200.00	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	4.4 Forwards the Request Form to	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i>



	the Records Division			City Assessor's Office
	4.5 Pulls out and forwards the Field Appraisal and Assessment Sheet to the Assessment Division	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.6 Prepares the Field Appraisal and Assessment Sheet for Simple Transfer of Ownership with No Improvements	None	15 Minutes	<i>LAOO II/IV</i> City Assessor's Office
	4.7 Forwards the Field Appraisal and Assessment Sheet for Simple Transfer of Ownership with No Improvements for checking, verification and recommends for approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.8 Checks, verifies and recommends for approval the Field Appraisal and Assessment Sheet for Simple Transfer of Ownership with No Improvements	None	15 Minutes	<i>LAOO IV/Assistant City Assessor</i> City Assessor's Office
	4.9 Forwards the Field Appraisal and Assessment Sheet for Simple Transfer of Ownership with No Improvements for approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.10 Approves the Field Appraisal and Assessment Sheet for Simple Transfer of	None	10 Minutes	<i>City Assessor</i> City Assessor's Office



	Ownership with No Improvements			
	4.11 Forwards the approved Field Appraisal Assessment Sheet to the Assessment Division for preparation of Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) and Notice of Assessment (NOA).	None	3 Minutes	<i>Admin Aide VI</i> City Assessor's Office
	4.12 Prepares the Declaration of Real Property Value (DRPV)	None	25 Minutes	<i>LAOO II/IV</i> City Assessor's Office
	4.13 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	15 Minutes	<i>LAOO IV/Assistant City Assessor</i> City Assessor's Office
	4.14 Approves the Declaration of Real Property Value (DRPV)	None	20 Minutes	<i>City Assessor</i> City Assessor's Office
	4.15 Prepares the Notice of Assessment (NOA)	None	15 Minutes	<i>Assessment Clerk/Clerk 3</i> <i>Office of the City Assessor</i>
	4.16 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	10 Minutes	<i>LAOO II/IV</i> City Assessor's Office
	4.17 Approves the Notice of Assessment (NOA)	None	15 Minutes	<i>City Assessor/ Assistant City Assessor</i>



				City Assessor's Office
	4.18 Forwards the Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
5. Presents the claim slip and receives the Notice of Assessment (NOA)	5. Issues the Notice of Assessment (NOA)	None	2 Minutes	Clerk III or Administrative Officer III City Assessor's Office
TOTAL:		P 200.00	3 Hours and 10 Minutes	

7. Processing of Assessment Transactions on Simple Transfer of Ownership with Improvements within Poblacion Area (Zones 1-6)

It is a Transfer of Ownership from previous owner/declarant to the new property owner in case there is a conveyance of right, interest or change in ownership of the property.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All persons Owning/Administering Real Properties in Cadiz City or Stakeholders, NGOs and NGAs.
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	
1 Photo Copy of Official Receipt of Land Tax Payment or Tax Clearance	Office of the City Treasurer – Land Tax Division
1 Photo Copy of Transfer Tax	Office of the City Treasurer – Business Tax Division



1 Photo Copy of Certificate Authorizing Registration	Bureau of Internal Revenue			
1 Photo Copy of the Land Title/s	Register of Deeds			
1 Complete Set of the Notarized Conveyance such as Sale, Donation, Heirship, etc.	Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assist the Client in filling out the Log Book	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel	2. Receives, inspects and verifies all the submitted documents for validity and completeness.	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
3. Fill up the Request Form for the application for Simple Transfer of Ownership with Improvements at the Front Desk Personnel and Request for Inspection	3.1 Assist the Client in filling out the Request Forms	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	3.2 Forwards the document to the Tax Mapping Division for checking for the number of structural improvements in the property	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	3.3 Checks and confirms for the number of structural improvements in the property	None	15 Minutes	Tax Mapper II/IV City Assessor's Office
	3.4 Fills up the evaluation form	None	5 Minutes	Tax Mapper II/IV



	and Forwards to the Front Desk Officer for payment			City Assessor's Office
4. Pays for the Simple Transfer of Ownership with Improvements and Inspection Fees to the Front Desk Personnel	4.1 Informs the client the result of the evaluation and compute the amount to be paid. Receives payment for the Simple Transfer of Ownership with No Improvements and Inspection Fees and issues Official Receipt	Land – P200.00 (See Table 1: Inspection Fees Outside City Proper for Inspection Fees reference)	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	4.2 Forwards the Request Form for Processing Approval	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	4.3 Approves the Processing of transaction	None	3 Minutes	City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day City Assessor's Office
5. Receives the Notice and Schedule of Inspection and	5.1 Schedules and informs the client of the Property	None	5 Minutes	Inspection Team (LAOO II or III, Tax Mapper II or IV)



claim slip of Notice of Assessment	inspection and Issues claim slip of Notice of Assessment to the Client			<i>Administrative Officer III</i> City Assessor's Office
	5.2 Conducts Property Inspection on the agreed schedule with the client	None	4 Hours	<i>Inspection Team (LAOO II or III, Tax Mapper II or IV)</i> City Assessor's Office
	5.3 Prepares Field Appraisal and Assessment Sheet (FAAS)	None	<i>8 Hours (Maximum of 30 RPUs)</i>	<i>Local Assessment Operations Officer</i> City Assessor's Office
	5.4 Assigns Property Index Numbers (PIN)	None	3 Hours	<i>Tax Mapper II/IV</i> City Assessor's Office
	5.5 Checks and verifies the authenticity of the entries of the new FAAS and recommends for approval	None	5 Hours	<i>Local Assessment Operations Officer IV/ Assistant City Assessor</i> City Assessor's Office
	5.6 Approves the Newly prepared FAAS	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	5.7 Prepares the Declaration of Real Property Value (DRPV) and forwards the DRPV to the LAOO for checking of entries of DRPV	None	5 Hours	<i>Assessment Clerk/Clerk III</i> City Assessor's Office



	5.8 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	3 Hours	<i>Local Assessment Operations Officers II/IV</i> City Assessor's Office
	5.9 Approves the Declaration of Real Property Value (DRPV)	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	5.10 Prepares the Notice of Assessment (NOA)	None	5 Hours	<i>Assessment Clerk/Clerk III</i> <i>Office of the City Assessor</i>
	5.11 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	3 Hours	<i>Local Assessment Operations Officers II/IV</i> City Assessor's Office
	5.12 Approves the Notice of Assessment (NOA)	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	5.13 Forwards the Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.	None	3 Minutes	<i>Assessment Clerk/Clerk 3</i> <i>Office of the City Assessor</i>



6. Presents the claim slip and Receives the Notice of Assessment (NOA)	5. Issues the Notice of Assessment (NOA)	None	2 Minutes	Clerk III or Administrative Officer III City Assessor's Office
TOTAL:		Refer to Table below for the Summary of Computation of Fees	5 Working Days and 2 Hours & 20 Minutes	

INSPECTION FEES OUTSIDE CITY PROPER

Commercial	I	Market Value of Property is 175,000 and below	P 250.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00
	III	Market Value of Property is over 300,000	P 650.00
Residential	P 250.00		
Industrial	P 1, 100.00		
Agricultural	P 400.00		

8. Processing of Assessment Transactions on Simple Transfer of Ownership with Improvements outside Poblacion Area

It is a Transfer of Ownership from previous owner/declarant to the new property owner in case there is a conveyance of right, interest or change in ownership of the property.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	All persons Owning/Administering Real Properties in Cadiz City or Stakeholders, NGOs and NGAs.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1 Photo Copy of Official Receipt of Land Tax Payment or Tax Clearance		Office of the City Treasurer – Land Tax Division	
1 Photo Copy of Transfer Tax		Office of the City Treasurer – Business Tax Division	



1 Photo Copy of Certificate Authorizing Registration		Bureau of Internal Revenue		
1 Photo Copy of the Land Title/s		Register of Deeds		
1 Complete Set of the Notarized Conveyance such as Sale, Donation, Heirship, etc.		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assist the Client in filling out the Log Book	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Receives, inspects and verifies all the submitted documents for validity and completeness.	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fill up the Request Form for the application for Simple Transfer of Ownership with Improvements at the Front Desk Personnel and Request for Inspection	3.1 Assist the Client in filling out the Request Forms	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the document to the Tax Mapping Division for checking for the number of structural improvements in the property	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Checks and confirms that there is for the number of structural improvements in the property	None	15 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office



	3.4 Fills up the evaluation form and Forwards to the Front Desk Officer for payment	None	5 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
4. Pays for the Simple Transfer of Ownership with Improvements and Inspection Fees to the Front Desk Personnel	4.1 Informs the client the result of the evaluation and compute the amount to be paid. Receives payment for the Simple Transfer of Ownership with No Improvements and Inspection Fees and issues Official Receipt	Land – P200.00 (See Table 1: Inspection Fees Outside City Proper for Inspection Fees reference)	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
5. Receives the Notice and Schedule of Inspection and	5.1 Schedules and informs the client of the Property	None	5 Minutes	<i>Inspection Team (LAOO II or III, Tax Mapper II or IV)</i>



claim slip of Notice of Assessment	inspection and Issues claim slip of Notice of Assessment to the Client			<i>Administrative Officer III</i> City Assessor's Office
	5.2 Conducts Property Inspection on the agreed schedule with the client	None	8 Hours	<i>Inspection Team (LAOO II or III, Tax Mapper II or IV)</i> City Assessor's Office
	5.3 Prepares Field Appraisal and Assessment Sheet (FAAS)	None	<i>8 Hours (Maximum of 30 RPUs)</i>	<i>Local Assessment Operations Officer</i> City Assessor's Office
	5.4 Assigns Property Index Numbers (PIN)	None	3 Hours	<i>Tax Mapper</i> City Assessor's Office
	5.5 Checks and verifies the authenticity of the entries of the new FAAS and recommends for approval	None	5 Hours	<i>Local Assessment Operations Officer IV/ Assistant City Assessor</i> City Assessor's Office
	5.6 Approves the Newly prepared FAAS	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	5.7 Prepares the Declaration of Real Property Value (DRPV)	None	5 Hours	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	5.8 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	3 Hours	<i>Local Assessment Operations Officer II/IV Assistant City Assessor</i> City Assessor's Office



	5.9 Approves the Declaration of Real Property Value (DRPV)	None	2 Hours	City Assessor City Assessor's Office
	5.10 Prepares the Notice of Assessment (NOA)	None	5 Hours	Assessment Clerk/Clerk 3 Office of the City Assessor
	5.11 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	3 Hours	Local Assessment Operations Officer II/IV Assistant City Assessor City Assessor's Office
	5.12 Approves the Notice of Assessment (NOA)	None	2 Hours	City Assessor/ Assistant City Assessor City Assessor's Office
	5.13 Forwards the Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.	None	3 Minutes	Assessment Clerk/ Clerk 3 City Assessor's Office
6. Presents the claim slip and Receives the Notice of Assessment (NOA)	6. Issues the Notice of Assessment (NOA)	None	2 Minutes	Clerk III or Administrative Officer III City Assessor's Office
TOTAL:		*Refer to Table below for the Summary Computation of Fees	5 Working Days and 6 Hours & 20 Minutes	



Summary Computation of Fees

Commercial	I	Market Value of Property is 175,000 and below	P 250.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00
	III	Market Value of Property is over 300,000	P 650.00
Residential	P 250.00		
Industrial	P 1, 100.00		
Agricultural	P 400.00		

9. Processing of Assessment Transactions on Consolidation/Subdivision without Improvements

A consolidation of various lots into one lot and subdivided into various sub-lots with the corresponding new assessment data

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons Owning/Administering Real Properties in Cadiz City or Stakeholders, NGOs and NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photo Copy of Official Receipt of Land Tax Payment or Tax Clearance		Office of the City Treasurer – Land Tax Division		
1 Photo Copy of Transfer Tax		Office of the City Treasurer – Business Tax Division		
1 Photo Copy of Certificate Authorizing Registration		Bureau of Internal Revenue		
1 Photo Copy of the Land Title/s		Register of Deeds		
1 Machine Copy of Approved Subdivision Plan		Bureau of Lands		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log	1.1 Assist the Client in	None	5 Minutes	Clerk III/ Admin Aide VI

Book in the Public Assistance and Complaints Desk (PACD)	filling out the Log Book			City Assessor's Office
2. Submits the required documents for checking. at the Front Desk Personnel	2.1 Receives, inspects and verifies all the submitted documents for validity and completeness.	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	2.2 Forwards the submitted documents to the Tax Mapping Division for Property Evaluation	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	2.3 Checks the submitted documents for authenticity and property verification and fill up the evaluation form	None	20 Minutes	<i>Tax Mapper II or IV</i> City Assessor's Office
	2.4 Forwards evaluation form to the front desk officer	None	5 Minutes	<i>Tax Mapper II or IV</i> City Assessor's Office
	2.5 Informs the client the result of the	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i>



	Tax Mapping evaluation and computes the corresponding amount to be paid.			City Assessor's Office
3. Fill up the Request Form for the application of Consolidation/ Subdivision of Property and Pay the corresponding amount for the Application for Subdivision/ Consolidation of Property. Receives the official Receipt and claim slip of Notice of Assessment	3.1 Assists the Client in filling out and receives the Request Form together with the payment for the Application for Subdivision/ Consolidation of Property Issues Official receipt	Application for Subdivision Fee – P200.00	5 Minutes	Administrative Officer III/ Clerk III City Assessor's Office
	3.2 Forwards the Request Forms for Processing Approval	None	3 Minutes	Administrative Officer III/ Clerk III City Assessor's Office
	3.3 Approves the Processing of transaction	None	3 Minutes	City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day/ City Assessor's Office
	3.4 Forwards the Documents to the Tax Mapping	None	4 Minutes	Administrative Officer III/ Clerk III



	Division for Assigning of Property Index Number (PIN)			City Assessor's Office
	3.5 Assigns Property Index Numbers (PIN) and Forwards the Documents to the Assessment Division for the Preparation of the FAAS	None	2 Hours (for 30 Parcels)	<i>Tax Mapper II or IV</i> City Assessor's Office
	3.6 Prepares Field Appraisal and Assessment Sheet (FAAS) a. Appraise/ assess the property/ properties b. Assign Tax Declaration Numbers	None	8 Hours	<i>Local Assessment Operations Officer II/IV</i> City Assessor's Office
	3.7 Forwards the Documents for Checking and verification of the authenticity of the entries of the new FAAS and recommends for approval	None	3 Minutes	<i>Local Assessment Operations Officer II/IV</i> City Assessor's Office



	3.8 Checks and verifies the authenticity of the entries of the new FAAS and recommends for approval	None	5 Hours	<i>Local Assessment Officer IV/ Assistant City Assessor</i> City Assessor's Office
	3.9 Approves the Newly prepared FAAS	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	3.10 Forwards the Newly approved FAAS for the Preparation of the Declaration of Real Property Value (DRPV) to the Assessment Clerk	None	5 Hours	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	3.11 Prepares the Declaration of Real Property Value (DRPV) and forwards to the Local Assessment Officers for checking of entries	None	5 Hours	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	3.12 Checks and verifies the authenticity of the entries of	None	5 Hours	<i>LAOO II/IV/Assistant City Assessor</i>



	the Declaration of Real Property Value (DRPV) and recommends for approval			City Assessor's Office
	3.13 Approves the Declaration of Real Property Value (DRPV)	None	2 Hours	City Assessor City Assessor's Office
	3.14 Prepares the Declaration of Notice of Assessment (NOA) and forwards it to the Local Assessment Officers for checking of entries	None	5 Hours	Assessment Clerk/ Computer Operator III City Assessor's Office
	3.15 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	5 Hours	LAOO II/IV/Assistant City Assessor City Assessor's Office
	3.16 Approves the Notice of Assessment (NOA)	None	2 Hours	City Assessor City Assessor's Office
	3.17 Forwards the Declaration of Real Property	None	3 Minutes	Admin Aide VI City Assessor's Office



	Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.			
4. Presents the claim slip and Receives the Notice of Assessment	4.1 Release Tax Declaration of Notice of Assessment (NOA)	None	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		<i>*Refer to Table 2: Summary Computation of Fees for application for Consolidation/Subdivision with 30 RPUs</i>	5 Days, 2 Hours and 11 Minutes	

Summary Computation of Fees for application for Consolidation/Subdivision with 30 RPUs

				Application for Consolidation/Subdivision of Lots	Total Fees
Commercial	I	Market Value of Property is 175,000 and below	P 250.00	P 200.00	P 450.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00	P 200.00	P 650.00
	III	Market Value of Property is over 300,000	P 650.00	P 200.00	P 3850.00
Residential	P 250.00			P 200.00	P 250.00
Industrial	P 1, 100.00			P 200.00	P 100.00
Agricultural	P 400.00			P 200.00	P 400.00



10. Processing of Assessment Transactions on Consolidation/Subdivision in Poblacion Area (Zone 1-6) with Inspection

A consolidation of various lots into one lot and subdivided into various sub-lots with the corresponding new assessment data

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All persons Owning/Administering Real Properties in Cadiz City or Stakeholders, NGOs and NGAs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Photo Copy of Official Receipt of Land Tax Payment or Tax Clearance	Office of the City Treasurer – Land Tax Division
1 Photo Copy of Transfer Tax	Office of the City Treasurer – Business Tax Division
1 Photo Copy of Certificate Authorizing Registration	Bureau of Internal Revenue
1 Photo Copy of the Land Title/s	Register of Deeds
1 Machine Copy of Approved Subdivision Plan	Bureau of Lands
Additional Requirements if the requesting party is not the Declared Owner: 1. Authorization Letter with Original signature of the declared Owner 2. 1 Photo copy of Identification Card of the representative and the Declared Owner (Front and Back) 3. If the declared owner is deceased, present Photocopy of Death Certificate and Proof of Relationship	Client



If there is an ongoing conveyance such as Sale, Donation, Heirship, etc, provide duly notarized documents				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assist the Client in filling out the Log Book	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
2. Fill up the Request Form for the application of Consolidation/ Subdivision of Property and the request for Field Inspection of Property at the Front Desk Personnel and submit the required documents to the Front Desk Personnel	2.1 Receives, inspects and verifies all the submitted documents for validity and completeness.	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	2.2 Assist the Client in filling out the Request Form	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	2.3 Forwards the submitted documents to the Tax Mapping Division for Property Evaluation	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office



	2.4 The Tax Mapper evaluates the submitted documents for Pre-Inspection Evaluation Report specifying the volume of improvements located in the property and property classification	None	20 Minutes	<i>Tax Mapper II or IV</i> City Assessor's Office
	2.5 The Tax Mapper forwards evaluation report to the front desk officer	None	5 Minutes	<i>Tax Mapper II or IV</i> City Assessor's Office
	2.6 The front desk officer informs the client the result of evaluation and compute the corresponding amount to be paid.	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Pay the corresponding amount of Application for Subdivision/ Consolidation of Property	3. Receives the request and payment and issue Official receipt for Inspection	<i>Application for Subdivision Fee – P200.00</i>	5 Minutes	Administrative Officer III/ Clerk III City Assessor's Office
4. Receives the Notice and Schedule of Inspection	4.1 Schedules and informs the client of the Property inspection with	<i>None</i>	5 Minutes	<i>Inspection Team (LAOO II or III, Tax Mapper II or IV)</i>



	Maximum of 30 Real Property Units (Buildings) per Lot			City Assessor's Office
	4.2 Conducts Property Inspection on the agreed schedule with the client	None	4 Hours (for 30 RPUs)	Inspection Team (LAOO II or III, Tax Mapper II or IV) City Assessor's Office
	4.3 Prepares Field Appraisal and Assessment Sheet (FAAS) a. Appraise/assess the property/properties b. Assign Tax Declaration Numbers	None	8 Hours	Local Assessment Operations Officer II City Assessor's Office
	4.4 Assigns Property Index Numbers (PIN)	None	5 Hours	Tax Mapper II/IV City Assessor's Office
	4.5 Checks and verifies the authenticity of the entries of the new FAAS and recommends for approval	None	5 Hours	Local Assessment Officer IV/Assistant City Assessor City Assessor's Office
	4.6 Approves the Newly prepared FAAS	None	2 Hours	City Assessor City Assessor's Office
	4.7 Prepares the Declaration of Real Property Value (DRPV)	None	5 Hours	Assessment Clerk/ Clerk III



	and forwards it to the Local Assessment Officers for checking of entries			City Assessor's Office
	4.8 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	2 Hours	Local Assessment Officer IV/Assistant City Assessor City Assessor's Office
	4.9 Approves the Declaration of Real Property Value (DRPV)	None	2 Hours	City Assessor City Assessor's Office
	4.10 Preparation of the Declaration of Notice of Assessment (NOA)	None	5 Hours	Assessment Clerk/ Clerk III City Assessor's Office
	4.11 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	5 Hours	Tax Mapper II/ Tax Mapper IV/Assistant City Assessor City Assessor's Office
	4.12 Approves the Notice of Assessment (NOA)	None	2 Hours	City Assessor/ Assistant City Assessor City Assessor's Office
	4.13 Approves the Notice of	None	2 Hours	City Assessor/



	Assessment (NOA)			Assistant City Assessor City Assessor's Office
5. Receives the Notice of Assessment	5.1 Release Tax Declaration of Notice of Assessment (NOA	None	5 Minutes	Clerk III or Administrative Officer III City Assessor's Office
TOTAL:		<i>Refer to Table 2: Summary Computation of Fees for application for Consolidation/Subdivision with 30 RPUs</i>	6 Days and 7 hrs	

Summary Computation of Fees for application for Consolidation/Subdivision with 30 RPUs

				Application for Consolidation/Subdivision of Lots	Total Fees
Commercial	I	Market Value of Property is 175,000 and below	P 250.00	P 200.00	P 450.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00	P 200.00	P 650.00
	III	Market Value of Property is over 300,000	P 650.00	P 200.00	P 3850.00
Residential	P 250.00			P 200.00	P 250.00
Industrial	P 1, 100.00			P 200.00	P 100.00
Agricultural	P 400.00			P 200.00	P 400.00



11. Processing of Assessment Transactions on Consolidation/Subdivision in Rural Barangays with Inspection

A consolidation of various lots into one lot and subdivided into various sub-lots with the corresponding new assessment data

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All persons Owning/Administering Real Properties in Cadiz City or Stakeholders, NGOs and NGAs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Photo Copy of Official Receipt of Land Tax Payment or Tax Clearance	Office of the City Treasurer – Land Tax Division
1 Photo Copy of Transfer Tax	Office of the City Treasurer – Business Tax Division
1 Photo Copy of Certificate Authorizing Registration	Bureau of Internal Revenue
1 Photo Copy of the Land Title/s	Register of Deeds
1 Machine Copy of Approved Subdivision Plan	Bureau of Lands
Additional Requirements if the requesting party is not the Declared Owner: • Authorization Letter with Original signature of the declared Owner • 1 Photo copy of Identification Card of the representative and the Declared Owner (Front and Back) • If the declared owner is deceased, present Photocopy of Death Certificate and Proof of Relationship If there is an ongoing conveyance such as Sale, Donation, Heirship,	Client



etc, provide duly notarized documents				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assist the Client in filling out the Log Book	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
2. Fill up the Request Form for the application of Consolidation/ Subdivision of Property, the request for Field Inspection of Property at the Front Desk Personnel and submit the required documents to the Front Desk Personnel	2.1 Receives, inspects and verifies all the submitted documents for validity and completeness.	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	2.2 Assist the Client in filling out the Request Form	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	2.3 Forwards the submitted documents to the Tax Mapping Division for Property Evaluation	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office



	2.4 The Tax Mapper evaluates the submitted documents for Pre-Inspection Evaluation Report specifying the volume of improvements located in the property and property classification	None	3 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
	2.5 The Tax Mapper forwards evaluation report to the front desk officer	None	2 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
	2.6 The front desk officer informs the client the result of evaluation and compute the corresponding amount to be paid.	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Pay the corresponding amount of Application for Subdivision/ Consolidation of Property	3.1 Receives the request and payment and issue Official receipt for Inspection and Forwards the request for Inspection to the Inspection Team for Scheduling	<i>Application for Subdivision Fee – P200.00</i>	5 Minutes	Administrative Officer III/ Clerk III City Assessor's Office
4. Receives the Notice and Schedule of Inspection	4.1 Schedules and informs the client of the Property inspection with Maximum of 30 Real Property Units (Buildings) per Lot	None	5 Minutes	<i>Inspection Team (LAOO II or III, Tax Mapper II or IV) Administrative Officer III</i>



				City Assessor's Office
	4.2 Conducts Property Inspection on the agreed schedule with the client	None	8 Hours (for 30 RPUs)	Inspection Team (LAOO II or III, Tax Mapper II or IV) City Assessor's Office
	4.3 Prepares Field Appraisal and Assessment Sheet (FAAS) a. Appraise/ assess the property/properties b. Assign Tax Declaration Numbers	None	8 Hours	Local Assessment Operations Officer II City Assessor's Office
	4.4 Assigns Property Index Numbers (PIN)	None	5 Hours	Tax Mapper II/ IV City Assessor's Office
	4.5 Checks and verifies the authenticity of the entries of the new FAAS and recommends for approval	None	5 Hours	Local Assessment Operations Officer IV/ Assistant City Assessor City Assessor's Office
	4.6 Approves the New prepared FAAS	None	2 Hours	City Assessor City Assessor's Office
	4.7 Preparation of the Declaration of Real Property Value (DRPV)	None	5 Hours	Assessment Clerk/Clerk III



				City Assessor's Office
	4.8 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	5 Hours	<i>Tax Mapper II/ IV/ Assistant City Assessor</i> City Assessor's Office
	4.9 Approves the Declaration of Real Property Value (DRPV)	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	4.10 Preparation of the Declaration of Notice of Assessment (NOA)	None	5 Hours	<i>Assessment Clerk/ Clerk III</i> City Assessor's Office
	4.11 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	5 Hours	<i>Tax Mapper II/ Tax Mapper IV/ Assistant City Assessor</i> City Assessor's Office
	4.12 Approves the Notice of Assessment (NOA)	None	2 Hours	<i>City Assessor/ Assistant City Assessor</i> City Assessor's Office
5. Receives the Notice of Assessment	5. Release Tax Declaration of Notice of Assessment (NOA)	None	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office



TOTAL:		<i>*Refer to Table 2: Summary Computation of Fees for application for Consolidation/Subdi vision with 30 RPUs</i>	6 Days and 7 Hours	

Summary Computation of Fees for application for Consolidation/Subdivision with 30 RPUs

				Application for Consolidation/Subdivision of Lots	Total Fees
Commercial	I	Market Value of Property is 175,000 and below	P 250.00	P 200.00	P 450.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00	P 200.00	P 650.00
	III	Market Value of Property is over 300,000	P 650.00	P 200.00	P 3850.00
Residential	P 250.00			P 200.00	P 250.00
Industrial	P 1, 100.00			P 200.00	P 100.00
Agricultural	P 400.00			P 200.00	P 400.00

12. Processing of Assessment Transactions on Reassessment due to Insufficient Assessment Information/Data

Facilitates correction of any inaccurate information or entries on the assessment records.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All Real Property Owner/Administrator in Cadiz City.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photo copy of Transfer Certificate of Title		Register of Deeds		
Inspection Fee		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assist the Client in filling out the Log Book	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	10 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
3. Fill up the Request Form for the application for Reassessment due to Insufficient Assessment Information/Data at the Front Desk Personnel	3.1 Assist the Client in filling out the Request Form	None	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	3.2 Forwards the document to the Tax Mapping Division for checking and confirmation of the information in the records	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	3.3 Checks and confirms the discrepancy of the records and fills up the evaluation sheet	None	3 Minutes	Tax Mapper II/IV City Assessor's Office
	3.4 Forwards the evaluation sheet to the Front Desk Officer for payment	None	3 Minutes	Tax Mapper II/IV City Assessor's Office
4. Fee to the Front Desk Personnel for the application	4.1 Receives payment for the Simple Transfer of Ownership with No	Land – P200.00	5 Minutes	Clerk III/ Admin Aide VI



Reassessment due to Insufficient Assessment Information/ Data	Improvements Fee and issues Official Receipt			City Assessor's Office
	4.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	4.4 Forwards the Request Form to the Records Division	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.5 Pulls out and forwards the Field Appraisal and Assessment Sheet to the Assessment Division	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's
	4.6 Prepares the Field Appraisal and Assessment Sheet for Reassessment due to Insufficient Assessment Information/ Data	None	15 Minutes	<i>LAOO II/IV</i> City Assessor's Office
	4.7 Forwards the Field Appraisal and Assessment Sheet for Reassessment due to Insufficient Assessment Information/Data and recommends for approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.8 Checks, verifies and recommends for approval the Field	None	15 Minutes	<i>LAOO IV/Assistant City Assessor</i>



	Appraisal and Assessment Sheet for Reassessment due to Insufficient Assessment Information/ Data			City Assessor's Office
	4.9 Forwards the Field Appraisal and Assessment Sheet for Reassessment due to Insufficient Assessment Information/ Data	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.10 Approves the Field Appraisal and Assessment Sheet for Reassessment due to Insufficient Assessment Information/ Data	None	10 Minutes	<i>City Assessor</i> City Assessor's Office
	4.11 Forwards the approved Field Appraisal Assessment Sheet to the Assessment Division for preparation of Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) and Notice of Assessment (NOA).	None	3 Minutes	<i>Admin Aide VI</i> City Assessor's Office
	4.12 Prepares the Declaration of Real Property Value (DRPV)	None	25 Minutes	<i>LAOO II/IV</i> City Assessor's Office
	4.13 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	15 Minutes	<i>LAOO IV/Assistant City Assessor</i> City Assessor's Office



	4.14 Approves the Declaration of Real Property Value (DRPV)	None	10 Minutes	City Assessor City Assessor's Office
	4.15 Prepares the Notice of Assessment (NOA)	None	15 Minutes	Assessment Clerk/Clerk III Office of the City Assessor
	4.16 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	10 Minutes	LAOO II/IV City Assessor's Office
	4.17 Approves the Notice of Assessment (NOA)	None	15 Minutes	City Assessor/ Assistant City Assessor City Assessor's Office
	4.18 Forwards the Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
5. Receives the Notice of Assessment (NOA)	5. Issues the Notice of Assessment (NOA)	None	2 Minutes	Clerk III or Administrative Officer III City Assessor's Office
TOTAL:		P 200.00	3 Hours and 10 Minutes	

13. Processing of Assessment Transactions on Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities



Serves Real Property Owner whose properties are affected by erosion and natural man made calamities that changed the physical characteristics of the property

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Real Property Owner/Administrator in Cadiz City.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photocopy of Payment of Taxes		Office of the City Treasurer - Land Tax Division		
Inspection Fee				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints	1. Assist the Client in filling out the Log Book	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	10 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fill up the Request Form for the application for Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities at the Front Desk Personnel	3.1 Assist the Client in filling out the Request Form	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the document to the Tax Mapping Division for checking and confirmation Reassessment due to Physical	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office



	Change caused by Erosion, Natural or Man Made Calamities			
	3.3 Checks and confirms the data of the properties subject to Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities and fills out the pre inspection evaluation sheet	None	3 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
	3.4 Forwards to the Front Desk Officer for payment	None	3 Minutes	<i>Tax Mapper II/IV</i> City Assessor's Office
4. Pays for the Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities to the Front Desk Personnel	4.1 Informs the client of the result of the pre-inspection evaluation and compute the amount to be paid	None	5 Minutes	Clerk III/ Administrative Officer IV City Assessor's Office
	4.2 Receives payment for the Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities Fee, inspection fee and issues Official Receipt	Land – P200.00 (See Table 1: Inspection Fees Outside City Proper for Inspection Fees reference)	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	4.3 Forwards the Request Form for	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i>



	Processing Approval			City Assessor's Office
	4.4 Approves the Processing of transaction	None	4 Minutes	City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day City Assessor's Office
	4.5 Forwards the request to the Inspection Team for Schedule of Inspection	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
5. Receives the Notice and Schedule of Inspection and claim slip of Notice of Assessment	5.1 Schedules and informs the client of the Property inspection and Issues claim slip of Notice of Assessment to the Client	None	15 Minutes	Inspection Team (LAOO II or III, Tax Mapper II or IV) Clerk III/ Admin Aide VI City Assessor's Office
	5.2 Conducts Property Inspection on the agreed schedule with the client	None	8 Hours	Inspection Team (LAOO II or III, Tax Mapper II or IV) City Assessor's Office
	5.3 Prepares Field Appraisal and Assessment Sheet (FAAS) for Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities	None	30 Minutes	Local Assessment Operations Officer City Assessor's Office
	5.4 Forwards the Field	None	3 Minutes	Clerk III/ Admin Aide VI



	Appraisal and Assessment Sheet for Simple Transfer of Ownership with No Improvements for checking, verification and recommends for approval			City Assessor's Office
	5.5 Checks, verifies and recommends for approval the Field Appraisal and Assessment Sheet Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities	None	15 Minutes	LAOO IV/Assistant City Assessor City Assessor's Office
	5.6 Forwards the Field Appraisal and Assessment Sheet for Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities for approval	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	5.7 Approves the Field Appraisal and Assessment Sheet for Reassessment due to Physical Change caused by Erosion, Natural or Man Made Calamities	None	10 Minutes	City Assessor City Assessor's Office
	5.8 Forwards the approved	None	3 Minutes	Admin Aide VI



	Field Appraisal Assessment Sheet to the Assessment Division for preparation of Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) and Notice of Assessment (NOA).			City Assessor's Office
	5.9 Prepares the Declaration of Real Property Value (DRPV)	None	25 Minutes	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	5.10 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	15 Minutes	<i>LAOO IV/Assistant City Assessor</i> City Assessor's Office
	5.11 Approves the Declaration of Real Property Value (DRPV)	None	10 Minutes	<i>City Assessor</i> City Assessor's Office
	5.12 Prepares the Notice of Assessment (NOA)	None	15 Minutes	<i>Assessment Clerk/Clerk 3</i> <i>Office of the City Assessor</i>
	5.13 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	10 Minutes	<i>LAOO II/IV</i> City Assessor's Office
	5.14 Approves the Notice of Assessment (NOA)	None	15 Minutes	<i>City Assessor / Assistant City Assessor</i> City Assessor's Office



	5.15 Forwards the Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
6. Presents the Claim Slip and Receives the Notice of Assessment (NOA)	6. Issues the Notice of Assessment (NOA)	None	3 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		Land – P200.00 (See Table 1: Inspection Fees Outside City Proper for Inspection Fees reference)	1 Working Day, 3 Hours and 30 Minutes	

INSPECTION FEES OUTSIDE CITY PROPER:

Commercial	I	Market Value of Property is 175,000 and below	P 250.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00
	III	Market Value of Property is over 300,000	P 650.00
Residential	P 250.00		
Industrial	P 1, 100.00		
Agricultural	P 400.00		

14. Issuance of Vicinity Map/Sketch Plan – (Bond Paper Size)

To facilitate identification on the essential character/information of the adjacent lots and the corresponding lot boundaries

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)



Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons Stakeholders, NGOs and NGAs having no real properties in Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photo Copy of Land Title of the Property		Register of Deeds		
Vicinity Map Fee – P 150.00 Lot Plan with Vicinity Map – P 250.00		Office of the City Treasurer – Cash Division Office of the City Assessor- Administrative Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assist the Client in filling out the Log Book	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel.	2. Verifies submitted documents	None	10 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fill up the Request Form for the application for Vicinity Map at the Front Desk Personnel and Request for Inspection	3.1 Assist the Client in filling out the Request Forms	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.4 Forwards the Request	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i>



	form to the Tax Mapping Division			City Assessor's Office
	3.5 Prepares the Vicinity Map	None	2 Hours (1 Parcel up to 5 Adjacent)	<i>Draftsman 1</i> City Assessor's Office
	3.6 Verifies the authenticity of the entries	None	5 Minutes	<i>Tax Mapper IV</i> City Assessor's Office
	3.7 Forwards approved the Vicinity Map to the Front Desk Personnel for releasing	None	3 Minutes	<i>Draftsman 1</i> City Assessor's Office
4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt Receives the payment and issues Official Receipt	Vicinity Map Fee- P 150.00 Lot Plan with Vicinity Map – P 250.00	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
5. Receives the Vicinity Map	5. Issues the Vicinity Map	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
TOTAL:		Vicinity Map Fee- P 150.00 Lot Plan with Vicinity Map – P 250.00	2 Hours and 44 Minutes	

15. Processing of Assessment Transactions on Newly Constructed/Discovered Property

Appraisal is made on Newly Constructed/Discovered improvement according to the extent of its completion as of the date of appraisal for taxation purposes.



(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons Owning/Administering Real Properties in Cadiz City or Stakeholders, NGOs and NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Photo Copy of Land Title		Register of Deeds		
1 Photo Copy of Building permit/ Certificate of Occupancy		Office of the City Engineer-Building Official		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assists the Client in filling out the Log Book	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits the required documents for verification to the Front Desk personnel	2. Verifies submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fills up the request form for Inspection for the Newly Constructed/ acquired real property at the Front Desk personnel.	3.1 Assists the Client in filling out the Request Form	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the document to the Tax Mapping Division for checking and verification of the property	None	3 Minutes	Clerk III/ Admin Aide III City Assessor's Office
	3.3 Fills up the Pre Inspection evaluation report	None	5 Minutes	Tax Mapper IV City Assessor's Office



	3.4 Forwards the evaluation report to the Front Desk Officer for payment	None	3 Minutes	Tax Mapper IV City Assessor's Office
4. Pays for the Inspection Fees to the Front Desk Personnel	4.1 Receives payment Inspection Fees and issues Official Receipt	(See Table 1: Inspection Fees)	5 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	4.2 Forwards the Request Form for Processing Approval	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
	4.3 Approves the Processing of transaction	None	3 Minutes	City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day City Assessor's Office
	4.4 Forwards the Request for Inspection to the Inspection Team for Scheduling	None	3 Minutes	Clerk III/ Admin Aide VI City Assessor's Office
5. Receives the Notice and Schedule of Inspection	5.1 Schedules and informs the client of the Property inspection	None	5 Minutes	Inspection Team (LAOO II or III, Tax Mapper II or IV) Administrative Officer III City Assessor's Office
	5.2 Conducts Property Inspection on the agreed schedule with the client	None	8 Hours (Maximum of 30 RPU's)	Inspection Team (LAOO II or III, Tax Mapper II or IV) City Assessor's Office
	5.3 Prepares Field Appraisal and Assessment Sheet (FAAS)	None	8 Hours (Maximum of 30 RPU's)	Local Assessment Operations Officer City Assessor's Office



	5.4 Assigns Property Index Numbers (PIN)	None	3 Minutes	<i>Tax Mapper</i> City Assessor's Office
	5.5 Checks and verifies the authenticity of the entries of the new FAAS and recommends for approval	None	5 Hours	<i>Local Assessment Operations Officer IV/ Assistant City Assessor</i> City Assessor's Office
	5.6 Approves the Newly prepared FAAS	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	5.7 Prepares the Declaration of Real Property Value (DRPV)	None	5 Hours	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	5.8 Checks and verifies the authenticity of the entries of the Declaration of Real Property Value (DRPV) and recommends for approval	None	3 Hours	<i>Local Assessment Operations Officer II/IV/ Assistant City Assessor</i> City Assessor's Office
	5.9 Approves the Declaration of Real Property Value (DRPV)	None	2 Hours	<i>City Assessor</i> City Assessor's Office
	5.10 Prepares the Notice of Assessment (NOA)	None	5 Hours	<i>Assessment Clerk/Clerk III</i> City Assessor's Office
	5.11 Checks and verifies the authenticity of the entries of the Notice of Assessment (NOA) and recommends for approval	None	3 Hours	<i>Local Assessment Operations Officer II/IV/ Assistant City Assessor</i> City Assessor's Office
	5.12 Approves the Notice of	None	2 Hours	<i>City Assessor</i>



	Assessment (NOA)			City Assessor's Office
	5.13 Forwards the Declaration of Real Property Value (DRPV)/ Tax Declaration (TD) to the Records Division for filing and forwards the Notice of Assessment (NOA) to the Front Desk for releasing.	None	2 Minutes	Assessment Clerk City Assessor's Office
6. Receives the Notice of Assessment (NOA)	6. Issues the Notice of Assessment (NOA)	None	2 Minutes	Clerk III or Administrative Officer III City Assessor's Office
TOTAL:		*Refer to Table 2: Summary Computation of Fees	5 Working Days 3 hrs and 48 Mins	

Summary Computation of Fees

Commercial	I	Market Value of Property is 175,000 and below	P 250.00
	II	Market Value of Property is 175,001 to 300,000	P 450.00
	III	Market Value of Property is over 300,000	P 650.00
Residential	P 250.00		
Industrial	P 1, 100.00		
Agricultural	P 400.00		

16. Property Verification/Research (Other Services)

Requesting party is catered and provided with the information/data on a specific property for confirmation and verification of data on mortgaged properties.



(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All persons Stakeholders, NGOs and NGAs having no real properties in Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No Official Document required		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in the Client's Log Book in the Public Assistance and Complaints Desk (PACD)	1. Assists the Client in filling out the Log Book	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
2. Submits available information of the property subject for research to the Front Desk personnel.	2. Verifies submitted documents	None	5 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
3. Fills up the request form for Property Verification/ Research to the Front Desk personnel.	3.1 Assists the Client in filling out the Request Form	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.2 Forwards the Request Form for Processing Approval	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i> City Assessor's Office
	3.3 Approves the Processing of transaction	None	3 Minutes	<i>City Assessor/ Assistant City Assessor/ LAOO IV / Officer of the Day</i> City Assessor's Office
	3.4 Forwards the Request Form to the	None	3 Minutes	<i>Clerk III/ Admin Aide VI</i>



	Tax Mapping Division			City Assessor's Office
	3.5 Verifies Tax Map, TMCR and Field Appraisal and Assessment Sheet	None	20 Minutes (For parcels updated in the current revision year)	<i>Draftsman 1</i> City Assessor's Office
	3.6 Provides relevant data requested by the Taxpayer	None	30 Minutes (For parcels updated in the current revision year)	<i>Tax Mapper IV</i> City Assessor's Office
4. Pays for the required certification fee to the Front Desk personnel.	4. Receives the payment and issues Official Receipt	P 50.00 per parcel (Current - 2012 revision onwards) P100.00 per parcel (Previous Years Record - 2011 backward)	5 Minutes	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
5. Receives the Requested Data	5. Issues the requested data	None	1 Minute	<i>Clerk III or Administrative Officer III</i> City Assessor's Office
TOTAL:		P 50.00 per parcel (Current - 2012 revision onwards) P100.00 per parcel (Previous Years Record - 2011 backward)	1 Hour and 16 Minutes	

CITY DISASTER RISK REDUCTION & MANAGEMENT OFFICE

External Services



1. DRRM RELATED TRAININGS AND DRILLS

The City Disaster Risk Reduction and Management Office caters to training and drill requests for community-based DRRM.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Disaster Risk Reduction and Management Office – Administration and Trainings Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	General public subject for assessment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request for training.		From requesting agencies or groups.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request addressed to the City Mayor through DRRMO indicating specific trainings/drills and inclusive dates.	1. Upon receiving the letter, discuss the fine details of the request specifically: • The availability of instructors, • the scope of training or drill, • the age and number of participants, and • the date/s for trainings/ drills.	None	10 Minutes	<i>Trainings and Advocacy Program Head</i> City Disaster Risk Reduction and Management Office
	1.1 Approval of the schedule of trainings/ drills and issue confirmed schedule.	None	5 Minutes	<i>Trainings and Advocacy Program Head</i> City Disaster Risk Reduction and Management Office
TOTAL:		None	15 Minutes	



2. RADIO COMMUNICATION ASSISTANCE SERVICES

The City Disaster Risk Reduction and Management Office caters to phone call and radio assistance to various agencies linked to the radio frequencies. The service is available 24 hours daily upon the request.

Office or Division:	City Disaster Risk Reduction and Management Office – Operations and Warnings Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Direct call to radio frequency or telephone numbers provided.		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call directly to CDRRMO hotline or radio frequency.	1. Get caller's information and log to clients' logbook	None	3 Minutes	<i>Radio Operator</i> City Disaster Risk Reduction and Management Office
2. Give Information and details of concern	2. List client's request and call the linked agency regarding the concern	None	4 Minutes	<i>Radio Operator</i> City Disaster Risk Reduction and Management Office
3. Standby for feedback regarding concern	3. Give Feedback to client	None	3 Minutes	<i>Radio Operator</i> City Disaster Risk Reduction and Management Office
TOTAL:		None	10 Minutes	



3. TRANSPORT SERVICES FOR PATIENTS

The City Disaster Risk Reduction and Management Office caters transport services for patients for referral to hospitals as well as transport for regular scheduled check-ups and/or dialysis, and discharged patients. The service is available daily for 24 hours upon the request of the client, but is subject to vehicle availability.

Office or Division:	City Disaster Risk Reduction and Management Office – Operations and Warnings Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All residents of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Direct call to radio frequency or telephone numbers provided or go directly to the City Disaster Risk Reduction and Management Office.		None		
Referral Form – Hardcopy for patients endorsed for admittance only (1 copy)		CCHOBH (City Emergency Clinic)		
Discharge Clearance - Softcopy/Hardcopy for discharge patients only (1 copy)		Hospital where patient is admitted		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call directly to CDRRMO hotline or radio frequency or Go directly to the City Disaster Risk Reduction and Management Office information desk.	1. Get caller's information and log to clients' logbook	None	2 Minutes	Radio Operator City Disaster Risk Reduction and Management Office or Information Desk City Disaster Risk Reduction and Management Office Team Leader on Duty

	1.1 Check availability of vehicle.	None	2 Minutes	City Disaster Risk Reduction and Management Office
	1.2 Issue referral to client then direct client to CHO Window 6 Admin Section for payment. <i>*Direct client to CCHOBH (City Emergency Clinic) Window 1, if the request is made beyond Office hours.</i>	None	2 Minutes	Information Desk City Disaster Risk Reduction and Management Office
2. Go to the City Health Office (Window 6 Admin Section during Office hours) to pay for the Ambulance Fees <i>*Proceed to CCHOBH (City Emergency Clinic) Window 1, if the request is made beyond Office hours.</i>	2. Receive payment and Issue Official Receipt c/o CHO	City Emergency Clinic to Silay Hospital (Non-emergency / elective case) P1,000.00 per trip P1,500.00 Round trip City Emergency Clinic to Bacolod (Non-emergenc	5 Minutes	Clerk III CHO (Office Hours) Staff CCHOBH (5pm to 7am Weekdays) Supervising Administrative Officer CCHOBH



		y / elective case) P1,500.00 per trip P2,000.00 Round trip City Emergenc y Clinic to Sagay or Manapla (Non- emergenc y / elective case) P600.00 per trip P1,000.00 Round trip City Emergenc y Clinic to Silay to Silay or Bacolod (Non- emergenc y / elective case) P1,200.00 per trip P2,000.00 Round trip City Emergenc y to Manapla to Silay or Bacolod (Non- emergenc y / elective case) P1,200.00 per trip P2,000.00 Round trip		(Weekends and Holidays)



		City Emergenc y Clinic to San Carlos Hospital / Others (Non- emergenc y / elective case) P2,000.00 per trip P3,000.00 Round trip <i>(Refer to Revised Revenue Code of Cadiz City 2023 – Ordinance No. 21- 2023 – Article H – Section HI.01 – Page 136 to 137)</i>		
3. Present Referral Form/ Discharge Clearance, if there is any, and the official receipt from the CHO or CCHOBH to the information desk personnel.	3. Record patient's information and schedule patient for transport. 3.1 Release confirmed schedule to client.	None None	2 Minutes 2 Minutes	Information Desk City Disaster Risk Reduction and Management Office Information Desk City Disaster Risk Reduction and Management Office
TOTAL:		City Emergenc y Clinic to Silay	15 Minutes	

	Hospital (Non-emergenc y / elective case) P1,000.00 per trip P1,500.00 Round trip City Emergenc y Clinic to Bacolod (Non-emergenc y / elective case) P1,500.00 per trip P2,000.00 Round trip City Emergenc y Clinic to Sagay or Manapla (Non-emergenc y / elective case) P600.00 per trip P1,000.00 Round trip City Emergenc y Clinic to Silay to Silay or Bacolod (Non-emergenc y / elective case) P1,200.00 per trip		



	P2,000.00 Round trip City Emergenc y to Manapla to Silay or Bacolod (Non- emergenc y / elective case) P1,200.00 per trip P2,000.00 Round trip City Emergenc y Clinic to San Carlos Hospital / Others (Non- emergenc y / elective case) P2,000.00 per trip P3,000.00 Round trip <i>(Refer to Revised Revenue Code of Cadiz City 2023 – Ordinance No. 21- 2023 – Article H – Section HI.01 – Page 136 to 137)</i>		

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

External Services



1. Securing City ENRO Clearance for Business Permit

(8:00 a.m. – 5:00 p.m. Monday to Friday)

A City ENRO clearance is required prior to the final issuance of business permit by the Business Permit and Licensing Division. This is done in order to check the compliance to R.A. 9003 and/or CSWM ordinance of the city. All transactions are processed at the Business One Stop Shop.

Office or Division:	City Environment and Natural Resources Office			
Classification :	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	All commercial and industrial establishments operating in the city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit Application Form (3 copies)		Business Permit and Licensing Office – Information Desk		
Accomplished Form/Checklist for presence of garbage bins & proper waste segregation (2 copies)		Business Permit and Licensing Office – Information Desk		
For quarry operators and owners: Tax Declaration (1 photocopy)		Office of the City Assessors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Business Permit Application Form	1.1 Provide client with application form	None	5 Minutes	<i>Admin Assistant VI</i> City ENRO



1. (a) For Business Permit: Get Assessment form for payments of Solid Waste Collection Fee (b) For Quarry Operators Acquire Tax Declaration Assessment from City Assessors and Order of Payment for Inspection Fee and Environmental Fee from City ENRO.	2(a).1 Assess business classification for payments. 2(b).1 Assess Inspection Fee and Environmental Fee payment and issue Order of Payment		5 Minutes 5 minutes	<i>Admin Assistant VI</i> City ENRO Records Officer I City ENRO
2. Pay corresponding fees at the Cashier.	3.1 Receive assessment form and order of payment and receive payment and issue official receipt.	P 480.00 / year for Small Scale P 1,200.00 / year for Medium Scale P 3,000.00 / year for Large Scale P4,800.00 / year for Mega Large Scale P300.00 Inspection Fee up to 1 hectare P 100.00 / hectare in excess of 1 hectare 1% of the fair market value for Environmental	10 Minutes	<i>Cashier</i> CTO



		Fees of Quarry Operations		
3. Receive Official Receipt and wait for approval of permit.	4.1 Review and approve applications	None	5 Minutes	Admin Assistant VI City ENRO
TOTAL:		P 480.00 / year for Small Scale P 1,200.00 / year for Medium Scale P 3,000.00 / year for Large Scale P4,800.00 / year for Mega Large Scale P300.00 Inspection Fee up to 1 hectare P 100.00 / hectare in excess of 1 hectare 1% of the fair market value for Environmental Fees of Quarry Operations	30 Minutes	



2. Securing City ENRO Permit for Waste Disposal by Private Trucks/Vehicles to the Sanitary Landfill

(8:00 a.m. – 5:00 p.m. Monday to Friday)

A City ENRO Permit (Disposal Permit) is required prior to disposing of wastes by the private trucks/vehicles to city sanitary landfill.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	All residents and non-residents of the city.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Trucks / Vehicles with waste to be disposed for Inspection		Requesting Individual		
Tipping Fee Assessment Form (2 copies)		Solid Waste Management Division – City ENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Show the volume of waste to be disposed. Wait for release of assessment and approval.	1.1 Check the actual volume of waste to be disposed and make assessment of fees. 1.2 Issue tipping fee form for payment	None	3 minutes	Records Officer I and/or EMS I City ENRO
2. Get tipping fee form and make payment at the City Treasurers Office	2.1 Receive cash for payment and issue Official Receipt	P 500.00 / cu. mtr. for Residents of the City P 1,000.00 / cu. mtr. for Non-	5 Minutes	Cashier CTO



		Residents of the City		
3. Provide copy of OR and receive Disposal Permit and SLF Gate Pass	3.1 Receive copy of OR and issue Disposal Permit and SLF Gate Pass	None	5 minutes	Records Officer I City ENRO
4. Submit Disposal Permit and SLF Gate Pass for Final Disposal	5.1 Receive Disposal Permit and SLF Gate Pass and record in logbook and approve for Final Disposal	None	5 Minutes	<i>Project Development Asst. City ENRO</i>
TOTAL:		P 500.00 / cu. mtr. for Residents of the City P 1,000.00 / cu. mtr. for Non-Residents of the City	18 Minutes	

3. Securing City ENRO Clearance for Seedlings Distribution for Urban Greening.

(8:00 a.m. – 5:00 p.m. Monday to Friday)

A City ENRO clearance is required prior to the distribution of seedlings for Urban Greening by private citizens, students, teachers, or government agencies for their Tree Growing / planting project. This is done in order to monitor the actual areas being planted and to check the survival rate of the seedlings.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C- Government to Client



Who may avail:		Residents of Cadiz City.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter requesting for seedlings for tree growing/planting activity.		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter.	1.1 Accept request letter and check availability of seedlings and record in logbook 1.2 Approve request and issue seedling clearance to client.	None	5 Minutes	<i>Records Officer 1</i> City ENRO
2. Present seedlings clearance to tree nursery-in-charge and withdraw seedlings.	2.1 Receive seedlings clearance and record in logbook 2.2 Release requested seedlings quantity.	None	5 Minutes	<i>Community Development Asst.</i> Tree Nursery
TOTAL:		00	10 Minutes	



4. Inspection of Environmentally Critical Project (ECP) as Requirements for the Issuance of Social Acceptability Certificate.

(8:00 a.m. – 5:00 p.m. Monday to Friday)

A City ENRO Inspection Report as requirements for the Issuance of Social Acceptability Certificate for Environmentally Critical Project (ECP).

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All applicants for Certificate of Social Acceptability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ECC (Environmental Compliance Certificate (1 original copy) If ECC on process: Certificate of Undertaking		DENR Regional Office		
2. Accomplished ENRO Form 1 & 2 (1 copy each) and tree seedlings (300 potted seedlings for Renewal and 500 potted seedlings for New Applicants)		City ENRO		
3. Folder with complete requirements as submitted to the SP		Various Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete documentary and seedlings requirements	1.1 Receive duly accomplished/ complete requirements and Inform client schedule of onsite inspection	None	30 minutes	Admin Assistant VI and/or Community Development Assistant City ENRO
	1.3 Conduct actual site inspection	None	8 hours	
	1.4 Prepare inspection report	None	30 minutes	
	1.5 Submit inspection report to SP for issuance of Social Acceptability Certificate	None	10 minutes	
	TOTAL:	00	9 hours & 10 minutes	

5. Complaint Desk

(8:00 a.m. – 5:00 p.m. Monday to Friday)

A City ENRO complaint desk that act on complaints.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	All residents of the city.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Complaint letter	Requesting Party



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complaint Letter for immediate action	1.1. Receives complaint letter and record on logbook and relay to Dept. Head.	None	3 Minutes	<i>Records Officer 1 City ENRO</i>
	1.2. Conduct verification on complaint	None	30 minutes	<i>City ENR Officer (Dep't. Head)</i>
2. Receive feedback on action taken.	2.1 Act on complaints and make immediate action. 2.1. Recommend proper actions on complaints and endorse for relay to client.	None	5 Minutes	<i>City ENR Officer (Dep't. Head)</i>
	TOTAL:	00	38 Minutes	

6. Request for Dump Truck / Vehicles for other purposes

A City ENRO service for Request of Dump Trucks / Vehicles for other purposes.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client G2B – Government to Business
Who may avail:	All residents of the city.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the City ENR Office.	1.1 Accepts request letter and records on logbook. 1.2 Process request for availability of dump truck / vehicle.	None	2 Minutes	<i>Records Officer /</i> City ENRO
2. Receive approved request and avail service.	2.1 Approves request of dump trucks / vehicles.	None	5 Minutes	City ENR Officer (Dep't. Head)
TOTAL:		00	7 Minutes	

**CITY PLANNING & DEVELOPMENT
OFFICE**

External Services



1. Securing Statistical Data/Socio Economic Profiles

The service aims to provide basic information about the city, its history and its development plan. It includes: 1. Statistical Data; 2. Socio-Economic Profile; 3. Economic Development Plans.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Plans and Programs Division/Statistics Unit			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public			
Who may avail:	All who is 18 Years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Signed Letter of Request		This should be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	<i>Clerk III City Planning Development Office Or Admin Officer IV City Planning Development Office</i>
	1.2 Endorse client to Plans and Programs Division/Statistics Unit	None	2 mins.	
2. Submit the letter of request	2.1 Receive letter of request	None	2 mins.	<i>Statistician II City Planning Development Office</i>



	2.2 Endorse the letter of request to the CPDC for approval.	None	3 mins.	<i>Statistician II</i> <i>City Planning Development Office</i> Or <i>Statistician III</i> <i>City Planning Development Office</i>
	2.3 Approve letter of request	None	10 mins.	<i>City Planning Development Coordinator</i> <i>City Planning Development Office</i>
	2.4 Prepare the data requested	None	1 Day	<i>Statistician II</i> <i>City Planning Development Office</i> Or <i>Statistician III</i> <i>City Planning Development Office</i>
	2.5 Record the details of the transaction for release of data to client	None	5 mins.	<i>Statistician II</i> <i>City Planning Development Office</i>
3. Receive the requested data	3.1 Release requested data to client	None	5 mins.	<i>Statistician II</i> <i>City Planning Development Office</i>
TOTAL		None	1 Day 30 mins.	



1. Securing Locational Clearance for Building Permit

All enterprise and private persons constructing a new building or applying for expansion/renovation/repair are required to secure a Locational Clearance before the application for building permit. This should be done before the start of the construction to ensure that the building/businesses is allowed in the chosen location as per Approved Cadiz City Comprehensive Land Use Plan (CLUP).

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO -Land Use and Zoning Division	
Classification:	Simple	
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public G2G- Government to Government	
Who may Avail:	Individuals, Firms, Corporations, Property Owners, and Enterprise	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form for Locational Clearance duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division
2. Detailed Engineering Plans Signed and sealed by duly licensed Architect/Civil Engineer and/or Structural Engineer and Approved by the Owner Seven (7) Complete Original sets		
3. Estimates & Specifications signed and sealed by Civil Engineer/Architect and approved by the Owner One (1) Original Copy		Lot Owner/Developer
4. Specimen Signatures, Seal and Photocopy of Latest PRC ID/PTR of Signing Engineers; Civil/Structural, P.E.E., P.M.E. or Architect and Master Plumber One (1) Original Copy		
5. Lot Plan & Vicinity Map Certified by Geodetic Engineer One (1) Photocopy		



6. Transfer Certificate of Title (TCT) One (1) Photocopy		Lot Owner/Developer		
7. Latest Tax Declaration One (1) Photocopy		City Assessor's Office		
8. Current Tax Receipt One (1) Photocopy		City Treasurer's Office		
9. In case the Applicant is not the Registered Owner; Copy of: Contract of Lease/Authority to Construct/Deed of Absolute Sale or Duly Notarized Contract of Sale One (1) Photocopy		Lot Owner		
10. Highway Clearance if the building is along National Roads One (1) Original Copy		DPWH		
11. Height Clearance Permit (For Cellsites application) One (1) Photocopy		Civil Aviation Authority of the Philippines (CAAP)		
12. Radio Frequency Radiation from Center for Device Regulation; Radiation Health and Research (For Cellsites application) One (1) Photocopy		FDA & DOH		
13. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) (Depending on the Type of Application) One (1) Photocopy		DENR-MGB		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III City Planning Development Office Or Admin Officer IV City Planning Development Office
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	



2. Submit the required documents	2.1 Receive and check all the required documents	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	2.2 Inform client that he will be e-mailed and requested to return to the office after the conduct of site inspection to proceed with the application	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	2.3 Conduct site inspection.	None	1 Day	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Zoning Officer IV City Planning Development Office</i>
	2.4 Assess the locational clearance fee to be paid by the client	None	15 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i>
	2.5 E-mail client and request to return to the office to proceed with the application	None	10 mins.	<i>Administrative Aide III City Planning Development Office</i>



3. Receive the order of payment	3.1 Issue the order of payment to be paid at the City Treasurer's Office to client	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
4. Pay the order of payment at the City Treasurer's Office Cashier	4.1 Receive payment and create an Official Receipt (OR)	Payment is based on the City Revenue Code (See Table below)	25 mins.	<i>Cashier City Treasurer's Office</i>
5. Receive the Official Receipt (OR)	5.1 Issue OR to client	None	5 mins.	<i>Cashier City Treasurer's Office</i>
6. Present the OR to Zoning Officer	6.1 Receive OR of payment	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	6.2 Prepare the Decision on Zoning for Locational Clearance.	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>



	6.3 Recommend the approval of the Decision on Zoning for Locational Clearance.	None	10 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.4 Approve the Decision on Zoning for Locational Clearance.	None	5 mins	<i>City Planning Development Coordinator City Planning Development Office</i> <i>Or</i> <i>Zoning Officer IV City Planning Development Office</i>
7. Receive the Decision on Zoning for Locational Clearance	7.1 Issue Decision on Zoning for Locational Clearance to client	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
Total		Payment is based on the City Revenue Code (See Table below)	1 Day, 2 hours & 35 mins.	



2. Securing Zoning Certification

Securing Zoning Certification to ensure compatibility or conformity of the project with the existing Land Use Plan of the Locality, in accordance with the Approved City Zoning Ordinance.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public			
Who may avail:	Individuals, Firms, Corporations, Property Owners, and Enterprise			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form for Zoning Certification One (1) Photocopy		CPDO – Land Use and Zoning Division		
2. Transfer Certificate of Title (TCT) One (1) Photocopy		Lot Owner/Developer		
3. Lot Plan & Vicinity Map certified by Geodetic Engineer One (1) Photocopy		Geodetic Engineer hired by Client		
4. Photocopy of Current Tax Declaration One (1) Photocopy		City Assessor's Office		
5. Photocopy of Current Tax Receipt One (1) Photocopy		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance	1.1 Have client sign the Client logbook	None	3 mins.	<i>Clerk III</i>



and Complaints Desk (PACD)	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	City Planning Development Office Or Admin Officer IV City Planning Development Office
2. Submit the required documents	2.1 Receive and check all the required documents	None	30 mins.	Zoning Officer III City Planning Development Office
	2.2 Assess the locational clearance fee to be paid by the client	None	15 mins.	Or Administrative Aide III City Planning Development Office
3. Receive the order of payment	3.1 Release the order of payment to Client to be paid at the City Treasurer's Office	None	5 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
4. Pay the order of payment at the City Treasurer's Office	4.1 Receive payment and issue an Official Receipt (OR).	₱720.00/ha. ₱ 100.00 for below 0.15 ha.	25 mins.	Cashier City Treasurer's Office
5. Receive the Official Receipt (OR)	5.1 Release OR to the client	None	5 mins.	Cashier City Treasurer's Office



6. Present the OR to Zoning Officer	6.1 Receive the OR of payment	None	5 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
	6.2 Prepare the Zoning Certification	None	15 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
	6.3 Recommend the approval of the Zoning Certification	None	10 mins.	Zoning Officer IV City Planning Development Office
	6.4 Approve the Zoning Certification	None	10 mins.	City Planning Development Coordinator City Planning Development Office
7. Receive the Zoning Certification	7.1 Release the Zoning Certification to the client	None	5mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
Total		₱720.00/ha. ₱ 100.00 for below 0.15 ha.	2 hours & 10 mins.	



3. Securing Approval of Subdivision Plan (Preliminary Approval)

Every Registered Owner or Developer of a parcel of land who wishes to convert the same into a Subdivision Project shall apply with the Land Use and Zoning Division for Preliminary Approval of the Subdivision Plan. The preliminary approved Subdivision Plan is valid for One (1) Year from date of Approval.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO - Zoning Division	
Classification:	Highly Technical	
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public	
Who may avail:	Individuals, Firms, Corporations, Property Owners, and Enterprise	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Preliminary Approval Signed by Applicant/Representative and duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division
2. Affidavit of Subdivision Duly Notarized One (1) Original Copy		
3. Affidavit of Undertaking Duly Notarized One (1) Original Copy		Lot Owner/Developer
4. Site Development Plan of the Proposed Subdivision Signed and sealed by duly licensed Architect/Civil Engineer and Approved by the Owner Two (2) Original Copies		



5. Lot Plan & Vicinity Map certified by Geodetic Engineer				
One (1) Photocopy				
6. Topographic Plan Signed and sealed by duly licensed Civil Engineer and Approved by the Owner				
Two (2) Original Copies				
7. Transfer Certificate of Title (TCT)		Lot Owner/Developer		
One (1) Certified True Copy				
8. Latest Land Tax Declaration		City Assessor's Office		
One (1) Certified True Copy				
9. Zoning Certification		CPDO – Land Use and Zoning Division		
One (1) Photocopy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III City Planning Development Office Or Admin Officer IV City Planning Development Office
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	
2. Submit required documents to Land Use and Zoning Division.	2.1 Receive and check all the required documents.	None	30 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office



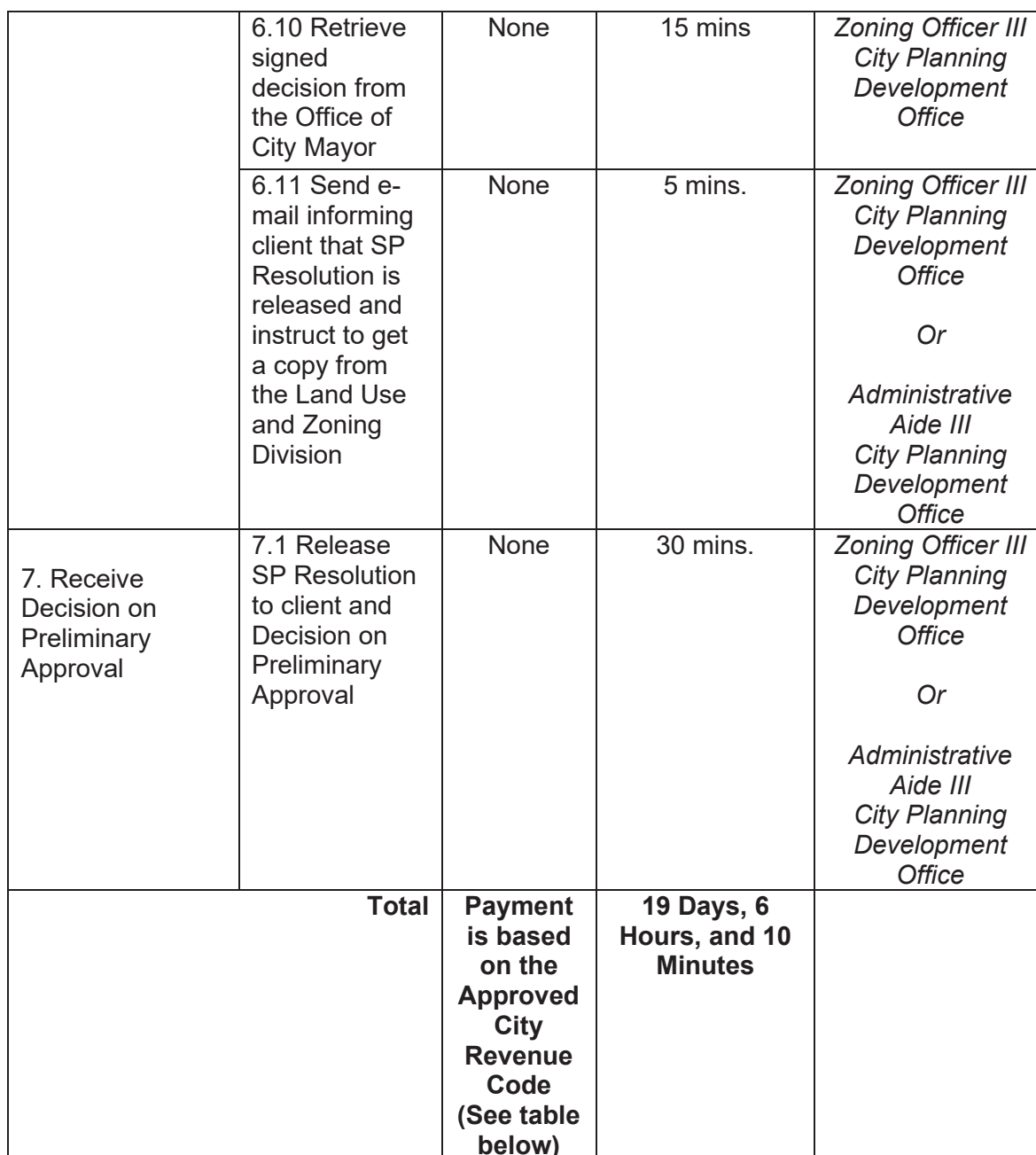
	2.2 Inform client that he will be sent an e-mail and request to return to the office after the conduct of site inspection to proceed with the application	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>
	2.3 Conduct ocular site inspection	None	1 Day	<i>Zoning Officer III City Planning Development Office</i> Or <i>Zoning Officer IV City Planning Development Office</i>
	2.4 Prepare site inspection report	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Zoning Officer IV City Planning Development Office</i>
	2.5 Prepare the assessment of fees on Preliminary Approval	None	20 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>



	2.6 E-mail client and request to return to the office to proceed with the application	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>
3. Receive the order of payment	3.1 Issue the order of payment to client to be paid at the City Treasurer's Office	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>
4. Pay order of payment at the City Treasurer's Office	4.1 Cashier receives payment and issues an Official Receipt (OR).	Payment is based on the Approved City Revenue Code (See table below)	25 mins.	<i>Cashier City Treasurer's Office</i>
5. Receive Official Receipt (OR)	5.1 Cashier releases OR to the client	None	5 mins.	<i>Cashier City Treasurer's Office</i>
6. Present OR to Zoning Officer	6.1 Receive the OR from the client	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>



	6.2 Inform the client to wait for confirmation e-mail once SP Resolution indicating preliminary approval is released	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	6.3 Prepare Letter of Endorsement to Sangguniang Panlungsod for Preliminary Approval.	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.4 Endorse application to Sangguniang Panlungsod	None	15 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.5 Resolution of Preliminary Approval of application by Office of the Sangguniang Panlungsod.	None	15 Days	<i>SP Secretary Sangguniang Panlungsod Office</i>
	6.6 Endorse SP Resolution of Preliminary approval of application to CPDO	None	15 mins.	<i>SP Secretary Sangguniang Panlungsod Office</i>
	6.7 Prepare Decision of Preliminary Approval of application	None	3 Days	<i>Zoning Officer IV City Planning Development Office</i>
	6.8 Endorse to SP Chairman Committee on Housing and Land Use for final signature	None	1 hour	<i>SP Member Sangguniang Panlungsod Office</i>
	6.9 Endorse to City Mayor for final signature.	None	1 hour	<i>City Mayor City Mayor's Office</i>





4 Securing Final Approval of Development Permit

Every Registered Owner or Developer of a parcel of land who wishes to convert the same into a Subdivision Project shall apply with the Zoning Division for Approval of the Subdivision Plan.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO - Zoning Division	
Classification:	Simple	
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public	
Who may avail:	Individuals, Firms, Corporations, Property Owners, and Enterprise	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Final Approval of project under BP 220/PD 957 by the Applicant/Representative and duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division
2. Affidavit of undertaking to comply the Road Right of Way and Drainage Right of Way One (1) Original Copy		
3. Affidavit of undertaking to submit DAR Conversion Certificate to SP One (1) Original Copy		
4. Audited report of Independent Public Accountant for the Financial Condition/Statement of the Applicant One (1) Original Copy		
5. Certificate of Registration from SEC or CDA (if it is Corporation, incorporation or Cooperative), DTI Permit if SOle Proprietorship		



One (1) Original Copy	
6. Articles of Corporation, Incorporation or Cooperation (if it is Corporation, incorporation or Cooperative) One (1) Original Copy	
7. Feasibility Study for the Housing Project Two (2) Original Copies	
8. Lot Plan/Vicinity map One (1) Original Copy	
9. Land Development Technical Specification and Cost Estimates One (1) Original Copy	
10. Approved Sangguniang Panlungsod Resolution for Preliminary Approval One (1) Original Copy	Sangguniang Panlungsod Office
11. CCWD – Prime Water Cadiz City Certification One (1) Original Copy	CCWD – Prime Water Cadiz City
12. Environmental Compliance Certificate (ECC) from DENR One (1) Original Copy	DENR
13. NONECO Certification One (1) Original Copy	NONECO



14. Decision sheet of Preliminary Approval One (1) Original Copy	CPDO – Land Use and Zoning Division
15. Site Development Plan Five (5) Original Copies	This should be provided by the Owner/Developer
16. Topographic Map Five (5) Original Copies	
17. Road Assignment and Finished Grade Five (5) Original Copies	
18. Road Grade Section and Engineering Drawing Details Five (5) Original Copies	
19. Storm Drainage System and Details Five (5) Original Copies	
20. Water Distribution System and Details including Fire Hydrants Five (5) Original Copies	
21. Deep Well & Elevated Water Tank Specifications and Location (if CCWD – Prime Water cannot supply water) Five (5) Original Copies	
22. Electrical Distribution System Five (5) Original Copies	NONECO
23. Tree Planting Plan Five (5) Original Copies	This should be provided by the Owner/Developer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III City Planning Development Office
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	Or Admin Officer IV City Planning Development Office
2. Submit required documents to Land Use and Zoning Division.	2.1 Receive and check all the required documents.	None	30 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
	2.2 Inform client that he will be sent an e-mail and request to return to the office after the conduct of site inspection to proceed with the application	None	5 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
	2.3 Conduct ocular site inspection	None	1 Day	Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office



	2.4 Prepare site inspection report	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.5 Prepare the assessment of fees on Final Approval	None	20 mins.	<i>Zoning Officer III CPDO Or Administrative Aide III City Planning Development Office</i>
	2.6 E-mail client and request to return to the office to proceed with the application	None	5 mins.	<i>Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office</i>
3. Receive the order of payment	3.1 Issue the order of payment to client to be paid at the City Treasurer's Office	None	5 mins.	<i>Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office</i>
4. Pay order of payment at the City Treasurer's Office.	4.1 Cashier receives payment and issues an Official Receipt (OR).	Payment is based on the Approved City Revenue Code (See table below)	25 mins.	<i>Cashier City Treasurer's Office</i>



5. Receive Official Receipt (OR)	5.1 Cashier releases OR to the client	None	5 mins.	Cashier <i>City Treasurer's Office</i>
6. Present OR to Zoning Officer	6.1 Receive the OR from the client	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>
	6.2 Inform the client to wait for confirmation e-mail once SP Resolution indicating final approval is released.	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> Or <i>Administrative Aide III City Planning Development Office</i>
	6.3 Prepare Letter of Endorsement to Sangguniang Panlungsod for Final Approval.	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.4 Endorse application to Sangguniang Panlungsod	None	15 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.5 Final Approval of application by Office of the Sangguniang Panlungsod	None	15 Days	<i>SP Secretary Sangguniang Panlungsod Office</i>



	6.6 Endorse SP Resolution of Final approval of application to CPDO	None	15 mins.	<i>SP Secretary Sangguniang Panlungsod Office</i>
	6.7 Prepare Decision of Final Approval of application	None	3 Days	<i>Zoning Officer IV City Planning Development Office</i>
	6.8 Endorse to SP Chairman Committee on Housing and Land Use for final signature	None	1 Hour	<i>SP Member Sangguniang Panlungsod Office</i>
	6.9 Endorse to City Mayor for final signature	None	1 Hour	<i>City Mayor City Mayor's Office</i>
	6.10 Retrieve signed decision from the Office of City Mayor	None	15mins	<i>Zoning Officer III City Planning Development Office</i>
	6.11 Send e-mail informing client that SP Resolution is released and instruct to get a copy from the Land Use and Zoning Division	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>



7. Receive Decision on Final Approval	7.1 Release SP Resolution to client and Decision on Final Approval	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Jee Ann R. Alegre Administrative Aide III City Planning Development Office</i>
Total		Payment is based on the Approved City Revenue Code (See table below)	19 Days, 6 Hours, and 10 Minutes	

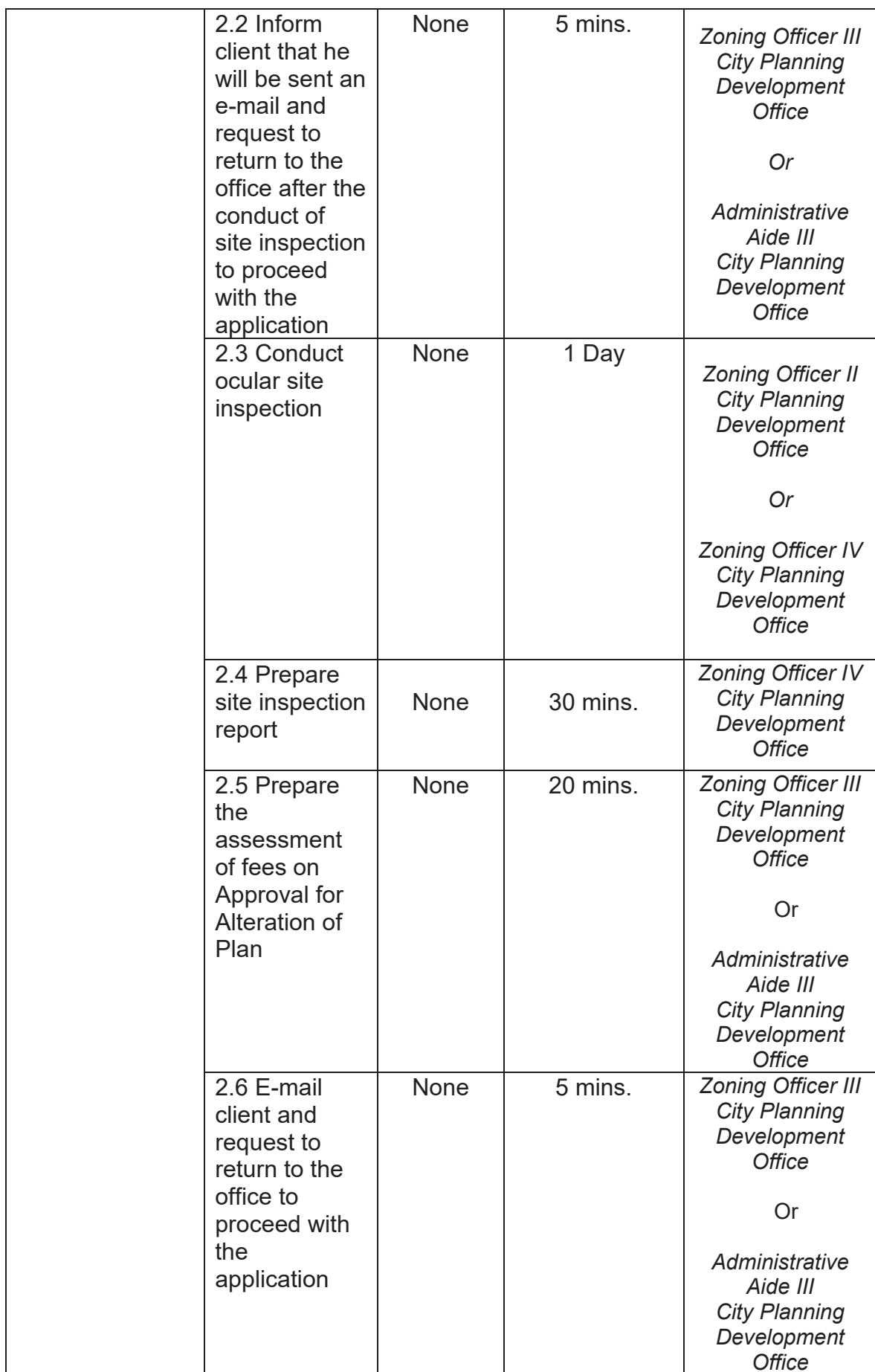
5. Securing Approval of Alteration of a Subdivision Plan

Every Registered Owner or Developer of a parcel of land who wishes to convert the same into a Subdivision Project and wishes to make alteration shall apply with the Land Use and Zoning Division for Approval Alteration of the Subdivision Plan.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO - Zoning Division	
Classification:	Highly Technical	
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public	
Who may avail:	Individuals, Firms, Corporations, Property Owners, and Enterprise	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Alteration of Plan and duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division

2. Plan showing the proposed alteration duly signed and sealed by License Engineer/Architect Five (5) Original Copies		Lot Owner/Developer		
3. Letter stating the purpose for the proposed alteration One (1) Original Copy				
4. Sworn statement that the affected lots for alteration has not been sold One (1) Original Copy				
5. Approved Site Development Plan One (1) Original Copy				
6. Development Permit One (1) Photocopy				
7. Transfer Certificate of Title (TCT) One (1) Certified True Copy		Lot Owner/Developer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III City Planning Development Office
	1.1 Endorse client to Land Use and Zoning Division	None	2 mins.	Or Admin Officer IV City Planning Development Office
2. Submit required documents to Land Use and Zoning Division.	2.1 Receive and check all the required documents.	None	30 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office





3. Receive the order of payment	3.1 Issue the order of payment to client to be paid at the City Treasurer's Office	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
4. Pay order of payment at the City Treasurer's Office	4.1 Cashier receives payment and issues an Official Receipt (OR).	Payment is based on the Approved City Revenue Code (See table below)	25 mins.	<i>Cashier City Treasurer's Office</i>
5. Receive Official Receipt (OR)	5.1 Cashier releases OR to the client	None	5 mins.	<i>Cashier City Treasurer's Office</i>
6. Present OR to Zoning Officer	6.1 Receive the OR from the client	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	6.2 Inform the client to wait for confirmation e-mail once SP Resolution indicating approval for alteration of plan is released.	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>



	6.3 Prepare Letter of Endorsement to Sangguniang Panlungsod for Approval of Alteration of Plan.	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.4 Endorse application to Sangguniang Panlungsod	None	15 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	6.5 Approval of application by Office of the Sangguniang Panlungsod	None	15 Days	<i>SP Secretary Sangguniang Panlungsod Office</i>
	6.6 Endorse SP Resolution of approval of application to CPDO	None	15 mins.	<i>SP Secretary Sangguniang Panlungsod Office</i>
	6.7 Prepare Decision of Grant of Approval of Alteration application	None	3 Days	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Jee Ann R. Alegre Administrative Aide III City Planning Development Office</i>
	6.8 Endorse to SP Chairman Committee on Housing and Land Use for final signature	None	1 hour	<i>SP Member Sangguniang Panlungsod Office</i>
	6.9 Endorse to City Mayor for final signature	None	1 hour	<i>City Mayor City Mayor's Office</i>



	6.10 Retrieve signed decision from the Office of City Mayor	None	15 mins	<i>Zoning Officer III City Planning Development Office</i>
	6.11 Send e-mail informing client that SP Resolution is released and instruct to get a copy from the Land Use and Zoning Division	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
7. Receive Decision on Approval of Alteration of Plan	7.1 Release SP Resolution to client and Decision on Approval of Alteration of Plan	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
Total		Payment is based on the Approved City Revenue Code (See table below)	19 Days, 6 Hours, and 10 Minutes	



6. Securing Computer Generated Documents & Maps

The service aims to provide Computer Generated Maps of the city, Existing and Proposed Land Use Maps, Subdivision Maps, Concept Structure Maps, Barangay Boundaries & Barangay Maps.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business Entity G2C- Government to Public			
Who may avail:	All who is 18 Years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Letter of Request		This should be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	Mary Margaret I. Locsin Clerk III CPDO Or Kelly Jean B. Daza Admin Officer IV
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	
2. Submit the letter of request	2.1 Receive request letter from the client	None	5 mins.	<i>Zoning Officer III</i> <i>City Planning Development Office</i> Or



	2.2 Endorse the letter of request to Local Zoning Officer	None	5 mins	<i>Administrative Aide III City Planning Development Office</i>
	2.3 Approve request letter	None	5 mins	<i>Zoning Officer IV City Planning Development Office</i>
	2.4 Assess payment for the requested maps	None	15 mins.	<i>Zoning Officer III City Planning Development Office</i>
3. Receive Order of Payment	3.1 Issue Order of Payment to client to be paid at the City Treasurer's Office	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i>



4. Pay the order of payment at the City Treasurer's Office	4.1 Receive payment and issue an Official Receipt (OR).	Bond Paper Size- ₱200.00 Size 11x17 in.- ₱250.00 Colored Copy Size 42"X24" - ₱1,000.00 Colored Copy Size 42"X36"- ₱1,300.00 Colored Copy Size 42"X48"- ₱1600.00	25 mins.	Cashier City Treasurer's Office
5. Receive the Official Receipt (OR)	5.1 Release OR to the client	None	5 mins.	Cashier City Treasurer's Office
6. Present OR to Zoning Officer	6.1 Receive OR from Client	None	5 mins.	Zoning Officer III City Planning Development Office
	6.2 Prepare and print maps requested	None	30 mins.	Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office



7. Receive requested maps	7.1 Release requested maps to client	None	5 mins.	<i>Zoning Officer III</i> <i>City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III</i> <i>City Planning Development Office</i>
Total		Bond Paper Size- ₱200.00 Size 11x17 in.- ₱250.00 Colored Copy Size 42"X24" - ₱1,000.00 Colored Copy Size 42"X36"- ₱1,300.00 Colored Copy Size 42"X48"- ₱1600.00	1 Hour & 45 mins.	



Article J. Permit Fee for Zoning / Locational Clearance

Section 3J.01. Imposition of Fee. There shall be collected a Mayor's Permit Fee for Zoning / Locational Clearance for all structures constructed in this City in accordance with the prescribed Housing and Land Use Regulatory Board rates and additional convenience fee of Twenty Pesos (P20.00) for each issuance request:

I. ZONING/LOCATIONAL CLEARANCE		
A.	Residential Structures: Single or detached, the project cost of which is:	
	1. P100,000 and below	P288.00
	2. Over 100,000 to P200,000	P576.00
	3. Over P200,000.00	P 720.00+(1/10 of 1% in excess of P200,000.00)
B.	Apartments/Townhouses	
	1. P500,000 and below	P1,440.00
	2. P500,000 to 2Million	P 2,160.00
	3. Over 2Million	P 3,600.00 + (1/10 of 1% of cost in excess of 2M regardless of the number of doors)
C.	Dormitories	
	1. 2Million and below	P3,600.00
	2. Over 2Million	P3,600.00+ (1/10 of 1% of cost in excess of P2M regardless of the number of doors)
D.	Institutional, Project cost of which is	
	1. Below 2Million	P2,880.00
	2. Over 2Million	P 2,880.00 + (1/10 of 1%of cost in excess of P2M)
E.	Commercial, Industrial, Agro-Industrial Project Cost of which is:	
	1. Below P100,000	P1,440.00



	2. Over 100,000 – P500,000	P 2,160.00
	3. Over 500,000 – P1M	P 2,880.00
	4. Over P1M – P2M	P 4,320.00
	5. Over 2Million	P7,200.00 + (1/10 of 1%of cost in excess of P2M)
F.	Special Uses/Special Project	
	<i>(Gasoline station, cellsites, slaughter house, treatment plant, etc.)</i>	
	1. Below 2Million	P7,200.00

	2. Over 2Million	P7,200.00 + (1/10 of 1% of cost in excess of P2M)
G.	Alteration/Expansion <i>(affected areas/cost of Expansion only)</i>	same as the original application



II. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957)

A. Subdivision Projects

1. Approval of Subdivision Plan (including Town Houses)

1. Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)

• Processing fee	P 360.00/ha. or a fraction thereof
• Inspection fee	P1,500.00/ha. regardless of density

2. Final Approval and Development Permit

• Processing Fee	P2,880.00/ha. regardless of density
• Additional Fee on Floor Area of housing component	P 3.00/sq. m.
• Inspection Fee	P 1,500/ha. regardless of density

3. Alteration of Plan (*affected areas only*)

Same as Final Approval & Development Permit

2. Certificate of Completion

• Certificate Fee	P 216.00
• Inspection Fee	P1,500.00/ha. regardless of density

3. Extension of Time to Develop

• Processing Fee	P 504.00
• Additional Fee (unfinished area for development)	P 14.40/sq.m.
• Inspection Fee	P1,500.00/ha. regardless of density

B. Condominium Projects

1. Approval of Condominium Plans/Final Approval and Development Permit

1. Preliminary Approval and Locational Clearance

2. Final Approval / Development Permit

• Processing Fee	P 720.00/sq.m.
a. Land Area	P 7.20/sq.m.
b. No. of Floors	P 288.00/floor
c. Building Areas	P 23.05/sq.m. of GFA
• Inspection fee	P1,500.00/ha.



3. Alteration of Plan (<i>affected areas only</i>)	Same as Final Approval and Development Permit
4. Conversion (<i>affected areas only</i>)	Same as Final Approval and Development Permit
2. Extension of Time to Develop	
• Processing Fee	P 504.00/saleable lot
• Additional Fee (unfinished area for development)	P 17.30/sq.m.
• Inspection Fee	P1,500.00/ha. regardless of density
3. Certificate of Completion	
• Certificate Fee	P 216.00
• Inspection Fee	P1,500.00/ha. regardless of density
III SUBDIVISION AND CONDOMINIUM PROJECTS under B.P. 220	
A. Subdivision Projects	
1. Approval of Subdivision Projects	
1. Preliminary Approval and Locational Clearance (PALC)	
• Processing Fee	
a. Socialized housing	P 90.00/ha.
b. Economic housing	P 216.00/ha.
• Inspection Fee	
a. Socialized housing	P1,500.00/ha.
b. Economic housing	P1,500.00/ha.
2. Final Approval and Development Permit	
• Processing Fee:	
a. Socialized housing	P 600.00/ha
b. Economic housing	P 1,440.00/ha
• Inspection Fee:	
a. Socialized housing	P 1,500.00/ha
b. Economic housing	P 1,500.00/ha
(<i>Projects already inspected for PALC application may not be charged of inspection fee</i>)	Same as Final Approval and Development Permit
3. Alteration on plans (<i>affected areas only</i>)	(Same as final approval & Dev't. Permit)
4. Building permit (<i>floor area of housing unit</i>)	P 7.20/sq.m.



2. Extension of Time to Develop	
• Processing Fee	
a. Socialized housing	P 420.00/ha.
b. Economic housing	P 504.00/ha.
<i>Additional Fee (unfinished area for development)</i>	P 2.88/sq.m
• Inspection Fee	
a. Socialized housing	P1,500.00/ha.
b. Economic housing	P1,500.00/ha.
3. Certificate of Completion	
• Certificate Fee	
a. Socialized housing	P 180.00
b. Economic housing	P 216.00
• Processing Fee	
a. Socialized housing	P 200.00/ha.
b. Economic housing	P 600.00/ha.
• Inspection Fee	P1,500.00/ha.
4. Occupancy Permit	
• Processing Fee	
a. Socialized housing	P 6.00/sq.m.
b. Economic housing	P 7.20/sq.m.
• Inspection Fee (<i>saleable floor area of the housing unit</i>)	
a. Socialized housing	P 1,500.00/ha.
b. Economic housing	P 1,500.00/ha.
B. Condominium Projects	
1. Approval of Condominiums Plans	
1. Preliminary Approval and Locational Clearance	P 720.00
2. Final Approval & Development Permit	
• Processing Fee	
a. Total Land Area	P 7.20/sq.m.
b. Number of Floor	P 144.00/floor
c. Building Area	P 5.80/sq.m. of GFA
• Inspection Fee	P 1,500.00/ha
3. Alteration of Plan (<i>affected area only</i>)	Same as Final Approval & Development Permit



2. Extension of Time to Develop	
• Processing Fee	P 3.00/sq.m.
• Inspection Fee (<i>unfinished area for development</i>)	P 1,500.00/floor
3. Certificate of Completion	
• Certification Fee	P 216.00
• Processing Fee	P 3.60/sq.m. of GFA
• Inspection Fee	P 1,500.00/floor

IV. INDUSTRIAL/ COMMERCIAL SUBDIVISION	
1. Approval of Industrial/Commercial Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P 432.00/ha
• Inspection Fee	P1,500.00/ha
2. Final Approval and Development Permit	
• Processing Fee	P 720.00/ha.
• Inspection Fee (<i>Projects already inspected for PALC application may not be charged of inspection fee</i>)	P1,500.00/ha. Regardless of location
3. Alteration of Plan (<i>affected area only</i>)	Same as Final Approval & Dev't. Permit
2 . Extension of Time to Develop	
• Processing Fee	P 504.00
• Additional Fee (unfinished area for development)	P 14.40/sq.m.
• Inspection Fee (<i>affected/unfinished areas only</i>)	P1,500.00/ha.
3. Certificate of Completion	
• Certificate Fee	P 216.00
• Processing Fee	
a. Industrial	P 504.00/ha.
b. Commercial	P 720.00/ha.
• Inspection Fee	P1,500.00/ha.
V. FARMLOT SUBDIVISION	
	-



1. Approval of Farmlot Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P 288.00/ha.
• Inspection Fee	P1,500.00/ha.
2. Final Approval and Development Permit	
• Processing Fee	P1,440.00/ha.
• Inspection Fee	P1,500.00/ha.
<i>(Projects already inspected for PALC application may not be charged of inspection fee)</i>	
3. Alteration of Plan <i>(affected area only)</i>	Same as Final Approval & Dev't. Permit
2. Extension of Time to Develop	
• Processing Fee	P 504.00
• Additional Fee on Floor Area of housing component & other development	P 14.40/sq.m.
• Inspection Fee	P1,500.00/ha.

3. Certificate of Completion	
• Certification Fee	P 216.00
• Processing Fee	P1,200.00/ha
• Inspection Fee	P1,500.00/ha.
F. MEMORIAL PARK/ CEMETERY PROJECT COLUMBARIUM	
1. Approval of Memorial Park/Cemetery Project/Columbarium	
1. Preliminary Approval and Locational Clearance (PALC)	
a. Memorial Projects	P 720.00/ha.
b. Cemeteries	P 288.00/ha.
c. Columbarium	P3,600.00/ha.
• Inspection Fee	
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P1,500.00/ha.
c. Columbarium	P1,500.00/ha.
2. Final Approval and Development Permit	
a. Memorial Projects	P 3.00/sq.m.
b. Cemeteries	P 1.35/sq.m.



c. Columbarium	P 300.00/floor
	P 23.05/sq.m. of GFA
	P7.20/sq.m. of Land Area
• Inspection fee	
<i>(Project already inspected for PALC application may not charged inspection fee)</i>	
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P1,500.00/ha.
c. Columbarium	P1,500.00/ha.
3. Alteration Fee	Same as Final Approval & Dev't. Permit
2. Extension of Time to Develop	
• Processing Fee	P 504.00
a. Memorial Projects	P1,440.00/ha.
b. Cemeteries	P 720.00/ha.
c. Columbarium	P 5.80/sq.m. of GFA
• Inspection Fee <i>(affected/unfinished areas only)</i>	P 24.00/unit
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P1,500.00/ha.
c. Columbarium	P1,500.00/floor
3. Certificate of Completion	
• Certificate Fee	P 216.00
• Processing Fee	
a. Memorial Projects	P1,440.00/ha.
b. Cemeteries	P 720.00/ha.
c. Columbarium	P 5.80/sq.m. of GFA

• Inspection Fee	
a. Memorial Projects	P1,500.00/ha.
b. Cemeteries	P7,500.00/ha.
c. Columbarium	P1,500.00/floor
VII. Other Transactions/Certifications	
A. Other Certification	
1) Zoning Certification	P 720.00/ha. P 100.00 below 0.15 ha.
2) CMP Project Certification	
a. Certificate Fee	P 180.00
b. Inspection Fee	P 600.00/ha.



VIII. MAPS

1. Computer Generated Maps	
a. Bond Paper Size	P 200.00
b. Size 11 x 17 in.	P 250.00
c. Colored – Size 42 x 24 in.	P1,000.00
d. Colored – Size 42 x 36 in.	P1,300.00
e. Colored – Size 42 x 48 in.	P1,600.00

IX. PENALTIES – There is hereby imposed fines for violation on Zoning and Subdivision Laws and Ordinances at the rate prescribed below

A. ZONING		
1. Failure to secure Locational Clearance prior to the start of the project.		
Land use:		
Project:		
	Industrial	P 4,500.00
	Agro-Industrial	P 3,850.00
	Agricultural	P 3,300.00
	Commercial	P 3,300.00
	Institutional	P 2,640.00
	Residential	P 1,650.00
	Special Project	P 7,150.00

Section 3J.02. Time of payment. The fees in this Article shall be paid by the applicant or his representative to the City Treasurer when zoning/locational clearance is granted.

Section 3J.03. Administrative Provision. The City Mayor shall administer the provision of this Article and other existing ordinances, executive orders, and laws relating to and governing zoning/locational clearance.

CITY ENGINEER'S OFFICE

External Services



1. Render of Temporary Electrical Power Supply Connection

This service is available during working hours (Monday – Friday; 8:00 AM – 5:00 PM)
Electrical Power Supply Connection governs all individuals or groups who intend to use the City Power Utilities during the tenure of their business or project.

Office or Division:	City Engineers Office Building and Industrial Safety Division (BISD) - Electrical			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	“All”			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request approved by the City Mayor		Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request to BISD – Electrical	1.1 Receive and check letter of request	None	30 Minutes	<i>Electrical Division Chief (Engineer IV)</i> CEO
2. Receive schedule of inspection from BISD - Electrical	2.1 Set a schedule for inspection	None	30 Minutes	<i>Electrical Division Chief (Engineer IV)</i> CEO
3. Guide electrical personnel during site inspection/staking	3.1 Conduct site inspection/staking	None	4 Hours	<i>City Electrician</i> CEO
4. Receive schedule of installation from BISD - Electrical	4.1 Set a schedule for installation	None	30 Minutes	<i>Electrical Division Chief (Engineer IV)</i> CEO
	4.2 Prepare necessary electrical materials (only mentioned materials will be provided by the city) based on the Revised Revenue Code of Cadiz City 2023	None	1 Hour	<i>City Electrician</i> CEO



5. Guide electrical personnel during site inspection/staking	5.1 Installation of electrical facilities	None	4 Hours	<i>City Electrician CEO</i>
6. Receive and acknowledge electricity order of payment after the end of the project or business duration	6.1 Provide electricity order of payment to the client based on the Revised Revenue Code of Cadiz City 2023	none	30 Minutes	<i>Division Chief (Engineer IV) CEO</i>
7. Proceed to Treasure's Office and secure payment	7.1 Receive payment and issue official receipt	Revised Revenue Code of Cadiz City 2023 Chapter IV Article J. Electrical Fees, Page 112	30 Minutes	<i>Cashier City Treasurer's Office CEO</i>
8. Submit 1 photocopy of official receipt	8.1 Receive and record 1 photocopy of official receipt	None	10 Minutes	<i>Division Chief (Engineer IV) CEO</i>
TOTAL:		The rate is P20.00 per kW-Hr Computation: Rate (P20.00/kW-Hr) x Total kW-Hr consumed (sub-meter reading)	1 Day 3 Hours 40 Minutes	



1. RENTAL OF VEHICLE AND EQUIPMENT

This service is available during working hours (Monday-Friday; 8:00 AM – 5:00 PM, No Noon Break). Rental of city-owned vehicle and equipment is granted to accommodate clients who need such service.

Office or Division:	City Engineer's Office - Motorpool Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to the client's logbook and fill out then submit the request form and One (1) Photocopy of Valid ID to the Motorpool Division, City Engineer's Office	1.1. Check the completeness of the request and forward it to the Division Chief/Officer-In-Charge	None	10 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
	1.2 Evaluate, check, and schedule the requested vehicle/equipment.	None	4 hours	Division Chief/Officer-In-Charge <i>Motorpool Division, City Engineer's Office</i>
	1.3 Prepare the Equipment Rental Request Order (ERRO)	None	10 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
	1.4 Validate and countersign the Equipment Rental Request Order (ERRO)	None	10 minutes	Division Chief/Officer-In-Charge <i>Motorpool Division, City Engineer's Office</i>
	1.5 Approve the Equipment Rental Request Order (ERRO)	None	30 minutes	City Engineer <i>City Engineer's Office</i>



2. Receive the approved Equipment Rental Request Order (ERRO) from the Motorpool Division, City Engineer's Office	2.1 Release the approved Equipment Rental Request Order (ERRO)	None	5 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
3. Proceed to the City Treasurer's Office and secure payment for the rental fee then present the approved Equipment Rental Request Order (ERRO)	3.1 Check the approved Equipment Rental Request Order (ERRO) 3.2 Receive payment and issue an Official Receipt	None See p. 140-141, Ar. L, Ch. V of Modified 2023 Revised Revenue Code of Cadiz City	5 minutes 5 minutes	Cashier <i>City Treasurer's Office City Hall II</i>
4. Submit one (1) photocopy of the Official Receipt and one copy (1) of the approved Equipment Rental Request Order (ERRO) to the Motorpool Division, City Engineer's Office	4.1 Receive and record the Official Receipt and Approved Equipment Rental Request Order (ERRO)	None	5 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
TOTAL:		See p. 140-141, Ar. L, Ch. V of Modified 2023 Revised Revenue Code of Cadiz City	5 hours and 20 minutes	



Article L. RENTAL OF EQUIPMENT AND VEHICLE PROPERTIES OWNED BY CITY OF CADIZ

Equipment Type	Fee
Motor Grader	P12,000.00/8Hr. P 1,500.00/Hr.
Pay loader	P13,600.00/8Hr P 1,700.00/Hr.
Hydraulic Excavator	P15,000.00/8Hr. P1,875.00/Hr.
Road Roller	P12,000.00/8Hr. P1,500.00/Hr.
6W Giga Tractor Head w/ Trailer Low Bed	P10,000.00/8Hr. P 1,250.00/Hr.
10W Dump truck	P10,000.00/8Hr. P 1,250.00/Hr.
Man lift	P 8,000.00/8Hr. P 1,000.00/Hr.
Wheeled Type Hydraulic Excavator	P 6,000.00/8Hr. P 750.00/Hr.
Boom truck	P 8,000.00/8Hr. P 1,000.00/Hr.
Fire truck	P 8,000.00/8Hr. P 1,000.00/Hr.
Vacuum truck	P 5,000.00/Load
City Bus	P 6,000.00/Day
Well drilling machine	P 6,000.00/8Hr.
Water pump	P 500.00/Day
Concrete cutter	P 750.00/Day (8 hrs.)
Welding machine	P 500.00/Day (8 hrs.)



1. Excavation & Ground Preparation Permit

This service is available during working hours (Monday-Friday; 8:00 AM – 5:00 PM). Excavation Permit governs diggings and excavations on any road, street, passageway, or pathway. And similar places. It shall also apply to all public utility agencies, companies or corporations, both public and private that supply water, light, power, gas, telephone and other services to the public.

Office or Division:	City Engineer's Office – Office of the Building Official			
Classification:	Simple Transaction			
Type of Transaction:	G2C , G2B			
Who may avail:	"All"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Excavation and Ground preparation permit form (3 original copies)		Owner		
Excavation Plan/foundation plan signed and sealed (3 original copies)		Architect or Civil Engineer		
Certified True copy of T.C.T (2 original, 1 photocopy)		Register of Deeds		
Latest Tax Receipt (3 original copies)		City Treasurer's Office (CTO)		
Latest Tax Declaration (3 original copies)		City Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished forms and requirements to the Office of the Building Official , CEO	1.1. Check the completeness of the documents/ requirements	None	10 Minutes	<i>Administrative Aide 1 CEO/OBO or Clerk 3 CEO/OBO</i>



2. Wait for the evaluation report of assigned personnel at the Office of the Building Official, CEO	2.1. Technical Staff will conduct evaluation on submitted plan and documents.	None	1 Hour and 30 minutes	<i>Acting Building Official CEO/OBO, (Building Inspector) CEO/OBO,</i>
	2.2. If compliant: assess fees based on plans	None	30 Minutes	<i>Administrative Aide 1 CEO/OBO</i>
	2.3. If noncompliant: Issues notice of disapproval with Comprehensive findings.	None	30 Minutes	<i>or Clerk 3 CEO/OBO</i>
3. Secure order of payment	3.1. Prepare the order of payment	See attached Table 1.10 for Schedule of fees.	20 Minutes	<i>Administrative Aide 1 CEO/OBO or Clerk 3 CEO/OBO</i>
4. Proceed to City Treasurer Office for payment.	4.1 Receive order of payment with the amount to be paid and release O.R.	See attached Table 1.10 for Schedule of fees.	30 Minutes	<i>City Treasurer's Office</i>
5. Submit the official receipt and receive the approved Excavation and Ground Preparation Permit.	5.1. Approval of Excavation and Ground Preparation Permit	None	15 Minutes	<i>Acting Building Official CEO/OBO</i>
	5.2. Record and release the approved Excavation & Ground Preparation Permit	None	15 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>
TOTAL:		See attached Table 1.10 for Schedule of fees.	3 hours & 30 min. (If compliance) 2 hours & 10 min. (if noncompliance)	

Table 1.10 GROUND PREPARATION AND EXCAVATION FEE



b.	Ground Preparation and Excavation Fee	
	a. Inspection and Verification Fee	200.00
	b. Per cu. meters of excavation	3.00
	c. Issuance of GP and EP, Valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
	d. Per cu. meter of excavation for foundation with basement	4.00
	e. Excavation other than foundation or basement, per cu. meter	3.00
	f. Encroachment of footings or foundations of buildings / structures to public areas as permitted, per sq/ meter or fraction thereof of footing or foundation encroachment	250.00
c.	Fencing Fees:	
	i. Made of masonry, metal, concrete up to 1.80 meters in height	3.00
	ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
	iii. Made of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.00
d.	Construction of Pavements, up to 20.00 sq. meters	24.00

2. Issuance of Building Permit

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). All persons, firms or corporations, including any agency, or instrumentality, of the government wanting to erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done must first secure a building permit, demolition permit, electrical permit and fencing permit.

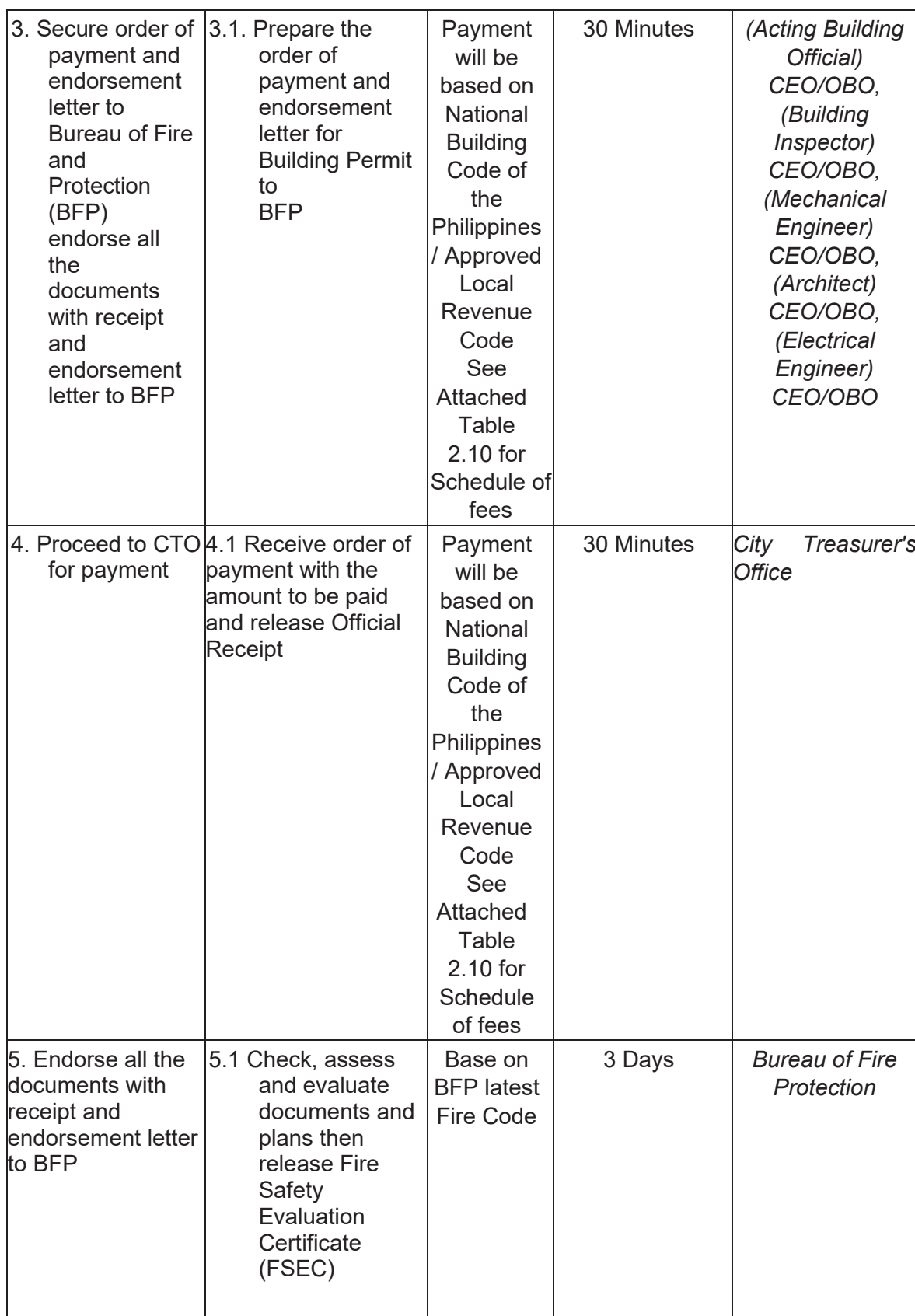
Office or Division:	City Engineer's Office – Office of the Building Official	
Classification:	Complex Transaction	
Type of Transaction:	G2C, G2B	
Who may avail:	"All"	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Certified True Copy of T.C.T. (2 original, 2 photocopy)		Register of Deeds
Current Tax Receipt (5 photocopy)		City Treasurer's Office (CTO)



Latest Tax Declaration (3 photocopy)		City Assessor's Office		
Lot Plan & Vicinity Map Certified by Geodetic Engineer (5 photocopy)		Geodetic Engineer		
Complete Set of Building Plan signed & sealed (7 original)		Architect / Civil Engineer		
Structural Design Analysis for 2- Story & Higher Structure signed & sealed (5 original)		Structural Engineer		
Soil Analysis for Three (3) – Story & Higher Structure (2 original, 2 photocopy)		Geotechnical Engineer		
Specimen Signature, Seal and photocopy of latest PRC ID/PTR of signing engineers; Civil/Structural, P.E.E., P.M.E. or Architect & Master Plumber. (4 original)		Engineer who signs the plan		
Certificate of Non-Coverage (ECC) Optional (2 photocopy)		Department of Agrarian Reform (DAR)		
In case the Applicant is not the Registered Owner; Copy of: Contract of Lease/Authority to Construct/Deed of Absolute Sale or Duly Notarized Contract Sale. (3 photocopy)		Subdivision Owner / Lot Owner		
Approved Decision on Zoning (1 original)		City Planning and Development Office (CPDO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished forms and all requirements	1.1 Check the completeness of the documents/ requirements	None	30 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>



2. Follow up the Application after 2 working days	2.1. Evaluate and assess the plan and related document, civil engineer for structural of building, architect for architectural, electrical engineer for electrical, mechanical engineer for mechanical aspects and master plumber for plumbing.	None	2 Days	(Acting Building Official) CEO/OBO, (Building Inspector) CEO/OBO, (Mechanical Engineer) CEO/OBO, (Architect) CEO/OBO (Electrical Engineer) CEO/OBO (Master Plumber) CEO/OBO
	2.2. If compliant: assess fees based on submitted plan.	None	1 Hour	Administrative Aide 1 CEO/OBO
	2.3. If non-compliant: Issues notice of disapproval with comprehensive findings.	None	1 Hour	Clerk 3 CEO/OBO





6. Submit the Fire Safety Evaluation Clearance (FSEC) for Building Permit from BFP and Present all official receipt from City Treasurer's Office (CTO) and receive the approved Building Permit	6.1. Check the completeness of the documents and the Fire Safety Evaluation Certificate (FSEC) from BFP.	None	1 Hour	Administrative Aide 1 CEO/OBO
	6.2. Approved the Building Permit		15 Minutes	Clerk 3 CEO/OBO
	6.3. Record and release the approved Building Permit		15 Minutes	Acting Building Official CEO/OBO
TOTAL:		Payment will be based on National Building Code of the Philippines / Approved Local Revenue Code See Attached Table 2.10 for Schedule of fees	5 Days and 4 Hours (if compliance) 2 days, 1 hour and 30 min (if noncompliance)	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO



A. BASIS OF ASSESSMENT

1. Feature of the Structure

- 1.a) Character of Occupancy or use of building / structure
- 1.b) Cost of Construction
- 1.c) Floor Area
- 1.d) Height

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

Table 2.10 On Fixed Cost of Construction Per Sq. Meter

LOCATION	GROUP (in Php)		
Old Fees, All Cities and Municipalities	A, B, C, D, E, F, G, H, I	F	J
	PhP 10,000.00	PhP 8,000.00	PhP 6,000.00

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

a	Division A-1	
	Area in Sq. Meters	Fee Per Sq.m. (PhP)
	a. Original complete construction up to 20.00 sq. meters	2.00
	b. Additional renovation / alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
	c. Above 20.00 sq. meters to 50.00 sq. meters	3.40
	d. Above 50.00 sq. meters to 100.00 sq. meters	4.80
	e. Above 100.00 sq. meters to 150.00 sq. meters	6.00
	f. Above 150.00 sq. meters	7.20
b	Division A-2	
	Area in Sq. Meters	Fee Per Sq.m. (PhP)
	a. Original complete construction up to 20.00 sq. meters	3.00



	b. Additional renovation / alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
	c. Above 20.00 sq. meters to 50.00 sq. meters	5.20
	d. Above 50.00 sq. meters to 100.00 sq. meters	8.00
	e. Above 150.00 sq. meters	8.40
c	Division B-1/C-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/I-1 and J-1,2,3	
	Area in Sq. Meters	Fee Per Sq.m. (PhP)
	a. Up to 500	23.00
	b. Above 500 to 600	22.00
	c. Above 600 to 700	20.00
	d. Above 700 to 800	19.50
	e. Above 800 to 900	18.00
	f. Above 900 to 1,000	17.00
	g. Above 1,000 to 1,500	16.00
	h. Above 1,500 to 2,000	15.00
	i. Above 2,000 to 3,000	14.00
	j. Above 3,000	12.00
d	Division C-2/ D-1,2,3	
	Area in Sq. Meters	Fee Per Sq.m. (PhP)
	a. Up to 500	12.00
	b. Above 500 to 600	11.00
	c. Above 600 to 700	10.20
	d. Above 700 to 800	9.60
	e. Above 800 to 900	9.00
	f. Above 900 to 1,000	8.40
	g. Above 1,000 to 1,500	7.20
	h. Above 1,500 to 2,000	6.60
	i. Above 2,000 to 3,000	6.00
	j. Above 3,000	5.00
e.	Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.)	



2.	a.	Total Connected Load (kVA)	OLD Fees (PhP)	
	i.	5 kVA or less	200.00	
	ii.	Over 5 kVA to 50 kVA	200.00	+20.00/kVA
	iii.	Over 50 kVA to 300 kVA	1100.00	+10.00/kVA
	iv.	Over 300 kVA to 1,500 kVA	3600.00	+5.00/kVA
	v.	Over 1,500 kVA to 6,000 kVA	9600.00	+2.50/kVA
	vi.	Over 6,000 kVA	20850.00	+1.25/kVA
	b.	Total Transformer / Uninterrupted Power Supply (UPS) / Generator Capacity (kVA)		
	i.	5 kVA or less		
	ii.	Over 5 kVA to 50 kVA		+4.00/kVA
	iii.	Over 50 kVA to 300 kVA		+2.00/kVA
	iv.	Over 300 kVA to 1,500 kVA		+1.00/kVA
	v.	Over 1,500 kVA to 6,000 kVA		+.50/kVA
	vi.	Over 6,000 kVA		+.25/kVA
	c.	Pole / Attachments Location Plan Permit	OLD Fees (PhP)	
	a.	Power Supply Pole Location	30.00 / Pole	
	b.	Guying Attachments	30.00 / Attachment	

d.	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit		
	Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
	Residential	15.00	15.00
	Commercial	60.00	36.00



	Institutional	30.00	12.00
E	Formula for Computation of Fees shall be the sum of Section 4.a. to 4.d. of this rule		
f.	If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the owner fails to perform corrective action within the reasonable time provided by the Building Official, the latter and /or their duly authorized representative shall forthwith cancel the permit and the fees therefore shall be forfeited.		

Mechanical Fees

	a.) Refrigeration (Cold Storage) per ton of fraction thereof	
	b.) Ice Plants Per ton or fraction thereof	40.00
	c.) Packaged/Centralization Air Conditioning System:	60.00
	Up to 100 tons, per ton	
	d.) Every ton of fraction thereof above 100 tons	90.00
	e.) Window Type air conditioning, per unit	60.00
	f.) Mechanical Ventilation, per kW or fraction thereof blower or fan, metric equivalent	40.00

	a. Escalators and moving walk, per kW or fraction thereof	10.00
	b. Escalator and moving walks up to 20.00 lineal meters or fraction thereof	20.00
	c. Every lineal meter or fraction thereof in excess of 20.00 lineal meters.	10.00
	d. Funicular, per ton kW or fraction thereof	200.00
	(a) Per lineal meter travel	20.00
	e. Cable car, per kW or fraction thereof	40.00
	(a) Per lineal meter travel	5.00
c.	Elevators, per unit:	
	a. Motor driven dumbwaiters	600.00
	b. Construction elevators for material	2000.00
	c. Passenger elevators	5000.00
	d. Freight elevators	5000.00
	e. Car elevators	5000.00
d.	Boilers, per kW:	



	a. Up to 7.5 kW	5000.00
	b. Above 7.5 kW to 22 kW	700.00
	c. Above 33 kW to 37 kW	900.00
	d. Above 37 kW to 52 kW	1200.00
	e. Above 52 kW to 67 kW	1400.00
	f. Above 67 kW to 74 kW	1600.00
	g. Every kW or fraction thereof above 74 kW	5.00
e.	Pressurized water heaters, per unit	200.00
f.	Water, sump and sewage pumps for commercial/industrial use, per KW or fraction thereof.	600.00
g.	Automatic fire sprinkler system, per sprinkler head	4.00
h.	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:	
	a. Every kW up to 50 kW	25.00
	b. Above 50 kW up to 100 kW	20.00
	c. Every kW above 100 kW	3.00
i	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet	20.00
j.	Gas Meter, per unit	100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:	
	a. Up to 5 kW	10.00
	b. Above 50 kW to 100 kW	12.00
	c. Every above 100 kW or fraction thereof	3.00
m.	Pressure Vessels, per cu. meter or fraction thereof	60.00
n.	Other Machinery/Equipment for commercial/Industrial/Institutional Use not elsewhere specified per kW or fraction thereof	
o.	Pneumatic tubes, Conveyors, Monorails for material handling and	
	addition to existing supply and/or exhaust duct works and the like per lineal meters or fraction thereof	10.00
p.	Weighing Scale Structure, per ton or fraction thereof	50.00



Plumbing Fees

a.	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of a whole "UNIT"	31.00
b.	Every fixture in excess of one unit	
	a. Each water closet	7.00
	b. Each floor drain	3.00
	c. Each sink	3.00
	d. Each lavatory	7.00
	e. Each faucet	2.00
	f. Each shower head	2.00
c.	Special Plumbing Fixtures:	
	a. Each slop sink	7.00
	b. Each urinal	4.00
	c. Each bath tub	7.00
	d. Each grease trap	7.00
	e. Each garage trap	7.00
	f. Each bidet	4.00
	g. Each dental cuspidor	4.00
	h. Each gas fired water heater	4.00
	i. Each drinking fountain	2.00
	j. Each bar or soda fountain sink	4.00
	k. Each laundry sink	4.00
	l. Each laboratory sink	4.00
	m. Each fixed-type sterilizer	2.00
d.	Each water meter	2.00
	a. 12 to 25 mm ø	8.00
	b. above 25 mm ø	10.00
e.	Construction of septic tank, applicable in all Groups	
	a. Up to 5.00 cu. meters of digestion chamber	24.00
	b. Every cu. meter or fraction thereof in excess of 5.00 cu. meters	7.00

Electronic Fees

a.	Central Office switching equipment, remote switching units, concentrators, PABX / PBX's, cordless / wireless telephone and communication systems, intercommunication system and other types of switching / routing / distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types / forms of wired or wireless communications	2.40/ port
b.	Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting / receiving / relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and / or maintenance centers, call centers, cell sites, equipment silos / shelters and other similar locations / structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, test and measurements, global positioning and personnel / vehicle location	1,000.00/ location
	termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected	2.40/ outlet
e.	Station / terminal / control point / port / central or remote panels / outlets for security and alarm systems (including watchman systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.) electronics fire alarm (including early detection systems, smoke detectors, etc.) sound-reinforcement / background, music / paging / conference systems and the like, CATV / MATV / CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected location	2.40/ termination
f.	Studios, Auditorium, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	₱1,000.00 per location



g.	Antenna towers/masts or other structures for installation of any electronics and or communications transmission / reception	₱1,000.00 per structure
h.	Electronic or electronically-controlled indoor and outdoor signage and display systems including TV monitors, multimedia signs, etc.	₱1,000.00 per unit
i.	Poles and attachments	
	i. Per pole (to be paid by pole owner)	₱20.00
	ii. Per attachments (to be paid by any entity who attaches to the pole of others)	₱20.00
j.	Other type of electronics and electronically- controlled device, apparatus, equipment, instrument or units not specifically identified above.	₱50.00

Accessories of the Building/Structure Fees

a.	All parts of building which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Section 3.a. to 3.d of this Schedule).	
b.	Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girls, whichever applies.	
c.	Bank and Records Vaults with interior volume up to 20.00 cu. meters.	20.00
	a. In excess of 20.00 meters	8.00
d.	Swimming Pools, per cu. meter or fraction thereof:	
	a. GROUP A Residential	3.00
	b. Commercial/Industrial GROUPS B, E, F, G	36.00
	c. Social/Recreational/Institutional GROUPS C, D, H, I	24.00
	d. Swimming pools improvised from local indigenous material such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.	
	e. Swimming pool shower rooms/locker rooms:	
	(a) Per unit or fraction thereof	60.00



	(b) Residential GROUP A	6.00	
	(c) GROUP B, E, F, G	18.00	
	(d) GROUP C, D, H	12.00	
e.	Construction of firewalls separate from the building:		
	a. Per sq. meter of fraction thereof	3.00	
	b. Provided, that the minimum fee shall be	48.00	
f.	Construction /erection of towers: Including Radio and TV towers, water tank supporting structure and the like:		
	Use or Character of Occupancy	Self-Supporting	Trilon (Guyed)
	a. Single detached dwelling units	500.00	150.00
	b. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height	2,400.00	240.00
	(a) Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00
	b. Educational/Recreational/institutional (Group C, H, I) up to 10.00 meters in height	1,800.00	120.00
	(a) Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00
g.	Storage Silos, up to 10.00 meters in height	2,400.00	
	a. Every meter or fraction thereof in excess of 10.00 meters	150.00	
	b. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule		
h.	Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:		
	a. Smokestacks, up to 10.00 meters in height, measured from base	240.00	
	(a) Every meter or fraction thereof in excess of 10.00 meters	12.00	
	b. Chimney up to 10.00 meters in height, measured from the base	48.00	
	a) Every meter or fraction thereof in excess of 10.00 meters	2.00	
i.	Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas	48.00	



j.	Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume	12.00
k.	Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters	12.00
	a. Every cu. m or fraction thereof in excess of 2.00 cu. meters	12.00
	b. For all other than Group A and B up to 10.00 cu. meters	480.00
	(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters	24.00
l.	Construction of Water and Waste and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume	7.00
m.	Construction of reinforced concrete or steel tanks except for Commercial / Industrial Use:	
	a. Above ground, up to 10.00 cu. meters	480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters	480.00
	b. Underground, up to 20.00 cu. meters	540.00
	Every cu. meter of fraction thereof in excess of 20.00 cu. meters	24.00
n.	Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:	
	a. Underground, per cu. meter or fraction thereof of excavation	3.00
	b. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof volume of tank	3.00
	c. Reinstallation of Vertical storage tanks shall be the same as new Construction fees in accordance with Section 8.k. above.	
o.	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:	
	a. Construction of permanent type	10.00
	b. Construction of temporary type	5.00
	c. Inspection of knock-down temporary type, per unit	24.00
p.	Construction of buildings and other accessory structures within cemeteries and memorial parks:	
	a. Tombs, per sq. meter of covered ground areas	5.00
	b. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	5.00
	c. Totally enclosed mausoleums, per sq. meter of floor area	12.00



	d. Totally enclosed mausoleums, per sq. meter of floor area	5.00
	e. Columbarium, per sq. meter	18.00

Accessory Fees

a.	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters	24.00
	i. Every meter or fraction thereof in excess of 10.00 meters	2.40
b.	Ground Preparation and Excavation Fee	
	a. Inspection and Verification Fee	200.00
	b. Per cu. meters of excavation	3.00
	c. Issuance of GP and EP, Valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
	d. Per cu. meter of excavation for foundation with basement	4.00
	e. Excavation other than foundation or basement, per cu. meter	3.00
	f. Encroachment of footings or foundations of buildings / structures to	
	public areas as permitted, per sq/ meter or fraction thereof of footing or foundation encroachment	250.00
c.	Fencing Fees:	
	i. Made of masonry, metal, concrete up to 1.80 meters in height	3.00
	ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
	iii. Made of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.00
d.	Construction of Pavements, up to 20.00 sq. meters	24.00



3. Issuance of Certificate of Occupancy

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). All building to be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official from the Office of the City Engineer, located at Cabahug St., Barangay Zone 1, Cadiz City, Negros Occidental has issued a Certificate of Occupancy.

A certificate of Occupancy shall be issued by the Building Official within thirty (30) days if after final inspection and submission of a Certificate of Completion, it is found out that the building or structure is compliant with the requirements set forth.

Office or Division:	City Engineer's Office – Office of the Building Official			
Classification:	Complex Transaction			
Type of Transaction:	G2C, G2B			
Who may avail:	"All"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Building Permit (1 photocopy)		Owner		
Duly accomplished Certificate of Completion Form (Building, Electrical, Sanitary/Plumbing & Mechanical) (3 original)		Owner		
Estimates & Specification w/ name & signature of Owner, signed & sealed of Civil Engineer / Architect (1 photocopy)		Architect/Civil Engineer		
Specimen Signature, Seal and photocopy of latest PRC ID/PTR of signing engineers; Civil/Structural, P.E.E., P.M.E. or Architect & Master Plumber. (2 original)		Engineers who signed the plan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the duly accomplished forms and all requirements	1.1. Check the completeness of the documents/ requirements	None	20 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
2. Follow up the Inspection report after 2 days	2.1. Conduct site inspection and check the Architectural, structural, electrical, Mechanical aspects of the building based on the plan and specification submitted.	None	2 Days	(Acting Building Official) CEO/OBO, (Building Inspector) CEO/OBO, (Mechanical Engineer) CEO/OBO, (Architect) CEO/OBO
	2.2. If compliant: assess fees based on Bill of Materials.	None	1 Hour	(Electrical Engineer) CEO/OBO
	2.3. If noncompliant: Issues notice of disapproval with Comprehensive findings.	None	1 Hour	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
3. Secure of order of payment and endorsement letter for occupancy to Bureau of Fire and Protection (BFP) and	3.1. Prepare the order of payment and endorsement letter for occupancy to Bureau of Fire and Protection (BFP	See Attached Table 3.10 for Schedule of Fees	30 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
4. Proceed to City Treasurer 's Office (CTO) for payment	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 3.10 for Schedule of Fees	30 Minutes	City Treasurer's Office



5. Endorse all the documents with receipt and endorsement letter to BFP	5.1 Check, assess and evaluate documents and release Fire Safety Inspection Certificate (FSIC)	Base on BFP latest Fire Code	3 Days	<i>Bureau of Fire Protection</i>
6. Submit Fire Safety Inspection Certificate (FSIC) and all documents from BFP and present all the official receipt from City Treasurer's Office (CTO) and receive the approved Certificate of Occupancy.	6.1. Check the completeness of the documents and the Fire Safety Inspection Certificate (FSIC) from BFP.	None	30 Minutes	<i>Administrative Aide 1 CEO/OBO</i>
	6.2. Approved the Certificate of Occupancy	None	15 Minutes	<i>Clerk 3 CEO/OBO</i>
	6.3. Record and release the approved Certificate of Occupancy	None	15 Minutes	<i>Acting Building Official CEO/OBO</i>
				<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
TOTAL:		See Attached Table 3.10 for Schedule of Fees	5 Day 3 hours & 20 Minutes (if compliance) 2 Days 1 hour & 20 minutes (if noncompliance)	

Table 3.10: Certificate of Occupancy Fees

Certificate of Use or Occupancy (Table 11.G.1 for fixed costing)		
a.	Division A-1 and A-2 Buildings:	
i	Costing up to P150,000.00	100
ii	Costing more than P150,000.00 up to P400,000.00	200
iii	Costing more than P400,000.00 up to P850,000.00	400
iv	Costing more than P850,000.00 up to P1,200,000.00	800
v	Every million or portion thereof in excess of P1,200,000.00	800
b.	Division B-1 / E-1, 2, 3 / F-1 / G-1, 2, 3, 4, 5 / H-1, 2, 3, 4 and I-1 Buildings:	
i	Costing up to P150,000.00	200
	Costing more than P150,000.00 up to P400,000.00	400
	Costing more than P400,000.00 up to P850,000.00	800
	Costing more than P850,000.00 up to P1,200,000.00	1000
	Every million or portion thereof in excess of P1,200,000.00	1000
c.	Division C-1, 2 / D-1, 2, 3 Buildings:	
	Costing up to P150,000.00	150
	Costing more than P150,000.00 up to P400,000.00	250
	Costing more than P400,000.00 up to P850,000.00	600
	Costing more than P850,000.00 up to P1,200,000.00	900
	Every million or portion thereof in excess of P1,200,000.00	900
d.	Division C-1, 2 / D-1, 2, 3 Buildings:	
	With floor area up to 20.00 sq. meters	50
	With floor area above 20.00 sq. meters up to 500.00 sq. meters	240
	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters	360
	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480



	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	1200
	With floor area above 10,000.00 sq. meters	2400
e.	Division J-1 Structures:	
	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories	
	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above	
	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be	
	imposed fees as follows:	
	(a) First 10.00 meters of height from the ground	800
	(b) Every meter or fraction thereof in excess of 10.00 meter	50
f.	Change in Use / Occupancy, per sq. meter or fraction thereof of area affected	

4. Issuance of Sanitary / Plumbing Permit

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). For all plumbing installations, additions and/or alterations involving hot and cold-water supply, fixtures, sewage drainage and vent system, storm drainage and sewerage system within or adjacent to the building.

Office or Division:	City Engineer's Office – Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C, G2B	
Who may avail:	"All"	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished Sanitary/Plumbing Permit Form (3 original copies)		Owner



Complete Set of Sanitary/Plumbing Plan signed & sealed (3 original copies)		Master Plumber		
Specimen Signature, Seal and photocopy of latest PRC ID/PTR of Master Plumber (2 photocopies)		Master Plumber		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished form together with other requirements	1.1. Check the completeness of the documents/requirements	None	20 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
2. Follow up the Application after 2 hours	2.1. Master Plumber evaluates and assesses the Sanitary/Plumbing plan and related documents.	None	1 Hour & 30 Minutes	(Master Plumber) CEO/OBO
	2.2. If compliant: assess fees based on plans	None	30 Minutes	Administrative Aide 1 CEO/OBO
	2.30 If noncompliant: Issues notice of disapproval with comprehensive findings.	None	30 Minutes	Clerk 3 CEO/OBO
3. Secure order of payment	3.1. Prepare the order of payment	See Attached Table 4.10: Sanitary / Plumbing Permit Fees	20 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO



4. Proceed to City Treasurer's Office for payment	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 4.10: Sanitary / Plumbing Permit Fees	30 Minutes	City Treasurer's Office
5. Submit the official receipt and receive the approved Sanitary/Plumbing Permit.	5.1. Approval of the Sanitary /Plumbing Permit Record and release the approved Sanitary /Plumbing Permit	None None	15 Minutes 15 Minutes	Building Official CEO/OBO Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
TOTAL:		See Attached Table 4.10: Sanitary / Plumbing Permit Fees	3 Hours & 40min. (if compliance) 2 hours & 20 min.(if noncompliance)	

4.10 Plumbing Fees

a.	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with an ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of a whole "UNIT"	31.00
b.	Every fixture in excess of one unit	
	a. Each water closet	7.00
	b. Each floor drain	3.00
	c. Each sink	3.00
	d. Each lavatory	7.00
	e. Each faucet	2.00
	f. Each shower head	2.00
c.	Special Plumbing Fixtures:	
	a. Each slop sink	7.00



	b. Each urinal	4.00
	c. Each bathtub	7.00
	d. Each grease trap	7.00
	e. Each garage trap	7.00
	f. Each bidet	4.00
	g. Each dental cuspidor	4.00
	h. Each gas fired water heater	4.00
	i. Each drinking fountain	2.00
	j. Each bar or soda fountain sink	4.00
	k. Each laundry sink	4.00
	l. Each laboratory sink	4.00
	m. Each fixed-type sterilizer	2.00
d.	Each water meter	2.00
	a. 12 to 25 mm ø	8.00
	b. above 25 mm ø	10.00
e.	Construction of septic tank, applicable in all Groups	
	a. Up to 5.00 cu. meters of digestion chamber	24.00
	b. Every cu. meter or fraction thereof in excess of 5.00 cu. meters	7.00

5. Issuance of Demolition Permit

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). Demolition Permit is required before a property owner can legally demolish a structure.

Office or Division:	City Engineer's Office – Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C, G2B	
Who may avail:	“All”	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished Demolition Permit Form (3 original copies)		Owner



Sketch plan of the structure showing the total area to be demolished (3 original copies)		Registered Architect or Registered Civil Engineer		
Certified copy of Transfer Certificate of Title or Deed of Absolute Sale (1 original, 1 photocopy)		Register of Deeds		
Lot plan with vicinity map (2 original copies)		Lot Owner / Geodetic Engineer		
Latest Tax Declaration for the building subject for demolition (1 original, 1 photocopy)		City Assessor's Office (CAO)		
Current Tax Receipt (1 original, 1 photocopy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished form together with other requirements	1.1. Check the completeness of the documents/ requirements	None	20 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>
2. Wait for the evaluation report of assigned personnel	2.1. Conduct an evaluation of submitted plan and documents	None	4 Hours	<i>(Building Inspector) CEO/OBO Or (Architect) CEO/OBO</i>
3. Make the site prepared and available for inspection	2.1. Technical personnel conduct site inspection	None	2 Days	<i>(Acting Building Official) CEO/OBO, (Building Inspector) CEO/OBO</i>
4. Secure order of payment	4.1. Prepare the order of payment	See Attached Table 5.10 for Schedule of Fees	20 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>
5. Proceed to CTO for payment	5.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 5.10 for Schedule of Fees	30 Minutes	<i>City Treasurer's Office</i>



6. Submit the official receipt and receive the approved Demolition Permit	6.1. Approval of Demolition Permit	None	15 Minutes	<i>Acting Building Official CEO/OBO</i>
	6.2. Record and release the approved Demolition Permit	None	15 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
TOTAL:		See Attached Table 5.10 for Schedule of Fees	2 Days, 5 Hours and 40 Minutes	

TABLE 5.10 DEMOLITION FEES

Demolition/Moving of Building Structures fees, per sq. meter of area or dimensions involved		
i.	Building in all groups per sq. meter floor area	3.00
ii.	Building systems /frames or portion thereof per vertical or horizontal dimensions, including fence	4.00
iii.	Structures up to 10.00 meters in height	800.00
iii-a .	Every meter of portion excess of 10.00 meters	50.00
iv.	Appendage of up to 3.00 cu.m./unit	50.00
iv-a.	Every cu. meter or portion thereof in excess of 3.00 cu. Meters	50.00
v.	Moving fee, per sq.meter of area of building/structure to be moved	3.00

6. Issuance of Electrical Permit

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). Electrical permit is a requirement for installing, replacing, removing, connecting, disconnecting or repairing electrical works. The proposed electrical works shall be



in accordance with the electrical plans filled and in conformity with provision of the latest Philippine Electrical code and its IRR.

Office or Division:	City Engineer's Office – Office of the Building Official			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B			
Who may avail:	"All"			
CHECKLIST REQUIREMENTS	OF WHERE TO SECURE			
Duly accomplished Electrical Permit Forms (3 original copies)	Owner			
Electrical Plan with sign & seal of signing engineers (3 original copies)	Professional Electrical Engineer (PEE)			
Short Circuit Analysis for more than 100kva total connected load (3 original copies)	Professional Electrical Engineer (PEE)			
Specimen Signature, Seal and photocopy of latest PRC ID/PTR of signing engineers; (3 original copies)	Professional Electrical Engineer (PEE)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished forms and all requirements	1.1. Check the completeness of the documents/ requirements	None	20 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>



2. Follow up the Application after 2 hours	2.1. Electrical Engineer evaluates and assesses the electrical plan and related documents.	None	1 Hour & 30 Minutes	Electrical Engineer CEO/OBO
	2.2. If compliant: assess fees based on plans	None	30 Minutes	<i>Administrative Aide 1</i> CEO/OBO
	2.30 If noncompliant: Issues notice of disapproval with comprehensive findings.	None	30 Minutes	<i>Clerk 3</i> CEO/OBO
3. Secure order of payment	3.1. Prepare the order of payment	See Attached Table 6.10: Electrical Permit Fees	20 Minutes	<i>Administrative Aide 1</i> CEO/OBO
				<i>Clerk 3</i> CEO/OBO
4. Proceed to City Treasurer's Office for payment	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 6.10: Electrical Permit Fees	30 Minutes	<i>City Treasurer's Office</i>



5. Submit the official receipt and receive the approved Electrical Permit.	5.1. Approval of the Electrical Permit	None	15 Minutes	<i>Acting Building Official CEO/OBO</i>
	5.2. Record and release the approved Electrical Permit	None	15 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
TOTAL:		See Attached Table 6.10: Electrical Permit Fees	3 Hours & 40 Min. (if compliance) 2 Hours & 20 min(if noncompliance)	

TABLE 6.10: ELECTRICAL PERMIT FEES

a.	Total Connected Load (kVA)	OLD Fees (PhP)	
i.	5 kVA or less	200.00	
ii.	Over 5 kVA to 50 kVA	200.00	+20.00/kVA
iii.	Over 50 kVA to 300 kVA	1100.00	+10.00/kVA
iv.	Over 300 kVA to 1,500 kVA	3600.00	+5.00/kVA
v.	Over 1,500 kVA to 6,000 kVA	9600.00	+2.50/kVA
vi.	Over 6,000 kVA	20850.00	+1.25/kVA
b.	Total Transformer / Uninterrupted Power Supply (UPS) / Generator Capacity (kVA)		
i.	5 kVA or less		
ii.	Over 5 kVA to 50 kVA		+4.00/kVA
iii.	Over 50 kVA to 300 kVA		+2.00/kVA
iv.	Over 300 kVA to 1,500 kVA		+1.00/kVA
v.	Over 1,500 kVA to 6,000 kVA		+.50/kVA
vi.	Over 6,000 kVA		+.25/kVA



c.	Pole / Attachments Location Plan Permit	OLD Fees (PhP)	
	a. Power Supply Pole Location	30.00 / Pole	
	b. Guying Attachments	30.00 / Attachment	
d.	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit		
	Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
	Residential	15.00	15.00
	Commercial	60.00	36.00
	Institutional	30.00	12.00

7. Issuance of Fencing Permit

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). Fencing permit is a requirement for the construction of fences which are greater than 3 feet in height, measured from the finish grade line which is also 10 feet of any street right of way or access easement or within 20 feet of the corner.

Office or Division:	City Engineer's Office – Office of the Building Official		
Classification:	Simple Transaction		
Type of Transaction:	G2C, G2B		
Who may avail:	"All"		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Certified copy from the Registry of Deeds of the Transfer Certificate of Title or Deed of Absolute Sale (1 original copy)		Register of Deed's	
Lot plan with vicinity map (1 photocopy)		Geodetic Engineer	
Latest Tax Declaration (1 photocopy)		City Assessor's Office	
Latest Tax Receipt (1 photocopy)		City Treasurer's Office	
Complete Set of Fencing Plan (2 original copies)		Architect/Civil Engineer	



Specimen Signature, Seal and photocopy of latest PRC ID/PTR of signing engineers (2 copies)		Architect/Civil Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished form together with other requirements	1.1. Check the completeness of the documents/requirements	None	10 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>
2. Wait for the evaluation report of assigned personnel	2.1. Technical Staff will conduct evaluation on submitted plan and documents.	None	30 Minutes	<i>(Building Inspector) CEO/OBO (Architect) CEO/OBO</i>
	2.2. If compliant: assess fees based on plans	None	15 Minutes	<i>Administrative Aide 1 CEO/OBO</i>
	2.3. If non-compliant: Issues notice of disapproval with Comprehensive findings.	None	15 Minutes	<i>Clerk 3 CEO/OBO</i>
3. Secure order of payment	3.1. Prepare the order of payment	See Attached Table 7.10: Fencing Permit Fees	30 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>
4. Proceed to City Treasurer's Office	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 7.10: Fencing Permit Fees	30 Minutes	<i>City Treasurer's Office</i>



5. Submit the official receipt receives the approved Fencing Permit	5.1. Approval of the Fencing Permit	None	10 Minutes	<i>Acting Building Official CEO/OBO</i>
	5.2. Record and release the approved fencing permit.	None	10 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
TOTAL:		See Attached Table 7.10: Fencing Permit Fees	2 Hours and 15 Min. (if compliance) 55 min(if noncompliance)	

TABLE 7.10: FENCING PERMIT FEES

	DESCRIPTION	Rate
i.	Made of Masonry, metal, concrete up to 1.80 meters in height, per lineal meter of fraction thereof	3.00
ii.	In excess of 1.80 meters in height, per lineal meter of fraction thereof	4.00
iii.	Made of indigenous materials, barbed, chicken or hog wires per lineal meter	2.40

8. Issuance of Mechanical Permit

This service is available during working hours (Monday-Friday; 8:00 AM – 5:00 PM). Mechanical permit is a requirement for installing, replacing, removing, connecting, disconnecting or repairing mechanical equipment. The proposed electrical works shall be in accordance with the mechanical plans filled and in conformity with provision of the latest Philippine Mechanical Engineering code and its IRR.

Office or Division:	City Engineer's Office – Office of the Building Official			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B			
Who may avail:	"All"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Mechanical Permit Forms (5 original copies)		Owner		
Mechanical Plan with sign & seal of signing engineers (5 Original copies)		Professional Mechanical Engineer (PME)		
Specimen Signature, Seal and photocopy of latest PRC ID/PTR of signing engineers; (3 original copies)		Professional Mechanical Engineer (PME)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished forms and all requirements	1.1. Check the completeness of the documents/ requirements	None	20 Minutes	<i>Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO</i>
2. Follow up the Application after 2 hours	2.1. Mechanical Engineer evaluates and assesses the mechanical plan and related documents. 2.2.If compliant: assess fees based on plans	None	1 Hour & 30 Minutes	<i>(Mechanical Engineer), CEO/OBO</i>
		None	30 Minutes	<i>Administrative Aide 1 CEO/OBO</i>
		None	30 Minutes	<i>Clerk 3</i>



	2.3.If noncompliant : Issues notice of disapproval with Comprehensive findings.			CEO/OBO
3. Secure order of payment	3.1. Prepare the order of payment	See Attached Table 8.10: Mechanical Permit Fees	20 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
4. Proceed to City Treasurer's Office	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 8.10: Mechanical Permit Fees	30 Minutes	City Treasurers Office
5. Submit the official receipt and receive the approved Mechanical Permit.	5.1. Approval of the Mechanical Permit	None	15 Minutes	Acting Building Official CEO/OBO
	5.2. Record and release the approved Mechanical Permit	None	15 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
TOTAL:		See Attached Table 8.10: Mechanical Permit Fees	3 Hours & 40 minutes (if compliance) 2 hours & 20 minutes (if noncompliance)	



TABLE 8.10: MECHANICAL PERMIT FEES

	a.) Refrigeration (Cold Storage) per ton of fraction thereof	
	b.) Ice Plants Per ton or fraction thereof	40.00
	c.) Packaged/Centralization Air Conditioning System:	60.00
	Up to 100 tons, per ton	
	d.) Every ton of fraction thereof above 100 tons	90.00
	e.) Window Type air conditioning, per unit	60.00
	f.) Mechanical Ventilation, per kW or fraction thereof blower or fan, metric equivalent	40.00
	a. Escalators and moving walk, per kW or fraction thereof	10.00
	b. Escalator and moving walks up to 20.00 lineal meters or fraction thereof	20.00
	c. Every lineal meter or fraction thereof in excess of 20.00 lineal meters.	10.00
	d. Funicular, per ton kW or fraction thereof	200.00
	(a) Per lineal meter travel	20.00
	e. Cable car, per kW or faction thereof	40.00
	(a) Per lineal meter travel	5.00
c.	Elevators, per unit:	
	a. Motor driven dumbwaiters	600.00
	b. Construction elevators for material	2000.00
	c. Passenger elevators	5000.00
	d. Freight elevators	5000.00
	e. Car elevators	5000.00
d.	Boilers, per kW:	
	a. Up to 7.5 kW	5000.00
	b. Above 7.5 kW to 22 kW	700.00
	c. Above 33 kW to 37 kW	900.00
	d. Above 37 kW to 52 kW	1200.00
	e. Above 52 kW to 67 kW	1400.00
	f. Above 67 kW to 74 kW	1600.00
	g. Every kW or fraction thereof above 74 kW	5.00
e.	Pressurized water heaters, per unit	200.00
f.	Water, sump and sewage pumps for commercial/industrial use, per KW or fraction thereof.	600.00



g.	Automatic fire sprinkler system, per sprinkler head	4.00
h.	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:	
	a. Every kW up to 50 kW	25.00
	b. Above 50 kW up to 100 kW	20.00
	c. Every kW above 100 kW	3.00
i	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet	20.00
j.	Gas Meter, per unit	100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:	
	a. Up to 5 kW	10.00
	b. Above 50 kW to 100 kW	12.00
	c. Every above 100 kW or fraction thereof	3.00
m.	Pressure Vessels, per cu. meter or fraction thereof	60.00
n.	Other Machinery/Equipment for commercial/Industrial/Institutional Use not elsewhere specified per kW or fraction thereof	
o.	Pneumatic tubes, Conveyors, Monorails for material handling and	
	addition to existing supply and/or exhaust duct works and the like per lineal meters or fraction thereof	10.00
p.	Weighing Scale Structure, per ton or fraction thereof	50.00



9. Issuance of Electronics Permit

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). Electronics permit is a requirement for the establishment that requires electronics systems and equipment. The proposed electronic works shall be in accordance with the electronic plans filled and in conformity with provision of the latest Philippine Electronic code and its IRR.

Office or Division:	City Engineer's Office			
Classification:	Simple Transaction			
Type of Transaction:	G2B, G2C			
Who may avail:	"All"			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Duly accomplished Electronic Permit Forms (5 original copies)	Owner			
Electronic Plan with sign & seal of signing engineers (5 original copies)	Professional Electronics Engineer (PECE)			
Bill of Materials and Specifications (5 original copies)	Professional Electronics Engineer (PECE)			
Specimen Signature, Seal and photocopy of latest PRC ID/PTR of signing engineers; (3 copies)	Professional Electronics Engineer (PECE)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished forms and all requirements	1.1. Check the completeness of the documents/ requirements	None	20 Minutes	<i>Administrative Aide 1</i> CEO/OBO <i>Clerk 3</i> CEO/OBO
2. Follow up the Application after 2 hours	2.1. Electronic Engineer/ Building official evaluates and assesses the electronic plan and related documents.	None	1 Hour & 30 Minutes	<i>Electrical Engineer</i> CEO/OBO



	2.2. If compliant: assess fees based on plans	None	30 Minutes	<i>Administrative Aide 1 CEO/OBO</i>
	2.3. If noncompliant: Issues notice of disapproval with Comprehensive findings.	None	30 Minutes	<i>Clerk 3 CEO/OBO</i>
3. Secure order of payment	3.1. Prepare the order of payment	See Attached Table 9.10: Electronic Permit Fees	20 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
4. Proceed to City Treasurer's Office	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 9.10: Electronic Permit Fees	30 Minutes	<i>City Treasurer's Office</i>
5. Submit the official receipt and receive the approved Electronic Permit.	5.1. Approval of the Electronic Permit	None	15 Minutes	<i>Acting Building Official CEO/OBO</i>
	5.2. Record and release the approved Electronic Permit	None	15 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
TOTAL:		See Attached Table 9.10: Electronic Permit Fees	3 Hours & 40minutes (if compliance) 2 hours & 20minutes (if noncompliance)	

TABLE 9.10: ELECTRONIC PERMIT FEES

a.	Central Office switching equipment, remote switching units, concentrators, PABX / PBX's, cordless / wireless telephone and communication systems, intercommunication system and other types of switching / routing / distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types / forms of wired or wireless communications	2.40/ port
b.	Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting / receiving / relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and / or maintenance centers, call centers, cell sites, equipment silos / shelters and other similar locations / structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, test and measurements, global positioning and personnel / vehicle location	1,000.00/ location
	termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected	2.40/ outlet
e.	Station / terminal / control point / port / central or remote panels / outlets for security and alarm systems (including watchman systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.) electronics fire alarm (including early detection systems, smoke detectors, etc) sound-reinforcement / background, music / paging / conference systems and the like, CATV / MATV / CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected location	2.40/ termination
f.	Studios, Auditorium, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	₱1,000.00 per location
g.	Antenna towers/masts or other structures for installation of any electronics and or communications transmission / reception	₱1,000.00 per structure



h.	Electronic or electronically-controlled indoor and outdoor signage and display systems including TV monitors, multimedia signs, etc.	₱1,000.00 per unit
i.	Poles and attachments	
	i. Per pole (to be paid by pole owner)	₱20.00
	ii. Per attachments (to be paid by any entity who attaches to the pole of others)	₱20.00
j.	Other types of electronics and electronically- controlled devices, apparatus, equipment, instruments or units not specifically identified above.	₱50.00

10. Issuance of Certificate of Annual Inspection

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM). An annual building inspection provides an opportunity for an expert to assess the building condition, its compliance with regulations and codes and its ability to ensure the health and safety of visitors, occupants and users of the structure.

Office or Division:	City Engineer's Office – Office of the Building Official			
Classification:	Simple Transaction			
Type of Transaction:	G2B, G2C			
Who may avail:	"All"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Annual Building Inspection Forms (3 original copies)		Owner		
Building Permit Receipt (1 photocopy)		Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished forms	1.1. Check the completeness of the documents	None	10 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO



2. Assist the engineers for the inspection of whole establishment	2.1. Engineers inspect the whole establishment and record all the data for the computation of annual inspection fee	None	2 Days	(Acting Building Official) CEO/OBO, (Building Inspector) CEO/OBO (Mechanical Engineer) CEO/OBO, (Architect) CEO/OBO (Electrical Engineer) CEO/OBO
	2.2. If compliant: assess fees based on record gathered during the inspection	None	30 Minutes	
	2.3. If noncompliant: Issues notice of disapproval with Comprehensive findings.	None	30 Minutes	
3. Secure order of payment	3.1. Prepare the order of payment	See Attached Table 10.10: Annual Inspection Fees	10 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO



4. Proceed to City Treasurer's Office	4.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 10.10: Annual Inspection Fees	30 Minutes	City Treasurer's Office
5. Submit the official receipt and receive the approved Annual Inspection Certificate.	4.1. Approval of the Annual Inspection Certificate	None	15 Minutes	Acting Building Official CEO/OBO
	4.2. Record and release the approved Annual Inspection Certificate	None	15 Minutes	Administrative Aide 1 CEO/OBO Clerk 3 CEO/OBO
TOTAL:		See Attached Table 10.10: Annual Inspection Fees	2 days, 1 Hour & 50min. (if compliance) 2 days & 40min. (if noncompliance)	

Table 10.10, ANNUAL INSPECTION FEES

A	Division A-1 and A-2:	
	i. Single detached dwelling units and duplexes are not subject to annual inspections. ii. If the owner request for inspections the fee for each of the services enumerated below is	
	Land Use and Conformity Architectural Presentability Structural Stability Sanitary and Health Requirements Fire-Resistive Requirements	₱120.00
B	Division B-1/D-1,2,3/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed as follows:	
	i. Appendages of up to 3.00 cu. meters/unit	₱150.00
	ii. Every cu. Meter or fraction thereof in excess of 3.00 cu. Meter	₱50.00



	iii. Floor Area up to 100.00 sq. meter	₱120.00
	iv. Above 100.00 sq. meters up to 200.00 sq. meters	₱240.00
	v. Above 200.00 sq. meters up to 350.00 sq. meters	₱480.00
	vi. Above 350.00 sq. meters up to 500.00 sq. meters	₱720.00
	vii. Above 500.00 sq. meters up to 750.00 sq. meters	₱960.00
	viii. Above 750.00 sq. meters up to 1,000.00 sq. meters	₱1,200.00
	ix. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	₱1,200.00
C	Division C-1, 2, Amusement Houses, Gymnasias and the like	
	i. First class cinematographs or theaters	₱1,200.00
	ii. Second class cinematographs or theaters	₱720.00
	iii. Third class cinematographs or theaters	₱520.00
	iv. Grandstand/Bleachers, Gymnasias and the like	₱60.00
D	Annual Plumbing inspection fee	₱60.00
E	Electrical Inspection Fees	
	i. A onetime electrical inspection fee equivalent to 10% of Total Electrical permit fees shall be charged to cover all inspection trips during construction.	
	ii. Annual Inspection Fees are the same as in Section 4. e.	
Section 4.e.: Formula for Computation of Fees shall be the sum of Section 4.a. to 4.d. of this rule		
a.	Total Connected Load (kVA)	OLD Fees (PhP)
	i. 5 kVA or less	200.00
	ii. Over 5 kVA to 50 kVA	200.00 +20.00/kVA
	iii. Over 50 kVA to 300 kVA	1100.00 +10.00/kVA
	iv. Over 300 kVA to 1,500 kVA	3600.00 +5.00/kVA
	v. Over 1,500 kVA to 6,000 kVA	9600.00 +2.50/kVA
	vi. Over 6,000 kVA	20850.00 +1.25/kVA
b.	Total Transformer / Uninterrupted Power Supply (UPS) / Generator Capacity (kVA)	
	i. 5 kVA or less	
	ii. Over 5 kVA to 50 kVA	+4.00/kVA



	iii. Over 50 kVA to 300 kVA		+2.00/kVA
	iv. Over 300 kVA to 1,500 kVA		+1.00/kVA
	v. Over 1,500 kVA to 6,000 kVA		+.50/kVA
	vi. Over 6,000 kVA		+.25/kVA
c.	Pole / Attachments Location Plan Permit	OLD Fees (PhP)	
	a. Power Supply Pole Location	30.00 / Pole	
	b. Guying Attachments	30.00 / Attachment	
d.	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit		

F	Annual Mechanical Inspection Fees	
	i. Refrigeration and Ice Plant, per ton:	
	(a) Up to 100 tons capacity	₱25.00
	(b) Above 100 tons up to 150 tons	₱20.00
	(c) Above 150 tons up to 300 tons	₱15.00
	(d) Above 300 tons up to 500 tons	₱10.00
	(e) Every ton or fraction thereof above 500 tons	₱5.00
	ii. Air Conditioning System:	
	(a) Window Type Air conditioners, per unit	₱40.00
	iii. Packaged or Centralized air conditioning system	
	(a) First 100 tons, per ton	₱25.00
	(b) Above 100 tons, up to 150 tons per ton	₱20.00
	(c) Above 150 tons, up to 300 tons per ton	₱15.00
	(d) Above 300 tons, up to 500 tons per ton	₱10.00
	(e) Every ton or fraction thereof above 500 tons	₱5.00
	iv. Mechanical Ventilation, per unit, per kW:	
	(a) Up to 1 Kw	₱10.00
	(b) Above 1 kW to 7.50Kw	₱50.00
	(c) Every kW above 7.50Kw	₱20.00
	v. Escalators and Moving Walks; Funicular and the like:	
	(a) Escalator and Moving walks; per unit	₱120.00
	(b) Funicular, per kW or Fraction thereof	₱50.00
	(c) Per lineal meter or fraction thereof of travel	₱10.00
	(d) Cable Car, per KW of fraction thereof	₱25.00
	(e) Per lineal meter of travel	₱2.00
	vi. Elevators, per unit	
	(a) Passenger's elevators	₱500.00



	(b) Freight elevators	₱400.00
	(c) Motor driven dumbwaiters	₱50.00
	(d) Construction elevator for materials	₱400.00
	(e) Car elevators	₱500.00
	(f) Every landing above first five (5) landings for all the above elevators	₱50.00
vii.	Boilers, per unit	
	(a) Up to 7.50Kw	₱400.00
	(b) 7.50kW up to 22Kw	₱550.00
	(c) 22kW up to 37Kw	₱600.00
	(d) 37kW up to 52Kw	₱650.00
	(e) 52kW up to 67Kw	₱800.00
	(f) 67kW up to 74Kw	₱900.00
	(g) Every kW or fraction thereof above 74kW	₱4.00
viii.	Pressurized Water Heaters, per unit	₱120.00
ix.	Automatic Fire Extinguisher, per Sprinkler Head	₱2.00
x.	Water, Sump and Sewage pumps for buildings/structure for commercial/industrial purpose, per kW:	
	(a) Up to 5Kw	₱55.00
	(b) Above 5kW to 10Kw	₱90.00
	(c) Every kW or fraction thereof above 10kW	₱2.00
xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine /Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
	(a) Per kW up to 50Kw	₱15.00
	(b) Above 50kW up to 100kW	₱10.00
	(c) Every kW or fraction thereof above 100kW	₱2.40
xii.	Compressed air, vacuum, commercial/institutional/industrial gases per outlet	₱10.00
xiii.	Power Piping for gas/steam/etc., per In. Meter or fraction thereof or per cu. Meter or fraction thereof whichever higher.	₱2.00
xiv.	Other internal combustion engines, including cranes, forklifts, loaders, mixers compressors and the like,	
	(a) Per unit up to 10Kw	₱100.00
	(b) Every kW above 10Kw	₱3.00
xv.	Other Machineries and/or equipment for commercial/industrial/institutional use not elsewhere specified, per unit.	
	(a) Up to 1/2Kw	₱8.00
	(b) Above 1/2kW Up to 1 Kw	₱23.00



	(c) Above 1kW Up to 3 Kw	₱39.00
	(d) Above 3kW Up to 5 Kw	₱55.00
	(e) Above 5kW Up to 10 Kw	₱80.00
	(f) Every kW above 10kW or fraction thereof	₱4.00
	xvi. Pressure Vessels, per cu. meter or fraction thereof	₱40.00
	xvii. Pneumatic tubes, Conveyors, Monorails for material handling, per lineal meter or fraction thereof.	₱2.40
	xviii. Weighing Scale Structure, per ton or fraction thereof	₱30.00
	xix. (a) Testing/Calibration of pressure Gauge, per unit	₱24.00
	(b) Each Gas Meter, tested, proved and sealed, per gas meter	₱30.00
	xx. Every Mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like per unit.	₱30.00
G.	Annual electronics inspection fees shall be the same as the fees in Section 7, Table G-1	

Table G-1: Section 7: Electronics Annual Inspection Fees

a.	Central Office switching equipment, remote switching units, concentrators, PABX / PBX's, cordless / wireless telephone and communication systems, intercommunication system and other types of switching / routing / distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types / forms of wired or wireless communications	2.40/ port
b.	Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting / receiving / relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and / or maintenance centers, call centers, cell sites, equipment silos / shelters and other similar locations / structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, test and measurements, global positioning and personnel / vehicle location	1,000.00/ location
	termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected	2.40/ outlet



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

11. Issuance of Certified True Copy

This service is available during working hours (Monday-Friday' 8:00 AM – 5:00 PM).
Certifying documents release by Office of the Building Official.

Office or Division:	City Engineer's Office – Office of the Building Official
Classification:	Simple Transaction
Type of Transaction:	G2B, G2C
Who may avail:	"All"



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CTC Request slip (1 original copy)		Owner		
Photocopy of Documents to be certified		Owner		
Photocopy of Government issued Identification documents (ID) (1 copy)		Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished CTC request slip, Photocopy of Documents to be certified and Government Issued ID	1.1. Check the completeness of the documents	None	10 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
2. Secure order of payment	2.1. Prepare the order of payment	See Attached Table 11.10: Certification Fees	20 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
3. Proceed to City Treasurer's Office	3.1 Receive order of payment with the amount to be paid and release Official Receipt	See Attached Table 11.10: Certification Fees	30 Minutes	<i>City Treasurers Office</i>



4. Submit the official receipt and receive the Certified True Copy documents	4.1. Check and verify the records and prepare the certified true copy documents	None	10 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i> <i>Acting Building Official/Engineer IV CEO/OBO</i>
	4.2. Record and release the certified true copy documents	None	10 Minutes	<i>Administrative Aide 1 CEO/OBO</i> <i>Clerk 3 CEO/OBO</i>
TOTAL:		See Attached Table 11.10: Certification Fees	1 Hour and 20 Minutes	

Table 11.10: Certification Fees

a.	Certified true copy of building permit	50.00
b.	Certificate true copy of Certificate of Use/Occupancy	50.00
c.	Issuance of Certificate of Damage	50.00
d.	Certificate of true Copy of Electrical Certificate	50.00
e.	Issuance of Certificate of Gas Meter Installation	50.00
g.	Certified true copy of Certificate of Operation	50.00
h.	Other Certification	50.00



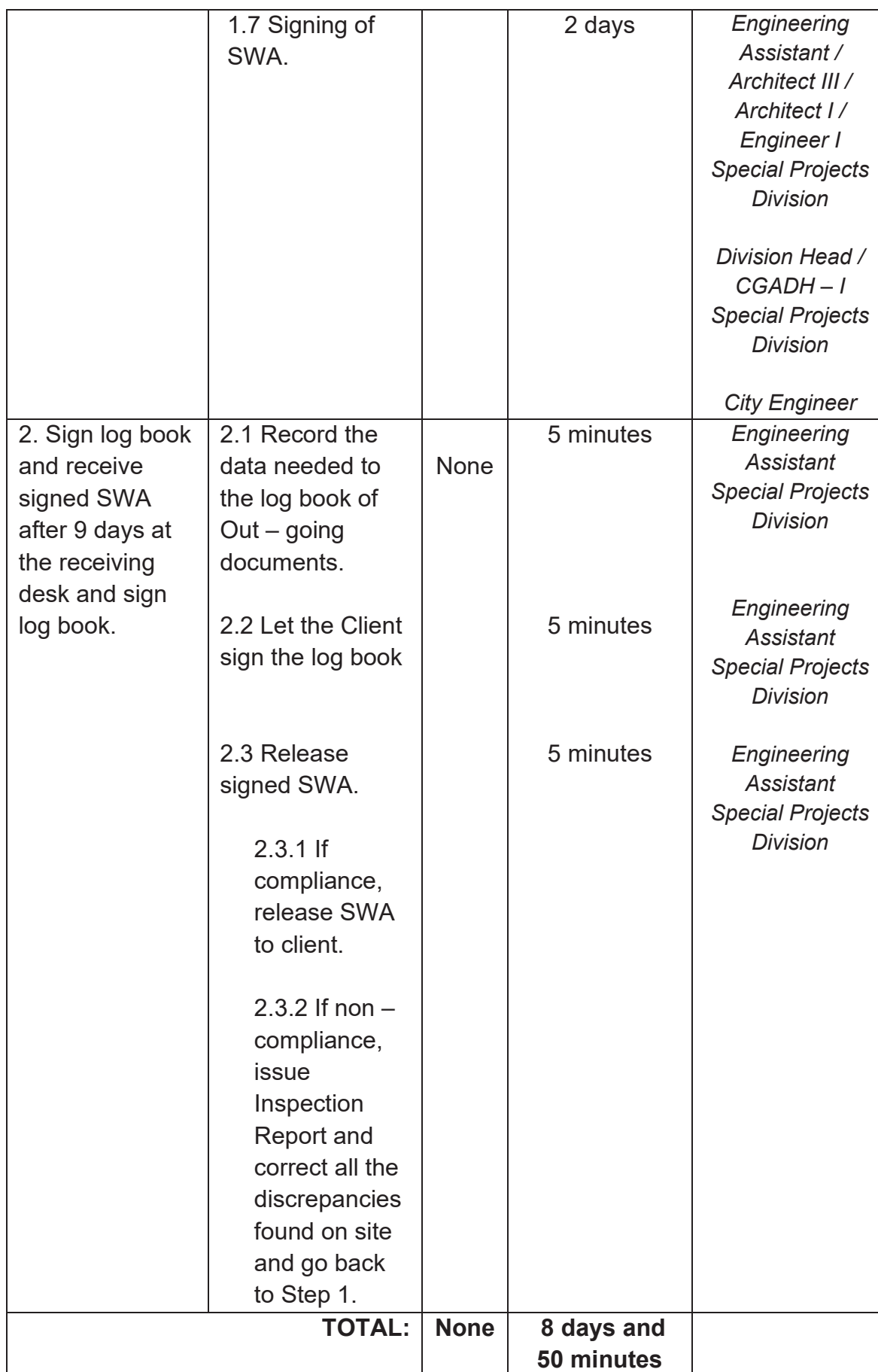
1. CONDUCTING PROJECT INSPECTION FOR STATEMENT OF WORK ACCOMPLISHMENT (SWA).

Project Inspection governs all requests to conduct inspection for partial and 100% accomplished projects.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Engineer's Office Special Projects Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All Barangays Private Contractors / Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For By Admin (Barangay Fund): One (1) Original Copy of Payroll Jacket attached with all supporting documents		Barangay Hall		
For Straight Contract: One (1) Original Copy of Statement of Work Accomplishment (SWA) attached with all supporting documents		Private Contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter for Inspection of Statement of Work Accomplishment (SWA) attached with all supporting documents at the receiving desk.	1.1 Receive Request Letter attached with SWA and all supporting documents.	None	5 Minutes	<i>Clerk III Administrative Division</i>
	1.2 Endorse Request Letter and SWA for Inspection to Division Head.		5 minutes	<i>Clerk III Administrative Division</i>

	1.3 Turn over Request Letter and SWA to respective Project Engineer / Architect in charge.		5 minutes	<i>Division Head / CGADH – I Special Projects Division</i>
	1.4 Receive Request Letter and SWA.		5 minutes	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>
	1.5 Schedule inspection.		15 minutes	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>
	1.6 Conduct inspection.		5 days	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>
	1.6.1 If no discrepancies found, proceed to 1.7.			
	1.6.2 If discrepancies found on site, prepare Inspection Report. Proceed to 2.3.2.		1 day	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>



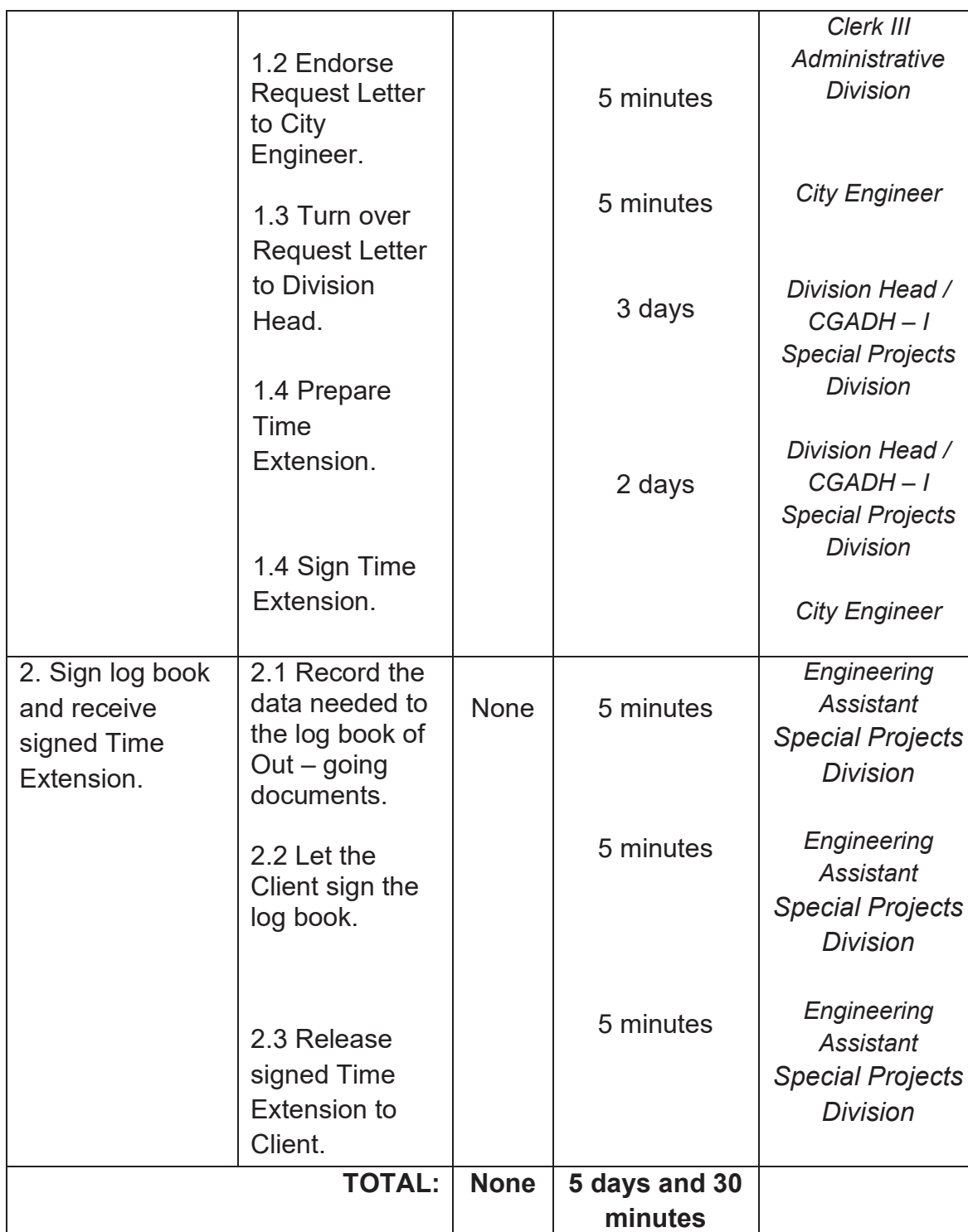


2. ISSUANCE OF TIME EXTENSION

Time Extension is issued when there is an addition to the number of working days stated in the original contract due to Variation Order, major calamities, non – acquisition of permits and other reasons that would disrupt activities falling within the critical path of PERT/CPM.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Engineer's Office Special Projects Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Private Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) Original Copy of Request Letter for Time Extension		Private Contractor		
2. 1 For Time Extension Due to Weather: One (1) Original Copy and One (1) Photocopy of Certification and Rainfall Count from PAGASA		PAGASA		
2.2 For Time Extension Due to Variation Order: One (1) Original Copy and One (1) Photocopy of approved Change Orders		City Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter for Time Extension attached with complete requirements.	1.1 Receive Request Letter for Time Extension attached with complete requirements.	None	5 Minutes	<i>Clerk III Administrative Division</i>





3. ISSUANCE OF SUSPENSION ORDER / RESUME ORDER.

Suspension Order and Resume Order are issued when problems occur on site due to force majeure, problems with land owners, payment of the contractor's claim, peace and order and other reasons prohibiting contractor from performing works within schedule.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Engineer's Office Special Projects Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Private Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Suspension Order: 1. Two (2) Original Copy of Request Letter for Suspension stating the reason/s certified by the Punong Barangay or other concerned agencies / individual 2. One (1) Original Copy and One (1) Photocopy of Barangay Resolution, if necessary For Resume Order: 1. Two (2) Original Copy of Request Letter for Resumption		Barangay Hall Concerned Agency(ies) Private Contractor Barangay Hall Private Contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter for Suspension / Resumption attached with complete requirements.	1.1 Receive Request Letter attached with complete requirements.	None	5 Minutes	Clerk III Administrative Division
	1.2 Endorse Request Letter		5 minutes	Clerk III Administrative Division



	to City Engineer.		2 days	<i>City Engineer</i>
	1.3 Prepare Suspension Order / Resume Order.		3 minutes	<i>City Engineer</i>
	1.4 Sign Suspension Order / Resume Order.			
2. Sign log book and receive signed Suspension Order / Resume Order.	2.1 Record the data needed to the log book of Out – going documents.	None	5 minutes	<i>Engineering Assistant Special Projects Division</i>
	2.2 Let the Client sign the log book.		5 minutes	<i>Engineering Assistant Special Projects Division</i>
	2.3 Release signed Suspension Order / Resume Order to Client.		5 minutes	<i>Engineering Assistant Special Projects Division</i>
TOTAL:		None	2 days and 28 minutes	

CITY LEGAL OFFICE

External Services



1. Enforce City Ordinances and National Laws

Acts on complaints against individuals or establishments violating City Ordinances and National Laws.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification :	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		Client		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint	1.1 Receive, record and verify completeness of the document/s	None	5mins	<i>Support Staff</i> City Legal Office
	1.2 Record document/s		5 mins	<i>Administrative Officer V</i> City Legal Office
	1.3 For inspection and evaluation of individual or establishment/s for any violation of law or ordinance		1day	<i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office
	1.4 Issue notice to individual or establishment/s		5mins	<i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office



	violating City Ordinances, Memorandum & Executive Orders			<i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office
	1.5 Approval of notice		5mins	
	1.6 The individual or establishment/s that has violated the City ordinance will be issued a Five (5) day notice to rectify the violation for compliance.		5 days	<i>City Legal Officer</i> City Legal Office
	1.7 Monitor compliance with notice issued.		5 days	<i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office
	* If no compliance, proceed with appropriate sanction as provided in the applicable City Ordinance		(*City Ordinance no. 05-2021 *DILG MC No. 2024-053, 2020-145, 2021-125)	
TOTAL:		00	11 days, 20 mins.	

(*City Ordinance no. 05-2021

*DILG MC No. 2024-053, 2020-145, 2021-125)



2. Provide assistance with Peace and Order

Provide assistance and logistics (vehicle and manpower) to affected and displaced individual or establishment/s

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification :	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Client		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Letter for affected and displaced individual	1.1 Receive and record request letter for affected & displaced individual, verify completeness of the document/s and route to Team Leader for evaluation	None	5 mins.	<i>Support Staff</i> City Legal Office & <i>Administrative Officer V</i> City Legal Office & <i>Administrative Assistant I/ Enforcement Team Leader</i>
	1.2 Approval of request		10 mins.	City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office



	1.3 Assist the affected & displaced individual/s or establishment/s		5 mins.	and/or <i>City Legal Officer</i> City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office
TOTAL:		00	20 mins	



1. Issuance/ Renewal of Accreditation to Bidders for Infrastructure Projects, Goods and Services

Service Availability: Monday – Friday 8:00am to 5:00pm

Caters to interested contractors & suppliers who wished to participate in the procurement process in the city

Office or Division:	City Legal Office/ Bids and Awards Committee
Classification:	Complex
Type of Transaction:	G2B - Government to Private Individual
Who may avail:	Any licensed private supplier/contractor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BAC Accreditation Requirements LEGAL DOCUMENTS *Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms. *Valid and current Mayor's permit/municipal license. *BIR Registration Certificate, which contains the Taxpayer's Identification Number. *Statement of the prospective bidder that it is not "blacklisted" or barred from Bidding by the Government or any of its agencies, offices, corporations or LGUs, Including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP. *Articles of Incorporation, Partnership or Cooperation, whichever is applicable, Including amendments thereto, if any. *Sworn affidavit of the bidder that it is not related to the Head of procuring Entity, members of the	City Legal Office / BAC

BAC, TWG and Secretariat and members of the PMO, And the designers of the project, by consanguinity or affinity up to the third civil Degree. *Valid joint venture agreement, in case of a joint venture. *Letter authorizing the BAC or its duly authorized representative/s to verify any or All of the documents submitted for eligibility check. *Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct. *Other appropriate licenses as may be required by the procuring entity concerned. *Picture of business establishment and vicinity map • Special Power of Attorney • Tax Clearance issued by the Collection Enforcement Division (CED) attesting that the taxpayer has no outstanding final assessment notice and/or delinquent account • Latest income tax and business tax returns *PhilGeps Certificate of Registration- Platinum TECHNICAL DOCUMENTS *Statement of ongoing and similar completed government and private contracts within the period	

specified in the Invitation to Apply for Eligibility and to Bid (IAEB), including contracts awarded but not yet started.

*Copies of end-user's acceptance letters for completed contracts.

*Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor.

FINANCIAL DOCUMENTS

*Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities.

*Computation of Net Financial Contracting Capacity (NFCC), OR

*Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, OR

*A cash deposit certificate certifying a hold out on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the procuring entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the approved budget for the contract

ADDITIONAL REQUIREMENTS FOR DRUGS

*License to operate as a drug manufacturer/distributor from the DOH, BFAD

*License to operate as medical supplies, devices & equipment



manufacturer/distributor issued by DOH, BFAD *Certificate of registration – BFD / DOH *Certificate of Accreditation issued by the DOH <u>ADDITIONAL REQUIREMENTS FOR INFRA</u> *Valid PCAB license and registration for the type and cost of the contract to be bid				
Certificate of recommendation for supplier/contractor accreditation		City Legal Office/BAC Office City Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of accreditation from the BAC Secretariat	1. Issue checklist of accreditation	None	5 mins.	<i>Member BAC Secretariat</i> City Legal Office
	1.2 Issue order of payment	None	5 mins.	<i>Head BAC Secretariat</i> City Legal Office
2. Pay and secure official receipt issued by City Treasurer's Office	2. Receive payment and issue Official receipt	5,000.00	5mins.	Cashier/Deputized Collector
3. Present Official Receipt and Submit the complete documents to the BAC TWG- Goods/Drugs or Infra for evaluation of documents	3. Receive, Review and evaluate documents submitted	None	3 days	<i>BAC TWG – Goods/Drugs</i> City Legal Office <i>Head BAC TWG for Infra</i> City Engineer's Office
4. Obtain certificate of accreditation after evaluation	4. Issuance of Certificate of Accreditation	None	30 mins.	<i>BAC TWG – Goods/Drugs</i> City Legal Office <i>Head BAC TWG for Infra</i> City Engineer's Office
TOTAL:		P5,000.00	3 days & 45 mins.	



		Php50,000.00		
		More than 500 million – Php75,000.00		
3. Secure official receipt from City Treasurer's Office	4. Receive payment and issue Official receipt	500,000 and below – Php500.00	5 mins.	Head BAC Secretariat City Legal Office
		More than 500,000 up to 1 million – Php1,000.00		
		More than 1 million up to 5 million – Php5,000.00		
		More than 5 million up to 10 million – Php10,000.00		
		More than 10 Million up to 50 Million – Php25,000.00		
		More than 50 million up to 500 million – Php50,000.00		
		More than 500 million – Php75,000.00		
5. Present official receipt to City Legal Office	3. Receive Official receipt issued by City Treasurer's Office	None	5 mins.	Head BAC Secretariat City Legal Office
6. Receive bidding documents	4. Release bidding documents	None	10 mins.	Head BAC Secretariat City Legal Office
TOTAL:		500,000 and below – Php500.00	30 mins.	
		More than 500,000 up to 1 million –		



	Php1,000.00		
	More than 1 million up to 5 million – Php5,000.00		
	More than 5 million up to 10 million – Php10,000.00		
	More than 10 Million up to 50 Million – Php25,000.00		
	More than 50 million up to 500 million – Php50,000.00		
	More than 500 million – Php75,000.00		

3. Issuance of RRA, NOA, Contract and Notice to Proceed for Public Bidding

Service Availability: Monday – Friday 8:00am to 5:00pm

Issuance of documents to Liaison/ Supplier/ Contractors for processing.

Office or Division:	City Legal Office/ Bids and Awards Committee			
Classification:	Simple			
Type of Transaction:	G2B – Government to Private Individual			
Who may avail:	Any licensed private supplier/contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bidding documents pursuant to RA 9184		City Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Receive RRA, NOA, Contract and Notice to Proceed	1.1 Release signed RRA, NOA, Contract and Notice to Proceed	None	10 mins.	<i>Head BAC Secretariat</i> City Legal Office
2. Acknowledge receipt by affixing signature with date on the file copy	2.1 File documents	None	5 mins.	<i>Head BAC Secretariat</i> City Legal Office
TOTAL:		00	15 mins.	

4. Issuance of BAC Resolutions and other BAC documents under Alternative Mode of Procurement

Service Availability: Monday – Friday 8:00am to 5:00pm

Issuance of BAC Resolutions and other BAC documents

Office or Division:	City Legal Office/ Bids and Awards Committee			
Classification :	Simple			
Type of Transaction:	G2B – Government to Private Individual			
Who may avail:	Any licensed private supplier/contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bidding documents pursuant to RA 9184		City Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Philgeps order slip to Member BAC Secretariat	1.1 Check the order slip	None	5 mins.	<i>Member BAC Secretariat</i> City Legal Office
2. Secure order of payment from City Legal Office	2.1 Issue order of payment with cost of bidding documents	500,000 and below – Php500.00 More than 500,000 up to 1 million – Php1,000.00	5 mins.	<i>Member BAC Secretariat</i> City Legal Office



		More than 1 million up to 5 million – Php5,000.00		
3. Secure official receipt from City Treasurer's Office	3.1 Receive payment and issue official receipt	500,000 and below – Php500.00	5 mins.	<i>Cashier/Deputized Collector</i> City Treasurer's Office
		More than 500,000 up to 1 million – Php1,000.00		
		More than 1 million up to 5 million – Php5,000.00		
4. Present Official receipt to City Legal Office	4.1 Receive Official receipt issued by City Treasurer's Office	None	5 mins.	<i>Member BAC Secretariat</i> City Legal Office
5. Receive BAC RRA and other pertinent documents	5.1 Release BAC RRA and other pertinent documents	None	10 mins.	<i>Member BAC Secretariat</i> City Legal Office
TOTAL:		500,000 and below – Php500.00	30 mins.	
		More than 500,000 up to 1 million – Php1,000.00		
		More than 1 million up to 5 million – Php5,000.00		

(*Under Funding Source of Budget Circular No. 2004-5A)

CITY VETERINARY OFFICE

External Services



1. Issuance of Meat Inspection Certificate

This service is available from (Monday – Sunday 12:00 am – 5:00 pm).

Issued to meat vendors and meat shop owners for safe and wholesome meat fit for human consumption with in Cadiz city.

Office or Division:	Slaughterhouse Operation Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Quarterly Payment Assessment Slip		Office of the City Veterinarian, administrative division.		
Official Receipt		Office of the City Treasurer, fees and charge division		
Certificate of Ownership and Transfer (Cow and Carabao)		Office of the City Veterinarian /Animal Health Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring stocks to slaughterhouse for recording and inspection before slaughtering.	1.1 Recording of stocks	None	2 mins.	<i>Guard/Watchman-on-duty City Veterinary office</i>
	1.2 Animal observation & Ante-Mortem Inspection with attached corresponding fees and Preparation of stocks for slaughter.	(See rates below)	30mins	<i>Meat Inspector City Veterinary Office</i>
	1.3 Slaughtering of stocks	(See rates below)	20 mins.	<i>Slaughterhouse Master/ Butchers City Veterinary Office</i>



	2.1 Post-Mortem inspection and meat branding 2.2 Weighing of carcass 2.3 Issuance of Meat Inspection Certificate and Billing 1.4 Meat van loading bound to market	(See rates below) None None (See rates below)	15 mins. 15 mins. 5 mins. 8 mins.	Meat Inspector & Butchers City Veterinary office Meat Inspector & Butchers City Veterinary Office Meat Inspector City Veterinary Office Butchers & Helpers City Veterinary office
2. Pay tariff at the Office of the City Treasurer(present your bill)	3.1 take client personal information 3.2 Issue Official Receipt	(See rates below)	8 mins.	Collector Business Tax, Fees and Charge Div. City Treasurer Office
3. Obtaining the meat	3.3 Dispose the meat to each vendor at Cadiz public market	None	6 mins	Meat Van Driver City Veterinary Office
	Total:	(See rates below)	2 hrs. 23mins	

Permit fee to Slaughter	Per head Ante-mortem	Per Kilo Post-mortem
Large Cattle	₱75	₱1.00
Hogs	₱30	₱1.00
Goat/Sheep	₱25	₱1.00

Slaughter Fee	Per head
Large Cattle	₱150
Hogs	₱45
Goat/Sheep	₱35



Corral fee	Per head
Large Cattle	₱50
Hogs	₱25
Goat/Sheep	₱20

Meat van Fee	Per kilo
Large Cattle	₱ 0.70
Hogs	₱ 0.70
Goat/Sheep	₱ 0.70

2. Swine/ Large Animal Artificial Insemination (AI) Services

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm). Offers to any Person or Entity that want a fast and safe way for Swine production

Office or Division:	Animal Production Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Availment of AI services for swine/large animals	Records and schedules AI services to be performed	None	5 mins.	City Veterinarian/ Livestock Inspector City Veterinary Office
2. Prepare swine/large animal at the designated area for checking	1.1 AI Technician checks the animal on site for signs of estrus	None	2 hrs.	AI Technician/ Slaughterhouse Master City Veterinary Office



	1.2 collection of semen (If animal is on estrus, AI services will be administered)			
3. Actual insemination of swine/large animal	perform actual insemination of swine/large animal	None	30 mins.	<i>AI Technician/ other personnel in-charge City Veterinary Office</i>
	Total:	None	2 hrs.& 35 minutes	

3. Piglets Dispersal for Livelihood

This service is Available during office hours (Monday – Friday 8:00 am – 5:00 pm). Livelihood program and swine upgrading. Offers to any Person that plan to have backyard business or for personal consumption.

Office or Division:	Animal Production Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Written Request		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a written request from the Office of the City Mayor	Issues written request for approval of the City Mayor	None	2 days	<i>Clerk Office of the City Mayor</i>
2. Bring approved written request to the Office of the City Veterinarian	Schedules date of piglet's dispersal Note: If there's no available	None	5 mins. (Depending upon availability of piglets)	<i>Slaughterhouse Master/ Administrative Officer City Veterinary Office</i>



	piglets it takes 1-4 months to have another set of piglets			
3. Receive piglet/s for livelihood	1.1 Release piglets to the recipient 1.2 Have recipient sign in the Record Book	None	15 mins. (Depending upon availability of piglets)	<i>Slaughterhouse Master City Veterinary Office</i> <i>Slaughterhouse Master City Veterinary Office</i>
	Total:	None	2 days 20 mins.	

4. Chicks Dispersal for Breeding

This service is Available during office hours (Monday – Friday 8:00 am – 5:00 pm). Livelihood program and poultry upgrading.

Office or Division:	Animal Production Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Written Request		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a request from the City Mayor that you can avail chicks for livelihood	Refers request to the City Mayor for his approval	None	5mins	<i>Clerk – office of the City Mayor</i>



2. Upon approval of the request, proceed to the Office of the City Veterinarian and present request	Records request and schedules date of chick's dispersal Note: the schedule may vary on the availability of the chicks If available If not available	None	10mins 15mins 20 days	<i>Animal Keeper/ Administrative Officer City Veterinary Office</i>
3. Chicks Release	1.1 prepare chicks for dispersal 1.2 assign client to sign in the Record Book	None None	30 mins.	<i>Animal Keeper/ Administrative officer City Veterinary Office</i>
	Total:	None	20 days & 2hrs.	

5. Issuance of Veterinary Health Certificate (for Fighting Cocks/Poultry)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).
Issued to any person and or entity that needs certificate for travel of fighting cocks/poultry from Cadiz City to any point of the country.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (if more than 10 heads)		Respective Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure Barangay Clearance if stocks are more than 10 heads. (Clearance not needed if less than 10).	Issues Barangay Clearance	₱50.00	5 mins.	Barangay Secretary At your respective Barangays
2. Bring fighting cocks/poultry at the Office of the City Veterinarian for inspection and present Barangay Clearance	Livestock Inspector gets a copy of the clearance and checks stocks' health conditions	None	8 mins.	Livestock Inspector City Veterinary Office
3. Pay corresponding Veterinary health certification fee	Issue Official Receipt	(See rates below)	5 mins.	<i>Livestock Inspector City Veterinary Office</i>
4. Received Veterinary Health Certificate	Requires client to sign in the record book upon receipt	None	3 mins.	<i>Livestock Inspector City Veterinary Office</i>
	Total:	₱50.00	21 mins.	

SHIPPING PERMIT RATES (Fighting cock/Poultry)

Livestock	City Rate
1. Day old chicks/goslings/ducklings & other young poultry including quails of any age 1 – 1,000 heads +P0.10/head in excess of 1,000 heads	₱ 75.00
2. Adult chicken, ducks, geese, turkey and other domesticated fowls except game fowls 1-9 heads +0.10/head in excess of 9 heads	₱ 75.00
3. Broiler Chicken 1-1000 heads +0.10Cents/head in excess of 9 heads	₱ 75.00
4. Layer Chicken / Culled Layer 1-9 Heads +0.10 / head in excess of 9 heads	₱ 75.00



5.Game Fowls Fighting Cocks, Stags, Bull Stags	₱ 25.00
6.Dressed Chicken 1-100 pcs +P0.10 cents/pc. in excess of 100 pcs	₱ 75.00
7.Hatching Eggs (fresh / sealed) balut 1-1000 eggs +a fraction be counted as 1000 eggs	₱ 75.00
4.Quail eggs 1-2000 eggs +P0.10 centavos/pc a fraction be counted as 1,000 eggs	₱ 75.00
Tenderloin, Beef meat, Pork meat, Goats Meat, Poultry Meat. Etc.	₱ 50.00
Lechon Pork per piece	₱ 50.00
Lechon Poultry 1-1000 pieces +0.50centavos/ piece in excess of 100	₱ 50.00

6. Issuance of Veterinary Health Certificate for Dogs/Cats/Large Cattle Animal

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm). Issued to any person and or entity that needs certificate for travel of Dogs/Cats/Large Cattle Animal from Cadiz City to any point of the country.

Office or Division:	Animal Health Division		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business, G2C – Government to Client		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Immunization Card (For Dogs/Cats)		Office of the City Veterinarian, Animal health division	
2. Dogs/Cat			
3. Certificate of registration (for Large Cattle Animal)		Office of the City Veterinarian, animal health division	
4. Vaccination Certificate against Hemorrhagic septicemia (for Large Cattle Animal)		Office of the City Veterinarian, animal health division	
5. Livestock			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Bring animal at the City Veterinary Office for inspection. Present Immunization Card for dogs/ cats Certificate of Registration for large Cattle/Animal *Large Animals - present Vaccination Certificate against Hemorrhagic Septicemia.	verify presented documents check animal/s if its fit to travel	None	10 min.	<i>Livestock Inspector</i> City Veterinary Office <i>City Veterinarian/ Livestock Inspector</i> City Veterinary Office
2. Pay corresponding Veterinary certificate fee	2.1 inform client for their fees to be paid 2.2 Receive payment 2.3 Issuance of official receipt to client	(See rates below)	5 mins.	<i>Clerk</i> City Veterinary Office
3. Receive veterinary Health Certificate	3.1 Requires client to fill out the client information form 3.2 Issue veterinary health certification 3.3 Requires client to sign in the record	None	5 mins	<i>Livestock Inspector</i> City Veterinary Office



	book upon receipt.			
	Total:	(See rates below)	18 mins.	

SHIPPING PERMIT RATES (Dogs/Large Animals)	
Livestock	City Rate
Large Animals: 1. Cattle/carabao/horse minimum of one (1) head +P15.00/head in excess of one (1) head	P 25.00/head
2. Bull, boar semen and semen/embryo of another large animal	(Pay at PVO)
Small Domesticated Animals: 1. Hogs or pigs 2. Swine 1-10 heads +P5.00/head in excess of 20 heads 3. Goat, sheep, or other animals 1-20 heads +P3.00/head in excess of 20 heads 4. Goat semen/embryo & other small domesticated animals 5. Dogs, cats and other small/pet animals	P 20.00/head P 15.00/head (Pay at PVO) (Pay at PVO) (Pay at PVO)
Meat and Meat Products: 1. 1 to 10 kilos Tenderloin, beef steak, pork meat, goat meat, poultry meat, etc. +P0.50/piece in excess of 10 kilos 2. Lechon (pork) 3. Lechon poultry 1-100 pieces +P0.50/piece in excess of 100 pieces	(Pay at PVO)
Animal Products and By-products: 1. Hides, skin, bones and homes – large animals 2. Commercial leather (excluding finished leather) 3. Stuffed animals and birds, mounted skeleton of birds and animals	(Pay at PVO)



Honeybees: 1. Honeybees 2. Honey	(Pay at PVO)

7. Issuance of Rabies Vaccination Certificate (for Vaccinated and Non-Dogs)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm). Rabies prevention and control offers to any person as proof that their pet has been vaccinated against rabies and to facilitate local travel or international and other requirements.

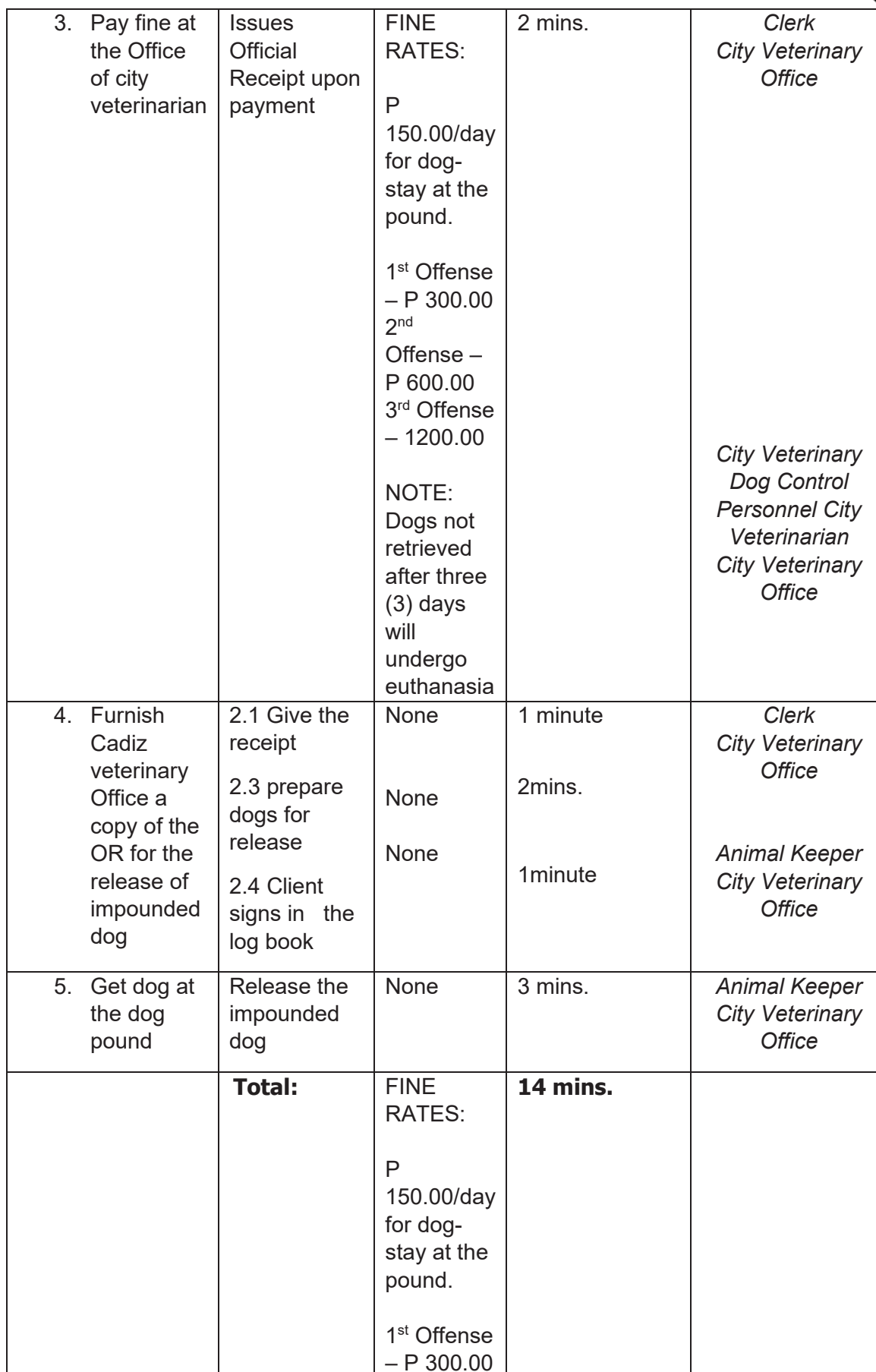
Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dog Vaccination Record Book				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Vaccinated Dog/s: 1. Bring animal to the office for inspection and confirmation of records.	check dogs' condition and records	None	8 mins.	<i>Animal Keeper City Veterinary Office</i>
Non-Vaccinated Dog/s: 1. Bring animal to the office for vaccination	Inject dogs			
2. Secure certification from the City Veterinary Office personnel in-charge	Vaccination Certificate and client signs on the Record book	None	10mins.	<i>Administrative Officer/ Clerk City Veterinary Office</i>
	Total:	None	18 mins.	



8. Availment of Anti-Stray Dogs Ordinance Services

Service Information: This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm). Redemption of dogs impounded offers services that helps prevent stray dogs on public places like parks, schools, highway roads and etc. also offers for the clients that have their dog been impounded by the office

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check at the City Veterinary Office for confirmation of impounded dog/s.	1.1 Accompanies client to the dog pound for confirmation of impounded dog/s.	None	2 mins.	<i>Animal keeper City Veterinary Office</i>
	1.2 Assist client where to secure payment		1 minute.	<i>Animal keeper City Veterinary Office</i>
2. Secure billing for fine (if impound confirmed)	Gathers details from client on impounded dogs	None	2 mins.	<i>Animal Keeper City Veterinary Office</i>





		2 nd Offense – P 600.00 3 rd Offense – 1200.00 NOTE: Dogs not retrieved after three (3) days will undergo euthanasia		

9. Anti-Rabies Vaccination Services (for Walk-in Clients)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm). Anti-Rabies prevention and control this service offers free anti-rabies vaccination for walk-in client's pet.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dog/s aging 3 months old and above				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring dog/s to be vaccinated at the City Veterinary Office	Asks for the information on the dog/s to be vaccinated (Name, Sex, Age, Color, Breed)	None	5 mins.	<i>Trained Paravets City Veterinary Office</i>
2. Anti-Rabies Vaccination	1.1 Injects dog 1.2 Client signs in the Record Book	None	5 mins.	<i>Trained Paravets City Veterinary Office</i>
	Total:	None	10 mins.	

10. Anti-Rabies Mass Vaccination (Barangay Level)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Anti-Rabies mass prevention and control this service offers free anti-rabies vaccination for barangay level.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter form the City Veterinarian (informing Barangay Chairman of the program)		Office of the City Veterinarian		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. City Veterinarian sends letter to the Barangay Chairman on the program	City Veterinarian send letter to Barangay Chairman	None	Depending on the distance from the office to respective Barangay	<i>City Veterinarian City Veterinary Office</i>
2. Barangay Chairman confirms to the City Veterinarian on program implementation	City Veterinarian schedules meeting with Barangay Chairman, Midwife, & BHWs for the date of actual vaccination of dogs	None	45mins	<i>City Veterinarian City Veterinary Office</i>
3. House-to-house vaccination of dogs	Injects Dog	None	5 mins	<i>Trained Paravets City Veterinary Office</i>
	Total:	None	50 mins	



11-A. Animal Treatment and Deworming (for walk-in)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Animal Health Program offers a free animal treatment and deworming services for walk-in client's pet.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Domestic pets, livestock and poultry				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring animal to be treated/deworm	1.1. Gathers data from the client information about ailing animal. 1.2. Administer specific drugs for the ailing animal	None	10 mins.	<i>City Veterinarian City Veterinary Office</i>
	Total:	None	10 mins.	



11-B. Animal Treatment and Deworming (for on-site)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Animal Health Program these services offer free animal treatment and deworming for on-site client's animals.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Domestic pets, livestock and poultry				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Record Book and accompany City Vet personnel in the treatment of ailing animal	Administer drugs to ailing animal	None	1 hour and 30 minutes	City Veterinarian Paravets City Veterinary Office
	Total:	None	1 hour and 30 minutes	

12. Animal Vaccination for Cattle, Carabao, Horses, Hogs, Goat/Sheep

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm). Animal disease prevention and control these services offers a free animal vaccination for cattle, carabao, horses, hogs, goat/sheep for on-site client's animals.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



1. Written/ verbal request for vaccination of animals on site		City Veterinary Office		
2. Time consideration depending on the site distance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File verbal or written request for vaccination of animal on site.	1.1Records purpose in the Record Book	None	5mins.	Livestock inspector City Veterinary Office
	1.2Sets schedule for animal vaccination on site.	None	5mins.	City Veterinarian City Veterinary Office
	1.3Notify client of the vaccination schedule	None	5mins.	Livestock Inspector City Veterinary Office
2. Accompany veterinary personnel to vaccinate animals.	Administers vaccination to animals	None	1 hour and 20 minutes	City Veterinarian/ Paravets City Veterinary Office
	Total:	None	1 hours & 35 mins.	

13. Animal Castration Services (Large Animals and Hogs)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Animal Health Program is a free service for Large Animals and Hogs on-site as per written or verbally requested by the clients to the office.

Office or Division:	Animal Health Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business, G2C – Government to Client
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1. Written/ verbal request for castration of animals on site	Office of the City Veterinarian			
2. Schedule set by the Veterinary Office	Office of the City Veterinarian			
3. Time consideration depending on the site distance	Office of the City Veterinarian			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a written or verbal request to the City Veterinary Office for the - site castration of animal/s	1.1Records purpose in the Record Book	None	3mins.	<i>Livestock inspector City Veterinary Office</i>
	1.2Sets schedule for animal castration on site.	None	5 mins.	<i>City Veterinarian City Veterinary Office</i>
	1.3Notify client of the castration schedule	None	2 mins.	<i>Livestock Inspector City Veterinary Office</i>
2. Accompany veterinary personnel who will perform on-site castration of animal/s	Administers performs on-site castration to animals	None	3 hours	<i>City Veterinarian City Veterinary Office</i>
	Total:	None	2-3 hours & 10 mins.	

14. Walk-in Castration Services (for Dogs and cats)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Dog population control program this service offers a walk-in castration for the dogs and cats as per scheduled by the office for the clients that has been requested for this procedure.

Office or Division:	Animal Health Division
Classification:	Simple



Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of castration set by the City Veterinary Office upon request		City Veterinary Office, Animal Health Division.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a schedule at the City Veterinary Office for the castrating of female dog/cat	Sets date and time of the requested service	None	2 mins.	<i>City Veterinaria City Veterinary Office</i>
2. Bring pet dog/cat to the Veterinary Office on the date set by the City Veterinarian	1.1 Gathers information on the dog/cat to be castrated	None	2 min.	<i>Animal Keeper City Veterinary Office</i>
	1.2 Prepares to sedate the animal for operation	None	15 mins.	<i>Animal Keeper/ Paravets City Veterinary Office</i>
	1.3 General Anesthesia Induction	None	5 mins.	<i>City Veterinarian City Veterinary Office</i>
3. Operation Proper	Veterinarian and personnel perform castration procedure	None	20 mins.	<i>City Veterinarian/ Paravets City Veterinary Office</i>
	Total:	None	44 mins.	



15. Walk-in Spaying Services (for Dogs and Cats)

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Dog population and control this service offers a free walk in spaying services for dogs and cats.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule set be the City Veterinary Office upon request		City Veterinary Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a schedule at the City Veterinary Office for the spaying of female pet dog/cat	Sets date and time of the requested service	None	5 mins.	<i>City Veterinarian City Veterinary Office</i>
2. Bring female pet dog/cat to the Veterinary Office on the date set by the City Veterinarian	1.1 Gathers information on the female dog/cat to be spayed	None	2 mins.	<i>Animal Keeper City Veterinary Office</i>
	1.2 Prepares to sedate the animal for operation	None	15 mins.	<i>Animal Keeper/ Paravets City Veterinary Office</i>
	1.3 General Anesthesia Induction	None	5 mins.	<i>City Veterinarian City Veterinary Office</i>
3. Operation Proper	Veterinarian and personnel perform castration procedure	none	20 mins.	<i>City Veterinarian/ Paravets City Veterinary Office</i>
	Total:	None	47 mins.	



16. Seminar on Animal Health Care Nutrition and Management Technology Transfer Service

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Conduct of trainings and seminars on animal health care nutrition and management technology transfer services.

Office or Division:	Animal Health Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written or verbal request arranging the date, venue for the requested service/s		City Veterinary Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the service/s at the City Veterinary Office	Sets the date and venue to conduct to requested service/s	None	10 mins.	<i>City Veterinarian City Veterinary Office</i>
2. Actual conduct of the requested seminar/other services	Does the lecture/ distribute IEC materials	None	3 hours	<i>City Veterinarian/ Livestock Inspector City Veterinary Office</i>
	Total:	None	3 hours & 10 mins.	



17. Issuance of Business Permits

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Regulatory function. This offers to meat vendors and meat shop owners to legally operate within the city.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business application		City Administrative Office, Business permits and license division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring business application for store inspection	1.1 Check the application	None	5 mins.	<i>Meat Inspector City Veterinary Office</i>
	1.2 Inspect the establishment	None	30mins	<i>Meat Inspector City Veterinary Office</i>
2. Receive the certification	issuance of certificate of inspection	None	10mins	<i>Admin Officer City Veterinary Office</i>
	Total:		35 mins.	

18. Walk-In Registration of Large Animals and Transfer of Ownership

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).

Issuance of Credentials. Offers to livestock (cows, carabao) owners, ensuring they are healthy and fit for consumption.

Office or Division:	Administrative Division



Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Animal Ownership Credentials				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring animal for transfer of ownership at the City Veterinary office, look for the in-charge	1.1Records purpose	None	2 mins.	<i>Livestock Inspector City Veterinary Office</i>
	1.2Checks animal ownership credentials	None	5 mins.	<i>Livestock Inspector City Veterinary Office</i>
	1.3 Inspection and checking of cowlick of animals	None	15 mins	<i>Administrative Officer Livestock Inspector City Veterinary Office</i>
	1.4Issues billing fee	None	5 mins.	<i>Administrative Officer Livestock Inspector City Veterinary Office</i>
2. Pay billing fee at the in-charge for Certificate of Registration or Transfer of Ownership	Receives payment and issues Official Receipt	Registration - P 75.00/head Transfer of Ownership – P80.00/head	2 mins.	<i>Livestock Inspector City Veterinary Office</i>
3. Issuance of Certificate of Registration and/or Transfer of Ownership	Releases documents	None	2 mins.	<i>Administrative Officer City Veterinary Office</i>
	Total	Registration - P 75.00/head	26 mins.	



		Transfer of Ownership – P80.00/head		

19. On-site Registration of Large Animals and Transfer of Ownership

This service is available during working hours (Monday – Friday 8:00 am – 5:00 pm).
Issuance of Credentials. Offers to livestock (cows, carabao) owners, to ensure copy of ownership of the livestock.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Client			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Animal Ownership Credentials				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure a schedule at the City Veterinary Office to avail of the service	Sets date to the client on the schedule of the service availment	None	5 mins.	<i>Livestock Inspector City Veterinary Office</i>
1. Bring animal for transfer of ownership/registration at the designated area	1.1 Records purpose	None	2 mins.	<i>Livestock Inspector City Veterinary Office</i>
	1.2 Checks animal ownership credentials	None	5 mins.	<i>Livestock Inspector City Veterinary Office</i>
	1.3 Inspection and checking of cowlick of animals	None	15 mins	<i>Livestock Inspector City Veterinary Office</i>
	1.4 Issues billing fee	None	5 mins.	<i>Livestock Inspector City Veterinary Office</i>



				<i>Livestock Inspector City Veterinary Office</i>
1. Pay billing fee at the in-charge for Certificate of Registration or Transfer of Ownership	Receives payment and issues Official Receipt	Registration- P 50.00/head Transfer of Ownership – P60.00/head	2 mins.	<i>Livestock Inspector City Veterinary Office</i>
2. Issuance of Certificate of Registration and/or Transfer of Ownership	Release s docume nts	None	2 mins.	<i>Administrative Officer City Veterinary Office</i>
	Total	Registratio n- P 50.00/hea d Transfer of Ownership – P60.00/he ad	26 mins.	

CITY HEALTH OFFICE

External Services



1. SECURING OF BIRTH CERTIFICATE

The Cadiz City Health Office Birthing Home issues Birth Certificate to all newborns/ babies delivered at the clinic. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office - Administrative Division			
Classification :	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Babies delivered at the Birthing Home and outside facility			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Married:				
Marriage Contract (1 photocopy)		Local Civil Registrar		
Identification Cards of Both Parents		Identification Cards of Both Parents		
Not Married:				
Identification Cards of Both Parents (1 photocopy of each I.D. card)		Parents of the newborn		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit requirements for checking	1. Receive requirements and check for completion	None	2 minutes	Window 6 - Admin Division Clerk III, CHO
2. Pay fees required to get official receipt/s	2.1 Issue official receipt for payment 2.2 Conduct interview and process Birth Certificate For unmarried/ live in 2.3 Issue Affidavit to	For on time registration: Married – Free If not married/ live in: Legal Instrument ₱ 250.00 Convenience Fee ₱ 20.00 = ₱ 270.00	13 minutes	Window 6 - Admin Division Clerk III, CHO



	use the surname of the father 2.4 Advise client to comply Affidavit to use the surname of the father at the Public Attorney's Office & submit to LCR together with the Certificate of Live birth	Late Registration: Single Mom/ Married Birth fee ₱ 100.00 Secretary Fee ₱ 50.00 Doc Stamp tax ₱ 30.00 Convenience Fee ₱ 20.00 = ₱ 200.00 If not married/ live in: Legal Instrument ₱ 250.00 Birth fee ₱ 100.00 Secretary Fee ₱ 50.00 Doc Stamp tax ₱ 30.00 Convenience Fee ₱ 20.00 = ₱ 450.00		Clerk III, CHO
TOTAL			15 minutes	
On time BC registration of child with married parents		Free		
On time BC registration of child with parents not married/ living together		₱ 270.00		
Late BC registration of child with single mom/ married parents		₱ 200.00		
Late BC registration of child with parents not married/ living together		₱ 450.00		



2. SECURING OF DEATH CERTIFICATE

The City Health Office issues death certificate upon the request of the client as requirement for embalming and interment signed by the Attending Physician and reviewed by the City Health Officer. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Natural Cause of Death:				
Barangay Certification of Residency (1 original)		Barangay Hall		
Burial Cemetery Fee Receipt (1 original)		CHO Admin Section -Window 6		
Death Fee Receipt (1 original)				
Any valid Government ID		Client		
Accidental Cause of Death:				
Police Blotter (1 original)		Philippine National Police Station		
Request for Post Mortem Exam (1 original)		PNP – Chief of Police		
Death Fee Receipt (1 original)		CHO Admin Section -Window 6		
Post Mortem Fee Receipt (1 original)				
Burial Cemetery Fee Receipt (1 original)				
Late Registration (SSS Requirements):				
Barangay Certification of Residency (1 original)		Barangay Hall		
Late Registration Fee Receipt (1 original)		Local Civil Registrar’s Office		
Certificate of No Record of Death (1 original)				
Affidavit of Death (1 original)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up form of data needed & submit requirements for checking	1. Receive requirements, check for completion and give additional	None	2 minutes	Window 6 - Admin Division Records Officer II Bookbinder IV Clerk III



	instructions if needed			<i>Metro Aide CHO</i>
2. Pay the fees of the services needed	2.1 Issue receipt for fees paid by client/s	Death Fee- ₱ 50.00 Burial Cemetery Fee- ₱ 75.00 Transfer of Cadaver - ₱ 150.00 Entrance of Cadaver - ₱ 75.00 For every transaction, there is an additional convenience fee of ₱ 20.00	2 minutes	Window 6 - Admin Division <i>Clerk III, CHO</i>
	2.2. Prepare Death Certificate	None	5 minute	Window 6 - Admin Division, CHO
	2.3. Assess cause of death and sign the Death Certificate	None	15 minutes	<i>Records Officer II (Supervising Administrative Officer)</i>
	2.4. Review and sign the Death Certificate	None	5 minutes	(Medical Section) <i>City Health Officer</i>
	2.5. Refer patient to LCR for registration of Death Certificate	None	2 minutes	<i>Records Officer II Supervising Administrative Officer</i>
TOTAL			31 minutes	
Death for burial		₱ 145.00		



For those who died outside Cadiz City that will be buried in Cadiz City	₱ 95.00		
For those who died in Cadiz City but will be buried outside Cadiz City	₱ 170.00		

3. SECURING OF DENTAL/ MEDICAL and MEDICO LEGAL CERTIFICATE

The City Health Office issues dental /medical certificate as a requirement for employment in government and non-government agencies and also medico-legal certificate for legal purposes.

The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Administrative Division		
Classification :	Simple		
Type of Transaction:	G2C Government to Citizen		
Who may avail:	All patients examined in CCHO & BH		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Government Offices			
Official Receipt - Medical Fee (1 original)		City Health Office – Admin Division, Window 6	
Documentary Stamp (1 original)		City Treasurer’s Office	
Chest X-ray (1 original)		Private Laboratories	
Urinalysis (1 original)			
Complete Blood Count (CBC) (1 original)			
Drug Test (1 original)		Private Laboratories	
Personal Identification Card (1 original)		Client	
Additional requirement for DepEd, PNP and BOF only:			
Neuro Test (1 original)		Private Laboratories	
Private Offices and Students:			
Official Receipt - Medical Fee (1 original)		City Health Office – Admin Division, Window 6	
Chest X-ray (1 original)		Private Laboratories	
Any valid Government ID (1 original)		Client	
Medico – Legal:			
Official Receipt - Medico Legal Fee (1 original)		City Health Office – Admin Division, Window 6	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit all requirements for checking	1.1 Check all requirements for completion	None	2 minutes	Window 1- Records Section <i>Nursing Attendant I</i>
2. Pay for the Dental/ Medical Certificate or Medico-Legal Fee	2.1 Issue official receipt to the client	Medical Certificate - ₱ 50.00 + Convenience fee ₱ 20.00 = ₱ 70.00	2 minutes	Window 6 - Admin Division Clerk III, CHO
	2.2 For dental certificate, a draft is provided by dentists before payment as basis for Official dental certificate	Medico Legal Certificate - ₱ 50.00 + Convenience fee ₱ 20.00 = ₱ 70.00 Dental Certificate - ₱ 50.00 + Convenience fee ₱ 20.00 = ₱ 70.00	15 minutes	Window 7- Dental Section Dentist IV Dentist III
	2.3 Prepare & print Dental Certificate for signature of dentist & releasing.	None		Window 6- Admin Division Records Officer II
				Window 7- Dental Section Dentist IV Dentist III
3. Submit complete requirements for admission,	3.1. Receive requirements and issue order number	None	10 minutes	Window 1- Records Section



interview and issuance of numbers	3.2. Assess the patient and take vital signs	None	5 minutes	<i>Nursing Attendant I</i>
	3.3. Encoding of patients data (Phil Health/iClinicSys)	None	4 minutes	Window 2- Admitting Section <i>Nursing Attendant I</i> Window 5 - iClinicSYS <i>Bookbinder II</i>
4. Wait for number to be called to proceed to Physician	4.1. Call patients assigned number	None	5 minutes	Window 3 - Medical Section
	4.2 Conduct examination/ consultation of patient	None	20 minutes *Case to case basis	City Health Officer <i>Assistant CHO Medical Officer III</i>
5. Proceed to Administrative Division for Issuance of Medical Certificate or Medico-legal certificate. *Double check the details and information on the certificates before leaving the premises	5. Process the Medical/Medico-legal certificate/s	None	5 minutes	Window 6 - Admin Division
	6. Issue Medical/Medico-legal certificate/s	None	1 minute	<i>Clerk III</i> <i>Records Officer II</i> <i>Bookbinder IV</i> <i>Supervising Administrative Officer</i>
TOTAL			1 hour and 9 minutes minutes	
Medical Certificate Fee		₱ 70.00		
Medico-Legal Certificate Fee		₱ 70.00		
Dental Certificate Fee		₱ 70.00		



4. SECURING OF EXHUMATION PERMIT

The City Health Office issues Exhumation Permit upon request of the family of the deceased person as requirement in moving the remains to another burial place or to be buried together with another deceased person. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Administrative Division			
Classification :	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 original)		City Health Office – Admin Section		
Certification (1 original)		Cemetery Care Taker		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements and submit for checking	1. Receive requirements and check for completion	None	2 minutes	Window 6- Admin Division <i>Records Officer II Bookbinder IV Supervising Administrative Officer</i>
2. Get certification from the Cemetery care taker	2. Issue certification	None	10 minutes	Mr. Protacio M. Cartagena Jr Public Cemetery Care Taker
3. Submit complete requirements and pay exhumation fee *Double check the information on the released permit before leaving the premises	3.1 Issue official receipt for the exhumation fee	₱ 50.00 + Convenience fee ₱ 20.00 = ₱ 70.00	2 minutes	Window 6- Admin Division <i>Clerk III</i>
	3.2. Process Exhumation Permit	None	2 minutes	<i>Records Officer II Bookbinder IV Bookbinder IV</i>



	3.3. Release the Exhumation Permit to client	None	1 minute	<i>Supervising Administrative Officer</i>
TOTAL			17 minutes	
Exhumation Fee		₱ 70.00		

5. SECURING OF POST MORTEM CERTIFICATE

The City Health Office issues Post Mortem Certificate upon request of the client as requirement for legal purposes. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Administrative Division			
Classification :	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 original copy)		City Health Office – Administrative Division, Window 6		
Police Blotter Report (1 original copy)		Philippine National Police (PNP) Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements and submit for checking	1. Receive requirements and check for completion	None	2 minutes	Window 6- Admin Division Mrs. Gina B. Olvido <i>Bookbinder IV</i>
2. Pay & wait for the certificate	2. Issue official receipt for the Post Mortem Fee	Post Mortem Fee ₱ 50.00 + Convenience fee ₱ 20.00 = ₱ 70.00	2 minutes	Window 6- Admin Division <i>Clerk III Records Officer II Bookbinder IV Supervising Administrative Officer</i>
		None	1 minute	



	3.1. Receive complete requirements and refer to Medical Officer	None	2 hours	Window 3 - Medical Section <i>Assistant CHO</i> <i>Medical Officer III</i>
	3.2. Conduct Post Mortem Examination			
3. Receive Post Mortem Certificate	3.3. Prepare Post Mortem Certificate	None	5 minutes	Window 6- Admin Division <i>Records Officer II</i>
	3.4. Issue Post Mortem Certificate	None	2 minutes	<i>Bookbinder IV Supervising Administrative Officer</i>
TOTAL			2 hours and 12 minutes	
Post Mortem Fee		₱ 70.00		

6. AVAILING ADOLESCENT HEALTH AND DEVELOPMENT SERVICES

The City Health Office offers services to adolescents ages 10 – 19 years old. This office is Adolescent Friendly Health Facility Level 2 (AFHF - L2) which provides assessment, counseling and referral of adolescents to concerned agencies. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office, Technical Support Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Adolescents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Chart (1 original)		City Health Office – Admin Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present self to Admission Section	1.1 Initial assessment of patient, retrieve	None	5 minutes	Window 1 - Records Section <i>Nursing Attendant I</i>



	records, interview and admission 1.2 Take patients vital signs 1.3. Encoding of patients data			Window 2 - Admitting Section <i>Nursing Attendant I</i> Window 5 - <i>iClinicSys</i> <i>Encoder</i>
2. Submit self to HEADS Assessment	2.1 Assess the client using HEEADSSS Tool 2.2. If assessed with problem, proceed to counseling (Case to case basis only) 2.2. Health education of patient	None	5 minutes 30 minutes 10 minutes	Window 11 CHO 2 nd Floor HEPO III
3. Medical consultation and referral to concerned agencies.	3. Examination/ Consultation of patient	None	15 minutes	Window 3 Admitting Section Asst. CHO
TOTAL			35 minutes (if without counseling) 1 hour and 5 minutes if with counseling	



7. AVAILING OF ANIMAL BITE CENTER SERVICES

The City Health Office offers free management and treatment of dog bite cases based on the guidelines set by DOH on giving of post exposure prophylaxis. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division , Animal Bite Center			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Chart with Doctors Order/Referral Slip (1 original)		City Health Office – Consultation Area/Admitting Section or Private Doctors		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit Patient Chart with Doctor's Order/ Referral Slip	1.1 Receive requirements presented by the patient and check for completion	None	3 minutes	Window 8 - ABTC/ Xray Section Nurse III
	1.2. Assess and evaluate the animal bite	None	2 minutes	
	1.3. Give post exposure prophylaxis	None	10 minutes	
	1.4. Give thorough instructions on next schedule visit.	None	5 minutes	
2. Return on scheduled visit for Day 3 of post exposure prophylaxis vaccination.	2. Give follow-up vaccine of the patient	None	10 minutes	Window 8 - ABTC/ Xray Section Nurse III
3. Return on scheduled visit for Day 7 of post exposure prophylaxis vaccination.	3. Give follow-up vaccine of the patient	None	10 minutes	



4 Return on scheduled visit for Day 28 of post exposure prophylaxis vaccination.	4. Give follow-up vaccine of the patient	None	10 minutes	
TOTAL		None	10 minutes/day for 4 days	

8. SECURING OF BLOOD CERTIFICATE

The City Health Office issues Blood Certificate as a requirement in securing blood at the accredited Blood Bank of the province (Corazon Locsin Montelibano Memorial Regional Hospital and Negros First Provincial Blood Center). The service is available from 8 am to 5 pm, Monday to Friday. Inquire at Cadiz City Health Office Birthing Home during non-office hours and holidays.

Office or Division:	City Health Office – Public Health Services Division 2 nd Floor Nursing Section			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Blood Request (1 original)		Doctor of patient in the hospital		
Blood Donor Cards (Same number or blood bags needed)		Blood Donor		
Any valid Government ID (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit requirements for checking - Blood Request from Hospital - Blood donor's card	1.1. Receive requirements, check for completion and give further instructions if needed.	None	2 minutes	Window 11-CHO 2 nd Floor <i>Nurse III</i> Statistician II
	1.2. Validate blood donor cards in the master list	None	2 minutes	
	1.3. Issue blood certificate and give instructions and reminders	None	2 minutes	
If blood and card is unused.				Window 11-CHO 2 nd Floor



2. Return the blood certificate	2. Check records and return the donor card/s for future use	None	2 minutes	<i>Nurse III Statistician II</i>
TOTAL		None	8 minutes	

9. AVAILING OF DENTAL SERVICES

The City Health Office provides dental consultation, dental check-up, tooth extraction and management of dental cases to preschoolers, school age children, pregnant mothers, adults and elderly. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Note: Tooth Extraction is recommended to be done in the morning, 8 am to 11 am to allow sufficient management time for any possible dental complications that may arise during/after the procedure.

Office or Division:	City Health Office – Public Health Services Division, Dental Section			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Tooth Extractions: Residents of Cadiz City; Clients above 6 years old; Not covered by Company or School Dentist; Not requiring Odontectomy; No Contraindicating medical condition(s).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Phil Health ID or any valid Government ID		Issuing Government Agency		
Parent/Guardian for minors, PWD's and Senior Citizen				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Dental Section Admitting Window	1.1 Interview patient/take vital signs	None	5 minutes	WINDOW 7- Dental Section
	1.2 Encode Individual Health Profile and Risk Assessment Form	None	5 minutes	Dentail Aide Nursing Attendant I
		None	2 minutes	WINDOW 5- IClinicSys <i>Bookbinder II</i>



	1.3 Do cursory examination of patient 1.4 Proceed to payment	Tooth Extraction: P200.00/tooth	2 minutes	WINDOW 7 <i>Dentist IV</i> <i>Dentist III</i> WINDOW 6 - Admin Division <i>Clerk III</i>
2. Proceed to assigned Dentist.	2.1 Oral cavity examination/tooth extraction 2.2 Prepare draft of Dental Certificate: 2.3 Proceed to payment	None None Dental Certificate Fee: P50.00 Extra copy: P30.00 Convenience Fee: P20.00	40 minutes 2 minutes 2 minutes	WINDOW 7 - Dental Section <i>Dentist IV</i> <i>Dentist III</i> WINDOW 7 - Dental Section Dental Aide Nursing Attendant I WINDOW 6 - Admin Division <i>Clerk III</i>
3. Proceed to Pharmacy	3.1. Dispense prescribed medicines and give instructions on proper drug administration	None	2 minutes	WINDOW 4 - Pharmacy Section <i>Pharmacist III</i>
TOTAL			1 hour	
Tooth Extraction		₱ 200.00/tooth		



10. AVAILING OF FAMILY PLANNING SERVICES

The City Health Office provides a comprehensive family planning services free to all clients such as: Counseling on different family planning methods, IUD Insertion, DMPA Injection, Implanon (Sub-dermal implant), distribution of pills and condoms, referral of cases for Permanent FP Method (Vasectomy and Bilateral Tubal Ligation), management of common gynecological condition and IEC campaign.

Office or Division:	City Health Office – Family Planning Room			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Sexually active men and women of Reproductive Age (SAWRA/SAMRA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Slip (1 original)		Barangay Health Center – Midwife		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements and submit for checking	1. Receive requirements and check for completion	None	5 minutes	Midwife V (Family Planning Room – CHO) Window 5-Encoder
2. Attend the Family Planning Counseling	2.1. Admit and assess client.	None	10 minutes	
	2.2. Conduct the Family Planning Counseling	None	30 minutes	
	2.3. Encoding of Patients Data (PhilHealth/IClinicSys) *History, vital signs and physical examination	None	3 minutes	
3. Avail Family Planning method of choice	4. Provide the Family Planning method chosen by the client	None	10 minutes	Midwife V (Family Planning Room – CHO)
	IUD-insertion/removal PSI-insertion/removal Pills-Progesterone on pill -Combined oral contraceptive Injectable Condom Natural Family Planning Methods		10 minutes 10 minutes 5 minutes 5 minutes 10 minutes 10 minutes 15 minutes	
	5. Provide early detection of cancer			



	a. pap smear b. vaginal inspection for acetic acid c. breast examination For permanent method: Refer the client to Hospitals providing Bilateral Tubal Ligation (BTL) and/or Non-Scalpel Vasectomy (NSV).		10 minutes	
TOTAL		NONE	1 hour and 3 minutes	

11. AVAILING OF FREE MEDICINES

The City Health Office offers free medicines to patient after consultation upon availability in the Pharmacy. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division , Pharmacy Section			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Chart (1 original)		City Health Office		
Doctor's Prescription (1 original)		City Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Patient Doctor's prescription	1. Dispense prescribed medicines	None	2 minutes	WINDOW 4 - Pharmacy Section <i>Pharmacist III</i>
2. Receive medicines	2. Give instructions on proper drug administration	None	2 minutes	
TOTAL		None	4 minutes	



12. SECURING OF HEALTH CERTIFICATES/ WATER POTABILITY CERTIFICATE AND VEHICLE SANITARY CLEARANCE

The City Health Office issues sanitary permit and health certificate as one of the requirements of all business establishments (Food and Non-Food) operating within Cadiz City, health certificate for Tricycle/Pump boat Operators, Drivers/Fishermen and private employment purposes, certificate of potability for Water Refilling Stations and sanitary clearance for service vehicle. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division Environmental Sanitation Section	
Classification :	Simple	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Food Establishment		
Official Receipt - Health Fee (1 original)		City Health Office – Admin Division Window 6
Chest X-ray result (1 original)		Laboratory of Choice
Stool Exam Result (1 original)		Laboratory of Choice
Community Tax Certificate (1 original)		City Treasurer's Office
Non Food Establishment		
Official Receipt – Health Fee (1 original)		City Health Office – Admin Division Window 6
Chest X-ray Result (1 original)		Laboratory of Choice
Community Tax Certificate (1 original)		City Treasurer's Office
Tricycle Operators and Drivers/ Pump boat Operators and Personnel		
Community Tax Certificate (1 original)		City Treasurer's Office
Official Receipt - Health Fee (1 original)		City Treasurer's Office – City Hall 2
Private Employment Purposes		
Community Tax Certificate (1 original)		City Treasurer's Office
Official Receipt - Health Fee (1 original)		City Health Office – Admin Section Window 6
Chest X-Ray result (1 original)		Laboratory of Choice
Additional for Food Establishment – Private Employment Purposes		
Stool Exam Result (1 original)		Laboratory of choice
Water Refilling Stations		



Bacteriological Test result		Accredited Private Laboratory		
Physio-chemical Test result				
OR/CR of delivery vehicle (Photocopy)				
Picture of Delivery Vehicle				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Food Establishments/ Establishment Entertainment Worker				
1. Secure and submit all requirements	1.1 Receive requirements and check for completion	Health Fee P50.00 Convenience Fee P20.00	8 minutes	Window 6 - Admin Division Clerk III
	1.2 Record & process health certificate/s	none	10 minutes	Window 11 - CHO 2 nd Floor <i>Sanitary Inspector V</i>
	1.3 Release/Issue health certificate/s	none	5 minutes	<i>Sanitary Inspector III</i>
2.Receive health certificate/s * Double check the spelling and other information before signing	2.Await for possible corrections & correct if needed	none	5 minute	Window 11 - CHO 2 nd Floor <i>Sanitary Inspector V</i> <i>Sanitary Inspector III</i>
For Non-Food Establishments/ Private Employment Purposes:				
1. Secure and submit requirements for checking	1.1 Receive requirements and check for completion	Health Fee P50.00 Convenience Fee P20.00	8 minutes	Window 6- Admin Division Clerk III
	1.2 Record and process health certificate/s	None	10 minutes	Window 11- CHO 2 nd Floor
	1.3 Release/issue health certificate/s	None	5 minutes	<i>Sanitary Inspector V</i> <i>Sanitary Inspector III</i>
2.Receive health certificate/s *Double check the spelling and	2.Await for possible corrections & correct if needed	none	5 minute	



other information before signing				
For Tricycle Operators/Drivers/ Pump boat Operators and Personnel:				
1. Secure and submit requirements for checking	1.1. Receive requirements and check for completion	None	8 minutes	Window 11-CHO 2 nd Floor <i>Sanitary Inspector V</i> <i>Sanitary Inspector III</i>
	1.2. Record and Process Health Certificate/s	None	10 minutes	
	1.3. Release/ Issue Health Certificate/s	None	5 minute	
Water Refilling Stations				
1. Secure and submit requirements for checking	1.1 Receive requirements & check for completion	None	10 minutes	Window 11-CHO 2 nd Floor <i>Sanitary Inspector V</i> <i>Sanitary Inspector III</i>
	1.2 Process certificate/s	None	15 minutes	
	1.3 Release/issue the certificate/s and vehicle clearance	None	5 minutes	
TOTAL				
Health Fee		₱ 70.00	30 minutes	

13. AVAILING OF IMMUNIZATION SERVICES

The City Health Office provides free immunization services to children ages 0 -12 months old against seven (7) immunizable diseases. Vaccines for Flu and Pneumonia for Senior Citizens are also offered upon availability. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division, Records, Admitting & Medical Section
Classification:	Simple



Type of Transaction:	G2C Government to Citizen			
Who may avail:	0 – 12 months old children and all Senior Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
HBMR Mother and Child Booklet		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements and submit for checking	1.1. Retrieval of records/ interview/admission and issue number.	None	2 minutes	Window 1- Records Section Nursing Attendant I
	1.2. Take patient's vital signs	None	2 minutes	Window 2- Admitting Section Nursing Attendant I
	1.3. Encoding of Patients Data (Phil Health/iclinicsys)	None	2 minutes	Window 5 - iClinicSys Bookbinder II
1. Wait to be called for vaccination of: • BCG • Flu • Pneumonia	2.1 Vaccine administration	None	2 minutes	Nurse IV
	1.2. Giving of health education and post immunization instructions/ monitoring	None	10 minutes	Nurse III
TOTAL		NONE	18 minutes	

14 .AVAILING OF LABORATORY SERVICES

The City Health Office provides laboratory services such as Dengue NS₁ and other services as well by outsourcing to our partner laboratory in Cadiz City. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division, Laboratory Section		
Classification:	Simple		
Type of Transaction:	G2C Government to Citizen		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Laboratory Request from the Doctor (1 original)		Doctor who examined the patient	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present laboratory Request to Window 6 and pay corresponding fees.	1.1 Receive laboratory request * Other laboratory services are outsourced and referred to our partner laboratory (PROMED Diagnostic Center).	NS1 test ₱ 300.00	2 minutes	Window 6- Records Section <i>Clerk III</i>
2. Submit complete requirements to Window 9. - Official receipt - Laboratory request	2.1. Receive official receipt and laboratory request.	None	2 minutes	Window 9 - Laboratory Section Med. Tech. III Med. Tech. II
	2.2. Register patient in the patient registry.		2 minutes	
	2.3. Collect specimen from the patient.		7 minutes	
	2.4. Examine specimen; read and interpret result.		20 minutes	
3. Obtain laboratory result.	4.1 Release laboratory result.	None	2 minutes	
TOTAL			35 minutes	
Dengue NS1 test		₱ 300.00		

15. AVAILING OF OUTPATIENT CONSULTATION

The City Health Office offers free general consultation, treatment and referral of cases to medical specialist for further management and to hospital if admission is necessary.

Office or Division:	City Health Office – Admitting / Records Section
Classification :	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
Referral Slip (1 original)	Barangay Health Station
Phil Health or any valid ID (1 original)	Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Referral Slip	1.1. Retrieval of records/ interview/admission and issue number. 1.2. Take patient's vital signs & conduct risk assessment 1.3. Encoding of Patients Data (PhilHealth/iClinicSys)	None None None	5 minutes 3 minutes 3 minutes	<i>Window 1- Records Section Nursing Attendant I</i> <i>Window 2- Admitting Section Nursing Attendant I</i> <i>Window 5- iClinicSys Bookbinder II</i>
2. Wait for number to be called to proceed to Physician	2.1 Call patient's assigned number and forward records to Physician 2.2. Examination/ Consultation of patient 2.3. Health education of patient	None None None	Depends on the number of patients who came first 20 minutes 5 minutes	<i>Window 2- Admitting Section Nursing Attendant I</i> Window 3 (Medical Section) <i>Assistant CHO Medical Officer III</i> <i>Nurse III on Duty City Health Office</i>
3. Proceed to the Pharmacy with prescriptions	5. Dispense prescribed medicines and give instructions on proper drug administration	None	4 minutes	<i>Window 4- Pharmacy Section Pharmacist III</i>
TOTAL		NONE	40 minutes	



16. AVAILING OF RADIOLOGICAL/X-RAY SERVICES

The City Health Office offers Radiological/X-ray services upon referral of the Doctor by outsourcing X-Ray services to the partner laboratory in Cadiz City. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division, Radiological/X-Ray Room			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
X-ray request (1 original)		Doctor who examined the patient		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present X-ray request to Window 8	1.1. Check X-Ray request and refer to PROMED Diagnostic Center. * All X-Ray services are outsourced and referred to PROMED Diagnostic Center.	None	2 minutes	Window 8- ABTC /Xray Scetion Radiologic Technologist III
TOTAL		None	2 minutes	

17. AVAILING OF TB iDOTS SERVICES

The City Health Office offers free management and treatment of patients with Tuberculosis. Medicines and sputum exam are provided free of charge. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Public Health Services Division, TB iDOTS Center			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Chart with Doctors Order/ Referral Slip from Private Doctors		City Health Office - Records Section, Medical Officers or Private Doctors		
X-ray film and result		CHO Radiology/X-ray Section or Private Laboratories		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Patient chart with Doctor's order/ Referral slip from Private Doctors to Window 10	1.1. Receive Patient Chart with Doctor's order/ Referral slip from Private Doctors	None	2 minutes	Window 10-TB iDOTS Center
	1.2. Schedule patient for GENE XPERT	None	2 minutes	
2. Submit sputum specimen on scheduled date for GENE XPERT	2.1. Collect sputum specimen	None	15 minutes	Med. Tech. III Med. Tech. II Window 10-TB iDOTS Center Med. Tech. III Med. Tech. II
	2.2. Examine specimen	None		
	For 1 Batch:			
	- Settling of specimen		15 minutes	
	- Incubation with reagent		35 minutes	
	- Specimen loaded in GENE XPERT machine		2 hours	
3. Wait for GENE XPERT result/s and further instructions	3.1 Release sputum result/s	None	3 minutes	Window 10-TB iDOTS Center Med. Tech. III Med. Tech. II
	3.2. Refer to admitting section		10 minutes	
4. Present Referral Slip to admitting section	4.1. Retrieval of records/ interview/admission and issue number.	None	10 minutes	Window 1-Records Section Nursing Attendant I
	4.2. Take patient's vital signs & conduct risk assessment	None	5 minutes	Window 2-Admitting Section Nursing Attendant I
		None	4 minutes	



	4.3. Encoding of Patients Data (Philhealth/IclinicSys)			<i>Window 5 - iClinicSYS Bookbinder II</i>
5. Wait for number to be called to proceed to Physician	5.1 Call patient's assigned number and forward records to Physician	None	7 minutes	<i>Window 1 - Records Section Nursing Attendant I</i>
	5.2. Examination/ Consultation of patient	None	15 minutes	
	<u>For MTB Detected patients:</u>			<i>Window 3- Medical Section Assistant CHO Medical Officer III</i>
	5.3. Endorse patient to NTP		3 minutes	
	5.4. Admit patient to TB/DOTS program		20 minutes	<i>Window 10- TB iDOTS Center Nurse III</i>
	5.5. Conduct health education of the patient		20 minutes	
	5.6. Give initial dose of TB Meds		5 minutes	
	5.7. Endorse patient to Brgy. Midwife		2 minutes	
TOTAL		None	8 hours	

EMERGENCY AND BIRTHING SERVICES DIVISION

18. AVAILING OF MATERNAL CARE / BIRTHING SERVICES

The Cadiz City Health Office Birthing Home is an 8 bed capacity, PhilHealth accredited birthing clinic that offers maternal and neonatal services (Intrapartum, , Post-natal care, Neonatal care, and referral of high-risk case to hospital) of Pregnant and Newborns. The service is available 24/7.

Office or Division:	City Health Office Birthing Home – Emergency & Birthing Services Division
Classification:	Complex
Type of Transaction:	G2C Government to Citizen
Who may avail:	All Non High-Risk Pregnant Women
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Home Based Maternal Record (HBMR) Card (At least 4 Pre-natal visits)	Barangay Health Center



Pelvic Sonography / Ultrasound results, CBC, Platelets, Blood Typing, HbsAg		Laboratories involved		
If with PHIC (Updated MDR with dependent's name, duly accomplished CF2, CF3, CSF – signed by employer if employed, Updated OR for self-paying		Philhealth LHIO Sagay City- (MDR and payment updating) Forms provided by CCHOBH Encoder		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure requirements and submit self for admission and assessment	1.1 Receive requirements and check for completion, interview patient and fill-up PER & ITR forms	None	15 minutes	(CHO Birthing Home) Nurse III
	1.2 Admit and assess the patient (Take vital signs, conduct physical examination Internal Examination, FHB, Fundic Height, AOG, EDC) and enter patient data and history *For High-Risk pregnancy refer immediately to hospital, fill-up Referral Form and encode to OHC.	None	15 minutes	Midwife IV <i>Midwife II</i>
				(CHO Birthing Home) Nurse III <i>Midwife IV</i>



2. Avail Maternal and Neonatal Services	2.1. Monitor progress of labor for normal deliveries	None	6 hours	Midwife II
		None	1 hour	
	2.2 Conduct normal spontaneous delivery	None	30 minutes	(Family Planning Room) Midwife V
	2.2 Conduct Post-Partum Care: -Vitamin A 200,000 IU Sublingual -Oxytocin 10 units IM -Episiorrhaphy	None	15 minutes	
	2.3 Provide Newborn Care: - Anthropometric Measurements -Crede's Prophylaxis -Hepa B Vaccine 0.5ml IM -Vitamin K 0.01ml IM -BCG 0.05ml ID	None	24 hours	
	2.4 Conduct Post-partum/newborn monitoring	None	30 minutes	
	2.5 Provide Family Planning Services and Health Education			
3. Pay fee & Present receipt of Delivery Fee for Non PHIC. Complete forms for PHIC	3.1 Issue official receipt for rendered services	₱ 1,800.00/ NSVD if not PhilHealth Member/ NBB for PHIC Member		Window 6 - Admin Division, CHO 8 am – 5 pm Mon- Fri (CCHOBH) 5 pm – 7 am Mon-Fri



		NGT Insertion ₱ 50.00 Foley Catheter insertion / removal ₱ 50.00 IV insertion ₱ 50.00 Oxygen Fee (beyond 4 hrs) +₱50.00/hr None	10 minutes	24 hrs Weekends and Holidays Job Orde/ Supervising Administrative Officer PHIC Encoders / Nurse III (CHO Birthing Home) Nurse III Midwife IV Midwife II
	3.2. Discharge the patient and give going home instructions after 24 hours or if complications occur refer immediately to hospital, fill up referral form and encode to OHC, wait for Hospital acceptance			
	TOTAL		1 day, 8 hours and 55minutes	

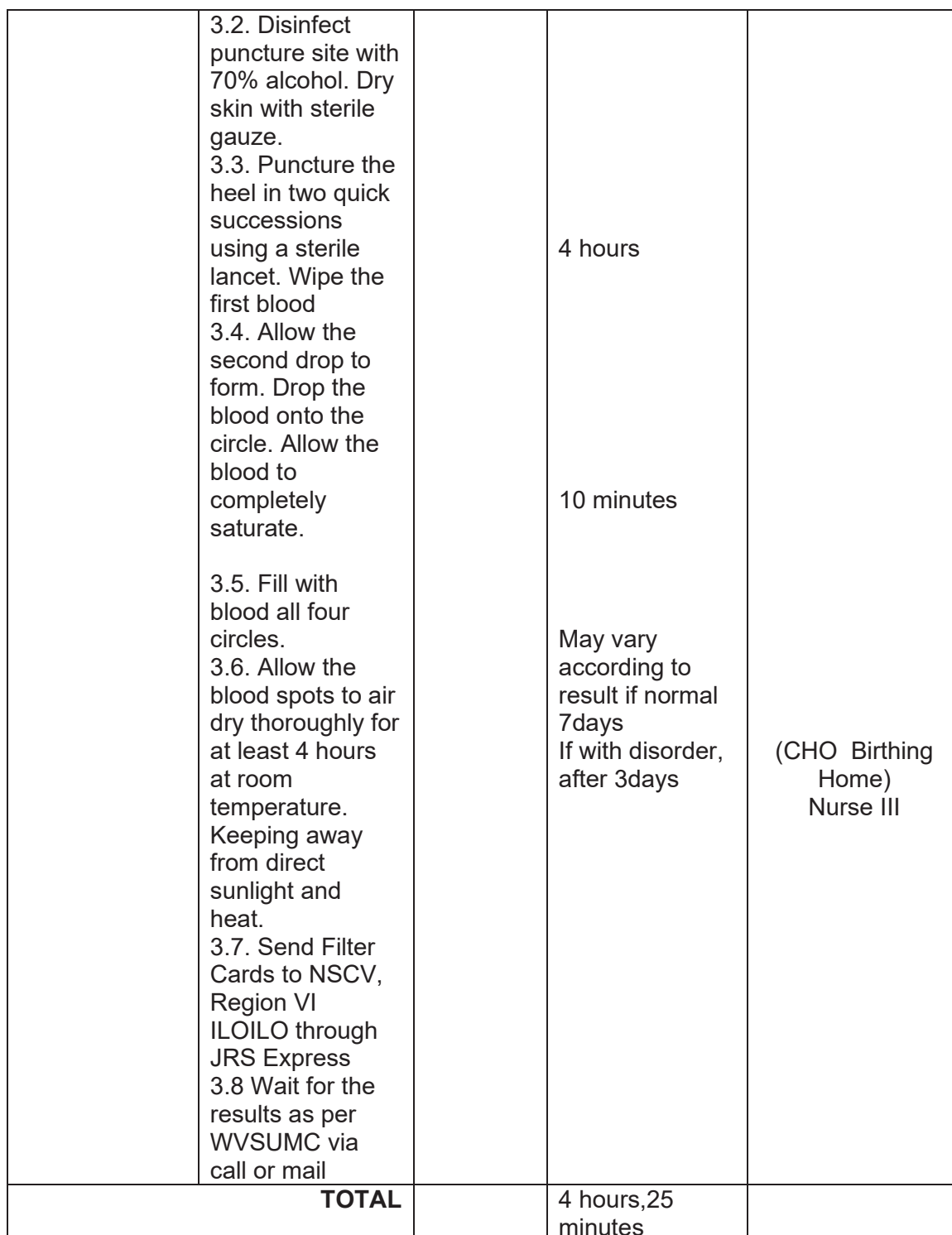
19. AVAILING OF NEWBORN SCREENING SERVICES

The Cadiz City Health Office Birthing Home provides the Newborn Screening Services in compliance with Republic Act 9288, the Newborn Screening Act of 2004. The program aims to save babies from mental retardation and even death, through detection and early treatment of congenital metabolic disorders. The service is available 24/7 with complete requirements.

Office or Division:	City Health Office Birthing Home – Emergency & Birthing Services Division						
Classification:	Highly Technical						
Type of Transaction:	G2C Government to Citizen						
Who may avail:	All Newborn Babies (24 hours after birth-28 days old)						
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>HBMR Mother's Book / ECCD (1 original copy)</td><td>Barangay Midwife</td></tr> <tr> <td>Patient's Chart (NSVD in CCHOBH Facility)</td><td>Cadiz City Health Office Birthing Home</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	HBMR Mother's Book / ECCD (1 original copy)	Barangay Midwife	Patient's Chart (NSVD in CCHOBH Facility)	Cadiz City Health Office Birthing Home
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
HBMR Mother's Book / ECCD (1 original copy)	Barangay Midwife						
Patient's Chart (NSVD in CCHOBH Facility)	Cadiz City Health Office Birthing Home						



(1 original copy)				
Certificate of Indigency from Barangay and CSWD (1 original copy)		Barangay Center and CSWD (City Hall 2)		
Official Receipt - 50% Discount if Resident and with Certificate of Indigency. Full payment for Non-Resident of Cadiz City (1 original copy)		City Health Office – Admin Section		
If with PHIC (Updated MDR with Newborn's name as dependent, duly accomplished CF2, CF2, CSF – signed by employer if employed, Updated OR for self-paying)		Philhealth LHIO Sagay City- (MDR and payment updating) Forms provided by CCHOBH Encoder		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry of the Services and requirements	1. Give detailed information of the services and requirements	None	5 minutes	(CHO Birthing Home) Nurse III
2. Payment of fee & submission of requirements	2.1 Receive requirements and check for completion. Issue official receipt for payment	With Certificate of Indigency – PHP 900.00 Without Certificate of Indigency and Non-Resident – PHP 1800.00	5 minutes	Window 6 - Admin Division, CHO Clerk III
	2.2 Register on Expanded Newborn Screening Logbook and prepare for Filter Cards	With PHIC-No Balance Billing None	5 minutes	(CHO Birthing Home) PHIC Encoder/ Nurse III
3. Present the newborn for blood extraction	3.1. Warm infant's foot for about 2 minutes to increase blood flow		5 minutes	(CHO Birthing Home) Nurse III





20. AVAILING OF OTHER MEDICAL SERVICES

The Cadiz City Health Office Birthing Home offers other medical service such as injection, insertion and removal of catheter, removal of sutures, wound dressing, nebulization, incision and drainage (I and D), cauterization and removal of foreign objects. The service is available 24/7.

Office or Division:	City Health Office Birthing Home – Emergency & Birthing Services Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Phil Health or any valid ID (1 original)		Client		
Doctor's Order		Attending Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire the services and present Doctor's Order	1. 1Give detailed information of the services and check Doctor's Order , interview patient and fill-up PER & ITR forms 1.2 Take Vital Signs	None	3 minutes	(CHO Birthing Home) <i>Nursing Attendant II</i>
2. Proceed at the Examining Area and submit self for the procedure	2.1. Call on the patient and perform the procedure Procedures available: - Injection - Catheter insertion/ removal - Sutures removal - Wound dressing - Nebulization - Incision and Drainage (I and D) - Cauterization	None	45 minutes *Case to case basis	(CHO Birthing Home) <i>Nurse III</i>



	- Removal of foreign bodies			
3. Pay fees and present Official Receipt	Receive payment and issue Official Receipt	Emergency Room fee ₱ 30.00 NGT Insertion ₱ 50.00 Foley Catheter insertion/removal ₱ 50.00 IV insertion ₱ 50.00 Suturing (Wound) ₱ 100.00 Oxygen Fee (beyond 4 hrs) +₱50.00/hr	3 minutes	Window 6 - Admin Division, CHO <i>Clerk III</i> 8 am – 5 pm Mon- Fri (CCHOBH) 5 pm – 7 am Mon-Fri 24 hrs Weekends and Holidays Job Order / Supervising Administrative Officer
	Check OR and conduct health education and give going home instructions	None	5 minutes	(CHO Birthing Home) <i>Nurse III</i>
TOTAL		NONE	56 minutes	

21. AVAILING OF OUTPATIENT CONSULTATION AT EMERGENCY BIRTHING HOME

The Cadiz City Health Office Birthing Home provides free general consultation, treatment and referral of cases to Medical Specialist for further management and to hospital if admission is necessary. The service is available from 8 am to 5 pm, Monday to Sunday, including holidays.

Office or Division:	City Health Office Birthing Home – Emergency & Birthing Services Division
Classification:	Simple



Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Phil Health or any valid ID (1 original)		Client		
Referral slip		Barangay Health Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present self and Referral Slip to the admitting section and answer questions based on Information Treatment Record	1. Receive and check the Referral Slip. Interview and fill-up ITR forms p 1.2 Take vital signs and enter patient data	None	10 minutes	(CHO Birthing Home) Nursing Attendant II
2. Wait for name to be called and proceed to Consultation Area	2.1 Call on patient to enter the consultation area	None	Depends on the number of patient prior	(CHO Birthing Home) Nursing Attendant II
	2.2. Conduct examination/ consultation and treatment of patient	None	30 minutes *Case to case basis	(CHO Birthing Home) Medical Officer IV Medical Officer III
	2.3 Conduct Health Education and give further instructions to the patient	None	3 minutes	(CHO Birthing Home) Nurse III
3. Bring doctor's prescription to the City Health Office Pharmacy	3.1 Dispense prescribed medicines and give instructions on proper drug administration	None	2 minutes	Window 4- Pharmacy Section, CHO Pharmacist III (Available only during office hours) 8:00 am – 5:00 pm
TOTAL		None	45 minutes	



22. AVAILING OF PRE- NATAL CARE (OB-GYNE) SERVICES

The Cadiz City Health Office Birthing Home is an 8 bed capacity, PhilHealth accredited birthing clinic that offers Pre-natal care services to pregnant women and giving referrals to High-risk mothers that needs further management to higher facility. The service is available 24/7.

Office or Division:	City Health Office Birthing Home – Emergency & Birthing Services Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Pregnant Women			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Home Based Maternal Record (HBMR) Card (At least 4 Pre-natal visits)		Barangay Health Center		
Pelvic Sonography / Ultrasound(1 original copy)		Ultrasound Clinic		
CBC Platelet, Blood Typing, HbsAg		Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present self and submit requirements to the admitting section	1.1 Receive requirements and check for completion, interview patient and fill-up PER & ITR forms 1.2Take vital signs and enter patient data	None None	10 minutes	(CHO Birthing Home) <i>Nursing Attendant II</i>
2. Proceed to examining room	Non-High Risk: 2.1 Examine and assess the patient conduct physical examination (FHB,Fundic Height, AOG,EDC) and enter patient data and history High-Risk: Refer immediately to hospital	None None	15minutes	(CHO Birthing Home) <i>Nurse III Midwife IV Midwife II</i>
3. Proceed to Nurse / Midwife on	4. Conduct Health education and give	None	5 minutes	(CHO Birthing Home)



duty for Health Education and instruction	additional information			Nurse III Midwife IV Midwife II
TOTAL		NONE	30 minutes	

23. AVAILING OF THERAPEUTIC WELLNESS AND PHYSICAL REHABILITATION SERVICES

The Cadiz City Health Office offers therapeutic wellness and physical rehabilitation. It establishes specific treatment plans to target patients' unique strengths, flexibility, biochemical issues and neurological challenges to promote recovery and independence. The service is available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Therapeutic Wellness and Physical Rehabilitation Center			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral from a physician		City Health Office or Private clinics		
Patient's Chart / medical records		City Health Office or Private clinics		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present self to the information section	1.1 Initial assessment of patient 1.2 Take patients data and vital signs 1.3 Schedule check up with Physiatrist	None	10 minutes 20 minutes *depends on case	(Rehabilitation Center) PT Assistant Physical Therapist
2. Consultation with Physiatrist	2.1 Conducts checkup and gives Physical therapy orders, management and medications for the course of treatment.	₱ 100.00/ patient	1 hour and 30 minutes	(Rehabilitation Center) Physiatrist Physical Therapist
3. Schedule for follow up check up	4. Patient will be evaluated after completion of	None	20 minutes	(Rehabilitation Center) Physiatrist



	treatment course			<i>Physical Therapist</i>
TOTAL		₱ 100.00/ session	2 hours and 20 minutes	
Rehabilitation Fee				

24. AVAILING TREATMENT OF URGENT/ EMERGENCY OR LIFE-THREATENING CASES

The Cadiz City Health Office Birthing Home provides consultation and management of urgent/emergency/life threatening cases. Emergency medicines and procedures are provided to those critically ill patients as temporary measures to preserve life until they are transported to appropriate hospital for further management if needed. The service is available 24/7.

Office or Division:	City Health Office Birthing Home – Emergency & Birthing Services Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All Patient in Life-threatening Condition			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present self to ER receiving area	1.1 Assess patient and fill-up PER & ITR	None	5 minutes	(CHO Birthing Home) <i>Nursing Attendant II</i>
	1.2 Take vital signs and enter patient data	None	5 minutes	
2. Proceed to examination/ consultation	2.1 Conduct examination/ consultation	None	10 minutes	Medical Officer IV Medical Officer III Nurse III Window 6- Admin Division, CHO 8 am – 5 pm Mon- Fri (CCHOBH) 5 pm – 7 am Mon-Fri 24 hrs Weekends and Holidays
	2.2. Conduct treatment of patient	None	30 minutes	
	Treatments may be: - First Aid Application/ Immediate Medical Management/ Basic Life Support - Minor Surgery/Wound Suturing	Emergency Room fee ₱ 30.00	5 minutes	



	2.3 Issue Official Receipt upon payment of fees	NGT Insertion ₱ 50.00 Foley Catheter insertion / removal ₱ 50.00 IV insertion ₱ 50.00 Suturing (Wound) ₱ 100.00 Oxygen Fee (beyond 4 hrs) +₱50.00/hr		Job Order / Supervising Administrative Officer
3. Proceed to the Nurse on duty for Health Education and further instructions	3. Conduct Health Education and give further instructions to the patient or refer to hospital.	None	5 minutes	(CHOBH Triage area) Nurse III
TOTAL		Emergency Room fee ₱ 30.00 NGT Insertion ₱ 50.00 Foley Catheter insertion / removal ₱ 50.00 IV insertion ₱ 50.00 Suturing (Wound) ₱ 100.00 Oxygen Fee (beyond 4 hrs) +₱50.00/hr	1 hour	



25. NUTRITION AND DIETARY COUNSELING

The City Health Office-Nutrition Division offers services to preschoolers aged 0-59 months old and parents of malnourished children free nutrition-related counseling to all Cadizon. The services are available from 8 am to 5 pm, Monday to Friday, excluding holidays.

Office or Division:	City Health Office – Nutrition Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Malnourished children, pregnant and lactating women, and children aged 0-59 months and school children, and the beneficiaries of nutrition program.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate / Referral		City Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register on the Customer Assistance Sheet	1.1 Checks the referrals or requirements if available	None	5 Minutes	Nutrition Officer III Nutrition Officer IV/CNAO
	1.2 Assess the client's nutritional status and determine the severity of malnutrition	None	10 Minutes	Nutrition Officer III Nutrition Officer IV/CNAO
	1.3 Counsel the parent/caregiver of child and pregnant or lactating adolescent/women, Provide necessary and appropriate nutrition intervention.	None	30 Minutes	Nutrition Officer III Nutrition Officer IV/CNAO
	1.5 Coordinate with BNS for follow-up and monitoring visit	None	10 Minutes	Nutrition Officer III Nutrition Officer IV/CNAO
TOTAL		None	55 Minutes	

SANGGUNIANG PANLUNGSOD OFFICE

External Services



1. Signing of Clearances of Graduating College Students

Graduating College Students have their clearances signed by the SP Secretary with initials from the City Library confirming that they have no pending borrowed books.

(8:00AM-5:00PM Monday-Friday)

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Graduating Students			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copy of clearance with initial of the In-charge of the Library Division		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Clearance to the SP Staff for signature of the SP Secretary	1. Receives and verify the clearance	None	5 minutes	<i>Administrative Officer1 LLSO II LLSO IV SP Secretary SP OFFICE</i>
	1.1 Prepare and let the SP Secretary sign the clearance	None	5 minutes	<i>Administrative Officer1 LLSO II LLSO IV SP Secretary SP OFFICE</i>
2. Receives the Clearance signed by the SP Secretary	2. Release the clearance to the Client requesting	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP Secretary SP Office</i>
	TOTAL	0.00	15 minutes	



2. Client request for a copy of a Resolution or an Ordinance and other documents

Client request for a copy of a Resolution or an Ordinance, minutes of meetings and other documents in the Office of the Sangguniang Panlungsod.

(8:00AM-5:00PM Monday-Friday)

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Client G2C			
Who may avail:	Public			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Valid ID Email address		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Asks and Fill up request form from the SP Office.	1. Provide request form to the client.	None	5 minutes	<i>Admini Officer I/ LLSO II/ LLSO IV SP OFFICE</i>
1.1 Submit filled up request form together with the Valid ID.	1.1 Receives and check the request form.	None	5 minutes	<i>Admin Officer I/ LLSO II/ LLSO IV/ SP Secretary SP OFFICE</i>
2. Receives and photocopy the document.	2. Give the requested document to the client for photocopy or send the copy of document thru email.	None	10 minutes	<i>Administrative Officer I/ LLSO II/ LLSO IV/ SP OFFICE</i>
3. Return the document.	3. Receives the borrowed documents requested and release clients valid ID.	None	5 minutes	<i>Administratvie Officer I LLSO II LLSO IV SP OFFICE</i>
	TOTAL	0.00	25 minutes	



3. Issuance of a certified true copy of Resolutions, Ordinances, Minutes of Meeting or other documents from the SP Office. (8:00AM-5:00PM Monday-Friday)

A Client request for a certified True copy of documents from the SP Office

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Client G2C			
Who may avail:	Public			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Valid ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask and Fill up the request form from the SP Office	1. Provide request form to the client	None	5 minutes	<i>Administrative Officer I/ LLSO II/ LLSO IV SP OFFICE</i>
1.1 Submit the Request form together with the Valid ID to SP Staff.	1.1 Receives and check the filled up Request form and Valid ID, SP Secretary checked the request and asked the staff to prepare the request.	None	10 minutes	<i>LLSO II Administrative Officer I SP Secretary SAO (Supervising Administrative Officer/s SP OFFICE</i>
2. Receives the payment form.	2. SP Staff issue the payment form with the specified amount to be paid	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP Office</i>
2.1 Pay and Secure Official Receipt to CTO	2.1 CTO receives payment and issues OR.	P50.00/page + 20.00 – convenience fee	10 minutes	<i>Cashier (CTO)</i>



3. Presents the OR to the SP Staff	3. Receives OR and attached to the requested documents.	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP Office</i>
3. Client received the document	3. Release the requested documents together with the clients valid ID.	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP OFFICE</i>
	TOTAL	P50.00/page + 20.00 convenience fee	40 minutes	

4. Issuance of Accreditation Certificate to Civil Society Organization, Non-Government Organization/People's Organization.

(8:00AM-5:00PM Monday-Friday)

The Cooperatives and Associations request accreditation for their organization as Civil Society Organizations, Non-Government Organizations and People's Organization. The Sangguniang Panlungsod approves and issue the Certificate of Accreditation.

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Client G2C			
Who may avail:	All SEC/CDA/DOLE registered associations/organizations for CSO,NGO/PO accreditations			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1.1. Receiving staff receives and checks the request	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP OFFICE</i>



	1.2. staff issue a payment form with the specified amount to be paid for the clients request of Certificate of Accreditation	None	5 minutes	Administrative Officer I Local legislative Staff Officer II (SAO) Supervising Administrative Officer SP Secretary SP OFFICE
2. Receives the payment form and Secure Official Receipt to CTO	2.1 CTO receives payment and issues OR.	P50.00 / document + 20.00 – convenience fee	10 minutes	Cashier (CTO)
2.2. Presents the OR to the SP Staff	3. Receives OR and attach to the certification	None	5 minutes	Administrative Officer I LLSO II LLSO IV SP Office
3. Receives the document and sign in the Record Book.	3. Release the approved Resolution and Accreditation certificate.	None	5 minutes	Administrative Officer I LLSO II LLSO IV SP OFFICE
TOTAL:		P50.00 / document + 20.00 convenience fee	30 minutes	



5. Issuance of Social Acceptability Certificate pursuant to Ordinance No. 06-2013, Series of 2013.

(8:00AM-5:00PM Monday-Friday)

The Sangguniang Panlungsod Office grants Social Acceptability Certificate to those environmentally critical businesses, projects, or activities of the City of Cadiz like: Quarry, Poultry, Piggery, Fish Pond, Resorts, Gasoline Stations etc.

Office or Division :	Sangguniang Panlungsod Office			
Classification:	Complex			
Type of Transaction:	Government to Client G2C			
Who may avail:	All interested operators or owners of environmentally critical businesses, projects, or activities in the City of Cadiz			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Form1 Endorsement letter from the City Mayor Client's Letter of intent. Barangay (Resolution & Public Consultation) - original copy Original Copy Inspection & Verification Report: CPDO (Local Zoning Ord) CHO (non-health hazard) CENRO (Local Environment Code)		SP office City Mayor's Office Client Barangay where the Business is located CPDO City Health Office CENRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. submit complete requirements to the Office of the SP	1.1 SP Staff receive and check the documents and affix date time and signature	None	10 minutes	<i>Administrative</i> <i>Officer I</i> <i>LLSO II</i> <i>LLSO IV</i> <i>SP OFFICE</i>



	1.2 For calendar in the Order of Business prepared every Monday morning, and referred to the Committee on Environment for inspection	None	5 working days	Local legislative Staff Officer II (SAO) Supervising Administrative Officer SP Secretary SP OFFICE
	1.3. Referral to the Committee during session for approval/dis-approval (every Tuesday in the afternoon)	None	1 day	SP member in-charge of the committee SP OFFICE
2. Prepares the approve resolution for signature	2.1 Preparation of the approved Resolutions to be signed by the SP Secretary and City Vice Mayor	None	2 days	Administrative Officer LLSO II LLSO IV SP Secretary Vice Mayor SP Office
3. Receives the payment form.	3.1 SP Staff issue the payment form with the specified amount to be paid	None	5 minutes	Administrative Officer I LLSO II LLSO IV SP Office
3.1 Pay and Secure Official Receipt to CTO	3.1 CTO receives payment and issues OR.	P50.00 / document + 20.00 – convenience fee	10 minutes	Cashier (CTO)



3.2 Present OR to the SP Staff.	3.2 Receive OR from the client and prepare the Resolution and Certificate of Social Acceptability signed by the SP Secretary	None	15 minutes	Administrative Officer I LLSO II SP Secretary SP OFFICE
3.2. Receives the approved resolution and Certificate of Social Acceptability and sign in the Record Book.	3.2 Releasing of approved Resolution	None	5 minutes	Administrative Officer I LLSO II LLSO IV SP SECRETARY OFFICE
TOTAL:	P50.00/document + 20.00 convenience fee	8 days 45 minutes		



1. Access to Books and Other Reference Materials

Provide assistance for easier and efficient retrieval of information sources such as books, magazines, newspapers, academic journals, and other reference materials that clients can only access and use inside the library.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.

Office or Division:	Cadiz City Public Library			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	ALL			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook at the entrance before entering and deposit personal belongings.	1.1 Provide the log book and assist for signing	None	1 minute	Admin Aide III SP Library Division
	1.2 Guide the client to the baggage counter to deposit personal items (excluding valuables) and provide the claim number.	None	2 minutes.	Admin Aide III SP Library Division
2. Client may proceed to the bookshelves area or search the OPAC for the material/s needed.	2. Guide the clients on how to use the OPAC/find the material they want to borrow/use.	None	5 minutes	Admin Asst. I SP Library Division
3. After use, leave the books & other materials on the table and log out.	3. Check and collect the book/s for shelving and statistics.	None	3 minutes	Admin. Aide II SP Library Division
TOTAL:		NONE	11 minutes	

	rules with the client and approve the application.			
2 Sign and Receive library ID.	2. Release the signed and approved library ID and file the borrower's card for the record.	None	10 minutes	Local Leg. Staff SP Library Division
TOTAL		NONE	35 minutes	

3. Library I.D. renewal

Every year the client should renew the application and library I.D. to avail of borrowing books and periodicals.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.

Office or Division:	Cadiz City Public Library			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Citizen of Cadiz (Age 10 and up)			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Old Library ID		1. Client/ ID Holder		
2. Application form (to be signed by a guarantor either Class Adviser, City Employees, and Government Officials)		2. CCPL Circulation Counter		
3. 1x1 Picture (2) pieces				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client shall present the old library ID, fill out the application form, attach a picture, and submit the required	1. Verify the renewal and check for any unreturned book. Then, Bring the I.D card for approval and	None	10 minutes	Local Leg. Staff SP Library Division



documents at the circulation counter.	signing by the SP Secretary/ Librarian or Library in-charge 1.2 SP Secretary/ Librarian or Library in-charge sign and approve the application.	None	5 minutes	Admin. Asst. I City Library In-Charge SP Library Division
2. Sign and Receive the New library ID	2. Release the signed and approved library ID and file the borrower's card for the record.	None	10 minutes	Local Leg. Staff SP Library Division
TOTAL		NONE	25 minutes	

4. Borrowing and returning of books and periodicals

The library clients can borrow as long as they follow the borrowing guidelines and returning on or before the due date on given time.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.

Office or Division:	Cadiz City Public Library			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Citizen of Cadiz City			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Library ID		1.Cadiz City Public library		
2. Borrowing form		2. CCPL Circulation Counter		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client shall present Library ID and fill out Borrowing form at	1. Check if the book is for library use only or available for	None	15 minutes	Local Leg. Staff



the Circulation counter	checkout. Inform borrowers of the guidelines, record the borrowed on their card, and then release the books.			SP Library Division
2. Return the book/s	2. Receive the returned book, check the due date, and record it for check-in.	None	5 minutes	Local Leg. Staff SP Library Division
3. Returning the overdue book/s	3. Issue up to three warnings for violations, then suspend borrowing privileges if necessary.	None	10 minutes	Admin. Asst. I City Library In-Charge SP Library Division
TOTAL:		NONE	30 minutes	

5. Photocopying of books and periodicals

The library clients can photocopy books and periodicals as long as they follow the borrowing guidelines.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.

Office or Division:	Cadiz City Public Library			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	ALL (aged 10 and above)			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the following ID 1.1 Library ID 1.2 Student ID (presently enrolled) 1.3 Company ID 1.4 Government issue		1. Any of the following institution/agency: 1.1 Cadiz City Public Library 1.2 School/College/University 1.3 SSS, GSIS, LTO, and other government issuing agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client shall present Valid ID	1. Check and record the	None	25 minutes	Local Leg. Staff



or Library ID, along with the books or periodicals they intend to photocopy.	number of pages for photocopying. Inform clients of the allowable time for photocopying outside.			SP Library Division
2. After photocopying, return the book/s or periodical/s to the circulation counter.	2. Check the book for no damages and record for check-in.	None	5 minutes	Local Leg. Staff SP Library Division
3. The library client receives his/her Valid ID or Library ID and clear for check out	3. Assist for checkout and Returns Valid ID or Library ID of the client.	None	2 minutes	Admin. Asst. IV SP Library Division
TOTAL:		NONE	32 minutes	

6. Use of Computers and Internet services.

The library clients are free to use the library computers with internet connectivity and free Wi-Fi for one hour to ensure availability for others.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.

Office or Division:	Cadiz City Public Library			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	ALL			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook at the entrance before entering and deposit personal belongings.	1.1 Provide the log book and assist for signing	None	1 minute	Admin Aide III SP Library Division
	1.2 Guide the client to the	None	2 minutes.	Admin Aide III



	baggage counter to deposit personal items (excluding valuables) and provide the claim number.			SP Library Division
2. Log in at the E-library counter.	2. Provide a logbook and assist with signing.	None	2 minutes	Local Leg Staff SP Library Division
3. Ask the assigned number of the computer to use and wait to be accommodated.	3. Check the availability of computers, give the assigned number of computers, and inform the client for one hour of use only.	None	2 minutes	Local Leg Staff SP Library Division
4. Close all tabs/applications used.	4. Assists client if requested or when the need arises.	None	2 minutes	Local Leg. Staff SP Library Division
5. Sign log out in E-library counter.	5. Checks if client signed logbook.	None	1 minute	Local Leg Staff SP Library Division
TOTAL:		NONE	10 minutes	

7. Free Printing Service

Cadiz City Public Library offers free printing to students, helping them easily complete assignments and projects and making learning more accessible.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.

Office or Division:	Cadiz City Public Library
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Students
CHEKLIST OF REQUIREMENTS	
E- library card	CCPL E-lib Section



1x1 picture (1 piece)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook at the entrance before entering and deposit personal belongings, then proceed to E-library section.	1.1 Provide the log book and assist for signing	None	1 minute	Admin Aide III SP Library Division
	1.2 Guide the client to the baggage counter to deposit personal items (excluding valuables) and provide the claim number.	None	2 minutes.	Admin Aide III SP Library Division
2. Log in at the E-library counter and inquire for free printing.	2. Provide logbook and assist with signing, and provide the e-library card to fill out.	None	2 minutes	Local Leg Staff SP Library Division
3. Client must complete the E-library card application with an attached picture and submit at the E-library counter.	3. File the client's e-library card. Inform the client of the maximum pages for free printing. Proceed to print the documents.	None	20 minutes	Local Leg Staff SP Library Division
4. The library client receive his/her printed document and log out at the E-library counter.	4. Assist client for log out.	None	5 minutes	Local Leg Staff SP Library Division
TOTAL:		NONE	30 minutes	

8. LGU, DEPED EMPLOYEES' CLEARANCE FORM SIGNING.

Employees must settle their records for borrowing books and other library materials to ensure compliance with the clearance form.

City Library is open from Mondays to Fridays from 8:00 A.M. to 5:00 P.M., except Saturdays, Sundays and Holidays.



Office or Division:	Cadiz City Public Library			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	LGU AND DEPED EMPLOYEES (for Retirement, Resignation, Maternity leave and Vacation leave (outside the country))			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
City Clearance Form (completely filled-up)		Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook at the entrance before entering and deposit personal belongings, then proceed to circulation counter.	1.1 Provide the log book and assist for signing	None	1 minute	Admin Aide III SP Library Division
	1.2 Guide the client to the baggage counter to deposit personal items (excluding valuables) and provide the claim number.	None	2 minutes.	Library Aide III SP Library Division
2. The client shall settle their account at the circulation counter and may proceed to the librarian's office/ library in-charge for initial.	2. Review the client's records, provide settlement instructions, and verify record clearance before initial the document.	Replace or buy book/s with the same title and edition (if failed to return the borrowed books)	10 minutes	Local Leg Staff SP Library Division
3. Receive the initial clearance, and the client may proceed to the SP Secretary office for signature and release.	3. Assist client for log-out.	None	3 minutes	Admin. Aide III SP Library Division
TOTAL:		NONE	16 minutes	

OFFICE OF THE CITY AGRICULTURIST

External Services



1. Accessing Technical Assistance On Coastal Resource Management (CRM)

The Office of the City Agriculturist (OCAg) is concerned also on extending technical services to fisher folk beneficiaries to help understand the new technology on aquaculture/Mari culture project, mangrove rehabilitation project and other assistance needed in relation to CRM that OCAg can offer.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Fisherfolk or anyone seeking for technical assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		By the client/beneficiary(ies)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to OCAg	1. Inquire the client on the specific needs or technical assistance needed	None	5 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
2. Proceed to the concerned staff	2. Assess the needs: - (for simple inquiries) render the required technical assistance	None	15 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg

	- (for inquiries needing site validation) schedule site visit*			<i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
3. Prepare for site visit	3. Site visit,** validation and render technical assistance therein	None	2 Hours	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
TOTAL:		None	20 Minutes to 2 Hours & 20 Minutes (if site visit requires)	

* depends on the available schedule of the client and the personnel

**Travel time may vary depending on location or site

2. Accessing Technical Assistance/Consultation On Crop Production

Technical assistance is designed to help farmers increase productivity in the most sustainable way. The City Agriculture Office provides technical assistance to help farmers understand and use new technology and methods in response to the problems that arises in the field.



Office or Division:	Office of the City Agriculturist – Farm and Crops Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All farmers, entities, or cooperatives of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (for institution only)		Schools, Barangay, or any institution concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for technical assistance on crop production.	1. Inquire the client on their specific needs for technical assistance.	None	10 Minutes	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg <i>Agriculturist II</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg <i>Farm Foreman/AT</i> Farm and Crops Mgt. Division, OCAg <i>HVCD Coordinator</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
2. Approach the concerned staff	2. The concerned staff attends	None	30 Minutes	<i>Supervising Agriculturist/OIC</i> Farm



on the subject matter for a query	to the client's inquiry and gives the service and information that is asked; schedule the on-site visit when necessary			and Crops Mgt. Division, OCAg <i>Senior Agriculturist</i> Farm and Crops Mgt. Division, OCAg <i>Agriculturist II</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg <i>Farm Foreman/AT</i> Farm and Crops Mgt. Division, OCAg <i>Utility II/Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg <i>Administrative Assistant</i> Farm and Crops Mgt. Division, OCAg <i>HVCD Asst. Coordinator</i> Farm and Crops Mgt. Division, OCAg
TOTAL :		None	40 Minutes	



3. Auxiliary Invoice/Permit

Auxiliary Invoice or Permit shall be issued to any person and/or entity who tend to ship or cause to be shipped any fish, fishery products, fresh and processed or preserved out from Cadiz City to its point of destination.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General public and businessmen and shippers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
The fishery products will be inspected in compliance to the rules and regulation of the Basic Fishery Ordinance of the city, of R.A. 10654 and other laws related to ‘prohibited species’ including rare, threatened and endangered species or any other fisheries species with specific laws or ordinances.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the fishery products for inspection	1. Inspect fishery product and determination of appropriate fees*	None	8 minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
2. Pay appropriate fee	2. Receive payment and issue O.R.	None	c/o Treasurer’s Office	c/o Treasurer’s Office personnel
3. Bring O.R. to OCAg	3. Issue of Auxiliary Invoice/Permit		5 minutes	Anyone of the following: <i>Aquaculturist II</i>



				Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
TOTAL:			None	13 minutes

* fees depend on product and volume to be shipped

4. Availing Assistance on Agricultural Inputs and Tools

The Office of the City Agriculturist facilitates the provision of agricultural inputs such as but not limited to palay, corn, vegetable seeds, seedlings of fruit trees, fertilizer, agricultural tools, and the like in support to sustainable and attainment of food sufficiency program of the City. Validation and proper evaluation of beneficiaries are being conducted prior to availing of support assistance.

Office or Division:	Office of the City Agriculturist – Farm and Crops Management Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Qualified Farmer/Beneficiaries, all residents of Cadiz City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1 (one) Valid Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, COMELEC, LTO, Senior Citizen's Office, Phil Health, and other Government authorized agencies	
Registry System for Basic Sectors in Agriculture (RSBSA) Registration		City Agriculture Office, Cadiz City	
Request Letter (for institution only)		Schools, Barangay, or any institution concerned	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID	1. Assess the client on the assistance needed and refer to personnel assigned per commodity	None	2 Minutes	Supervising Agriculturist/OIC Farm and Crops Mgt. Division, OCAg <i>Senior Agriculturist</i> Farm and Crops Mgt. Division, OCAg
	1.1 Verification of RSBSA registration through FFRS (when applicable)	None	2 Minutes	<i>Agriculturist II /RSBSA Focal Person</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg <i>Farm Foreman/AT</i> Farm and Crops Mgt. Division, OCAg <i>HVCD Coordinator</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
	1.2 Approval of letter request (when applicable)	None	3 Minutes	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg



2. Documentation	2.1 Assist client in complying documents	None	15 Minutes	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg
	2.2 Issuance of claim slip to the client			<i>Agriculturist II /RSBSA Focal Person</i> , Farm and Crops Mgt. Division, OCAg
	2.3 Take client's picture (when applicable)			<i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg
	2.4 Releasing of supplies			<i>Farm Foreman/AT</i> Farm and Crops Mgt. Division, OCAg
				<i>HVCD Coordinator</i> Farm and Crops Mgt. Division, OCAg
				<i>Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
TOTAL :		None	22 Minutes	

5. Fishing Boat Insurance

The provision of fishing boat insurance is part of the services rendered by PCIC thru the Office of the City Agriculturist (OCAg).

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division
Classification:	Simple
Type of Transaction:	G2C – for government services whose client is the transacting public
Who may avail:	All residents of Cadiz City with fishing boat (maximum of 3 fishing boats per owner).
CHECKLIST OF REQUIREMENTS WHERE TO SECURE	



2 photocopies of valid Mayor's Permit		Admin – Licensing Division		
1 printed copy of picture of the vessel with owner		Office of the City Agriculturist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Interview with fisheries personnel and signing of Insurance form	1. Interview using PCIC Insurance Form	None	10 Minutes	<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
	2. Prepare Form 3 to be signed by the City Mayor*	None	3 Hours	<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Supervising Agriculturist/OIC,</i> OCAg
2. Documentation	3. Along with other documents, submit documents to PCIC		5 Minutes	<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Supervising Agriculturist/OIC,</i> OCAg
TOTAL :		None	3 Hours and 20 Minutes	

* depends on the availability of the City Mayor



6. Fishing Boat Registration, Fishing Boat License, Fishing Gear License

Registration of fishing boats, motorized or non-motorized, of three (3) gross tons or less and its fishing gears valid for one (1) year upon issuance of Mayor's Permit.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – for government services whose client is the transacting public			
Who may avail:	All residents of Cadiz City with fishing boat & fishing gears			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MARITIME Clearance (for new registration only)		PNP – Maritime Group (as per E.O. 305)		
2 copies of the picture of the vessel (5R) <i>(for new registration only)</i>		Any photo studio		
Enrollment to Fish-R & RSBSA <i>(for new or renewal)</i>		Office of the City Agriculturist		
Barangay Certification of boat ownership <i>(for new or renewal)</i>		Barangay Hall		
Community Tax Certificate or Cedula of the owner and the operator or crew <i>(for new or renewal)</i>		Barangay Hall/City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Check documents submitted: - If okay, fill up Form 1 and proceed to # 2 If not, ask the client to comply the requirements first	None	10 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg



				<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
2. Make sure the fishing boat and gear is ready for inspection	2. Schedule for inspection* - Inspect fishing boat (admeasurement for new) & its fishing gear	None	4 Hours	<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
3. Receive Form 2 to be issued at OCAg	3. Issue Form 2 (Certified Standard Admeasurements Form)			<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Supervising Agriculturist/OIC, OCAg</i>
4. Pay appropriate fees and charges	4. Determine fees & charges and receive payment		c/o Treasurer's Office	c/o Treasurer's Office personnel
5. Process documents	5. Issue Health Certificate (green card) for operator & crew			c/o City Health Office personnel
6. Process documents at designated Office	5. Determine fees & charges and receive payment			c/o Treasurer's Office personnel
6. Process documents at designated Office	6. Issue Mayor's Permit			c/o Admin – Licensing Division personnel
7. Submit 2 photocopies of Mayor's permit	7. Accept photocopies of the document(s) rendered	None	2 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture



				and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
TOTAL:		None	4 Hours and 22 Minutes	

** depends on the availability of the fishing boat to be inspected*

7. Fishing Net and Paraphernalia Dispersal

This is part of the LGU's initiative thru the Office of the City Agriculturist (OCAg) to provide livelihood assistance to fisherfolk as part of Food Production.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – for government services whose client is the transacting public			
Who may avail:	Residents of Cadiz City who are engaged in fishing			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Mayor's Permit		Issued by Admin – Licensing Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	1. Verify requirements submitted: - If okay, proceed to # 2 If not, ask the client to comply the requirements first	None	10 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i>



				Coastal Resources and Aquaculture and Management Division, OCAg
	2. Check the availability of appropriate nets and paraphernalia to be given	None	30 Minutes	<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
2. Interview with personnel	3. Interview details for the Acknowledgement Receipt	None	4Hours	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
3. Receive fishing nets and paraphernalia and sign documents	4. Turn-over of fishing nets and paraphernalia and signing of Acknowledgement Receipt		c/o Treasurer's Office	c/o Treasurer's Office personnel
4. Have picture taken together with the fishing nets and paraphernalia	5. Photo Documentation		3 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i>

				Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
6. Process documents at designated Office	2. Check the availability of appropriate nets and paraphernalia to be given	None	30 Minutes	<i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
TOTAL:		None	4 Hours and 22 Minutes	

* depends on the availability of funds and materials

8. Fisherfolk Registration (Fish-R)

Fisherfolk registration is the profiling and listing of all fisherfolk of the city who are engaged in any fisheries activities such as but not limited to actual fishers, gleaners, fish vendors, fishpond workers and operators, boat owner, operators and crew and others. This is also one of the basis in availing the services and assistance from LGU and from BFAR.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents of Cadiz City who are engaged in any fisheries activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) valid identification card		Issued by any government or private office		
If ID is without residential address stated, bring any proof of being a resident of Cadiz City		Issued by any government or private office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	1. Verify requirements submitted:	None	2 Minutes	Anyone of the following:



	- If okay, proceed to #2 If not, ask the client to comply the requirements first			<i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
2. Interview with fisheries personnel and signing of form	2. Interview using standard fisherfok registration form	None	10 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
3. Have picture taken	3. Picture taking	None	3 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg



				and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
TOTAL:		None	15 minutes	

9. Issuance of Certification (for Coverage or Non-Coverage of SAFDZ-NPAAAD)

SAFDZ-NPAAAD means Strategic Agriculture and Fisheries Development Zone – Network of Protected Area for Agricultural and Agro-Industrial Development. All areas classified as agricultural and fisheries zones were declared under the SAFDZ-NPAAAD and shall never be further reclassified into other zones without the approval of the Sangguniang Panlungsod of Cadiz. The office is the one issuing certification to this effect whether the area is within the classified zones or not. The certification is most needed during the reclassification as required by the Department of Agriculture (DA) and/or Department of Agrarian Reform (DAR).

Office or Division:	Office of the City Agriculturist- Farm and Crops Management Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Any person, entity, corporation, or cooperative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request letter for the issuance of certification		Client	
Zoning Certification		City Planning & Development. Office (CPDO)	
Photocopy of Land Title		Landowner	
Vicinity Map of the Area		Landowner	
Special Power of Attorney authorizing a third party to request/get/process documents (if applicable)		Landowner	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Check documents submitted	None	1 Minute	<i>Administrative Assistant // Administrative Division, OCAg</i>
	1.1. Inspection and Verification of submitted documents	None	3 Minutes	<i>Supervising Agriculturist/OIC, OCAg</i>
2. Payment of Certification Fee at the Treasurer's Office	2. Determine fees & charges and receive payment		c/o Treasurer's Office	<i>Collecting Officer City Treasurer's Office</i>
3. Present Official Receipt of fees to the Office of the City Agriculturist	3. Issuance of Certification	None	1 Minute	<i>Supervising Agriculturist/OIC, OCAg</i>
	3.1 Releasing of Certification	None	1 Minute	<i>Administrative Assistant // Administrative Division, OCAg</i>
TOTAL:		None	6 Minutes	

10. Issuance of Shipping Permit (Plant/Plant Products/By-products)

Any person and/or entity that tends to ship any plant, plant products, or by-products out of the City of Cadiz to its point of destination shall secure an auxiliary invoice from the City Treasurer's Office as payment of fees for issuance of shipping permit. This is done in compliance with the Revised Revenue Code of the City of Cadiz 2012, Chapter IV, Article A under City Ordinance No. 6-2012 Series of 2012.

Office or Division:	Office of the City Agriculturist – Farm and Crops Management Division
Classification:	Simple



Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All farmers/beneficiaries/shippers who are qualified for the program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 (one) Valid Government Issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, COMELEC, LTO, Senior Citizen's Office, PhilHealth, and other Government authorized agencies		
Basic information; name and address of shippers and consignee, distribution; mode of conveyance		Shipper		
Plant/plant by-product to be shipped		Shipper		
Official Receipt (1 original copy)		City Treasurer Office (Collecting Officer)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID, secure and fill up shipping permit form	1. Verify submitted valid ID and shipping permit form	None	2 Minutes	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg <i>Agriculturist II</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg <i>Administrative Assistant II</i> Administrative Division, OCAg
2. Declare plant/plant by-product to be	2. Inspection of plant	None	2 Minutes	<i>Supervising Agriculturist/OIC</i> Farm



shipped	products and disinfection (if necessary)			and Crops Mgt. Division, OCAg <i>Agriculturist II</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg
3. Payment of Certification Fee at the City Treasurer's Office	3. Determine fees & charges and receive payment		c/o Treasurer's Office	<i>Collecting Officer</i> City Treasurer Office
4. Present the Official Receipt to the Office of the City Agriculturist	4. Attached receipt to the shipping permit	None	1 Minute	<i>Administrative Assistant II</i> Administrative Division, OCAg
	4.1 Issuance of shipping permit	None	1 Minute	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg
TOTAL :		None	6 Minutes	

11. Issuance of Crop Insurance (For Coverage of Insurance for Crops, Livestocks, and Personal Accident Dismemberment Security Scheme (ADSS) for Farmers and Fisherfolks)

The result of the Registry System for Basic Sectors in Agriculture (RSBSA) has classified the populace into farmers and fisherfolk which entitled them to free insurance for only one priority commodity, livestock, and fishing boats through the Philippine Crop Insurance Corporation (PCIC) for free. In addition, the farmers and fisherfolk and their respective family members may avail of



the personal Accident Dismemberment Security Scheme (ADSS) for a minimal amount as a premium with an insurance coverage of one (1) year. The PCIC deputizes the personnel of the office as underwriters for the purpose. Aside from the massive campaign conducted per barangay, walk-in insurance coverage is welcome and encouraged.

Office or Division:	Office of the City Agriculturist – Farm and Crops Management Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All person, entity, corporation, or cooperative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid Government-issued Identification Card	BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, COMELEC, LTO, Senior Citizen's Office, PhilHealth, and other Government authorized agencies
For High-value crops (minimum of 500 sq m, monocrop) a. RSBSA registration number Accomplished HVCI UPI Form 2	Client, City Agriculture Office Client, City Agriculture Office (HVCD coordinator)
For Sugarcane (minimum of 0.25ha, maximum of 1.00ha) a. Age of crops : 3 mos & below b. RSBSA registration number Accomplished HVCI UPI Form 2 and Farm Plan and Budget Form	Client, City Agriculture Office Client, City Agriculture Office (HVCD coordinator)
For Rice (minimum of 0.15ha, maximum of 1.50ha) a. Age of crops: 15 days & below b. RSBSA registration number PCIC Form	Client, City Agriculture Office
For Livestock: a. RSBSA registration number b. For the ff. animals: 1. Chicken: (minimum of 500 birds) - Certificate of Ownership 2. Large Animals - Credentials 3. Swine:	Client, City Agriculture Office Certification from City Veterinary Office/Barangay where the farm is located Client, City Veterinary Office



- Certificate of Ownership - Max. no. of heads for: • fattening (50 days – 2 mos old) - 10 heads • breeding (6 mos. – 3 yrs. old) - 10 heads		Certification from City Veterinary Office/Barangay where the farm is located		
Valid Government-issued Identification Card		BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, COMELEC, LTO, Senior Citizen's Office, PhilHealth, and other Government authorized agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and answer insurance validation interview and signing of insurance form	1.1. Conduct interview and fill up insurance application form. Fill-up the Farm Plan and Budget form and sign- for sugarcane only 1.2. Ask client to physically sign the insurance application form. Incapacitated individual can also use a thumbmark 1.3. Give a copy of insurance application form to client	P60.00 (Optional for ADSS)	10 Minutes	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg <i>Agriculturist II</i> Farm and Crops Mgt. Division, OCAg <i>HVCD Coordinator</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
TOTAL:		P60.00 (Optional for ADSS)	10 Minutes	



12. Registration of Farmers

Farmers Registration is the profiling and listing of farmers of Cadiz City under the Registry System for Basic Sectors in Agriculture of the Department of Agriculture, as per R.A. 8435. Registration of farmers serves as a requirement and basis for receiving/availing services, assistance, and related programs and projects from the Department of Agriculture and its attached agencies through the Office.

Office or Division:	Farm and Crops Management Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All farmers, farm laborers/workers of Cadiz City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 (one) Valid Government Issued Identification Card and 1 (one) back-to-back photocopy needed	BIR, Post Office, DFA, SSS, GSIS, Pag-IBIG, COMELEC, LTO, Senior Citizen's Office, PhilHealth, and other Government authorized agencies
1. Ownership Document (1 photocopy needed per type of copy of any of the following) a. Certificate of Land Transfer b. Emancipation Patent c. Individual Certificate of Land Ownership (CLOA) d. Collective CLOA e. Co-ownership CLOA f. Agricultural Sales Patent g. Homestead Patent h. Free Patent i. Certificate of Title/Regular Title j. Certificate of ancestral Domain Title k. Certificate of Ancestral Land Title l. Tax Declaration Or	1. Registry of Deeds, Department of Agrarian Reform. Assessor's Office



2. Lessee-Lessor Contract of Agreement (1 photocopy needed per type of copy needed) Or		2. Landowner		
3. Original Copy of Barangay Certification (indicating area cultivated and commodity being planted)		3. Barangay Hall (where the farm area is located)		
1 (one) 2 x 2 picture taken within 6 months (colored with white background)		Any Photo Studio		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Assess and verify submitted documents - If okay, proceed to step 2 - If not, ask the client to comply the lacking requirements	None	5 Minutes	<i>Supervising Agriculturist/OIC Farm and Crops Mgt. Division, OCAg</i> <i>Agriculturist II Farm and Crops Mgt. Division, OCAg</i> <i>Agricultural Technologist Farm and Crops Mgt. Division, OCAg</i> <i>HVCD Coordinator Farm and Crops Mgt. Division, OCAg</i> <i>Agricultural Extension Worker Farm and Crops Mgt. Division, OCAg</i>



2. Answers interview based on enrollment form; signing of form and thumb marking	2.1 Conduct an interview based on the enrollment form and let the client sign in and thumb marking	None	10 Minutes	<i>Supervising Agriculturist/OIC Farm and Crops Mgt. Division, OCAg</i> <i>Agriculturist II Farm and Crops Mgt. Division, OCAg</i> <i>Agricultural Technologist Farm and Crops Mgt. Division, OCAg</i> <i>HVCD Coordinator Farm and Crops Mgt. Division, OCAg</i> <i>Agricultural Extension Worker Farm and Crops Mgt.</i>
	2.2 Validation of area whenever necessary	None	Depend on distance of client's area	<i>Supervising Agriculturist/OIC Farm and Crops Mgt. Division, OCAg</i> <i>Senior Agriculturist Farm and Crops Mgt. Division, OCAg</i> <i>Agriculturist II Farm and Crops Mgt. Division, OCAg</i> <i>Agricultural Technologist Farm and Crops Mgt. Division, OCAg</i>



				<i>Farm Foreman/AT</i> Farm and Crops Mgt. Division, OCAg <i>HVCD Coordinator</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Extension</i> <i>Worker</i> Farm and Crops Mgt. Division, OCAg
TOTAL:		None	15 Minutes	

13. RSBSA Enrollment

RSBSA enrollment is part of the Department of Agriculture's (DA) commitment to serve the agriculture sector better thru profiling of all those whose livelihood is related to agriculture. With fisheries being part of agriculture, all fisherfolk are therefore eligible for RSBSA enrollment.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents of Cadiz City who are engaged in any fisheries activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) valid identification card		Issued by any government or private office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	1. Verify requirements submitted: - If okay, proceed to #2 If not, ask the client to comply the requirements first	None	2 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg



				<i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
2. Interview with fisheries personnel and signing of form	2. Interview using RSBSA enrollment form	None	10 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture and Management Division, OCAg
3. Have picture taken	3. Picture taking	None	3 Minutes	Anyone of the following: <i>Aquaculturist II</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Aquaculturist I</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Boatswain</i> Coastal Resources and Aquaculture



				and Management Division, OCAg
TOTAL:		None	15 minutes	

* for fisherfolk who would like to register land properties, please refer to the steps provided in Registration of Farmers in the Farm and Crops Management Division of OCAg

14. Tilapia Fingerling Dispersal

Tilapia Hatchery is being maintained at the Office of the City Agriculturist (OCAg) for the LGU to provide livelihood support thru tilapia fingerling dispersal and other technical assistance related to it as part of Food Security.

Office or Division:	Office of the City Agriculturist – Coastal Resources and Aquaculture Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All resident of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		By the client/beneficiary(ies)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to OCAg	1. Inquire the client on the specific needs or technical assistance needed	None	10 minutes	Senior Agriculturist Coastal Resources and Aquaculture and Management Division, OCAg
2. Proceed to the concerned staff	2. Assess the needs: - (for simple inquiries) render the required technical assistance - (for inquiries needing site validation) schedule site visit*	None	10 minutes	Anyone of the following: Senior Agriculturist Coastal Resources and Aquaculture and Management Division, OCAg Farm Worker II Farm and Crops Management Division, OCAg Utility Worker II



				Administrative Division, OCAg
3. Prepare vehicle for transport	3. Pack the fingerlings ready for release	None	30 minutes	Anyone of the following: <i>Senior Agriculturist</i> Coastal Resources and Aquaculture and Management Division, OCAg <i>Farm Worker II</i> Farm and Crops Management Division, OCAg <i>Utility Worker II</i> Administrative Division, OCAg
TOTAL:		None	20 minutes to 2 hours & 20 minutes (if site visit requires)	

* depends upon the availability of the fingerlings and the readiness of the pond

15. Tractor and Implements Rental

To help improve the socio-economic status of small farmers through the improvement of their land preparation through easy access to capable and affordable tractor and implements, the Office of the City Agriculturist assist and facilitate the implementation of the City Ordinance No. 05-2018, An Ordinance regulating the Use of the City-Owned Farm Tractors and Implements and Charging Fees and Rentals.

Office or Division:	Farm and Crops Management Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All farmers of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tractor and Implements Usage Application Form		Office of the City Agriculturist		
Official Receipt (1 original copy)		City Treasurer Office (Collecting Officer)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure and submit accomplished application form	1.1 Verification of application	None	3 Minutes	<i>Utility/Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
	1.2 Site Validation (on-site)	None	4 Hours	<i>Farm Foreman/AT</i> Farm and Crops Mgt. Division, OCAg <i>Utility/Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg <i>Administrative Assistant</i> Farm and Crops Mgt. Division, OCAg
	1.2 Approval of Application	None	2 Minutes	<i>Supervising Agriculturist/OIC</i>
2. Payment of fees and other charges	2. Computation of fees and charges	City Ord. No. 05-2018, s. of 2018	c/o Treasurer,s Office	<i>Collecting Officer</i> City Treasurer Office
3. Present Official Receipt to the Office of the City Agriculturist	3. Give a schedule of request	None	5 Minutes	<i>Utility/Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
TOTAL:		None	4Hours 10Minutes	

16. Filing of Notice of Loss (NOL) for Indemnity Claim



The result of the Registry System for Basic Sectors in Agriculture (RSBSA) has classified the populace into farmers and fisherfolk which entitled them to free insurance for their crops, livestock, and fishing boats through the Philippine Crop Insurance Corporation (PCIC). In the event of loss of a specific commodity insured, farmers can file Notice of Loss (NOL) due to crop damages brought by pest and diseases infestation and natural phenomena just like typhoon, tropical depression, drought/dry spell, and etc. For fisherfolk and pump boat owner/operator, typhoon and tropical depression are the causal phenomena.

Office or Division:	Farm and Crops Management Division/ Coastal Resources and Aquaculture Management Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All farmers of Cadiz City
CHECKLIST OF REQUIREMENTS	
Copy of insurance application form	Client
Printed copy of damaged crop or damaged unit	Client
Notice of Loss (NOL) Form	City Agriculture Office
For Rice/Corn • Upon discovery of loss that exceeds 10% of the yield or area insured by farmer. • For the damages caused by typhoon and flood, farmer has 20 calendar days to report with standing crop, after its occurrence. • For damages caused by drought, pest and diseases, farmer should report 20 days prior to scheduled date of harvest.	City Agriculture Office
For High Value Crops • 72 hours or 3 days if loss was caused by typhoon or flood from the time of occurrence. • 10 calendar days in the case of drought, pest and disease from the time of occurrence. • Accidental Fire- sugarcane only (crops over 12 months old, showing of severe	City Agriculture Office



wilting/burning; Provided that no milling is scheduled within the next seven (7) days from date of occurrence).				
For fisherfolk		Coastal Resources and Aquaculture Management Division		
Two (2) calendar days from the occurrence of loss as per policy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a copy of insurance application form, answers interview, and signing of Notice of Loss (NOL) form	1.1. Conduct interview and fill up the Notice of Loss (NOL) form 1.2. Ask client to physically sign the Notice of Loss (NOL) form. Incapacitated individual can also use a thumbmark 1.3. Sign the Notice of Loss (NOL) form as acknowledgement 1.4. Attach the printed copy of damaged crop or damaged unit to the original Notice of Loss (NOL) form for submission 1.5 Give a copy of Notice of Loss (NOL) form to client	None	15 Minutes	<i>Supervising Agriculturist/OIC</i> Farm and Crops Mgt. Division, OCAg <i>Agriculturist II</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Technologist</i> Farm and Crops Mgt. Division, OCAg <i>HVCD Coordinator</i> Farm and Crops Mgt. Division, OCAg <i>Agricultural Extension Worker</i> Farm and Crops Mgt. Division, OCAg
TOTAL:		NONE	15 Minutes	

**CITY ECONOMIC ENTERPRISE
MANAGEMENT OFFICE**

External Services



1. Application for Business Permit for Market Stall/Block Rentals

This service is available to all individuals of legal age who intend to conduct business at the Cadiz City Public Market. It serves as the initial step in the process of securing the occupancy of stalls or blocks, which is the essential document required to the vendors to commence their lease.

(Monday to Friday, from 8:00AM to 5:00PM, excluding holidays)

Office or Division:	City Economic Enterprise Management Office (Market Operations Division)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All person of legal age with capacity to contract and are willing to supply goods and services to the general public.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For Renewal 1. Old Business Permit (1 original copy/ 1 photocopy) 2. Government Issued I.D. 3. Brgy. Certificate (1 original copy) 4. DTI Certification (1 original copy) 5. Certification of No Delinquency (1 original copy) 6. Old Contract of Lease (1 original copy/1 photocopy)	Business Permit and Licensing Office/ Client PAG-IBIG, COMELEC, SSS, GSIS, BIR, Post Office Business Permit and Licensing Office DTI City Treasurer's Office Client
B. For New Applicants 1. Notice of Occupancy and Certificate of Award (1 original copy) 2. Government Issued I.D. 3. DTI Certification (1 original copy)	Market Committee PAG-IBIG, COMELEC, SSS, GSIS, BIR, Post Office DTI
C. Additional Requirements for Association / Cooperatives 1. S.E.C./CDA/DOLE Registration 2. Board Resolution (Authorized Officer/Representative)	SEC / CDA / DOLE Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents to the CEEMO office staff.	1. Receive documents for evaluation.	None	10 Minutes	LAOO II CEEMO
	1.1 OIC-CGDH/Market Supervisor IV and Market Supervisor II sign the Certificate of Eligibility.	None	10 Minutes	OIC- CGDH/Market Supervisor IV CEEMO Market Supervisor II
	1.2 Issue the signed Certificate of Eligibility to the client.	None	5 Minutes	CEEMO
	1.3 Print the Contract of Lease for the client's signature.	None	5 Minutes	LAOO II CEEMO
	1.4 Client signs the Contract of Lease.	None	5 Minutes	LAOO II CEEMO
	1.5 Send the Contract of Lease to the Mayor's office for the CEO's signature.	None	10 Minutes	LAOO II CEEMO
	1.6 Retrieve the signed Contract of Lease from the Mayor's office.	None	6 Days	LAOO II CEEMO
	1.7 Issue the Contract of Lease to the client and advise them to notarize it and process the issuance of a new business permit at BPLO.	None	10 Minutes	LAOO II CEEMO
				LAOO II CEEMO



2. Receive the signed Contract of Lease for notarization and proceed to the Business Permit and Licensing Office (BPLO) for processing and issuance of the new business permit.	2. BPLO will process, receive payment from client and issue the new business permit.	C/O BPLO, City Hall 2	5 Hours and 20 Minutes	BPLO Staff BPLO
3. Return to CEEMO and present new business permit to CEEMO office staff.	3. Received the documents for verification.	None	5 Minutes	LAOO II CEEMO
	3.1 Prepare Certificate of Occupancy for signature of OIC-CGDH/Market Supervisor IV and Market Supervisor II.	None	5 Minutes	LAOO II CEEMO
	3.2 OIC-CGDH/Market Supervisor IV and Market Supervisor II signs the Certificate of Occupancy.	None	5 Minutes	OIC- CGDH/Market Supervisor IV CEEMO
	3.3 Issue Certificate of Occupancy to client.	None	5 Minutes	Market Supervisor II CEEMO LAOO II CEEMO
	TOTAL:	None	6 Days, 6 Hours and 35 Minutes	



2. Application for Mayor's Permit of Peddlers/ Extensions

This service is available to all individuals of legal age who intend to conduct business at the Cadiz City Public Market. It serves as the initial step in the process of securing the occupancy permit of peddlers or extensions, which is the essential document required of the vendors to commence their lease.

(Monday to Friday, from 8:00AM to 5:00PM, excluding holidays)

Office or Division:	City Economic Enterprise Management Office (Market Operations Division)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All person of legal age with capacity to contract and are willing to supply goods and services to the general public.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. For Renewal 1. Old Mayor's Permit (1 original copy/ 1 photocopy) 2. Government Issued ID 3. Brgy. Certificate (1 original copy) 4. Certification of No Delinquency (1 original copy) 5. Real Property Tax (RPT) (1 original copy) 6. Application for Permit to Engage in Business, Trade or Occupation	Business Permit and Licensing Office/ Client PAG-IBIG, COMELEC, SSS, GSIS, BIR, Post Office Brgy Hall, Zone III City Treasurer's Office City Assessor's Office City Treasurer's Office
B. For New Applicants 1. Government Issued ID 2. Brgy. Certificate (1 original copy) 3. Real Property Tax (RPT) (1 original copy)	PAG-IBIG, COMELEC, SSS, GSIS, BIR, Post Office Brgy Hall, Zone III City Assessor's Office
Additional Requirements for Association / Cooperatives 1. S.E.C./CDA/DOLE Registration 2. Board Resolution (Authorized Officer/Representative)	SEC / CDA / DOLE Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to CEEMO staff.	1. Receive documents for evaluation.	None	10 Minutes	LAOO II CEEMO
	1.1 OIC- CGDH/Market Supervisor IV will sign on the Application for Permit to Engage in Business, Trade or Occupation.	None	5 Minutes	OIC- CGDH/ Market Supervisor IV CEEMO
	1.2 Issue the approved Application for Permit to Engage in Business, Trade or Occupation to client.	None	5 Minutes	LAOO II CEEMO
	1.3 Advise client to proceed to BPLO for processing of the issuance of the new Mayor's Permit.	None	5 Minutes	LAOO II CEEMO
2. Received the approved Application for Permit to Engage in Business, Trade or Occupation and proceed to BPLO for the issuance of the new Mayor's Permit.	2. BPLO receives and assess documents from client and receive payment.	C/O BPLO, City Hall 2	5 Hours and 20 Minutes	BPLO Staff BPLO
3. Return to CEEMO and present new Mayor's Permit to CEEMO staff for the issuance of Certificate of Occupancy.	3. Receive the documents and encode to computer.	None	10 Minutes	LAOO II CEEMO
	3.1 Prepare Certificate of Occupancy for signature of OIC- CGDH/Market	None	10 Minutes	LAOO II CEEMO



1. Present required documents to CEEMO office staff.	1. Receive the required documents for evaluation and processing.	None	5 Minutes	LAOO // CEEMO
	1.2 Present the letter to OIC-CGDH/ Market Supervisor IV for approval.	None	5 Minutes	LAOO // CEEMO
	1.3 OIC-CGDH/Market Supervisor IV affix signature on the letter for approval.	None	5 Minutes	OIC-CGDH/Market Supervisor IV CEEMO
	1.4 Return approved letter to client and advise to proceed to CTO for payment of fees.	None	5 Minutes	LAOO // CEEMO
2. Proceed to CTO, present approved letter and pay corresponding fees.	2. CTO will receive and assess the approved letter of retirement and receive payment of client.	C/O CTO, City Hall 2	30 Minutes	CTO Staff
3. Return to CEEMO and present letter of retirement with OR to CEEMO office staff.	3. Receive OR and other retirement papers for encoding and recording to logbook.	None	10 Minutes	LAOO // CEEMO
TOTAL:		NONE	1 Hour	



4. Application for Various Products Promotion and Display

This service is available to all individuals, corporations, associations, partnerships, and cooperatives who intend to promote, display, and demonstrate their products or services for sale and advertising purposes.

(Monday to Friday, from 8:00AM to 5:00PM, excluding holidays)

Office or Division:	Market Operations Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business			
Who may avail:	All Individual or Corporation, Association, Partnership, Cooperatives, with Product/Services Intended for Promotion and Demonstration.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter requesting space rental with product description. (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a letter requesting space rental, including a product description, to the CEEMO office staff.	1. Receive the letter for evaluation.	None	4 Minutes	LAOO // CEEMO
	1.1 Present the letter to the OIC-CGDH/ Market Supervisor IV for appropriate action.	None	2 Minutes	LAOO // CEEMO
	1.2 Sign the letter for approval or disapproval.	None	4 Minutes	OIC-CGDH/Market Supervisor IV CEEMO
	1.3 Return the approved or disapproved letter to the client.	None	2 Minutes	LAOO // CEEMO
	1.4 Advise the client to proceed to the City Treasurer's Office (CTO) to pay the required fees and bring a photocopy of the	None	2 Minutes	LAOO // CEEMO



	official receipt (OR) after the transaction.			
2. Proceed to CTO for payment of fees.	2. CTO will receive payment and issue OR to client.	C/O CTO, City Hall 2	30 Minutes	CTO Staff
3. Return to CEEMO and present the original along with the original letter and a photocopy of the OR to the CEEMO office staff.	3. Verify originality of OR and request photocopy of OR.	None	3 Minutes	LAOO // CEEMO
	3.1 Record transaction in logbook.	None	3 Minutes	LAOO // CEEMO
	3.2 Provide the client with an area or space for product promotion according to the agreed-upon area and approved schedule.	None	10 Minutes	Market Supervisor // CEEMO
	TOTAL:	None	1 Hour	

5. Request for Stall/Table/Booth Repair and Issuance of Certification for Water and Electrical Connection

This service is provided to existing stallholder/vendors who intend to repair any damage to their stall/table/booth or make improvements to it. Additionally, we offer the issuance of certificates for water and electrical connections to existing stallholder/vendors.

(Monday to Friday, from 8:00AM to 5:00PM, excluding holidays)

Office or Division:	Market Operation Division		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	All Stall/Table/Booth Lessee		
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		



Current Business Permit (1 original copy)		Client		
Duly filled up Maintenance/Repair Request Form (1 original copy)		CEEMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements to CEEMO office staff.	1. Receive the requirements for evaluation.	None	4 Minutes	LAOO II CEEMO
	1.1 Inspect and evaluate the area, stall, block, or booth.	None	15 Minutes	Parking Aide II CEEMO
	1.2 If the repair is within the market perimeter, such as hallways, and can be handled by the market electrician or carpenter, it will be repaired immediately.	None	30 Minutes	Parking Aide II CEEMO
	1.3 If the repair requires the involvement of external agencies like PRIMEWATER, NONECO, or the City Engineer's Office, CEEMO office staff will issue a certification for water or electricity connection/repair.	None	5 Minutes	LAOO II CEEMO
	1.4 Present the certification to the OIC-CGDH/ Market Supervisor IV for appropriate action. 1.5 The OIC-CGDH/ Market Supervisor IV approves and signs the certification.	None	3 Minutes	LAOO II CEEMO
				OIC-CGDH/Market Supervisor IV CEEMO



	1.6 Provide a copy of the approved certification to the client and advise them to distribute copies to the guard on duty and the concerned agencies.	None	30 Minutes	<i>Blue guard/ PRIMEWATER/ NONECO/ City Engineer's Office</i>
2. Receive approved request form / Certification and present to concerned agencies.	2. PRIMEWATER, NONECO, or the City Engineering Office receives the request and schedules the repair or improvement work, as well as water and electrical connections.	None	2 Days	<i>LAOO II CEEMO</i>
3. Return to his/her own area at the Public Market to oversee the repair/ improvement works, water and electrical connection.	3. Facilitate and document the repair or improvement work, as well as water and electrical connections, in coordination with the client.	None	1 Hour	<i>Parking Aide II CEEMO</i>
	TOTAL:	None	2 Days, 2 Hours and 30 Minutes	

PORT MANAGEMENT OFFICE

External Services



1. LOADING AND UNLOADING OF CARGOES

(Service available 24 hours from Monday to Sunday)

The following are the cargoes available for loading and unloading: Coal, Bagasse, Molasses, Filling Materials, Fuel Barge, Fish Tubs, Ice Blocks, Motorcycle/Scooter, Tricycle, Car, Minivan, SUV, AUV, Owner Type Jeep, Light Delivery Truck, Van, Pick-up, PUV more than 16 pax, Stake Truck, Heavy Delivery Truck, Passenger/Tourist Bus, Prime Mover, Tractor Head with or without Trailer/Chassis, 10-wheeler, Containerized Van, Specialized Machinery/Equipment, Sugar/Sack, Egg/Tray, Liquified Petroleum Gas (Empty/Full) -

Note: Port is 24 hours operational

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Traders and Company Owner			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Loading of Cargo Document 1 – Waybill/Proof of Purchase (1 copy)		Port of Origin of Cargo		
Unloading of Cargoes Document 1 – Bill of Lading (1 Copy)		Waybill – Specified Company Proof of Purchase – Source of Cargo		
Fighting Cock/Livestock Permit		City Veterinary Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents to PMO personnel	1.PMO personnel will check the documents presented 1. PMO personnel will issue receipt to client	Coal – p60/metric tons	5 Minutes	Harbor Operation Assistant – Port Operation Division
2. Secure Official receipt for loading/unloading of cargo		Bagasse – p45/metric tons	5 minutes	
		Molasses – p20/metric tons		
3. After receiving the receipt, client will now proceed to load/unload cargoes		Filling Materials- p45/metric tons		
		Fuel Barge– p20,000 per delivery		
		Fish Tubs (loaded) – 10.00/tub Ice Blocks – 5.00/block		



		Motorcycle/Scoter, Tricycle – p65.00 Car, Minivan, SUV/Owner Jeep – p130.00 Light Delivery Truck, Van, Pick-up Truck, PUV more than 16 pax – p260.00 Stake Truck, Heavy Delivery Truck, Passenger/Tourist Bus, Prime Mover, Tractor Head with or without trailer/ Chassis, 10 wheeler p520.00 Containerized Van - 40 ft. – p500.00 20 ft. – p200.00 Specialized Machinery Equipment – p8,000.00 Other dangerous products per metric tons – p200.00 Sugar/sack – 10.00 Eggs/tray – 5.00 Liquified petroleum gas any size (empty) – p10.00 Liquified petroleum gas any size (full) --p10.00		
	TOTAL	Coal – p60/metric tons	10 minutes	

	Bagasse – p45/metric tons Molasses – p20/metric tons Filling Materials- p45/metric tons Fuel Barge– p20,000 per delivery Fish Tubs (loaded) – 10.00/tub Ice Blocks – 5.00/block Motorcycle/Scote r, Tricycle – p65.00 Car, Minivan, SUV/Owner Jeep – p130.00 Light Delivery Truck, Van, Pick- up Truck, PUV more than 16 pax – p260.00 Stake Truck, Heavy Delivery Truck, Passenger/Touri st Bus, Prime Mover, Tractor Head with or without trailer/ Chassis, 10 wheeler p520.00 Containerized Van - 40 ft. – p500.00 20 ft. – p200.00 Specialized Machinery Equipment – p8,000.00		



	Other dangerous products per metric tons – p200.00 Sugar/sack – 10.00 Eggs/tray – 5.00 Liquified petroleum gas any size (empty) - –p10.00 Liquified petroleum gas any size (full) – p10.00		

2. ISSUANCE OF CASH TICKET FOR PASSENGER TERMINAL

(service available from 5:00 AM to 10:00 AM Monday to Sunday)

Issuance of Cash Ticket for terminal fee to all passengers/tourist going to Bantayan, Cebu

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Passengers/Tourist			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Boat Ticket 2. Presentation of Original ID - PWD ID (for PWDs) - Senior ID (for Senior Citizens) - Student ID (for Students)		Ticketing Booth at the Port Terminal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay and Secure Cash Ticket/Receipt for Terminal Fee at Terminal Office Ticketing Booth	1. PMO Personnel will check the Boat Ticket 2. PMO personnel will check the ID's of	P20.00 (Regular)	1 Minute 1 minute	Administrative Aide III – Administrative Division



Note: Senior Citizens/PWD's / Students must present their respective ID's for discount 2. Passengers will be given their cash ticket/receipt and will wait for Departure at the waiting area for passengers – Port Terminal	PWD's/Senior Citizens and Students 3. PMO personnel will issue cash ticket/receipt to passengers	P10.00 (Senior Citizens, PWD's and Students)	3 minutes	
TOTAL		P20.00 (Regular) P10.00 (Senior Citizens, PWD's and Students)	5 MINUTES	

3. TOLL FEE

(service available 24 hours from Monday to Sunday)

Issuance of cash ticket for toll fee at the Guardhouse for all vehicles entering the Port Area

Note: Port is 24 hours Operational

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Drivers (All vehicles)			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure Cash Ticket upon entry at the Guardhouse 2. Upon receiving the cash ticket client will now proceed to enter the Port area	1. PMO personnel will issue cash ticket to client	Motorcycle – p5.00 Tricycle – p10.00 Privately owned light vehicle – p10.00 Delivery Truck – 4-wheel – 10.00 6-wheel – 20.00 8-wheel – 30.00 10-wheel – 40.00 Public Utility Vehicle (PUVs) Light \puv – p10.00 Bus – 30.00 Fuel Tanker – p40.00 Heavy Equipment – p100.00	2 minutes	Administrative Aide III – Administrative Division
TOTAL		Motorcycle – p5.00 Tricycle – p10.00 Privately owned light vehicle – p10.00 Delivery Truck – 4-wheel – 10.00 6-wheel – 20.00 8-wheel – 30.00 10-wheel – 40.00 Public Utility Vehicle (PUVs) Light \puv – p10.00	2 mins	



	Bus – 30.00		
	Fuel Tanker – p40.00		
	Heavy Equipment – p100.00		

4. PARKING FEE

(service available 24 hours from Monday to Sunday)

For all vehicles staying overnight at the Port Area

Note: Port is 24 hours operational

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Driver/Owner of Vehicle			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
OR/Certificate of Registration		c/o driver/owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client will present the OR/Certificate of Registration (original/photocopy) to PMO personnel	1.PMO personnel will check the OR/CR presented	Private SUV - 100.00/day Motorcycle – p50.00	2 Minutes	Book Binder IV – Administrative Division
2.Secure Parking Ticket at the PMO Office	1. PMO personnel will issue parking ticket to client		3 minutes	
3.Client will park vehicle at the designated parking area				
TOTAL		Private SUV - 100.00/day Motorcycle – p50.00	5 Minutes	



5. USE OF UTILITIES

(Service available 24 hours from Monday to Sunday)

Use of electricity for power to any tools/equipment and water to be used for their vessels

Note: Port is 24 hours operational

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Company Owner			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for the use of Port Utilities		Clients Office/ Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Letter Request to PMO	1.PMO personnel will receive the letter request to be approved by PMO Head/Admin. Officer	Electricity – p400.00 per hour Water – p80.00 per cubic meter	5 Minutes	Harbor Operations Assistant – Port Operations Division
2.Client will start using the Port facilities/Utilities	2.PMO personnel will record the time of usage of electricity/water		10 minutes	
3.client will secure receipt at the PMO Office after usage	3.Issue Official receipt to client after usage			
TOTAL		Electricity – p400.00 per hour Water – p80.00 per cubic meter	15 minutes	



6. TEMPORARY USE OF BULK HEAD

(Service available 24 hours from Monday to Sunday)

Such as: Purse Seine, Other Vessel, Bunkering and Heavy Equipment/Special Equipment

Note: Port is 24 hours operational

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Company			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Delivery Note		Supplier		
Letter Request		Requesting Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present document to PMO Personnel	1.PMO personnel will check the document presented	Purse Seine – p500.00/net/day	5 minutes	Harbor Operations Assistant – Port Operations Division
2.Secure official receipt for Using Port Bulk Head	2.PMO personnel will issue receipt to client	Other Vessel – p100/net/day	5 minutes	
3.Client will proceed to use of Port Bulk Head		Bunkering – p500/truck		
		Heavy Equipment/Special Equipment – p5,000.00		
TOTAL		Purse Seine – p500.00/net/day	10 minutes	
		Other Vessel – p100/net/day		
		Bunkering – p500/truck		
		Heavy Equipment/Special Equipment – p5,000.00		



7. BERTHING AND ANCHORAGE

(Service available 24 hours from Monday to Sunday)

Such as: Commercial/Merchant/Passenger Vessel , Roll-on Roll-Off, Fishing Vessel, Motorized Banca; Foreign Registered Vessel: Berthing, Harbor Fee

Note: Port is 24 hours operational

Office or Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Company			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Ship Particulars		Issuing Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Ship Particulars PMO Personnel	1.PMO personnel will check the document presented	Commercial/Merchant/Passenger Vessel – GRTx1.00/day Roll-on Roll-off (Ro-Ro) – GRTx1.00/day Fishing Vessel- GRTx1.00/day -50 tons and below – p50.00/day Motorized Banca (palupad,pumboat,etc.) – p50.00/day Foreign Registered Vessel	5 minutes 15 minutes	Harbor Operations Assistant – Port Operations Division
2.Secure Receipt for Berthing	2.PMO personnel will give space and facilitate for berthing	a.Berthing – GRTx0.02xdollar rate x no. of days b.Harbor Fee – GRTx0.81xdollar rate		
3.Depart	3.Determine the number of days to berth			
	4.Issue Official Receipt			



TOTAL	Commercial/Merchant/Passenger Vessel – GRTx1.00/day Roll-on Roll-off (Ro-Ro) – GRTx1.00/day Fishing Vessel- GRTx1.00/day -50 tons and below – p50.00/day Motorized Banca (palupad,pumboat,etc.) – p50.00/day Foreign Registered Vessel a.Berthing – GRTx0.02xdollar rate x no. of days b.Harbor Fee – GRTx0.81xdollar rate	20 minutes	

CITY ACCOUNTING OFFICE

External Services



1. Processing of Application for Clearance Certificate for Terminal Leave Claim, Transfer of Office and Resignation without monetary or unsettled accountabilities

(8:00AM-5:00PM Monday – Friday)

Clearance Certificate is one of the requirements in claiming the Terminal Leave Benefit for any local government permanent, contractual and assignment order employees who are already retired, resigned or separated from the service including local officials and co-terminus whose term of service already ended.

Office or Division:	Office of the City Accountant - Accounting Division/ Records Division and Administrative Division		
Classification:	Complex		
Type of Transaction:	G2C – Government Agency to Citizen (Government Employee Retirees)		
Who may avail:	• End of term Elected City Officials; • Retired/Resigned Permanent Employees; • Retired/Resigned Contractual Employees; and • Retired/Resigned Assignment Order (A.O.) Employees		
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Clearance Form CS Form 7 Series of 2017 duly signed by CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)	Human Resource and Management Office (HRMO) – City Administrative Office		
2. Letter of Retirement/Resignation addressed to the City Mayor with approval (1 original copy and 1 photocopy)	Client Letter		
3. Application for Leave Form duly approved by the City Mayor (1 original copy and 3 photocopies)	Human Resource and Management Office (HRMO) – City Administrative Office		
4. Complete Service Record issued (1 original copy and 1 photocopy)	Human Resource and Management Office (HRMO) – City Administrative Office		
5. Certified True copy of Appointment, <i>for regular and contractual employee</i> (2 photocopies)	Human Resource and Management Office (HRMO) – City Administrative Office		
6. Official Receipt for Certification Fee (1 original copy)	City Treasurer’s Office		
7. Plantilla of Casual Appointments, <i>for Assignment Order only</i> (2 photocopies)	Human Resource and Management Office (HRMO) – City Administrative Office		



8. Government Service Insurance System (GSIS) Clearance/Tentative Schedule of Retirement Payment (1 original copy and 1 photocopy)		Government Service Insurance System (GSIS)		
9. Certificate from Association of Cadiz City Government Employees, Inc. (ACCGEI), <i>for regular employee</i> (1 original copy and 1 photocopy)		Association of Cadiz City Government Employees, Inc. (ACCGEI)		
10. Certificate from Cadiz City Government Provident Fund (CCGPF), <i>for regular employee</i> (1 original copy and 1 photocopy)		Cadiz City Government Provident Fund (CCGPF)		
11. Certificate from Cadiz City Government Employees and Community Dynamic Multi-Purpose Cooperative (CCGE& CDMPC), <i>for regular employee</i> (1 original copy and 1 photocopy)		Cadiz City Government Employees and Community Dynamic Multi-Purpose Cooperative (CCGE & CDMPC)		
12. Certificate from Land Bank of the Philippines (LBP) and Philippine National Bank (PNB), <i>if applicable for regular employee</i> (1 original copy and 1 photocopy)		Land Bank of the Philippines (LBP)/ Philippine National Bank (PNB)		
13. Death Certificate for deceased employee, <i>if applicable</i> (1 original copy and 1 photocopy)		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	2:00 hours	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.2 Logbook the received complete set of documents	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division

	1.3 Forward the complete set of documents received to Records Division	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.4 Receive and check the Clearance form and supporting documents	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division
	1.5 Validation of monetary or unsettled accountabilities by the Records Division	None	3 days	Records Division
	<i>The Monetary or Unsettled Accountabilities to be considered:</i> Records Division a. PNB/LBP Loan, if any b. Economic Crisis Allowance (ECA)/ Additional Compensation Allowance (ACA) c. Unsettled Dynamic MPC Loan e. Unsettled Property Accountabilities (GSD) d. Unsettled Loan in Provident Fund (old and new) f. Unsettled Loan in Provident Fund (old and new) g. GSIS Loan h. Unsettled Other Receivables such as Tax Refund,			Records Officer I/Records Officer IV Records Division Records Officer I/Record Officer III Records Division Clerk IV/Administrative Aide I Records Division



	<i>Withholding tax refund and etc.</i>			
	1.6 Return to Accounting Division the initially signed Clearance Form with attachments	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division
	1.7 Receive the complete set of documents from Records Division	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.8 Validation of monetary or unsettled accountabilities by the Accounting Division	None	1 day	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	<i>Monetary or Unsettled Accountabilities to be considered:</i> Accounting Division <i>a. Commission on Audit (COA) Disallowances/City Saving Bank (CSB) Yellow Card b. Unsettled Cash Advances</i>			Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.9 Forward to the Department Head/Asst. Department Head the clearance forms	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division



	with attached documents			
	1.10 Sign the Clearance Form with the attached documents by the Department Head/Asst. Department Head	None	1 day	City Accountant/Asst. City Accountant Administrative Division
	1.11 Return to the Accounting Division the signed Clearance Form with the attached documents	None	30:00 minutes	Administrative Aide I /City Accountant/Asst. City Accountant Administrative Division
2. Receive the Clearance Form with complete attached documents	2.1 Release the Application of Clearance Certificate with attached documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I /Accountant IV Accounting Division
TOTAL:		None	5 days, 5 hours and 30 minutes	

2. Processing of Application for Clearance Certificate for Terminal Leave Claim, Transfer of Office and Resignation with monetary or unsettled accountabilities having the intention to deduct the unsettled accountabilities from terminal leave benefits

(8:00AM-5:00PM Monday – Friday)

Clearance Certificate is one of the requirements in claiming the Terminal Leave Benefit for any local government permanent, contractual and assignment order employees who are already retired, resigned or separated from the service including local officials and co-terminus whose term of service already ended.

Office or Division:	Office of the City Accountant - Accounting Division/Records Division/Administrative Division
Classification:	Complex



Type of Transaction:	G2C – Government Agency to Citizen (Government Employee Retirees)	
Who may avail:	• End of term Elected City Officials; • Retired/Resigned Permanent Employees; • Retired/Resigned Contractual Employees; and • Retired/Resigned Assignment Order (A.O.) Employees	
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Clearance Form CS Form 7 Series of 2017 duly signed by CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)		Human Resource and Management Office (HRMO) – City Administrative Office
2. Letter of Retirement/Resignation addressed to the City Mayor with approval (1 original copy and 1 photocopy)		Client Letter
3. Application for Leave Form duly approved by the City Mayor (1 original copy and 3 photocopies)		Human Resource and Management Office (HRMO) – City Administrative Office
4. Complete Service Record issued (1 original copy and 1 photocopy)		Human Resource and Management Office (HRMO) – City Administrative Office
5. Certified True copy of Appointment, <i>for regular and contractual employee</i> (2 photocopies)		Human Resource and Management Office (HRMO) – City Administrative Office
6. Official Receipt for Certification Fee (1 original copy)		City Treasurer's Office
7. Plantilla of Casual Appointments, <i>for Assignment Order only</i> (2 photocopies)		Human Resource and Management Office (HRMO) – City Administrative Office
8. Government Service Insurance System (GSIS) Clearance/Tentative Schedule of Retirement Payment (1 original copy and 1 photocopy)		Government Service Insurance System (GSIS)
9. Certificate from Association of Cadiz City Government Employees, Inc. (ACCGEI), <i>for regular employee</i> (1 original copy and 1 photocopy)		Association of Cadiz City Government Employees, Inc. (ACCGEI)
10. Certificate from Cadiz City Government Provident Fund (CCGPF), <i>for regular employee</i> (1 original copy and 1 photocopy)		Cadiz City Government Provident Fund (CCGPF)



11. Certificate from Cadiz City Government Employees and Community Dynamic Multi-Purpose Cooperative (CCGE& CDMPC), <i>for regular employee</i> (1 original copy and 1 photocopy)		Cadiz City Government Employees and Community Dynamic Multi-Purpose Cooperative (CCGE & CDMPC)		
12. Certificate from Land Bank of the Philippines (LBP) and Philippine National Bank (PNB), <i>if applicable for regular employee</i> (1 original copy and 1 photocopy)		Land Bank of the Philippines (LBP)/ Philippine National Bank (PNB)		
13. Death Certificate for deceased employee, <i>if applicable</i> (1 original copy and 1 photocopy)		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	2:00 hours	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.2 Logbook the receive complete set of documents	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.3 Forward the complete set of documents received to Records Division	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.4 Receive and check the Clearance form and supporting documents	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division



	1.5 Validation of monetary or unsettled accountabilities by Records Division <i>The Monetary or Unsettled Accountabilities to be considered:</i> Records Division <i>a. PNB/LBP Loan, if any</i> <i>b. Economic Crisis Allowance (ECA)/ Additional Compensation Allowance (ACA)</i> <i>c. Unsettled Dynamic MPC Loan</i> <i>d. Unsettled Property Accountabilities (GSD)</i> <i>e. Unsettled Loan in Provident Fund (old and new)</i> <i>f. Unsettled Loan in Provident Fund (old and new)</i> <i>g. GSIS Loan</i> <i>h. Unsettled Other Receivables such as Tax Refund, Withholding tax refund and etc.</i>	None	3 days	Records Division Records Officer IV/ Records Officer III/Record Officer I Records Division Clerk IV/Administrative Aide I Records Division Clerk IV/Administrative Aide I Records Division
	1.6 Return to Accounting Division the initially signed Clearance Form with attachments	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division



	1.7 Receive the complete set of documents from Records Division	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.8 Validation of monetary or unsettled accountabilities by Accounting Division <i>Monetary or Unsettled Accountabilities to be considered:</i> Accounting Division <i>a. Commission on Audit (COA) Disallowances/City Saving Bank (CSB) Yellow Card b. Unsettled Cash Advances</i>	None	4 hours	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.9 Prepare three (3) copies of Notice of Unsettled Accountabilities	None	2 hours	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.10 Forward to the Department Head/Asst. Department Head the three (3) copies of Notice of Unsettled Accountabilities	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division



	1.11 Sign the three (3) copies of Notice of Unsettled Accountabilities by the Department Head	None	30:00 minutes	City Accountant/Asst. City Accountant Administrative Division
	1.12 Return to the Accounting Division the signed three (3) copies of Notice of Unsettled Accountabilities	None	30:00 minutes	Administrative Aide I/ City Accountant/Asst. City Accountant Administrative Division
	1.13 Release the signed the three (3) copies of Notice of Unsettled Accountabilities			Bookbinder II/ Fiscal Examiner I /Accountant IV Accounting Division
2. Receive and sign the three (3) copies of Notice of Unsettled Accountabilities and submit the two (2) copies to the Accounting Division – <i>express an intention to deduct the unsettled accountabilities from terminal leave benefit</i>	2.1 Receive the duplicate copy of Notice of Unsettled Accountabilities and prepare the three (3) copies Authority to Deduct	None	2:00 hours	Bookbinder II/ Fiscal Examiner I /Accountant IV Accounting Division
	2.2 Release the three (3) copies of Authority to Deduct for signing and notarization	None	1 hour	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division



3. Submit the two (2) copies duly signed and notarized Authority to Deduct to the Accounting Division	3.1 Receive and check the documents submitted, attached to the documents and process the clearance certificate	None	1 hour	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	3.2 Sign the Clearance Form with the attached documents by the Department Head/Asst. Department Head	None	1 day	City Accountant/Asst. City Accountant Office of the City Accountant
	3.3 Return to the Accounting Division the signed Clearance Form with the attached documents	None	30:00 minutes	Administrative Aide I/ City Accountant/Asst. City Accountant Office of the City Accountant
	3.4 Release the Application of Clearance Certificate with attached documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
TOTAL:		None	6 days and 5 hours	

3. Processing of Application for Clearance Certificate for Terminal Leave Transfer of Office and Resignation with monetary or unsettled accountabilities opted to pay through the City Treasurer's Office

(8:00AM-5:00PM Monday – Friday)

Clearance Certificate is one of the requirements in claiming the Terminal Leave Benefit for any local government permanent, contractual and assignment order employees who are already retired, resigned or separated from the service including local officials and co-terminus whose term of service already ended.



Office or Division:	Office of the City Accountant - Accounting Division/Records Division/Administrative Division		
Classification:	Complex		
Type of Transaction:	G2C – Government Agency to Citizen (Government Employee Retirees)		
Who may avail:	• End of term Elected City Officials; • Retired/Resigned Permanent Employees; • Retired/Resigned Contractual Employees; and • Retired/Resigned Assignment Order (A.O.) Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Clearance Form CS Form 7 Series of 2017 duly signed by CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)	Human Resource and Management Office (HRMO) – City Administrative Office		
2. Letter of Retirement/Resignation addressed to the City Mayor with approval (1 original copy and 1 photocopy)	Client Letter		
3. Application for Leave Form duly approved by the City Mayor (1 original copy and 3 photocopies)	Human Resource and Management Office (HRMO) – City Administrative Office		
4. Complete Service Record issued (1 original copy and 1 photocopy)	Human Resource and Management Office (HRMO) – City Administrative Office		
5. Certified True copy of Appointment, <i>for regular and contractual employee</i> (2 photocopies)	Human Resource and Management Office (HRMO) – City Administrative Office		
6. Official Receipt for Certification Fee (1 original copy)	City Treasurer’s Office		
7. Plantilla of Casual Appointments, <i>for Assignment Order only</i> (2 photocopies)	Human Resource and Management Office (HRMO) – City Administrative Office		
8. Government Service Insurance System (GSIS) Clearance/Tentative Schedule of Retirement Payment (1 original copy and 1 photocopy)	Government Service Insurance System (GSIS)		
9. Certificate from Association of Cadiz City Government Employees, Inc. (ACCGEI), <i>for regular employee</i> (1 original copy and 1 photocopy)	Association of Cadiz City Government Employees, Inc. (ACCGEI)		
10. Certificate from Cadiz City Government Provident Fund (CCGPF), <i>for regular employee</i> (1 original copy and 1 photocopy)	Cadiz City Government Provident Fund (CCGPF)		
11. Certificate from Cadiz City Government Employees and Community Dynamic Multi-	Cadiz City Government Employees and Community Dynamic Multi-Purpose Cooperative (CCGE & CDMPC)		

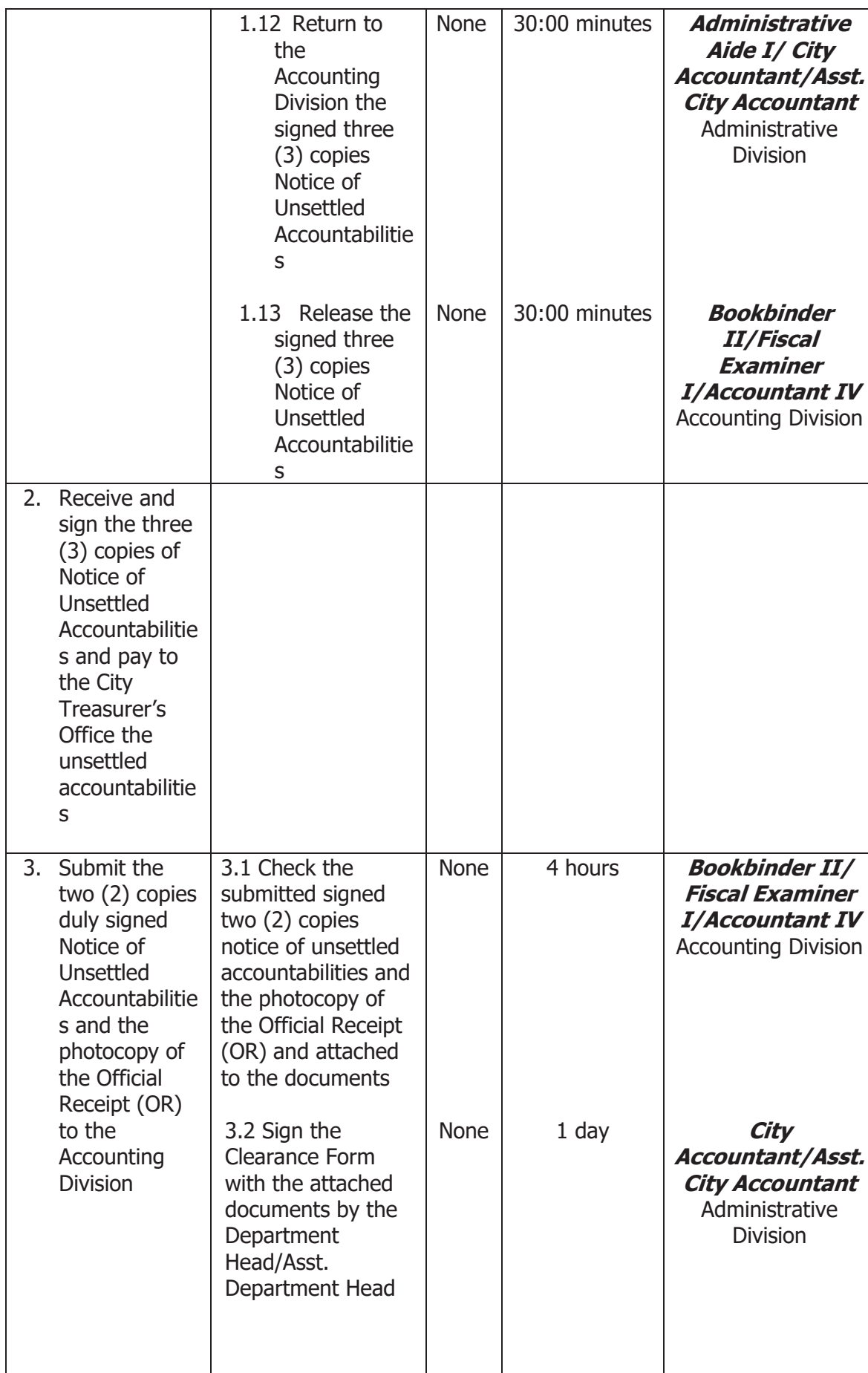


Purpose Cooperative (CCGE& CDMPC), <i>for regular employee</i> (1 original copy and 1 photocopy)				
12. Certificate from Land Bank of the Philippines (LBP) and Philippine National Bank (PNB), <i>if applicable for regular employee</i> (1 original copy and 1 photocopy)		Land Bank of the Philippines (LBP) Philippine National Bank (PNB)		
13. Death Certificate for deceased employee, <i>if applicable</i> (1 original copy and 1 photocopy)		Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	2 hours	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.2 Logbook the received complete set of documents	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.3 Forward the complete set of documents received to Records Division	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.4 Receive and check the Clearance form and supporting documents	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division
	1.5 Validation of monetary or unsettled accountabilities by Records Division	None	3 days	Records Division



	<i>The Monetary or Unsettled Accountabilities to be considered:</i> Records Division <i>c. PNB/LBP Loan, if any</i> <i>d. Economic Crisis Allowance (ECA)/ Additional Compensation Allowance (ACA)</i> <i>e. Unsettled Dynamic MPC Loan</i> <i>f. Unsettled Property Accountabilities (GSD)</i> <i>g. Unsettled Loan in Provident Fund (old and new)</i> <i>h. Unsettled Loan in Provident Fund (old and new)</i> <i>i. GSIS Loan</i> <i>j. Unsettled Other Receivables such as Tax Refund, Withholding tax refund and etc.</i>			Records Officer I Records Division Records Officer IV Records Division Clerk IV/Administrative Aide I Records Division Clerk IV/Administrative Aide I Records Division
	1.6 Return to Accounting Division the initially signed Clearance Form with attachments	None	30:00 minutes	Clerk IV/ Administrative Aide I Records Division
	1.7 Receive the complete set of documents from Records Division	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.8 Validation of monetary or unsettled accountabilities	None	4 hours	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division

	s by Accounting Division <i>Monetary or Unsettled Accountabilities to be considered:</i> Accounting Division <i>a. Commission on Audit (COA) Disallowances/City Saving Bank (CSB) Yellow Card b. Unsettled Cash Advances</i>			
	1.9 Prepare three (3) copies Notice of Unsettled Accountabilities	None	2 hours	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.10 Forward to the Department Head/Asst. Department Head the three (3) copies of Notice of Unsettled Accountabilitie s	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.11 Sign the three (3) copies of Notice of Unsettled Accountabilitie s by the Department Head/Asst. Department Head	None	4 hours	City Accountant/Asst. City Accountant Administrative Division





	3.3 Return to the Accounting Division the signed Clearance Form with the attached documents	None	30:00 minutes	Administrative Aide I/ City Accountant/Asst. City Accountant Administrative Division
	3.4 Release the Application of Clearance Certificate with attached documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
TOTAL:		None	6 days and 5 hours	

4. Processing of Application for Clearance Certificate of National Government employees with monetary or unsettled accountabilities opted to pay through the City Treasurer's Office

(8:00AM - 5:00PM Monday-Friday)

Local Clearance Certificate is requested by National Government employees as one of the requirements by their respective agency in case of retirement, resignation or transfer to other government office.

Office or Division:	Office of the City Accountant - Accounting Division/Administrative Division		
Classification:	Complex		
Type of Transaction:	G2G - Government Agency to Government Employee G2C – Government Agency to Citizen (Government Employee Retirees)		
Who may avail:	- National Government Employees; and - National Government Employee Retirees		
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Clearance Form CS Form 7 Series of 2017 duly signed by CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)		Human Resource and Management Office (HRMO) – City Administrative Office	
2. Approved School Clearance (2 photocopies)		Department of Education-School Assigned	
3. Approved Division Clearance (2 photocopies)		Department of Education-School Assigned	



4. Official Receipt for Certification Fee (1 original copy)		City Treasurer's Office		
5. Death Certificate for the deceased employee, if applicable (1 original copy and 1 photocopy)		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	1 hour	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.2 Logbook the received complete set of documents	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.3 Validate if there are monetary or unsettled accountabilities, if any by assigned Accounting Personnel <i>The Monetary or Unsettled Accountabilities to be considered:</i> <i>a. Commission on Audit (COA) Disallowances/City Saving Bank (CSB) Yellow Card</i> <i>b. Unsettled Cash Advances</i>	None	3 days	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.4 Prepare two (2) copies Notice of Unsettled Accountabilities	None	2 hours	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division



	1.5 Forward to the Department Head/Asst. Department Head the three (3) copies of Notice of Unsettled Accountabilities	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.6 Sign the two (2) copies of Notice of Unsettled Accountabilities	None	1 day	City Accountant/Assistant City Accountant Administrative Division
	1.7 Return to the Accounting Division the two (2) copies signed Notice of Unsettled Accountabilities	None	30:00 minutes	Administrative Aide I/ City Accountant/Assistant City Accountant Administrative Division
	1.8 Release the two (2) copies signed Notice of Unsettled Accountabilities	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
2. Receive and sign the two (2) copies of Notice of Unsettled Accountabilities and pay to the City Treasurer's Office the unsettled accountabilities				



3. Submit the one (1) copy duly signed Notice of Unsettled Accountabilities and the photocopy of the Official Receipt (OR) to the Accounting Division	3.1 Check the submitted and signed notice of unsettled accountabilities in two (2) copies and the photocopy of the Official Receipt (OR) and attached to the documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	3.2 Forward the Clearance Form with attached documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	3.3 Sign the Clearance Form with the attached documents by the Department Head/Asst. Department Head	None	4:00 hours	City Accountant/Ass t. City Accountant Administrative Division
	3.4 Return to the Accounting Division the signed Clearance Form with the attached documents	None	30:00 minutes	Administrative Aide I/City Accountant/Ass t. City Accountant Administrative Division
	3.5 Release the Application of Clearance Certificate with attached documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
TOTAL:		None	5 days and 3 hours	



5. Processing of Application for Clearance Certificate of National Government employees without monetary or unsettled accountabilities

Local Clearance Certificate is requested by National Government employees as one of the requirements by their respective agency in case of retirement, resignation or transfer to other government office.

Office or Division:	Office of the City Accountant - Accounting Division/Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G - Government Agency to Government Employee G2C – Government Agency to Citizen (Government Employee Retirees)			
Who may avail:	- National Government Employees; and - National Government Employee Retirees			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance Form CS Form 7 Series of 2017 duly signed by CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)		Human Resource and Management Office (HRMO) – City Administrative Office		
2. Approved School Clearance (2 photocopies)		Department of Education-School Assigned		
3. Approved Division Clearance (2 photocopies)		Department of Education-School Assigned		
4. Official Receipt for Certification Fee (1 original copy)		City Treasurer's Office		
5. Death Certificate for the deceased employee, if applicable (1 original copy and 1 photocopy)		City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	1 hours	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.2 Logbook the received complete set of documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.3 Validate if there are monetary or unsettled	None	3 days	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division

	accountabilities, if any <i>The Monetary or Unsettled Accountabilities to be considered:</i> <i>a. Commission on Audit (COA) Disallowances/City Saving Bank (CSB) Yellow Card</i> <i>b. Unsettled Cash Advances</i>			Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.4 Forward the Clearance Form with attached documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.5 Sign the Clearance form with complete required documents by the Department Head/Asst. Department Head	None	1 day	City Accountant/Asst. City Accountant Administrative Division
	1.6 Return to the Accounting Division the signed Clearance form with complete required documents	None	1 hour	Administrative Aide I/ City Accountant/Asst. City Accountant Administrative Division
2. Receive the Clearance Form with complete attached documents	2.1 Release the signed Clearance form with complete required documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
TOTAL:		None	4 day, 3 hours and 30 minutes	



1. Processing of Medical, Burial and Shelter Assistance through Disbursement Voucher (DV) with no tax deductions.

(8:00 AM-5:00 PM Monday-Friday)

To facilitate the processing of financial assistance, Medical, Burial and Shelter assistance chargeable against CMO, CSWD, PWD, and SENIOR CITIZEN's Fund for Indigent Clients.

Office or Division:	Office of the City Accountant – Administrative Division / Internal Control Unit/ Accounting Division
Classification:	Complex
Type of Transaction:	G2C-Government to Public/Client
Who may avail:	Indigent Residents of Cadiz City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (2 copies – 1 original, 1 duplicate) and Obligation Requests (3 copies – 1 original, 2 duplicates), with the following attachments: <i>1.1 Medical Assistance:</i> - City Social Welfare and Development (CSWD)Assessment duly approved by the Mayor/duly Authorized Officer (1 original copy) - Doctor's Prescription/Medical Certificate (1 original or certified true copy) - Medical Abstract and Billing Statement, in case of hospital confinement (1 original or certified true copy) - Proof of Payment (Official Receipts, etc.) - Photocopy of Valid Identification Card (ID) of Claimant (1 copy) - Barangay's Certificate of Indigency (Client/Patient/nearest kin) (1 original copy) <i>1.2 Burial Assistance:</i> - City Social Welfare and Development (CSWD)Assessment duly approved by the Mayor/duly Authorized Officer (1 original copy) - Death Certificate	City Mayor's Office (CMO)

• Service Contract • Official Receipts (Funeral Homes, Food expenses during wake and interment) • Photocopy of Valid Identification Card (ID) of Claimant (1 copy) • Barangay's Certificate of Indigency (Client/Patient/nearest kin) (1 original copy)				
2. Disbursement Voucher (2 copies – 1 original, 1 duplicate) and Obligation Requests (3 copies – 1 original, 2 duplicates), with the following attachments: <i>2.1 Shelter Assistance:</i> • City Social Welfare and Development (CSWD) Assessment duly approved by the Mayor/duly Authorized Officer (1 original copy) • Police Blotter Report • Fire Incident Certificate • CSWD Indigency duly approved by the Mayor/duly Authorized Officer (1 original copy) • Barangay Certificate of Incident • Proof of Incidents (Picture/s) • Photocopy of Valid Identification Card (ID) of Claimant (1 copy) • Barangay's Certificate of Indigency (Client/Patient/nearest kin) (1 original copy)		City Social Welfare and Development (CSWD)		
3. ARTA Compliance Monitoring Slip		Requesting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of prepared Disbursement Voucher (DV) with no tax deductions	1.1 Checks the completeness of all supporting documents	None	3:00 hours	<i>Administrative Aide I (Administrative Division)</i>
	1.2 Verifies if there is unsettled previous claim (if there is, endorse to City Mayor's Office; if none,	None	1:00 hour	<i>Administrative Aide VI (Administrative Division)</i>



	proceed to ICU Division)			
	1.3 Assignment of DV No. and Indexing of transactions	None	4:00 hours	<i>Administrative Aide VI / Administrative Assistant II (Internal Control Unit)</i>
	1.4 Matching of DV against Obligation Request (OBR) and sort out office file copy	None	2:00 hours	<i>Administrative Aide I (Accounting Division)</i>
	1.5 Encodes the DV No., Client's details and information	None	2:00 hours	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>
	1.6 Certifies, and signs the disbursement voucher	None	2:00 hours	<i>City Accountant / City Government Assistant Department Head-1</i>
	1.7 Prepares transmittal letter of DVs, and forwards to City Treasurer's Office	None	2:00 hours	<i>Administrative Aide I (Administrative Division)</i>
TOTAL		None	2 days	



2. Processing of Medical and Burial Assistance through Petty Cash Fund (PCF) (8:00 AM-5:00 PM Monday-Friday)

Office or Division:	Office of the City Accountant – Administrative Division
Classification:	Simple
Type of Transaction:	G2C-Government to Public/Client
Who may avail:	Indigent Residents of Cadiz City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payment Order Slip with the following attachments: <i>1.1 Medical Assistance:</i> - City Social Welfare and Development (CSWD) Assessment duly approved by the Mayor/duly Authorized Officer (1 original copy) - Doctor's Prescription/Medical Certificate (1 original or certified true copy) - Medical Abstract and Billing Statement, in case of hospital confinement (1 original or certified true copy) - Proof of Payment (Official Receipts, etc.) - Barangay's Certificate of Indigency (Client/Patient/nearest kin) (1 original copy) - Photocopy of Valid Identification Card (ID) of Claimant (1 copy) <i>1.2 Burial Assistance:</i> - City Social Welfare and Development (CSWD) Assessment duly approved by the Mayor/duly Authorized Officer (1 original copy) - Death Certificate - Service Contract - Official Receipts (Funeral Homes, Food expenses during wake and interment)	City Mayor's Office



- Barangay's Certificate of Indigency (Client/Patient/nearest kin) (1 original copy) - Photocopy of Valid Identification Card (ID) of Claimant (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Payment Order Slip (POS) with supporting documents from City Mayor's Office's staff	1.1 Accepts transmitted Payment Order Slip (POS), and checks the completeness of supporting documents and validates the amount	None	2:00 hours	<i>Administrative Aide VI/ Administrative Aide I (Administrative Division)</i>
	1.2 Encodes the recipient's personal details, and verifies if the recipient has previous grant, and assigns POS number	None	3:00 hours	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>
	1.3 Signs as to recommendation for payment	None	2:00 hours	<i>Division Chief/OIC / City Government Assistant Department Head-I (Administrative Division)</i>
	1.4 Prepares transmittal letter of the Payment Order Slips (POS) and forwards to the City Treasurer's Office (CTO) for payment	None	1:00 hour	<i>Administrative Aide VI/ Administrative Aide I (Administrative Division)</i>
	TOTAL	None	8 hours	



3. Processing of financial assistance under Self-Employment Assistance Program (SEAP) through Disbursement Voucher (DV)

(8:00 AM-5:00 PM Monday-Friday)

To facilitate the processing of financial assistance under Self Employment Assistance Program (SEAP) to be paid through Disbursement Voucher.

Office or Division:	Office of the City Accountant - Administrative Division /Accounting Division/ Internal Control Unit			
Classification:	Complex			
Type of Transaction:	G2C-Government to Public/Client			
Who may avail:	Indigent Residents of Cadiz City			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Barangay's Certificate of Indigency (1 original copy)	Barangay Hall representing the address of the client/requester			
2. Project Feasibility Study (1 original/certified true copy)	City Social Welfare and Development Office (DSWD)			
3. Certificate of Eligibility (1original/certified true copy)	City Social Welfare & Development Office (DSWD)			
4. Project Proposal (1 original/certified true copy)	City Social Welfare & Development Office (DSWD)			
5. Contract of Agreement (1original/certified true copy)	City Social Welfare & Development Office (DSWD)			
6. Valid Identification Card (ID) (1 photocopy)	Personal Document			
7. Disbursement Voucher or payroll (3 copies)	City Social Welfare & Development Office (DSWD)			
8. Obligation Request (3 copies)	City Social Welfare & Development Office (DSWD)			
9. ARTA Compliance Monitoring Slip	Requesting Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESsing TIME	PERSON RESPONSIBLE



		BE PAID		
1.Submission of prepared Disbursement Vouchers/Payroll with attached supporting documents	1.1 Checks the completeness of all supporting documents	None	3:00 hours	<i>Administrative Aide I (Administrative Division)/</i>
	1.2 Verifies if there is unsettled previous claim (inform CSWD if there is), and signifies that verification was made	None	2:00 hours	<i>Administrative Aide IV (Accounting Division)</i>
	1.3 Assignment of DV No. and Indexing of transactions	None	4:00 hours	<i>Administrative Aide VI / Administrative Assistant II (Internal Control Unit)</i>
	1.3 Matching of DV against Obligation Request (OBR) and sort out office file copy	None	2:00 hours	<i>Administrative Aide I (Accounting Division)</i>
	1.4 Encodes the DV No., client's details and information	None	2:00 hours	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>
	1.5 Certifies, and signs the Disbursement Voucher	None	2:00 hours	<i>City Accountant / City Government Assistant Department Head-1</i>
	1.6 Prepares transmittal letter of DVs, and forwards to City Treasurer's Office	None	1:00 hour	<i>Administrative Aide I (Administrative Division)</i>
	TOTAL	None	2 days	



4. Issuance of Accountant's Advice for Check disbursements for Contractors, Suppliers and other claimants other than LGU employees.

(8:00 AM-5:00 PM Monday-Friday)

To facilitate the processing and Issuance of Accountant's Advice for check disbursements to contractors, suppliers and other claimants other than LGU employees under all funds.

Office or Division:		Office of the City Accountant - Administrative Division / Records Division		
Classification:		Simple		
Type of Transaction:		G2C-Government to Public/Client		
Who may avail:		• Eligible Contractors; and • Eligible Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (DV) with the attached original and duplicate check duly signed by City Mayor/City Administrator and City Treasurer, and ARTA Compliance Slip		City Treasurer's Office		
2. Indorsement Letter of Check Issuances (2 original copies)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Indorsement letter with the attached checks duly signed by authorized signatories along with Disbursement Vouchers and supporting documents.	1.1 Receives the checks signed by the authorized signatories along with Check Indorsement, Disbursement Vouchers, and supporting documents.	None	1:00 hour	<i>Administrative Aide I/ Administrative Aide VI (Administrative Division)</i>
	1.2 Encodes all the Check details into Landbank Regular ACICdes and print the generated Accountant's Advice	None	2:00 hours	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>



	1.3 Uploads the generated Accountant's Advice on Landbank WeAccess system	None	1:00 hour	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>
	1.4 Approves the generated Accountant's Advice on Landbank WeAccess system.	None	1:00 hour	<i>City Accountant/ City Government Assistant Department Head-I</i>
	1.5 Endorses the printed Accountant's Advice for Signing.	None	30 minutes	<i>City Accountant/ City Government Assistant Department Head-I</i>
	1.6 Endorses approved Accountant's Advice.	None	30 minutes	<i>Administrative Aide II (Records Division)</i>
	TOTAL	None	6 hours	



1. Requests for the printing of the Certificate of Premiums and Loan Amortization Remittance

(8:00 AM - 5:00 PM Monday-Friday)

A Certificate of Premiums and Loan Amortization is requested for various purposes such as;

- a. For retired employees whose premiums and loans payment made to GSIS need reconciliation.

Office or Division:	Office of the City Accountant -Electronic and Data Processing (EDP) UNIT/ Records Division/ Administrative Division			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	- Retired City officials; and - Retired employees - Resigned contractual employees			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant- Electronic Data Processing (EDP) Unit/ Records Division/ Administrative Division		
2. Official Receipt of the Certification Fee paid in the City Treasurer's Office (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Slip and Present Certification Fee's Official Receipt.	1.1 Accepts and Checks request	None	15 minutes	<i>Data Entry Machine Operator II/ Administrative Aide I</i> (EDP Unit - Office of the City Accountant)
	1.2 Prints the Certificate of Premiums and Loan amortizations remittances	None	1 hour	<i>Computer Maintenance Technologist II</i> (EDP Unit - Office of the City Accountant)



	1.3 Verifies and certifies as to the correctness of premiums and loan remittances.	None	6 days	<i>Records Officer IV/ City Accountant</i> (Records Management Div. - Office of the City Accountant)
	1.4 Reprint if there is a correction to the certificate.	None	1 hour	<i>Computer Maintenance Technologist II</i> (EDP Unit - Office of the City Accountant)
2. Claim the document	2.1. Release the copy of the requested document.	None	15 Minutes	<i>Data Entry Machine Operator II</i> <i>or</i> <i>Administrative Aide I</i> (EDP Unit - Office of the City Accountant)
	TOTAL:	None	6 days, 2 hours and 30 minutes	



1. PROCESSING OF TERMINAL LEAVE BENEFIT

- Terminal leave benefit is applied for by an official or an employee who intends to sever his/her connection with the employer.
- A regular chargeable accumulated leave credits used immediately prior or upon separation from service.
- The office of the City accountant mandated to evaluate the processing of employees' terminal leave benefit.

(8:00 A.M – 5:00 P.M, Monday - Friday)

- **For Individual Claim**

Office or Division:	Office of the City Accountant - Internal Control Unit	
Classification:	Complex	
Type of Transaction:	G2C – Government to Client	
Who may avail:	• Retired government employees/end of contract • Resigned Government employees • City Official - end term of office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 2 original copies of disbursement voucher (DV's) signed by head of agency or designated representative		Assigned office or department
2. 3 original copies of obligation request approved by head of agency & certified as to fund availability by City Budget Officer		Assigned office or department
3. 2 original copies of application for leave approved by HRMO & City Mayor or designated representative		Human Resource Management office
4. 2 original copies of complete service record issued & approved by HRMO		Human Resource Management office
5. 2 certified true copy of latest appointment		Retired employees, officials, HRMO
6. 2 certified true copy of latest notice of salary adjustment(NOSA)		Retired employees, officials, HRMO
7. 2 original copies of employees leave card prepared & approved by HRMO		Human Resource Management office
8. 5 original copies of Clearance certificate from money and property Accountability		City General Services office

9. 2 original copies of authorization letter/form to deduct all financial obligations from agency/LGU	City Accounting office (Accounting Division)			
10. 2 photo copies)of GSIS clearance or tentative schedule of retirement benefit	GSIS office, Bacolod City			
11. 2 original copies of clearance certificate from CG Provident	CG Provident office			
12. 2 original copies of clearance certificate from Association of employees Provident fund	Association of Employees Provident fund office			
13. 2 original copies of clearance certificate from DMPC	DMPC office			
14. 1 original copy of Notice of Unsettled accountabilities	City Accounting office (Accounting Division)			
15. 1 photo copy of retirement letter, resignation letter or end of contract approved by head of agency or designated representative	Retired employees, officials			
16. 2 photo copies of Statement of assets, liabilities & net worth	Retired employees, officials			
17. 1 original copy of Certification of mandatory or Forced leave not deducted. If any	Retired employees, officials			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.2 Receive and pre audit the Disbursement voucher's financial transactions to ensure the accuracy and validity of the claim and do	None	8:00 hours	Management & Audit Analyst II Bookkeeper Management & Audit Analyst I Internal Control Division



	accounting entry and endorse to Encoder.			
	1.3 Receive and record/encode Disbursement voucher/Payroll and assign DV's number and endorse to Indexer.	None	4:00 hours	Clerk III Internal Control Division
	1. 4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Records Division.	None	8:00 hours	Mgt. & Audit Asst. Management & Audit Analyst II Internal Control Division
	1.5 Receive and sorts documents for file copy for remittances of statutory deductions and endorse to Accounting Division	None	2:00 hours	Clerk III Records Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Unit	None	4:00 hours	Admin. Aide I Accounting Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant	None	8:00 hours	Management & Audit Analyst IV III Internal Control Division



	1.8 Receive and certify/ sign simultaneously for the approval of the claim and endorse for transmittal	None	4:00 hours	City Accountant CGADH I Office of the City Accountant
	1.9 Prepares transmittal letter and forwards Disbursement voucher (DV) to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	2.0 Posting the transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Internal Control Division
	TOTAL	None	5 days and 6:00 hours	



2. Processing of Payment of Procurement through Public Bidding and Alternative Modes

In compliance with the Government procurement principle, the processing of payment of procurement through Public Bidding (Goods, Services and Infrastructure) and Alternative Modes such as limited source bidding, direct contracting repeat order, shopping and negotiated procurement conform with the 2016 Revised Implementing Rules and Regulations of R. A. 9184 also known as " Government Procurement Reform Act "

2.1. Payment of Procurement through Public Bidding – Infrastructure

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)	
Classification:	Highly Technical	
Type of Transaction:	G2B –Government to Business Entity	
Who may avail:	1. Eligible Contractors; and 2. Eligible Suppliers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>FOR ADVANCE PAYMENT (15%MOBILIZATION)</u>		
1. 1 original and 1 duplicate of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund Accounting Office for Trust Fund		Assigned Office or Department
2.1 original copy 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department
3.1 original and 1 photocopy of Floor Plan or Drawing		City Engineer's Office (CEO)
4.1 original copy 2 photocopies of Program of Work with detailed estimates		City Engineer's Office (CEO)
5.1 photocopy of Sangguniang Panlungsod (SP) Resolution for re aligned funds		Sangguniang Panlungsod Office (SP)
6. 1 original copy of Invitation to BID		Bids and Awards Committee (BAC)
7. 1 original copy 2 photocopies of BID Form with Detailed Estimates		Suppliers/Contractor
8. 1 original copy of BID security or BID Securing Declaration		Suppliers/Contractor
9.1 original copy of Omnibus Sworn Statement		Suppliers/Contractor
10. 1 original and 1 photocopy of Abstract of BIDS		Bids and Awards Committee (BAC)



11. 1 original copies of bid documents of other bidders	Suppliers/Contractor
12. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
13. 1 original and 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
14. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
15. 1 original and 1 photocopy of Performance Bond	Insurance Company
1 original and 1 photocopy of Contract	Bids and Awards Committee (BAC)
16. 1 original and 1 photocopy of Notice to Proceed	Bids and Awards Committee (BAC)
17. 1 original and 1 photocopy of Letter request to claim mobilization from the contractor noted by the City Engineer's Office (CEO) and duly approved by City Mayor	Contractor
18. 1 original and 1 photocopy of Warranty Security for advance payment	Insurance Company
19. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
FOR PROGRESS PAYMENT(1st)	
1. 1 original and 1 duplicate of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 2 photocopies of Statement of Work Accomplishment	Contractor
4. 1 original and 2 photocopies of Inspection Report	Inspection and Verification Committee
5. Pictures of project with signboard (2 colored original copies)	Inspection and Verification Committee
6. 1 photocopy of 15% mobilization voucher	Assigned Office or Department
7. 1 Photocopy of bid form	Assigned Office or Department
8. 1 photocopy of notice to proceed	Assigned Office or Department
Additional requirements for variation order:	Assigned Office or Department
1. 1 original and 1 photocopy of Approved Change Order/Extra Work Order	City Engineer's Office (CEO)



2. 1 original and 1 photocopy of Approved original plans indicating the affected portion of the project	City Engineer's Office (CEO)
3. Agency's report establishing the justification for the need of such Change Order which includes the computation of the quantities of the additional work, date of inspection detailed estimate of the unit cost of such items	City Engineer's Office (CEO)
4. 1 original and 1 photocopy Additional performance security in the copy of prescribed form if variation order exceeds 10% of the original contract cost	Insurance Company
5. 1 original and 1 photocopy of suspension order and resume order if any	City Engineer's Office (CEO)
<u>FOR PROGRESS PAYMENT(2nd if any)</u>	
1. 1 original and 1 duplicate of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund Accounting Office for Trust Fun	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 2 photocopies of Statement of Work Accomplishment	City Engineer's Office (CEO)
4. 1 original and 1 photocopy of Inspection Report	Inspection and Verification Committee
5. 1 photocopy of previous claim vouchers	Assigned Office or Department
6. 1 photocopy of previous inspection report	Assigned Office or Department
7. 1 photocopy of previous work accomplishments	Assigned Office or Department
8. 1 colored pictures of the project	Assigned Office or Department
<u>FOR FINAL PAYMENT</u>	
1. 1 original and 1 duplicate of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund Accounting Office for Trust Fun	Assigned Office or Department/City Planning and Development Office (CPDO)/Accounting Office
2.1 original and 2 photocopies of obligation request approved by head of office & certified	Assigned Office or Department



as to availability of fund by City Budget Officer	
3. 1 original and 2 photocopies of Statement of Work Accomplishment	City Engineer's Office (CEO)
4. 1 original and 2 photocopies of Inspection Report (1 original and 2 photocopies)	Inspection and Verification Committee
5. 2 colored 1 copies of Pictures of projects with signboard	Inspection and Verification Committee
6. 1 original and 2 photocopies of Certificate of Acceptance and Completion	City Engineer's Office (CEO)
7. 1 original and 1 photocopy of Warranty Security for structural defects with 2 years inception period -From the date of completion up to a year after release of certificate of final acceptance	Insurance Company
8. 1 Photocopy of Disbursement Voucher of previous claims (mobilization & progress billing) 9. 1 photocopy of previous Statement of Work Accomplishments	Assigned Office or Department
10.1 photocopy of previous inspection reports	Assigned Office or Department
Additional requirements for liquidated damages:	
1. 1 original and 1 photocopy of Letter issued by the City Engineer and approved by the City Mayor showing the computation of the cost of Liquidated Damages	City Engineer's Office (CEO)
ONE TIME CLAIM(100%WA):	
1. 1 original and 1 duplicate Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original copy 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 1 photocopy of Floor Plan or Drawing	City Engineer's Office (CEO)
4. 1 original and 2 photocopies of Program of Work	City Engineer's Office (CEO)
5. 1 original and 2 photocopies of Detailed Estimates of Project	City Engineer's Office (CEO)



6. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned funds	Sangguniang Panlungsod Office (SP)
7. 1 original copy of Invitation to BID	Bids and Awards Committee (BAC)
8. 1 original and 1 photocopy of BID Form with Detailed Estimates	Suppliers/Contracto
9. 1 original and 1 photocopy of BID security or BID Securing Declaration	Suppliers/Contracto
10. 1 original and 1 photocopy of Omnibus Sworn Statement	Suppliers/Contractor
11. 1 original copies of bid documents of other bidders	Suppliers/Contracto
12. 1 original and 1 photocopy of Abstract of BIDS	Bids and Awards Committee (BAC)
13. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
14. 1 original and 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
15. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
16. 1 original and 1 photocopy of Performance Bond	Insurance Company
17. 1 original and 1 photocopy of Contract	Bids and Awards Committee (BAC)
18. 1 original and 1 photocopy of Notice to Proceed	Bids and Awards Committee (BAC)
19. 1 original and 2 photocopies of Statement of Work Accomplishment	Suppliers/Contracto
20. 1 original and 2 photocopies of Inspection Report	Inspection and Verification Committee
21. Pictures of projects with signboard (2 colored original copies)	Inspection and Verification Committee
22. 1 original and 2 photocopies of Certificate of Acceptance and Completion	City Engineer's Office (CEO)
23. 1 original and 1 photocopy of Warranty Security for structural defects with 2 years inception period From the date of completion up to a year after release of certificate of final acceptance	Insurance Company
24. 1 original and 1 photocopy of Retention money bond equivalent to 10% of Contract Price with inception period of 1 year from date of completion,if none, 10% guaranty deposit payable will be deducted	Insurance Company



25. Certificate of Satisfactory Workmanship	City Engineer's Office (CEO)
26. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
REQUIREMENTS FOR DESIGN AND BUILD PROJECTS:(15%mobilization)	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 2 photocopies of Conceptual Design of Project	Design and Build Committee
4. 1 original and 1 photocopy of Bids and Awards Committee Resolution Recommending to the city Mayor to submit the technical component of the bid proposal to the Desgin and Build Committee 1 original and 1 photocopy of	Bids and Awards Committee
5. 1 original and 1 photocopy of Design and Build Committee Resolution Recommending Approval of Technical Design to Bids and Awards Committee	Design and Build Committee
6. 1 original and 1 photocopy of Abstract of BIDS	Bids and Awards Committee (BAC)
7. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
8. 1 original and 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
9. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
10. 1 original and 1 photocopy of Performance Bond	Insurance Company
11. 1 original and 1 photocopy of Contract	Bids and Awards Committee (BAC)
12. 1 original and 1 photocopy of Notice to Proceed	Bids and Awards Committee (BAC)
13. 1 original and 1 photocopy of Letter request to claim mobilization from the contractor noted by the City Engineer's Office (CEO) and duly approved by City Mayor	Contractor



14 Project Procurement mgt Plan(PPMP)	Assigned Office or Department
2.2. Payment of Procurement through Negotiated – Infrastructure	
Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)
Classification:	Highly Technical
Type of Transaction:	G2B –Government to Business Entity
Who may avail:	3. Eligible Contractors; and 4. Eligible Suppliers
CHEKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>FOR ADVANCE PAYMENT (15%MOBILIZATION)</u>	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
1 original copy 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
2. 1 original copy 1 photocopy of Floor Plan or Drawing 1 original copy 1 photocopy of	City Engineer's Office (CEO)
3. 1 original copy 2 photocopies of Program of Work with detailed estimates	City Engineer's Office (CEO)
4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned funds	Sangguniang Panlungsod Office (SP)
5. 1 original copy or 1 certified true copy of Bids and Awards Committee Resolution for negotiated Small value infrastructure	Bids and Awards Committee (BAC)
6. 1 original and 1 photocopy of Quotation from each contractor	Contractor
7. 1 original copy 1 photocopy of Omnibus	Contractor
8. 1 original and 1 photocopy of Abstract of Bids	Bids and Awards Committee (BAC)
9. 1 original copy 1 photocopy of Notice of Post Qualification	Bids and Awards Committee (BAC)
10. 1 original and 1 true copy of Resolution to Award	Bids and Awards Committee (BAC)
11. 1 original copy 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)



12. 1 original copy 1 photocopy Performance Bond	Insurance Company
13. 1 original copy 1 photocopy Contract	Bids and Awards Committee (BAC)
14. 1 original copy 1 photocopy Notice to Proceed	Bids and Awards Committee (BAC)
15. 1 original copy 1 photocopy of Letter request to claim mobilization from the contractor noted by the City Engineer's Office (CEO) and duly approved by City Mayor	Contractor
16. 1 original copy 1 photocopy of Warranty Security for advance payment	Insurance Company
17. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
FOR ONE TIME CLAIM (100% WA)-NEGOTIATED	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original copy 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original copy 1 photocopy of Floor Plan or Drawing 1 original copy 1 photocopy of	City Engineer's Office (CEO)
4. 1 original copy 2 photocopies of Program of Work	City Engineer's Office (CEO)
5. 1 original copy 2 photocopies of Detailed Estimate of Project	City Engineer's Office (CEO)
6. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned funds	Sangguniang Panlungsod Office (SP)
7. 1 original copy or 1 certified true copy of Bids and Awards Committee Resolution for NEGOTIATED Small value infrastructure	Bids and Awards Committee (BAC)
8. 1 original and 1 photocopy of Quotation from each contractor	Contractor
9. 1 original copy 1 photocopy of Omnibus	Contractor
10. 1 original and 1 photocopy of Abstract of Quotations	Bids and Awards Committee (BAC)
11. 1 original copy 1 photocopy of Notice of Post Qualification	Bids and Awards Committee (BAC)



12. 1 original and 1 true copy of Resolution to Award	Bids and Awards Committee (BAC)
13. 1 original copy 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
14. 1 original copy 1 photocopy Performance Bond	Insurance Company
15. 1 original copy 1 photocopy Contract	Bids and Awards Committee (BAC)
16. 1 original copy 1 photocopy Notice to Proceed	Bids and Awards Committee (BAC)
17. 1 original and 2 photocopies of Statement of Work Accomplishment	City Engineer's Office (CEO)
18. 1 original and 2 photocopies of Inspection Report	Inspection and Verification Committee
19. 2 colored copies of Pictures of projects with signboard	Inspection and Verification Committee
20. Warranty Security for structural defects with 2 years inception period From the date of completion up to a year after release of certificate of final acceptance (1 original and 1 photocopy)	Insurance Company
21. 1 original 1 photocopy of Certification of Satisfactory workmanship by the City Engineer	City Engineer's Office (CEO)
22. 1 original 1 photocopy of Retention money bond(if project is completed less than a year)	Insurance Company
23. 1 photocopy of voucher of 15 % mob.IF ANY	Assigned Office or Department
20. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
PROCUREMENT OF MATERIALS "BY ADMINISTRATION"	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original copy 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original copy 1 photocopy of Floor Plan or Drawing	City Engineer's Office (CEO)
4. 1 original and 2 photocopies of Program of Work	City Engineer's Office (CEO)
5. 1 original and 2 photocopies of Detailed Estimate of Project	City Engineer's Office (CEO)



6. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned funds	Sangguniang Panlungsod Office (SP)
7. 1 original copy 2 photocopies of Purchase Request	Assigned Office or Department
8. 1 original copy or 1 certified true copy of Bids and Awards Committee Resolution for negotiated-Small value infrastructure	Bids and Awards Committee (BAC)
9. 1 original copy of Omnibus each supplier	Supplier/Contractor
10. 1 original copy of Quotation each supplier	Supplier/Contractor
11. 1 original and 1 photocopy of Abstract of Quotations	Bids and Awards Committee (BAC)
12. 1 original and 1 photocopy of Notice of Post Qualification	Bids and Awards Committee (BAC)
13. 1 original and 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
14. 1 original copy 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
15. 1 original and 1 photocopy of Performance Bond	Insurance Company
16. 1 original and 1 photocopy of Purchase Order	General Services Department
17. Charge Invoice	Supplier/Contractor
18. 1 certified photocopy of Commission on Audit transmittal	General Services Department
19. 1 original and 2 photocopies of Inspection and Acceptance Report	Inspection and Verification Committee
20. 2 colored copies of Pictures	Inspection and Verification Committee
21. List of recipients (FOR DISTRIBUTION)	Assigned Office or Department
22. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
PAYMENT OF LABOR SERVICES(PAKYAW):	
1. 1 original and 1 photocopy of Payroll noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
1. 1 original copy 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
2. 1 original copy of Daily Time Record(DTR)	Assigned Office or Department
3. 1 original and 2 photocopies of Job order	Assigned Office or Department



4.	1 original copy of Summary of Work Done and Work Days	Assigned Office or Department		
5.	1 original and 2 photocopies of Accomplishment Report	City Engineer’s Office (CEO)		
	1 original and 2 photocopies of Certificate of Completion & Acceptance	City Engineer’s Office (CEO)		
6.	1 Program of Work with Detailed Estimates of original and 2 photocopies of Inspection Report	Inspection and Verification Committee		
7.	2 colored Pictures	Inspection and Verification Committee		
8.	1 photocopy of Voucher for materials claimed	Assigned Office or Departmen		
9.	1 photocopy of Acceptance and Inspection Report of materials	Assigned Office or Departmen		
WITHDRAWAL OF 10 % RETENTION(STRAIGHT CONTRACT):				
1.	1 original and 1 photocopy of Disbursement Voucher noted by Accounting Division staff	cc		
2.	1 original copy of Letter Request approved by City Mayor	Supplier/Contractor		
3.	1 original 1 photocopy of Certification of Satisfactory workmanship by the City Engineer	City Engineer’s Office (CEO)		
	1 original 1 photocopy of Retention money bond(if project is completed less than a year)(	Insurance Company		
4.	1 Photocopy of vouchers claimed` (with deduction of 10% retention)	Assigned Office or Department		
5.	1 photocopy of Statement of Work Accomplishment(100%)	Assigned Office or Department		
6.	1 photocopy of Inspection Report(100%)	Assigned Office or Department		
7.	1 photocopy of Performance Bond	Assigned Office or Department		
8.	1 photocopy of Warranty Security(structural defects)	Assigned Office or Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement voucher with complete	1.1 Receive and checks Disbursement voucher as to the completeness of the supporting documents and endorse to pre auditors.	None	4 days	Clerk III Internal Control Division



supporting documents to Receiving Officer	1.2 Receive Disbursement voucher and Pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	3 days	Management & Audit Analyst III/ II Internal Control Division
	1.3 Receive record/encode disbursement voucher and assign DV's number Endorse to Indexer	None	2 days	Clerk III Internal Control Division
	1.4 Receive and do manual indexing per transactions incurred and endorse to Accounting division.	None	2 days	Management & Audit Analyst II Mgt. & Audit Asst. Internal Control Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division	None	1 day	Fiscal Examiner I Accountant IV Accounting Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	3 days	CGDHA I Office of the City Accountant
	1.8 Receive and certify/sign simultaneously for the Disbursement voucher (DV) and endorse for transmittal	None	3 days	City Accountant Office of the City Accountant
	1.9 Prepares transmittal letter and forwards to City Treasurer's Office	None	1 day	Admi. Aide Office of the City Accountant



	2.0 Posting transmittal copy to Accounting Bulletin	None	1 day	Clerk III Internal Control Division
TOTAL:		None	20 days	

3. Processing of Payment of Procurement through Public Bidding and Alternative Modes

In compliance with the government procurement principle, the processing of payment of procurement through Public Bidding (Goods, Services and Infrastructure) and Alternative Modes such as limited source bidding, direct contracting repeat order, shopping and negotiated procurement conform with the 2016 Revised Implementing Rules and Regulations of R.A. 9184 also known as "*Government Procurement Reform Act*"

3.1. Payment of Procurement through Public Bidding – Infrastructure

3.2. Payment of Procurement of Supplies, Materials, medicines, Equipment and Vehicles through Public Bidding

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)		
Classification:	Highly Technical		
Type of Transaction:	G2B –Government to Business Entity		
Who may avail:	5. Eligible Contractors; and 6. Eligible Suppliers		
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>FOR PROCUREMENT OF SUPPLIES/MEDICINES</u>			
1. 1 original and 1 duplicate of Disbursement Vouchers noted by-City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund		Assigned Office or Department	
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department	
3. 3 original copies of Purchase Request		Assigned Office or Department	



4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned Fund	Sangguniang Panlungsod Office (SP)
5. 1 original copy of Invitation to BID	Bids and Awards Committee (BAC)
6. 1 original copy of BID Securing Declaration	Supplier/Contractor
7. 1 original copy of Omnibus Sworn Statement	Supplier/Contractor
8. 1 original and 1 photocopy of Bid Tender	Supplier/Contractor
9. 1 original and 1 photocopy of Abstract of Bids	Bids and Awards Committee (BAC)
10. 1 original copy of Bid documents of other bidders	Supplier/Contractor
11. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
12. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
13. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
14. 1 original and 1 photocopy of Performance Bond	Insurance Company
15. 1 original and 2 photocopies of Purchase Order	General Services Department
16. 1 original or 1 certified true copy Commission on Audit (COA) Transmittal	City General Services Office (CGSO)
17. 1 original copy of Delivery Receipt	Eligible Supplier
18. 1 original copy of Charge Invoice	Eligible Supplier
19. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
20. 1 colored copy of Picture of the goods or supplies	Inspection & Verification Committee
21. 1 original and 1 photocopy of Inventory Custodian Slip (ICS), if necessary	City General Services Office (CGSO)
22. List of recipients attested by the proponent if said supplies are for distribution	Department concerned
23. 1 original and 1 duplicate of "SETTLEMENT SLIP" signed by the proponent if supplies are subject for settlement	Office of the City Accountant



24. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
FOR GOODS OF EQUIPMENT	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by-City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 3 original copies of Purchase Request	Assigned Office or Department
4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned Fund	Sangguniang Panlungsod Office (SP)
5. 1 original copy of Invitation to BID	Bids and Awards Committee (BAC)
6. 1 original copy of BID Securing Declaration	Supplier/Contractor
7. 1 original copy of Omnibus Sworn Statement	Supplier/Contractor
8. 1 original and 1 photocopy of Bid Tender	Supplier/Contractor
9. 1 original copy of Bid documents of other bidders	Supplier/Contractor
10. 1 original and 1 photocopy of Abstract of Bids	Bids and Awards Committee (BAC)
11. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
12. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
13. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
14. 1 original and 1 photocopy of Performance Bond	Insurance Company
15. 1 original and 2 photocopies of Purchase Order	General Services Department
16. 1 original or 1 certified true copy Commission on Audit (COA) Transmittal	City General Services Office (CGSO)



17. 1 original copy of Delivery Receipt	Eligible Supplier
18. 1 original copy of Charge Invoice	Eligible Supplier
19. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
20. 2 copies of colored Pictures of equipment	Inspection & Verification Committee
21. 1 original and 1 photocopy of Warranty Certificate	Insurance Company
22. 1 original and 1 photocopy of Property Acknowledgement Receipt	City General Services Office (CGSO)
23. 1 original and 1 photocopy of Bank Guarantee(1 year inception from the date of acceptance), if none, 1% retention fee will be deducted	Commercial Bank
24. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
FOR PROCUREMENT OF GOODS FOR VEHICLE	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 3 original copies of Purchase Request	Assigned Office or Department
4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned Fund	Sangguniang Panlungsod Office (SP)
5. 1 original copy of Invitation to BID	Bids and Awards Committee (BAC)
6. 1 original copy of BID Securing Declaration	Supplier/Contractor
7. 1 original copy of Omnibus Sworn Statement	Supplier/Contractor



8. 1 original and 1 photocopy of Bid Tender	Supplier/Contractor
9. 1 original copy of Bid documents of other bidders	Supplier/Contractor
10. 1 original and 1 photocopy of Abstract of Bids	Bids and Awards Committee (BAC)
11. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
12. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
13. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
14. 1 original and 1 photocopy of Performance Bond	Insurance company
15. 1 original and 2 photocopies of Purchase Order	City General Services Office (CGSO)
16. 1 original or 1 certified true copy Commission on Audit (COA) Transmittal	City General Services Office (CGSO)
17. 1 original copy of Delivery Receipt	Eligible Supplier
18. 1 original copy of Charge Invoice	Eligible Supplier
19. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
20. 2 copies of colored Pictures of vehicle	Inspection & Verification Committee
21. 1 original and 1 photocopy of Warranty Certificate	Insurance Company
22. 1 original and 1 photocopy of Property Acknowledgement Receipt	City General Services Office (CGSO)
23. 1 original and 1 photocopy of Bank Guarantee(1 year inception from the date of acceptance), if none, 1% retention fee will be deducted	Commercial Bank
24. 2 certified true copy of Land Transportation Office (LTO) Registration if none, attach 1 original and 1 photocopy of oath of undertaking	Land Transportation Office (LTO)
25. 1 original and 1 photocopy of Authorization from Land Transportation Office (LTO)	Land Transportation Office (LTO)
26. 1 original and 1 photocopy of Deed of Absolute Sale(For Surplus unit)	Eligible Supplier



27. 2 photocopies of Authority from Department of Interior and Local Government (DILG) to purchase, for high end vehicle	Department of Interior and Local Government
28. 1 original and 1 photocopy of Certificate of Exclusive distributorship, if necessary	Eligible Supplier
29. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
FOR DONATED PROPERTY	
1. 1 original and 1 photocopy of SP Resolution Authorizing City Mayor to sign deed of transfer	Sangguniang Panlungsod Office (SP)
2. 1 original and 1 photocopy of Deed of transfer	Sangguniang Panlungsod Office (SP)
3. 1 original and 1 photocopy of Invoice Receipt for property	City General Services Office (CGSO)
3.3. Payment of Procurement of Supplies, Materials, Equipment and Vehicles through Negotiated/Shopping	
Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)
Classification:	Highly Technical
Type of Transaction:	G2B –Government to Business Entity
Who may avail:	7. Eligible Contractors; and 8. Eligible Suppliers
CHEKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR PROCUREMENT OF SUPPLIES: Office Supplies	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to	Assigned Office or Department



availability of fund by City Budget Officer	
3. 3 original copies of Purchase Request	Assigned Office or Department
4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned Fund	Sangguniang Panlungsod Office (SP)
5. 1 original or certified true copy of Bids and Awards Resolution authorizing to procure the goods through SHOPPING	Bids and Awards Committee (BAC)
6. 1 original copy of Price quotations from three Bonafide suppliers	Suppliers
7. 1 original and 1 photocopy of abstract of quotation	Bids and Awards Committee (BAC)
8. 1 original and 1 photocopy of post qualification	Bids and Awards Committee (BAC)
9. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
10. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
11. 1 original and 2 photocopies of Purchase Order	City General Services Office (CGSO)
12. 1 original or 1 certified true copy Commission on Audit (COA) Transmittal	City General Services Office (CGSO)
13. 1 original copy of Delivery Receipt	Eligible Supplier
14. 1 original copy of Charge Invoice	Eligible Supplier
15. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
16. 1 colored copy of Picture of the goods or supplies	Inspection & Verification Committee
17. 1 original and 1 photocopy of Inventory Custodian Slip (ICS), if necessary	City General Services Office (CGSO)
18. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
FOR PROCUREMENT OF SUPPLIES: Other Supplies and Spare parts	
1. 1 original and 1 photocopy of Disbursement Vouchers noted by-City Planning and Development Office (CPDO) for 20% Devt. Fund	Assigned Office or Department



-Accounting Office for Trust Fund	
2. 1 original and 2 phot copies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 3 original copies of Purchase Request	Assigned Office or Department
4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned Fund	Sangguniang Panlungsod Office (SP)
5. 1 original or certified true copy of Bids and Awards Resolution authorizing to procure the goods through NEGOTIATED	Bids and Awards Committee (BAC)
6. 1 original copy of Price quotations from three bonafide suppliers	Supplier
7. 1 original copy of Omnibus of suppliers for PURCHASE REQUEST with an ABC of P50,000.00 and up	Supplier
8. 1 original and 1 photocopy of abstract of quotation	Bids and Awards Committee (BAC)
9. 1 original and 1 photocopy of post qualification	Bids and Awards Committee (BAC)
10. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
11. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
12. 1 original and 2 photocopies of Purchase Order	City General Services Office (CGSO)
13. 1 original or 1 certified true copy Commission on Audit (COA) Transmittal	City General Services Office (CGSO)
14. 1 original copy of Delivery Receipt	Eligible Supplier
15. 1 original copy of Charge Invoice	Eligible Supplier
16. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
17. 1 colored copy of Picture of the goods or supplies	Inspection & Verification Committee
18. 1 original and 1 photocopy of Inventory Custodian Slip (ICS), if necessary	City General Services Office (CGSO)



19. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
ADDITIONAL REQUIREMENTS FOR SPARE PARTS:	
1. 1 original and 1 photocopy of Pre repair and Pre- Inspection Report	City Engineer's Office
2. 1 original and 1 photocopy of Waste Material Report if necessary	City General Services Office
3.4. Payment for Procurement of General Services(Public Bidding)	
Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)
Classification:	Highly Technical
Type of Transaction:	G2B –Government to Business Entity
Who may avail:	9. Eligible Contractors; and 10. Eligible Suppliers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 original and 1 photocopy of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) for 20% Devt. Fund -Accounting Office for Trust Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 2 photocopies of Job Order	Assigned Office or Department
4. 1 original copy of Sangguniang Panlungsod (SP) Resolution for re aligned Fund	Sangguniang Panlungsod Office (SP)
5. 1 original copy of Invitation to BID	Bids and Awards Committee (BAC)
6. 1 original copy of BID Securing Declaration	Supplier/Contractor
7. 1 original copy of Omnibus Sworn Statement	Supplier/Contractor
8. 1 original and 1 photocopy of Bid Tender	Supplier/Contractor



9. 1 original and 1 photocopy of Abstract of Bids	Bids and Awards Committee (BAC)
10. 1 original and 1 photocopy of Post Qualification	Bids and Awards Committee (BAC)
11. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
12. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
13. 1 original and 1 photocopy of Performance Bond	Insurance company
14. 1 original and 2 photocopies of contract	Bids and Awards Committee (BAC)
15. 1 original and 2 photocopies of Notice to Proceed	Bids and Awards Committee (BAC)
16. 1 original copy 1 photocopy of Charge Invoice or billing statement	Eligible Supplier
17. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
ADDITIONAL REQUIREMENTS FOR SECURITY SERVICES:	
1. 1 original and 1 photocopy List of personnel involved and their corresponding rates/salary and the number of hours per duty	Security Agency
2. 1 original copy of Approved Daily Time Record (DTR)	Security Agency
3.5. Payment of General Services through Negotiated Procurement	
Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)
Classification:	Highly Technical
Type of Transaction:	G2B –Government to Business Entity
Who may avail:	11. Eligible Contractors; and 12. Eligible Suppliers
CHEKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR PROCUREMENT OF REPAIR OF VEHICLE AND EQUIPMENT	
1. 1 original and 1 photocopy of Disbursement Voucher-noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department



2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original copy and 2 photocopies of Job Order	Assigned Office or Department
4. 1 original or certified true copy of Bids and Awards Resolution authorizing to procure the services through NEGOTIATED	Bids and Awards Committee (BAC)
5. 1 original copy of Price quotations from three bonafide suppliers	Supplier
6. 1 original copy of Omnibus of suppliers for Job Order with an ABC of P50,000.00 and up	Supplier
7. 1 original and 1 photocopy of abstract of quotation	Bids and Awards Committee (BAC)
8. 1 original and 1 photocopy of post qualification	Bids and Awards Committee (BAC)
9. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
10. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
11. 1 original and 1 photocopy of Contract	Bids and Awards Committee (BAC)
12. 1 original and 1 photocopy of Notice to Proceed	Bids and Awards Committee (BAC)
13. 1 original or 1 certified true copy of Commission on Audit (COA) Transmittal	City General Services Office (CGSO)
14. 1 original copy of Charge Invoice or billing statement	Eligible Contractor
15. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
16. 1 original and 1 photocopy of Pre-Repair and inspection Report	City Engineer's Office (CEO)
17. 2 colored copies of Pictures of the repaired vehicle or equipment=	Inspection & Verification Committee



18. 1 photocopy of voucher for materials that was procured separately	Assigned Office or Department
19. 1 photocopy of inspection and acceptance report for materials that was procured separately	Assigned Office or Department
20. 1 photocopy of purchase order for materials that was procured separately	Assigned Office or Department
21. Project Procurement mgt Plan(PPMP)	Assigned Office or Department
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR PROCUREMENT OF VARIOUS SERVICES	
1. 1 original and 1 photocopy of Disbursement Voucher-noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original copy and 2 photocopies of Job Order	Assigned Office or Department
4. 1 original or certified true copy of Bids and Awards Resolution authorizing to procure the services through NEGOTIATED	Bids and Awards Committee (BAC)
5. 1 original copy of Price quotations from three bonafide suppliers	Supplier
6. 1 original copy of Omnibus of suppliers for Job Order with an ABC of P50,000.00 and up	Supplier
7. 1 original and 1 photocopy of abstract of quotation	Bids and Awards Committee (BAC)
8. 1 original and 1 photocopy of post qualification	Bids and Awards Committee (BAC)
9. 1 original copy or 1 certified true copy of Resolution to Award	Bids and Awards Committee (BAC)
10. 1 original and 2 photocopies of Notice of Award	Bids and Awards Committee (BAC)
11. 1 original and 1 photocopy of Contract	Bids and Awards Committee (BAC)



12. 1 original and 1 photocopy of Notice to Proceed	Bids and Awards Committee (BAC)
13. 1 original or 1 certified true copy of Commission on Audit (COA) Transmittal	City General Services Office (CGSO)
14. 1 original copy of Charge Invoice or billing statement	Eligible Contractor
15. 1 original and 1 photocopy of Acceptance and Inspection Report	Inspection & Verification Committee
16. Project Procurement mgt Plan (PPMP)	Assigned Office or Department
ADDITIONAL REQUIREMENTS FOR CATERING SERVICES:	
1. 1 photocopy of program design, if any	Assigned Office or Department
2. Attendance	Assigned Office or Department
3. menu	Caterer
ADDITIONAL REQUIREMENTS FOR MEDIA COVERAGE:	
1. Original copy of certification from proponent or head of office for services rendered	Assigned Office or Department
REQUIREMENTS FOR SERVICES WITH MEMORANDUM OF AGREEMENT (MOA):	
1. 1 original and 1 photocopy of Disbursement Voucher-noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 1 photocopy of Sangguniang Panlungsod Resolution authorizing the Chief Executive to sign the memorandum of agreement	Sangguniang Panlungsod



4. 1 original and 1 photocopy of Memorandum of Agreement		City Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Pre-auditors.	None	3 days	Clerk III Internal Control Division
	1.2 Receive Disbursement voucher and Pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	3 days	Management & Audit Analyst III/ II
	1.3 Receive record/encode disbursement voucher and assign DV's number and endorse to Indexer.	None	2 days	Clerk III Internal Control Division
	1.4 Receive and do manual indexing per transaction and endorse to Records Division.	None	2 days	Management & Audit Analyst II Mgt. Audit Asst. Internal Control Division
	1.6 Receive and match the actual expenditure versus the obligated amount And endorse to Internal Control Division.	None	1 day	Admin Aide Accounting Division



	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	3 days	Management & Audit Analyst IV Internal Control Division
	1.8 Receive and certify/ sign simultaneously for the Disbursement voucher (DV) and endorse for transmittal	None	3 days	City Accountant CGADH I Office of the City Accountant
	1.9 Prepares transmittal letter and forward to City Treasurer's Office	None	1 day	Admin. Aide Office of the City Accountant
	2.0 Posting the transmittal copy to Accounting Bulletin	None	1 day	Clerk III Internal Control Division
TOTAL:		None	19 days	

3.6. PAYMENT OF PROCUREMENT OF LAND

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)
Classification:	Highly Technical
Type of Transaction:	G2B –Government to Business Entity



Who may avail:	5. Eligible Contractors; and 6. Eligible Suppliers
CHEKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For Expropriation Proceedings:</u>	
1. 1 original and 1 photocopy of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original copy and 1 photocopy of Complaint for Issuance of a Writ of Possession	Court
4. 1 original and 1 photocopy of SP resolution authorizing the City Mayor to initiate the expropriation proceedings	Office of the Sangguniang Panlungsod
5. 1 original copy and 1 certified true copy of tax declaration of Real Property	City Assessor's Office
6. 1 original and 1 photocopy of appraisal report	City Assessor's Office
<u>If Payment by Court Decision:</u>	
1. 1 original and 1 photocopy of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 2 Certified true copies of Court decision registered with the register of Deeds	Court
4. 1 original and 1 photocopy or 2 certified true copies of Certificate of finality of decision	Court
5. 2 Certified True Copies of Transfer Certificate of title & Tax Declaration with court decision duly annotated	Court
6. 1 original and 1 photocopy of appraisal report	City Assessor's Office
7. Project Procurement mgt Plan (PPMP)	Assigned Office or Department
<u>If unregistered:</u>	



1. 1 original and 1 photocopy of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 1 certified true copy of Notarized Affidavit of Ownership	Seller
4. 1 original and 1 certified true copy of Certificate from City Treasurer that the claimant is the sole entity paying taxes for 5 years	City Treasurer's Office (CTO)
5. 1 original 1 certified true copy of SP resolution authorizing the city mayor to sign the deed of sale	Office of the Sangguniang Panlungsod
6. 1 original and 2 photocopies of Deed of Sale	City Legal Office
7. 1 original and 1 photocopy of vicinity map	City Assessor's Office
8. 1 original and 1 photocopy of SP resolution for re aligned fund	Office of the Sangguniang Panlungsod
9. 1 original and 1 photocopy of appraisal report	City Appraisal Committee
LOT PURCHASE:	
1. 1 original and 1 photocopy of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 Original and 1 photocopy of certification of Real Property Tax payment	City Assessor's Office
4. 1 original and 1 photocopy of certification from City Assesor for structural improvements(taxation purposes)	City Assessor's Office
5. 1 original 1 certified true copy of Tax Declaration of Real Property	City Assessor's Office
6. 2 certified true copies of Transfer Certificate of title	Register of Deeds
7. 1 original 1 certified true copy of SP resolution authorizing the city mayor to sign the deed of sale	Office of the Sangguniang Panlungsod
8. 1 original and 2 photocopies of Deed of Sale	City Legal Office



9. 1 original and 1 photocopy of vicinity map	City Assessor's Office			
10. 1 original and 1 photocopy of SP resolution for re aligned fund	Office of the Sangguniang Panlungsod			
11. 1 original and 1 photocopy of appraisal report	City Appraisal Committee			
12. 1 original and 1 photocopy of Declaration of heirship with special power of attorney if necessary	Owner/Representative of Lot			
13. 1 original and 1 photocopy of appraisal report	City Assessor's Office			
14. Project Procurement mgt Plan(PPMP)	Assigned Office or Department			
Additional requirement to purchase adjacent land				
1. 1. Original and 1 photocopy of Letter from the City Mayor offering to purchase the lot	Office of the City Mayor			
2. 1 original and 1 photocopy of reply of the representative/owner	Owner/Representative of Lot			
3. SP resolution granting authority to the City Mayor to exercise the power of eminent domain	Office of the Sangguniang Panlungsod			
4. 1 original and 1 photocopy of appraisal report	City Assessor's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Pre auditors.	none	2 days	Clerk III Internal Control Division
	1.2 Receive Disbursement voucher and Pre audit as to the accuracy and validity of financial	None	3 days	Management & Audit Analyst MAA III/ II Internal Control Division



	transactions and do accounting entry and endorse to Encoder.			
	1.3 Receive record/encode disbursement voucher and assign DV's number and endorse to Indexer.	None	2 days	Clerk III Internal Control Division
	1.4 Receive and do manual indexing per transactions and endorse to Records Division.	None	2 days	Mgt. & Audit Asst. Management & Audit Analyst II Internal Control Division
	1.5 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	1 day	Accountant IV Accounting Division
	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	3 days	Management & Audit Analyst IV Internal Control Division
	1.7 Receive and certify/ sign	None	3 days	City Accountant Diana P. Honra



	simultaneously of the approval of the Disbursement voucher (DV) and endorse for transmittal			CGADH I Office of the City Accountant
	1.8 Prepares transmittal letter and forward to City Treasurer's Office	None	1 day	Admin. Aide Office of the City Accountant
	1.9 Posting the transmittal copy to Accounting Bulletin	None	1 day	Clerk III Internal Control Division
TOTAL:		None	18 days	

**4. PAYMENT FOR UTILITIES
TELEPHONE, INTERNET, CABLE
WATER & ELECTRIC BILLS**

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)	
Classification:	SIMPLE	
Type of Transaction:	G2B –Government to Business Entity	
Who may avail:	7. Eligible Contractors; and 8. Eligible Suppliers	
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 1 original and 1 photocopy of Disbursement Voucher		Assigned Office or Department
2. 1 original and 2 photocopies of obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department



3. 1 copy of billing statement		Service Provider		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.2 Receive Disbursement voucher/Payroll and Pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	2:00hours	Management & Audit Analyst II Internal Control Division
	1.3 Receive record/encode disbursement voucher/Payroll and assign DV's number and endorse to Pre auditors.	None	2:00 hours	Clerk III Internal Control Division



	1.4 Receive and do manual indexing per transactions and endorse to Accounting Division.	None	2:00 hours	Mgt & Audit Asst. Internal Control Division
	1.5 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division.	None	2:00 hours	Admin Aide Accounting Division
	1.6 Receive and reviews the documents as to accuracy and validity of the claim and endorse to City Accountant.	None	3:00 hours	Management & Audit Analyst IV Internal Control Division
	1.7 Receive and certify/ sign simultaneously for the approval of the Disbursement voucher (DV) and endorse for transmittal	None	4:00 hours	City Accountant CGADH I Office of the City Accountant



	1.8 Prepares transmittal letter and forward to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting of transmittal copy to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL:		None	2 DAYS and 6:00 hours	

5. Processing of Cadiz City Educational Assistance Program (CCEAP) through regular processing

(8:00 AM-5:00 PM Monday-Friday)

To facilitate the processing of Financial Assistance (Educational Assistance) through Regular Processing through cash/check issuance regardless of the amount of the indigent residents and deserving student of the city

Office or Division:	Office of the City Accountant – Internal Control Division	
Classification:	Simple	
Type of Transaction:	G2C-Government to Public/Client	
Who may avail:	Indigent Cadiz City Residents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 2 copies of Disbursement Voucher or payroll with complete supporting documents		CCEAP Office
2. 3 copies of Obligation Request (Obr) duly signed by head of Office and Certified as to Availability of fund by the City Budget Officer		CCEAP Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Pre auditors.	None	2:00 hours	Clerk III Internal Control Unit/Division
	1.2 Receive Disbursement voucher and Pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	4:00 hours	Management & Audit Analyst II Clerk III Internal Control Division
	1.3 Receive record/encode disbursement voucher/Payroll and assign DV's number and endorse to Indexer.	None	4:00 hours	Clerk III Admin. Aide Internal Control Division
	1.4 Receive and do manual indexing per transactions and endorse to Accounting Division.	None	4:00 hours	Mgt. Audit Asst. Internal Control Division



	1.5 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division.	None	2:00 hours	Admin. Aide Accounting Division
	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	2:00 hours	Management & Audit Analyst IV/ III Internal Control Division
	1.7 Receive and certify/sign simultaneously of the Disbursement voucher (DV) standards and endorse for transmittal.	None	2:00 hours	City Accountant CGADH I
	1.8 Prepares transmittal of letter and forwards to City Treasurer's Office.	None	2:00 hours	Admin. Aide Accounting Office
	1.9 Posting of transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III
TOTAL		None	3 days	



6. Processing of Financial support to Cooperative Project

To facilitate the processing of Financial loan assistance to Cooperative project of the City through City Development Council and City Development Unit of the City.

Processing time: 8:00 am – 5:00 p.m (Monday – Friday)

Office or Division:		Office of the City Accountant - Internal Control Unit (ICU)		
Classification:		Complex		
Type of Transaction:		G2B –Government to Business Entity		
Who may avail:		Registered Cooperative and Associations		
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 original copies of Disbursement Vouchers noted by- City Planning and Development Office (CPDO) and (CDU)and head of Agency with complete supporting documents		Assigned Office or Department		
2. 3 original copy of obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to pre auditors.	None	4:00 hours	Clerk III Internal Control Unit/Division
	1.2 Receive Disbursement voucher and pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	8:00 hours	Management & Audit Analyst II Clerk III Internal Control Division



	1.3 Receive record/encode disbursement voucher/Payroll and assign DV's number and endorse to Indexer.	None	4:00 hours	Clerk III Admin. Aide Internal Control Division
	1.4 Receive and do manual indexing per transactions and endorse to Accounting Division.	None	8:00 hours	Mgt. Audit Asst. Internal Control Division
	1.5 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division.	None	2:00 hours	Admin. Aide Accounting Division
	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse for approval of the City Accountant	None	4:00 hours	Management & Audit Analyst IV Internal Control Division
	1.7 Receive and certify/sign simultaneously of the Disbursement voucher and endorse for transmittal.	None	4:00 hours	City Accountant CGADH I



	1.8 Prepares transmittal letter and forwards to City Treasurer's Office.	None	2:00 hours	Admin. Aide Accounting Office
	1.9 Posting of transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Internal Control Division
Total		None	4 days and 6:00 hours	

7. Processing of Prepayment of Fuel, Oils and Lubricants

To facilitate the processing of Prepayment to allocate funds more strategically and manage Cash flow better

Processing time: 8:00 A.M. -5:00 P.M. Monday - Friday

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)			
Classification:	Simple			
Type of Transaction:	G2B –Government to Business Entity			
Who may avail:	Suppliers			
Checklist of Requirement			Where to secure	
1. 2 original copies of Disbursement Voucher sign by head of Office			Assigned Office or Department	
2. 3 original Copies of Obligation request duly signed by the Head of Office and certified as to availability of Fund by the City Budget Officer			Assigned Office or Department	
3. 2 original copies of Purchase Request			City General Services Office	
4. 2 original copies of Purchase Order			City General Services Office	
5. 1 original copy of Resolution to award			Bid and award Committee Office	
Additional requirement(20% fund)				
6. 1 original copy of Program of works if CEO Projects, Program of works if CENRO & CDRMO			Assigned Office or Department	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit Disbursement Voucher with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Accounting Division.	None	2:00 hours	Clerk III Internal Control Division
	1.2 Receive and control the Prepayment and sign simultaneously the Disbursement voucher as to no unliquidated amount and endorse to Pre auditors.	None	2:00 hours	Bookkeeper Accounting Division
	1.3 Receive Disbursement voucher and Pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	4:00 hours	Management & Audit Analyst II
	1.4 Receive record/encode disbursement voucher and assign DV's number and endorse to Indexer.	None	2:00 hours	Management & Audit Analyst I Internal Control Division
				Clerk III



	1.5 Receive and do manual indexing per client's records and endorse to Accounting Division.	None	2:00 hours	Internal Control Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division.	None	2:00 hours	Mgt. & audit Asst. Management & Audit Analyst II Internal Control Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse for approval of the City Accountant.	None	2:00 hours	Admin. Aide Accounting Division
	1.8 Receive and certify/sign simultaneously for the Disbursement voucher (DV) and endorse for transmittal	None	2:00 hours	Management & Audit Analyst IV/III
	1.9 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	City Accountant CGADH I Office of the City Accountant Admin. Aide



	2.0 Posting of transmittal copy to Accounting Bulletin	None	1:00 hour	Office of the City Accountant Clerk III Admin. Aide
Total		None	2 days and 5:00 hours	

7.1. Processing of Payment of Fuel, Oils and lubricants

Processing time: 8:00 a.m. – 5:00 P.M – Monday - Friday

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)			
Classification:	Simple			
Type of Transaction:	G2B –Government to Business Entity			
Who may avail:	Suppliers			
Checklist of Requirement		Where to secure		
1. 2 original copies of Disbursement Voucher sign by head of Office		City General Services Office		
2. 2 original copies of Purchase Request		Suppliers		
3. 1 original copy of Charge Invoice		Suppliers		
4. 2 original copies of Purchase Order		City General Services Office		
5. 1 original copy of statement of account		Suppliers		
6. 1 original copy of Summary of Fuel, Oils and lubricants		Suppliers		
7. 1 original copy of trip tickets to be paid		Suppliers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher with complete supporting	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and	None	8:00 hours	Clerk III Internal Control Division



documents to Receiving Officer	endorse to Pre auditors.			
	1.2 Receive Disbursement voucher and Pre audit as to the accuracy and validity of financial transactions and do accounting entry and endorse to Encoder.	None	8:00 hours	Management & Audit Analyst II/ MAA I Internal Control Division
	1.3 Receive record/encode disbursement voucher and assign DV's number and endorse to Indexer.	None	4:00 hours	Clerk III Internal Control Division
	1.5 Receive and do manual indexing per client's records and endorse to Accounting Division.	None	8:00 hours	Mgt. & audit Asst. Management & Audit Analyst II Internal Control Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division.	None	4:00 hours	Admin. Aide Admin. Aide Accounting Division
	1.7 Receive and reviews the documents as to the accuracy	None	8:00 hors	Management & Audit Analyst IV/ MAA III



	and validity of the claim and endorse to City Accountant.			
	1.8 Receive and certify/sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	4:00 hours	City Accountant Office of the City Accountant
	1.9 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	2.0 Posting of transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Admin. Aide
Total		None	6 days	



1. Request for the issuance of Certificate of the Creditable Tax Withheld at Source (BIR Form No. 2307)

(8:00 AM – 5:00 PM Monday-Friday)

The issuance of BIR Form No. 2307 is mandatory as this serves as proof of taxes withheld by the collecting agent. This copy is required to justify the transaction with the government.

Office or Division:	Office of the City Accountant – Records Management Division/ Administrative Division			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Suppliers/Contractors, Liaison, and company representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully accomplished duly signed Disbursement Voucher(s) (1 photocopy)		City Treasurer's Office – Cash Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide a copy of paid voucher to the Office of the City Accountant- Records Management Division	1.1 Receiving of photocopy of the Disbursement Vouchers as provided by the Suppliers/ Contractor and Service Provider	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
	1.2 Generates and prints the document requested.	None	30:00 Minutes	<i>Administrative Officer I</i> Records Management Division
	1.3 Certifies the document requested	None	1 hour	<i>Records Officer IV/ CGADH-I/ City Accountant</i> Records Management Division/ Administrative Division



2.Receives document requested	2.1. Releases the document requested.	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
	TOTAL	None	2 Hours	

2. Requests for the issuance of Certified True Copy of the previously issued BIR Form No. 2307 within the current taxable year

(8:00 AM – 5:00 PM Monday-Friday)

There are instances where copies of BIR Form No. 2307 are lost and can no longer be retrieved by the supplier or contractor. Hence, re-issuance is required.

Office or Division:		Office of the City Accountant - Records Management Division / Administrative Division		
Classification:		Simple		
Type of Transaction:		G2B- Government to Business		
Who may avail:		Suppliers/Contractors, Liaison, and company representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification Fee Receipt (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit a copy of the Request Slip	1.1 Accepts request.	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
	1.2 Collects and gathers necessary documents and data. • Original copy of the BIR form 2307 (depending on the no. of transactions and form issued within the period)	None	1 day	<i>Administrative Officer I</i> Records Management Division



	• BIR form 1604E • BIR form 0619E/1601 EQ • BIR form 1600 PT/VT			
	1.3 Generates and Prints the document.	None	30:00 minutes	<i>Administrative Officer I</i> Records Management Division
	1.4 Certifies Copy of the document requested.	None	1 hour	<i>Records Officer IV/ CGADH-I/ City Accountant</i> Records Management Division/ Administrative Division
2. Receives Document requested	2.1. Releases the document requested with proper recording.	None	15:00 minutes	<i>Administrative Officer I</i> Records Management Division
TOTAL		None	1 day and 2 hours	



3. Requests for the issuance of Certificate of Gross Compensation, Benefits, and Statutory Deductions

(8:00 AM – 5:00 PM Monday-Friday)

Given that the Certificate of compensation payment/ Tax withheld (BIR Form 2316) are issued for the following year after the current taxable period, there are clients that have left the Government service or transferred to another government/private agency that requires their present employer to have their statement of Gross annual compensation, benefits, and statutory deductions received for the year. Also, consultants, Job orders and Contract of Service workers are required to attach their certificate of gross compensation for their annual filing of Income Tax return to the BIR.

Office or Division:		Office of the City Accountant – Records Management Division / Administrative Division		
Classification:		Simple		
Type of Transaction:		G2C-Government to Citizen G2B-Government to Business		
Who may avail:		- Resigned/Separated Employees; - Job Order Employees; - Consultants; and - Contract of Service workers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant – Records Management Division		
2. Certification Fee Receipt (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit a copy of the request slip	1.1. Accepts and checks requests.	None	15:00 Minutes	<i>Records Officer I</i> Records Management Division
	1.2. Collects and gathers data for the amount of compensation received for the period Manual Payroll/ DVs	None	1 day	<i>Records Officer I</i> Records Management Division



	received for last salary, statutory deductions, supplemental income and other benefits received			
	1.3. Prepares the Certificate	None	1 hour	<i>Records Officer I</i> Records Management Division
	1.4. Certifies Gross compensation and statutory deductions.	None	2 Hours	<i>Records Officer IV/</i> <i>CGADH-I/ City Accountant</i> Records Management Division
2. Receives the document requested	2.1. Releases the document requested	None	15:00 Minutes	<i>Records Officer I</i> Records Management Division
	TOTAL	None	1 Day, 3 Hours and 30 Minutes	



4. Requests for the issuance of Certificate of No Government Transaction for Suppliers/Contractors and Service Providers

(8:00 AM – 5:00 PM Monday-Friday)

Suppliers/Contractors and Service Providers with no Government transactions for the year are required to present their Certificate of No Government transaction as a supporting document for their renewal of business permits. Thus, the Records Management Division issues such certification as proof that there are No government transactions made for that year.

Office or Division:		Office of the City Accountant – Records Management Division/ Administrative Division		
Classification:		Simple		
Type of Transaction:		G2B- Government to Business		
Who may avail:		Suppliers/Contractors, Liaison, and company representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant – Records Management Division		
2. Certification Fee Receipt (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit a copy of the request slip	1.1. Accepts and checks requests.	None	15:00 Minutes	<i>Records Officer I</i> Records Management Division
	1.2. Collects and gathers documents and data Retrieval of BIR Form 1604E/23 07 for the list of transactions with withholding tax for the	None	1 day	<i>Records Officer I</i> Records Management Division



	taxable year			
	1.3. Prepares Certification of Gross Compensation and Other benefits received	None	1 hour	<i>Records Officer I</i> Records Management Division
	1.4. Certifies the No Government transaction made for the year.	None	1 hour	<i>Records Officer IV/ CGADH-I/ City Accountant</i> Records Management Division/ Administrative Division
2. Receives Document requested	2.1. Releases the document requested	None	15:00 Minutes	<i>Records Officer I</i> Records Management Division
TOTAL		None	1 Day, 2 hours and 30 minutes	



5. Requests for scheduling of application and registration of Tax Identification Number (T.I.N.) for Contract of Service employees and Consultants

(8:00 AM – 5:00 PM Monday-Friday)

The Office of the City Accountant in its initiative to help contract of service employees and consultants in the application for their individual TIN have included among its services the compliance in the application and registration of Tax Identification Number (T.I.N.) of the Contract of Service employees and Consultants hired as suppliers of service by the city.

Office or Division:		Office of the City Accountant - Records Management Division		
Classification:		Simple		
Type of Transaction:		G2B-Government to Business G2C-Government to Citizen		
Who may avail:		- Contract of Service - Consultants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BIR Form No. 1901 (3 copies)		Office of the City Accountant – Records Management Division		
2. Notarized Sworn Declaration (1 copy)		Office of the City Accountant – Records Management Division		
3. Documentary Stamps (2 pieces)		Bureau of Internal Revenue (BIR)		
4. Any one (1) valid ID indicating name, address, & Date of Birth, or Cedula (1 photocopy)		Accredited Government Agency(ies)		
5. Contract or Memorandum of Agreement (1 photocopy)		Human Resource and Management Office (HRMO)		
6. Special Power of Attorney (SPA), if applicable (1 copy)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for scheduling of TIN registration	1. Issues list of requirements.	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
2. Submission of requirements	2.1 Accepts and checks documents submitted.	None	30:00 Minutes	<i>Administrative Officer I</i> Records Management Division
	2.2 Schedule an E-	None	2 hours	<i>Administrative Officer I</i>



	appointment on a selected date			Records Management Division
	2.3. Receive email from the BIR of scheduled appointment	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
3. Receives copy of scheduled appointment	Releases copy of the scheduled appointment		15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
	TOTAL	None	3 hours and 15 minutes	

CITY MAYOR'S OFFICE

Internal Services

Executive Division



**1. Papers/ Documents to be signed by the City Mayor
(8:00AM – 5:00PM, MONDAY – FRIDAY)**

(Notice of Award, BAC Resolutions, Project Proposals, Program Design, Appropriation Ordinances, Summary of Leave Credits of Barangay Officials, Application for Leave (Terminal), Contract of Lease, Contract of Employments, Indorsements)

Communication/resolution/permits and other documents which need the approval /attention of the City Mayor

Office/Division:	Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government offices that needs the approval of the City Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents to be signed by the City Mayor are the following: 1. Notice of Award (2 original copies) 2. BAC Resolutions (2 original copies) 3. Notice to Proceed (2 original copies) 4. Contract (Bidding) (3 original copies) 5. Project Proposals (2 original copies) 6. Program Design (2 original copies) 7. Contract of Employment (2 original copies) 8. Appropriation Ordinances (10 original copies) 9. Application for Leave-Terminal (2 original copies) 10. Contract of Lease (2 original copies) 11. Accomplishment Report of Consultant 12. Summary of Leave Credits of Barangay Officials 13. Communication Letter/ Request Letter		BAC – City Legal Office BAC – City Legal Office BAC – City Legal Office BAC – City Legal Office Different Offices Different Offices City Legal Office SP Office HRM Division City Administrator's Office Individual (Owner of the Document) HRM Division Various Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents at the City Mayor's Office: a. Notice of Award b. BAC Resolutions c. Notice to Proceed d. Contract (Bidding) e. Project Proposals f. Program Design g. Contract of Employment	1.1 Staff-in-charge receives and records documents/ communication	None	10 mins	Administrative Assistant I Executive Division



h. Appropriation Ordinance i. Application for Leave (Terminal) j. Contract of Lease k. Accomplishment Report of Consultant l. Summary of Leave Credits of Barangay Officials m. Communication Letter/ Request Letter				
	1.2 Documents are forwarded to the City Mayor for proper action	None	1 day	City Mayor Executive Division
	1.3 Checked documents and released to the client concerned for non-legal documents.	None	10 mins.	Administrative Assistant I Executive Division
2. Received the approved documents		None	5 mins	
TOTAL:		00	1 day & 25mins	

2. Papers/ Documents to be signed by the City Mayor (8:00AM – 5:00PM, MONDAY – FRIDAY) (Memorandum of Agreement and Deed of Absolute Sale)

Other documents which need the approval /attention of the City Mayor

Office/Division:	Office of the City Mayor		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Government offices that needs the approval of the City Mayor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Documents to be signed by the City Mayor are the following: 1. Memorandum of Agreement (2 original copies) 2. Deed of Absolute Sale (2 original copies)		Various Establishment Different Offices	



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents at the City Mayor's Office: a. Memorandum of Agreement b. Deed of Absolute Sale	1.1 Staff-in-charge receives and records documents	None	10 mins	Administrative Assistant I Executive Division
	1.2 Endorsement letter and transmittal are prepared and forwarded to the City Legal Office for legal review	None	10 mins.	Administrative Assistant I Executive Division
	1.3 Executive Assistant reviews and signs the endorsement letter and transmittal	None	10 mins	Executive Assistant IV Executive Division Executive Assistant III Executive Division
	1.4 Forwards the legal documents, endorsement and transmittal letter to the City Legal Office	None	15 mins	Administrative Aide IV Executive Division Administrative Aide III Executive Division
	1.5 City Legal Office received the endorsement and transmittal letter.	None	5 mins.	Administrative Aide IV Executive Division Administrative Aide III Executive Division
	1.5.1 Releasing of the said endorsement from	None	6 days	City Legal Office



	the City Legal Office			
	1.6 Received from the City Legal Office of the approved legal documents	None	5 mins	Administrative Assistant I Executive Division
	1.7 City Mayor approved the received documents	None	1 day	City Mayor Executive Division
	1.8 Legal documents that subject for numbering are recorded and logged	None	10 mins	Administrative Assistant I Executive Division Administrative Assistant I Executive Division
	1.9 Endorse the documents for dissemination	None	15 mins	Administrative Aide IV Executive Division Administrative Aide III Executive Division
2. Received the approved documents			5mins	
	TOTAL:	00	7days,1hr. & 25mins	

3. Papers & Other Payables to be sign by the City Mayor (8:00AM – 5:00PM, MONDAY – FRIDAY)

(Payroll of Employees, Obligation Request, Purchase Order, Disbursement Voucher, Program of Works, Certificate of Acceptance, Pre-Repair and Inspection Report)

Documents which need the approval/attention of the City Mayor

Office/Division:	Office of the City Mayor
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Government offices that needs the approval of the City Mayor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Documents / Payables for signature of the City Mayor are the following:				
1. Payroll of Employees (3 original copies) 2. Obligation Request (3 original copies) 3. Purchase Order (3 original copies) 4. Disbursement Voucher (3 original copies) 5. Program of Works (3 original copies) 6. Certificate of Acceptance (2 original copies) 7. Pre-Repair and Inspection Report (2 original copies)		Requisitioning Offices City Budget Office CGSO Accounting City Engineer's Office IVC (City Mayor's Office) IVC (City Mayor's Office)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the following documents at the City Mayor's Office:	1.1 Receiving and recording of documents/ communication	None	10 mins	Administrative Aide VI Executive Division
a. Payroll of Employees b. Obligation Request c. Purchase Order d. Disbursement Voucher e. Program of Works f. Certificate of Acceptance g. Pre-Repair and Inspection Report				
	1.2 Forward to the City Mayor for approval	None	10 mins.	City Mayor Executive Division
	1.3 Checked documents and release to the client concerned	None	15 mins	Administrative Aide VI Executive Division
2. Received the approved documents		None	5 mins	
	TOTAL:	00	40mins	

CITY MAYOR'S OFFICE

Internal Services

Internal Audit Services Division



1. Compliance Audit

Compliance audit is the evaluation of the degree of compliance with laws, regulations, managerial policies, and operating procedures in the LGU, including compliance with accountability measures, ethical standards, and contractual obligations (1.9.1 Compliance Audit, Department of Budget and Management (DBM) Internal Audit Manual for Local Government Units (LGUs) (2016), p. 10).

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Internal Audit Services Division			
Classification :	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Executive Branch of the Cadiz City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed Endorsement Letter/Memo from the City Mayor to conduct audit (<i>1 original copy</i>)		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Endorsement Letter / Memo from the City Mayor to the IAS Office one (1) original copy.	1.1. Receive the Endorsement Letter or Memo and forward to the Head of IAS	None	5 Minutes	<i>Administrative Aide III</i> Internal Audit Services Division
	1.2. Evaluation whether the audit request is under the scope of IAS	None	3 Hours, 25 Minutes	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.3. If the audit request is: 1.3.1. Not under the scope of IAS: 1.3.1.1. Preparation of letter stating the basis why the audit request is declined and submit to the Head of IAS for review and approval.	None	4 Hours*	<i>Accountant I</i> Internal Audit Services Division
	1.3.1.2. Review and	None	4 Hours*	

2.1 Receive letter of disapproval from IAS Division.	sign the letter of disapproval 1.3.1.3. Submit the letter to the requesting party and copy furnish the City Mayor	None	30 Minutes*	<i>Internal Auditor IV</i> Internal Audit Services Division <i>Administrative Aide III</i> Internal Audit Services Division
	1.3.2. Under the scope of IAS: 1.3.2.1. Audit Engagement Planning • <i>Document understanding of the program, project, system or process</i> • <i>Determination of objectives, scope, criteria and evidence</i> • <i>Determination of audit methodology</i> • <i>Team Assignments</i> • <i>Develop audit plan and timeline</i> • <i>Determine resources needed</i>	None	4 Hours, 30 minutes	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.4. Conduct of Compliance Audit • <i>Gather audit evidence</i> • <i>Analyze and compare evidence against criteria</i> • <i>Preparation of Audit</i>	None	15 working days upon receipt of complete audit documents	<i>Accountant III & Team</i> Internal Audit Services Division



2.2 Receive Audit Report from IAS Division.	<i>Working Papers</i>			
	1.5. Draft Audit Report and submit to the Head of IAS for review and approval	None	3 working days after Compliance Audit	<i>Accountant III & Team</i> Internal Audit Services Division
	1.6. Review and approval of Audit Report	None	7 hours	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.7. Submit Approved Audit Report to the requesting party and copy furnish the City Mayor.	None	1 hour	<i>Administrative Aide III</i> Internal Audit Services Division
TOTAL:		None	If Project is: Not under the scope of IAS: 1 Day, 4 Hours* (including Agency Actions 1.0 and 1.1) Under the scope of IAS: 20 Days	

2. Management Audit

Management audit is a separate evaluation of the effectiveness of internal controls adapted in the operating and support services units/systems to determine whether they achieve the control objectives over a period of time or as of a specific date. This includes the determination of the degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards, and contractual obligations covering specific timeframes. It is a review and appraisal of the systems and processes, organizational and staffing structures, operations and management practices, records, reports, and performance standards of the agencies/units covered (1.9.2 Management Audit, DBM Internal Audit Manual for LGUs (2016), p. 10).

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Internal Audit Services Division			
Classification :	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Executive Branch of the Cadiz City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed Endorsement Letter/Memo from the City Mayor to conduct audit (1 original copy)		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit the signed Endorsement Letter / Memo from the City Mayor to the IAS Office one (1) original copy.	1.1. Receive the Endorsement Letter or Memo and forward to the Head of IAS	None	5 Minutes	<i>Administrative Aide III</i> Internal Audit Services Division
	1.2. Evaluation whether the audit request is under the scope of IAS	None	3 Hours, 25 Minutes	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.3. If the audit request is: 1.3.1. Not under the scope of IAS: 1.3.1.1. Preparation of letter stating the basis why the audit request is declined	None	4 Hours*	<i>Accountant I</i> Internal Audit Services Division



2.1 Receive letter of disapproval from IAS Division.	and submit to the Head of IAS for review and approval.			
	1.3.1.2. Review and sign the letter of disapproval.	None	4 Hours*	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.3.1.3. Submit the letter to the requesting party and copy furnish the City Mayor	None	30 Minutes*	<i>Administrative Aide III</i> Internal Audit Services Division
	1.3.2. Under the scope of IAS: 1.3.2.1. Audit Engagement Planning • <i>Document understanding of the program, project, system or process</i> • <i>Determination of objectives, scope, criteria and evidence</i> • <i>Determination of audit methodology</i> • <i>Team Assignments</i> • <i>Develop audit plan and timeline</i> • <i>Determine resources needed</i>	None	4 Hours, 30 minutes	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.4. Conduct of Management Audit: • <i>Gather audit evidence</i> • <i>Analyze and compare</i>	None	15 working days upon receipt of complete audit documents	<i>Accountant III & Team</i> Internal Audit Services Division

2.2 Receive Audit Report from IAS Division.	evidence against criteria • Preparation of Audit Working Papers			
	1.5. Draft audit report and submit to the Head of IAS for review and approval	None	3 working days after Management Audit	Accountant III & Team Internal Audit Services Division
	1.6. Review and approval of Audit Report	None	7 hours	Internal Auditor IV Internal Audit Services Division
	1.7. Submit Approved Audit Report to the requesting party and copy furnish the City Mayor.	None	1 hour	Administrative Aide III Internal Audit Services Division
TOTAL:		None	If Project is: Not under the scope of IAS: 1 Day, 4 Hours* (including Agency Actions 1.0 and 1.1) Under the scope of IAS: 20 Days	

3. Operations Audit

Operations audit is a separate evaluation of the outcome, output, process, and input to determine whether government operations, programs, and projects are effective, efficient, ethical and economical, including compliance with laws, regulations, managerial policies, accountability measures, and contractual obligations. Operations audit of organizations, programs, and projects involve an evaluation of whether or not performance targets and expected results were achieved (1.9.3 Operations Audit, DBM Internal Audit Manual for LGUs (2016), p. 10).

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Internal Audit Services Division			
Classification :	Highly Technical			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Executive Branch of the Cadiz City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed Endorsement Letter/Memo from the City Mayor to conduct audit (1 original copy)		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit the signed Endorsement Letter / Memo from the City Mayor to the IAS Office.	1.1. Receive the Endorsement Letter or Memo and forward to the Head of IAS	None	5 Minutes	<i>Administrative Aide III</i> Internal Audit Services Division
	1.2. Evaluation whether the audit request is under the scope of IAS	None	3 Hours, 25 Minutes	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.3. If the audit request is: 1.3.1. Not under the scope of IAS: 1.3.1.1. Preparation of letter stating the basis why the audit request is declined and submit to the Head of IAS for review and approval.	None	4 Hours*	<i>Accountant I</i> Internal Audit Services Division
	1.3.1.2. Review and	None	4 Hours*	<i>Internal Auditor IV</i>

2.1 Receive letter of disapproval from IAS Division.	sign the letter of disapproval. 1.3.1.3. Submit the letter to the requesting party and copy furnish the City Mayor	None	30 Minutes*	Internal Audit Services Division <i>Administrative Aide III</i> Internal Audit Services Division
	1.3.2. Under the scope of IAS: 1.3.2.1. Audit Engagement Planning • <i>Document understanding of the program, project, system or process</i> • <i>Determination of objectives, scope, criteria and evidence</i> • <i>Determination of audit methodology</i> • <i>Team Assignments</i> • <i>Develop audit plan and timeline</i> • <i>Determine resources needed</i>	None	4 Hours, 30 minutes	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.4. Conduct of Operations Audit: • <i>Gather audit evidence</i> • <i>Analyze and compare evidence against criteria</i> • <i>Preparation of Audit Working Papers</i>	None	15 working days upon receipt of complete audit documents	<i>Accountant II & Team</i> Internal Audit Services Division



2.2 Receive Audit Report from IAS Division.	1.5. Draft audit report and submit to the Head of IAS for review and approval	None	3 working days after Operations Audit	<i>Accountant II & Team</i> Internal Audit Services Division
	1.6. Review and approval of Audit Report	None	7 hours	<i>Internal Auditor IV</i> Internal Audit Services Division
	1.7. Submit Approved Audit Report to the requesting party and copy furnish the City Mayor.	None	1 hour	<i>Administrative Aide III</i> Internal Audit Services Division
TOTAL:		None	If Project is: Not under the scope of IAS: 1 Day, 4 Hours* (including Agency Actions 1.0 and 1.1) Under the scope of IAS: 20 Days	

CITY MAYOR'S OFFICE

Internal Services

Sports Division



1. Sound System Services

Approval of request for Sound System (Audio Van) to operate and maintain the technical equipment to be used.

Office or Division:		Sports Division		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 original copy) Communication letter address approved by the City Mayor, thru: Sports Development Officer III		City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Request Form.	1.1 The Records and Information Staff endorses the letter to Sports Development Officer III / City Sports Coordinator for appropriate action.	None	5 minutes	<i>SPORTS & GAME INSPECTOR II</i> SPORTS DIVISION OFFICE
	1.2 The Sports Development Officer III / City Sports Coordinator checks the availability of the Sound System with the Sound System Unit	None	5 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> SPORTS DIVISION OFFICE



	Staff.			
	1.3 If the Sound System is available, the Sports Development Officer III / City Sports Coordinator reserves schedule of Sound System for the requesting party. 1.4 If not available, send denial letter to the client.	None	10 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> SPORTS DIVISION OFFICE
2. Pick up approved schedule of the Sound System.	1.5 Release the approved/ confirmed reservation slip to the requesting clients.		5 minutes	<i>SPORTS DEVELOPMENT OFFICER III</i> SPORTS DIVISION OFFICE
Total		None	25 minutes	

2. Request for Utilization of Cadiz Arena

Approval of request for Arena Use and the issuance of computed fees to be paid.

Office or Division:	Sports Division
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Communication letter	City Mayor's Office



address and approved by the City Mayor, thru: Sports Development Officer III (1 original copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Fill-up Request Form for the Cadiz Arena.	1.1 Checks and confirms availability of Cadiz Arena. 1.2 Conducts ocular inspection of the Cadiz Arena. 1.3 If available, grant request of client. 1.4 If not available, send denial letter to the client. 1.5 Compute s fees to be paid and send statement of account to client.	None	15 minutes	<i>ADMINISTRATIV E ASSISTANT IV</i> SPORTS DIVISION OFFICE
2. Pay rental fee at the City Treasurer' s Office.	1.6 Receive payment and issue OR.	As per Ordinance No.13-2023, the Arena rates and fees: Whole Cadiz Arena - ₱ 5,000 for the first 3 hours (without air conditioning) A. In excess 3	15 minutes	CITY TREASURER'S OFFICE



		hours - ₱2,000 per hour B. Lights and Sounds - ₱3,500 per day of event C. Airconditioning - ₱250 per unit per hour D. Plastic Chairs - ₱20 per chair LED SCREEN - ₱2,500 per day of event SECURITY DEPOSIT – ₱5,000 per event. To be refunded after the event. Should there be damage to equipment's, cost of such will be deducted from the security deposit. In case of damage cost will be computed by the BOOKBINDER IV.		
3. Submit copy of rental fee receipt and pick up approved schedule of the venue.	1.7 Reserve the venue (Cadiz Arena) for the requesting party upon presentation of the rental fee receipt. 1.8 Release the confirmed reservation slip to the requesting clients.	None	5 minutes	ADMINISTRATIVE ASSISTANT IV SPORTS DIVISION OFFICE
Total		As per Ordinance No.13-2023, the	35 minutes	



	Arena rates and fees: Whole Cadiz Arena - ₱ 5,000 for the first 3 hours (without air conditioning) A. In excess 3 hours - ₱2,000 per hour B. Lights and Sounds - ₱3,500 per day of event C. Air-conditioning - ₱250 per unit per hour D. Plastic Chairs - ₱20 per chair LED SCREEN - ₱2,500 per day of event SECURITY DEPOSIT – ₱5,000 per event. To be refunded after the event. Should there be damage to equipment's, cost of such will be deducted from the security deposit. In case of damage cost will be computed by the <i>ADMINISTRATIVE ASSISTANT IV</i>.		



3. Request for Sports Office Multi-purpose Vehicle

Approval/ Confirmation of request for Multi-purpose Vehicle to be operated and used.

Office or Division:		Sports Division		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 original copy) Endorsement /recommendation from the Office of the City Mayor		City Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Fill up Vehicle Utilization Form (Within the Province must be submitted at least 3 days prior travel) 1.2 Secure the approval or permit to use the multi-purpose vehicle.	1.1 Checks and confirms availability of the Sports Office Multi-Purpose Vehicle. 1.2 If the vehicle is available and the request is approved by Sports Development Officer III/City Sports Coordinator, grant the request of client. 1.3 If not available, send denial letter to the client.	None	15 minutes	<i>ADMINISTRATIVE AIDE III</i> SPORTS DIVISION OFFICE
2. Schedule the Driver, the Vehicle and prepare Driver's Trip Ticket	1.4 Schedule the Driver, the Vehicle and prepare Driver's Trip Ticket 1.5 Release the trip ticket with the confirmed reservation slip to the client.	None	15 minutes	<i>ADMINISTRATIVE AIDE III</i> SPORTS DIVISION OFFICE
TOTAL		NONE	30 minutes	

CITY MAYOR'S OFFICE

Internal Services

Tourism Promotion Development and Culture and Arts Division



1. Mural Painting

The School reach out and ask assistance to paint murals in the school's premises to promote their values and also showcase the creative talents from our artists.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Tourism Promotion Development and Culture and Arts Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Teachers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Tourism Promotion Development and Culture and Arts Division		
Communication Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Request Form and state the schedule	1. Receive Request form 1.1 Check and inquire artist for their availability	None	10 Minutes	<i>Tourism Staff</i> Tourism Office
2.	2. Artists Prepare painting equipment needed	None	30 Minutes	<i>Tourism Staff</i> Tourism Office
3. Distribute Meals	3. Decorate and paint the intended area	None	2-3 Days	<i>Tourism Staff</i> Tourism Office
4. Present Certification and Token of Appreciation	4. Finish up and clean the painting zone	None	20 Minutes	<i>Tourism Staff</i> Tourism Office
TOTAL:		None	3 Days and 1 Hour	

CITY MAYOR'S OFFICE

Internal Services

Population Program Services Division



1. Scheduling of Pre-Marriage Orientation and Counseling (PMOC) Session

Pursuant to PD 965 A Decree Requiring Applicant for Marriage License to receive instructions on Family Planning and Responsible Parenthood. Pre-Marriage Orientation and Counseling is designed to give would-be couples an understanding of marriage and family relationships and responsibilities as part of their preparation for married and family life. It provides basic information for them to have a deeper understanding and appreciation of what to expect during marriage and to effectively guide them in forming their own family.

Service Availability: 8:00 AM – 5:00 PM (Monday - Friday excluding holidays)

Office or Division:	Population Program Services Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	18 years old and older would-be couples applying for PMOC Certificate and marriage license.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter with Official receipt.		Local Civil Registrar (LCR) Office		
1 photocopy of Government Issued ID		This should be provided by the clients from any government agency issuing valid ID.		
Application Form		Population Program Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. 1.1 Receive and check requirement	None	2 Minutes	Population Program Officer III
	1.2. Verify Application Form	None	2 Minutes	Population Program Services Division
	1.3. Encode the the application forms.	None	2 Minutes	
	1.4 Approved to proceed for interview.	None	2 Minutes	
2. If approved proceed to interview	2.1 Conduct interview	None	10 Minutes	Population Program Officer III
	2.2 Scheduled the PMOC session.	None	2 Minutes	Population Program Services Division



	PMOC is scheduled every Tuesday.			
3. Confirmed the schedule of PMOC session	3. Issuance of confirmation slip for PMOC session.	None	2 Minutes	Population Program Officer III Population Program Services Division
4. Received the confirmation slip and will come back on the scheduled date of PMOC session.	4. Logbook the confirmed schedule	None	2 Minutes	Population Program Officer III Population Program Services Division
TOTAL:		None	24 Minutes	

CITY MAYOR'S OFFICE

Internal Services

Inspection and Verification Committee



1. INSPECTION & VERIFICATION OF SUPPLIES & EQUIPMENT

Inspection of Purchased Office and Other Supplies, IT Equipment, Medical Supplies and Equipment, Furniture and Fixtures, DepEd materials, Motor Vehicles and Digital Documentation.

Office or Division:		City Mayor’s Office-Inspection and Verification Committee			
Classification:		Simple			
Type of Transaction:		G2G-Government to Government & G2C- Government to Client			
Who may avail:		All Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1 Copy of Original & 1 Photocopy					
(For Goods) Purchase Order/Purchase Request			Requesting Offices		
(For Goods) Delivery Receipt/Charge Invoice			Supplier		
(For New Vehicles) Purchase Order/Purchase Request			Requesting Offices		
(For New Vehicles) Delivery Receipt/Charge Invoice			Supplier		
Warranty Certificate			Supplier		
Oath of Undertaking			Supplier		
Stencil			Land Transportation Office (LTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE	
1. Submit all Complete Requirements to Table 2, City Mayor’s Office-Inspection and Verification Committee	1.1 Accept & validate all complete requirements submitted	None	30 minutes	Administrative Assistant II City Mayor’s Office — Inspection & Verification Committee	
	1.2 Chairman will designate inspector and documentation team	None	10 Minutes	Executive Assistant IV - Chairman City Mayor’s Office — Inspection & Verification Committee	
	1.3 Proceed to the delivery site and Conduct visual	None	1 Day (Working Hours)	Engineer IV- Motor Vehicle & Mechanical Equipment Inspector	

	inspection of materials or goods and documentation of materials which requires Property Acknowledgement Receipt (PAR) and Inventory Custodian Slips (ICS) as to quantity and quality of goods received.			City Mayor's Office — Inspection & Verification Committee OR Administrative Assistant VI City Mayor's Office — Inspection & Verification Committee OR Nursing Attendant-Medical Inspector City Mayor's Office — Inspection & Verification Committee OR Plumbing and Tinning Inspector City Mayor's Office -Inspection & Verification Committee
		None	5 Hours	
		None	1 Hour	
	1.4 Upload and compile photos and print Inspection photos.	None	2 Hours	Administrative Assistant II City Mayor's Office — Inspection & Verification Committee
	1.5 Encode and print Inspection and Acceptance Report (IAR).			Administrative Assistant II City Mayor's Office — Inspection & Verification Committee



	1.6 Inspector will sign the Inspection and Acceptance Report (IAR).	None	20 Minutes	Engineer IV-Motor Vehicle & Mechanical Equipment Inspector City Mayor's Office — Inspection & Verification Committee OR Administrative Assistant VI City Mayor's Office — Inspection & Verification Committee OR Nursing Attendant-Medical Inspector City Mayor's Office — Inspection & Verification Committee OR Plumbing and Tinning Inspector City Mayor's Office -Inspection & Verification Committee
	1.7 Record and assign control number	None	1 Day (Working Hours)	Bookbinder II City Mayor's Office — Inspection & Verification Committee
	1.8 Endorse the Inspection & Acceptance Report(IAR) document to the end-user for signature	None	20 Minutes	Bookbinder II City Mayor's Office — Inspection &



	1.9 Return signed Inspection & Acceptance Report (IAR) to City Mayor's Office- Inspection and Verification Committee 1.10 Chairman accepts and signs the Inspection & Acceptance Report (IAR)			Verification Committee Bookbinder II City Mayor's Office — Inspection & Verification Committee Executive Assistant IV - Chairman City Mayor's Office — Inspection & Verification Committee
2. Return to City Mayor's Office- Inspection and Verification Committee to receive the signed Inspection & Acceptance Report(IAR) and documents	2.1 Release Inspection & Acceptance Report (IAR) and documents	None	10 minutes	Bookbinder II City Mayor's Office — Inspection & Verification Committee
TOTAL:		0 0	2 days, 9 hours & 40 minutes	

NOTE:

- Incomplete delivery of supplies and equipment or discrepancies therein may result in document disapproval. **If compliance is achieved, the client should return to Step 1.**



2. INSPECTION & VERIFICATION OF RE-IMBURSEMENT OF MEALS, SUPPLIES AND TRANSPORTATION VEHICLE SUPPLIES

Inspection and Verification of Meals, Supplies and Transportation Vehicle Supplies

Office or Division:	City Mayor's Office-Inspection and Verification Committee			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 Copy of Original & 1 Photocopy				
Meals				
Purchase Request/Job Order			Requesting Offices	
Sales Invoice/Official Receipt/Collection Receipt			Requesting Offices	
Attendance Sheet			Requesting Offices	
Supplies				
Purchase Request/ Job Order			Requesting Offices	
Sales Invoice/Official Receipt			Requesting Offices	
Transportation Vehicle Supplies				
Purchase Request/Job Order			Requesting Offices	
Pre-Inspect			City Engineer's Office/Motorpool	
Sales Invoice/Official Receipt/Collection Receipt			Requesting Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all Compete Requirements to Table 1, City Mayor's Office-Inspection and Verification Committee	1.1 Accept & validate all complete requirements submitted	None	30 Minutes	Administrative Assistant II City Mayor's Office — Inspection & Verification Committee
	1.2 Encode and print Inspection & Acceptance Report (IAR)	None	1 Hour	Administrative Assistant II City Mayor's Office — Inspection & Verification Committee
	1.3 Record and assign control number	None	20 Minutes	Administrative Assistant II City Mayor's Office — Inspection & Verification Committee
	1.4 Chairman will designate inspector and	None	10 Minutes	Inspection & Verification Committee



documentation team				Executive Assistant IV - Chairman City Mayor's Office — Inspection & Verification Committee
1.5 Conduct visual inspection of materials or goods and documentation of materials which requires Property Acknowledgement Receipt (PAR) and Inventory Custodian Slips (ICS) as to quantity and quality of goods received, if applicable	None	1 Day		Administrative Assistant VI City Mayor's Office — Inspection & Verification Committee OR Nursing Attendant I City Mayor's Office — Inspection & Verification Committee
1.6 Upload and compile photos.	None	2 Hours		OR Engineer IV City Mayor's Office — Inspection & Verification Committee
1.7 Inspector will sign the Inspection and Acceptance Report (IAR).	None	3 Hours		Administrative Assistant II City Mayor's Office — Inspection & Verification Committee
1.8 Endorse the Inspection & Acceptance	None	1 Day		Administrative Assistant VI City Mayor's Office — Inspection & Verification Committee OR Nursing Attendant I City Mayor's Office — Inspection &



	Report(IAR) document to the end-user for signature	None	10 Minutes	Verification Committee OR Engineer IV City Mayor's Office — Inspection & Verification Committee
	1.9 Return signed Inspection & Acceptance Report (IAR) to City Mayor's Office- Inspection and Verification Committee	None	20 Minutes	Bookbinder II City Mayor's Office -Inspection & Verification Committee
	1.10 Chairman accepts and signs the Inspection & Acceptance Report (IAR)			Bookbinder II City Mayor's Office -Inspection & Verification Committee Executive Assistant IV - Chairman City Mayor's Office -Inspection & Verification Committee
2. Return to City Mayor's Office- Inspection and Verification Committee to receive the signed Inspection & Acceptance Report(IAR) and documents	2.1 Release Inspection & Acceptance Report (IAR) and documents	None	10 Minutes	Administrative Assistant II City Mayor's Office -Inspection & Verification Committee
TOTAL:	00	2 Days, 7 Hours & 40 Minutes		

NOTE:

- Discrepancies in infrastructure projects and/or incomplete infrastructure materials are subject to document disapproval. **If compliance is achieved, the client should return to Step 1.**



3. INSPECTION & VERIFICATION OF PROPOSED DEVELOPMENT PROJECT & SERVICES (INFRASTRUCTURE PROJECTS) STRAIGHT AND PAKYAW

Inspection and Verification of Construction & Renovation of Buildings, Road Infrastructures, Landscaping, Electrical System, Water System, Drainage System and Digital Documentation.

Office or Division:		City Mayor’s Office-Inspection and Verification Committee		
Classification:		Complex		
Type of Transaction:		G2G-Government to Government		
Who may avail :		All Government Agencies & Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Copy of Original & 1 Photocopy				
Straight Contract				
Certificate of Completion & Acceptance (if 100% work done)		City Engineer’s Office		
Statement of Work Accomplishment		City Engineer’s Office		
Pakyaw Contract				
Statement of Work Accomplishment		City Engineer’s Office		
Certificate of Completion & Acceptance		City Engineer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all Complete Requirements to Table 3, City Mayor’s Office-Inspection and Verification Committee	1.1 Accept & validate all complete requirements submitted.	None	30 Minutes	Bookbinder II City Mayor’s Office — Inspection & Verification Committee
	1.2 Encode and print Inspection and Acceptance Report	None	10 Minutes	Administrative Assistant II City Mayor’s Office-Inspection & Verification Committee
	1.3 Submit to City Engineer’s Office Department Head/Representative of requesting office for signing of the Inspection and	None	8 Hours	Bookbinder II City Mayor’s Office — Inspection &



Acceptance Report (IAR).				Verification Committee
1.4 Schedule of inspection of infrastructure projects and/or materials.	None	30 Minutes		
1.5 Chairman will designate Inspector and Documentation Team	None	15 Minutes		Bookbinder II City Mayor's Office — Inspection & Verification Committee
1.6 Travel to Project Site and Conduct visual inspection and documentation of Infrastructure Projects and materials which requires Property Acknowledgement Receipt (PAR), if applicable as to quantity and quality of materials received.	None	3 Days (Working Hours)		Executive Assistant IV - Chairman City Mayor's Office -Inspection & Verification Committee
				Assistant City Engineer City Mayor's Office -Inspection & Verification Committee OR Engineer III City Mayor's Office -Inspection & Verification Committee OR Engineer IV City Mayor's Office -Inspection & Verification Committee OR Architect III City Mayor's Office -Inspection & Verification Committee OR Plumbing and Tinning Inspector
1.7 Designated Inspector will sign the inspection report if the project is completed	None	30 Minutes		

				City Mayor's Office -Inspection & Verification Committee Assistant City Engineer City Mayor's Office -Inspection & Verification Committee OR Engineer III City Mayor's Office -Inspection & Verification Committee OR Engineer IV City Mayor's Office -Inspection & Verification Committee OR Architect III City Mayor's Office -Inspection & Verification Committee OR Plumbing and Tinning Inspector City Mayor's Office -Inspection & Verification Committee
	1.8 Upload, compile & print all photographs of project inspected			
	1.9 Record & assign control number in the inspection report	None	4 Hours	
	1.9 Chairman accepts and sign the Inspection Report	None	20 minutes	
		None	20 Minutes	Administrative Assistant II City Mayor's Office — Inspection & Verification Committee Bookbinder II City Mayor's Office — Inspection &



				Verification Committee Executive Assistant IV-Chairman City Mayor's Office -Inspection & Verification Committee
2. Return to City Mayor's Office -Inspection & Verification Committee to receive the signed Inspection and Acceptance Report.	2.1 Release the signed Inspection and Acceptance Report	None	10 minutes	Bookbinder II City Mayor's Office -Inspection & Verification Committee
TOTAL:	0	4 Days, 6 Hours & 15 Minutes		

NOTE:

- Discrepancies in infrastructure projects and/or incomplete infrastructure materials are subject to document disapproval. **If compliance is achieved, the client should return to Step 1.**
- If the work is not completed or is lacking, a punch list will be issued by City Engineer's Office.



4. INSPECTION & VERIFICATION OF PROPOSED DEVELOPMENT PROJECT & SERVICES (INFRASTRUCTURE PROJECTS) PURCHASE ORDER

Inspection of Purchased Office and Other Supplies, IT Equipment, Medical Supplies and Equipment, Furniture and Fixtures, DepEd materials, Motor Vehicles and Digital Documentation.

Office or Division:	City Mayor's Office-Inspection and Verification Committee			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government & G2C-Government to Client			
Who may avail:	All Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Copy of Original & 1 Photocopy				
Purchase Order / Job Order		Agency/Office — CGSO — Clerk III		
Delivery Receipt & Charge Invoice/Charge Sales Invoice/Billing Statement		Supplier		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit all Complete Requirements to Table 2, City Mayor's Office-Inspection and Verification Committee	4.1 Accept & validate all complete requirements submitted	None	30 minutes	Bookbinder II City Mayor's Office -Inspection & Verification Committee
	4.2 Chairman will designate inspector and documentation team	None	10 Minutes	Executive Assistant IV - Chairman City Mayor's Office — Inspection & Verification Committee
	4.3 Proceed to the delivery site and Conduct visual inspection of materials or goods and	None	1 Day (Working Hours)	Engineer IV-Motor Vehicle & Mechanical Equipment Inspector City Mayor's Office — Inspection &

	documentation of materials which requires Property Acknowledgement Receipt (PAR) and Inventory Custodian Slips (ICS) as to quantity and quality of goods received.			Verification Committee OR Administrative Assistant VI City Mayor's Office — Inspection & Verification Committee OR Nursing Attendant-Medical Inspector City Mayor's Office — Inspection & Verification Committee OR Plumbing and Tinning Inspector City Mayor's Office -Inspection & Verification Committee
		None	5 Hours	
4.4	Upload and compile photos and print Inspection photos.	None	1 Hour	Administrative Assistant II City Mayor's Office — Inspection & Verification Committee
4.5	Encode and print Inspection and Acceptance Report (IAR).	None	2 Hours	Administrative Assistant II City Mayor's Office -Inspection & Verification Committee
4.6	Inspector will sign the Inspection and Acceptance Report (IAR).			Engineer IV-Motor Vehicle & Mechanical Equipment Inspector City Mayor's Office — Inspection & Verification Committee

				OR Computer Operator III City Mayor's Office — Inspection & Verification Committee OR Nursing Attendant-Medical Inspector City Mayor's Office — Inspection & Verification Committee OR Plumbing and Tinning Inspector City Mayor's Office -Inspection & Verification Committee
	4.7 Record and assign control number	None	20 Minutes	
		None	1 Day (Working Hours)	
	4.8 Endorse the Inspection & Acceptance Report(IAR) document to the end-user for signature	None	10 Minutes	Bookbinder II City Mayor's Office -Inspection & Verification Committee
	4.9 Return signed Inspection & Acceptance Report (IAR) to City Mayor's Office- Inspection and Verification Committee	None	20 Minutes	Bookbinder II City Mayor's Office -Inspection & Verification Committee
	4.10 Chairman accepts and signs the Inspection &			Bookbinder II City Mayor's Office -Inspection & Verification Committee



	Acceptance Report (IAR)			Executive Assistant IV - Chairman City Mayor's Office — Inspection & Verification Committee
5. Return to City Mayor's Office- Inspection and Verification Committee to receive the signed Inspection & Acceptance Report(IAR) and documents	5.1 Release Inspection & Acceptance Report (IAR) and documents	None	10 minutes	Bookbinder II City Mayor's Office -Inspection & Verification Committee
TOTAL:		00	2 days, 9 hours & 40 minutes	

NOTE:

Incomplete delivery of supplies and equipment or discrepancies therein may result in document disapproval. **If compliance is achieved, the client should return to Step 1.**

CITY ADMINISTRATOR'S OFFICE

Internal Services

Administrative Division



1. Approval for Posting Compliance of DAR

This service aims to post, record and approved the request for posting and posting compliance of beneficiaries of the Department of Agrarian Reform.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DAR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents to post and approved the request for posting and posting compliance.		DAR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 2 original copies of request for posting with supporting documents to the administrative staff for records purposes at the City Administrator's Office.	1.1 Receive the required documents and check for completeness	None	5 Minutes	Computer Operator II City Administrator's Office
	1.2. If verified to be correct then it will be signed approved.	None	5 Minutes	City Administrator City Administrator's Office
2. Release of documents by the administrative staff at the City Administrator's Office.	2.1 Administrative Staff releases the document and the client acknowledges the receipt thereof.	None	5 Minutes	Computer Operator II City Administrator's Office
TOTAL:		00	15 Minutes	



2. Approval of Disbursement Voucher

This service aims to record and monitor all approved Disbursement Vouchers of the LGU.

Office or Division:	Administrative Division			
Classification :	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Requesting LGU/NGA Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Vouchers attaching all the supporting documents.		Requesting LGU/NGA Office		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the 2 original copies of Disbursement Voucher with supporting documents to the administrative staff at the City Administrator's Office.	1.1. Received and record the required documents and check for completeness	None	5 Minutes	Clerk III City Administrator's Office
	1.2 If verified to be correct the Clerk then submits the Disbursement Voucher to the City Mayor/City Administrator/CGAD H-1/ HRMO-In-Charge for approval.	None	5 Minutes	City Mayor City Mayor's Office City Administrator City Administrator's Office CGADH-1/HRMO-In-Charge City Administrator's Office



2. Received the approved Disbursement Voucher by the administrative staff at the City Administrator's Office	2.1 Release approved Disbursement Voucher and the client acknowledges the receipt thereof.	None	5 Minutes	Clerk III City Administrator's Office
TOTAL:		0.00	15 Minutes	

3. Approval of Medical, Financial/Burial Assistance

This service includes Medical Assistance and Financial/burial Assistance. Medical Assistance is given to patients who are in the hospital or has been discharged from the hospital or patients that need medications but need no hospital confinement (Outpatient). Burial Assistance is being asked by a family member of the deceased who acts as clients and extended to defray some unpaid services or other obligations.

Office or Division:	Administrative Division			
Classification :	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical and Financial Assistance form and supporting documents		DSWD		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client present the 1 original copy of Medical, Financial/Burial Assistance assessment form to the administrative staff at the City Administrator's Office.	1.1 Receive the required documents and check for completeness	None	5 Minutes	Clerk III City Administrator's Office
	1.2 The City Administrator/CGAD H-1/ HRMO-In-Charge signs and approved the assistance.	None	5 Minutes	City Administrator City Administrator's Office CGADH- 1/HRMO-In- Charge



				City Administrator's Office
2. Release of Medical, Financial/Burial Assistance by the administrative staff at the City Administrator's Office.	2.1 Administrative Staff releases the document and the client acknowledgements the receipt thereof.	None	5 Minutes	Clerk III City Administrator's Office
TOTAL:		00	15 Minutes	

4. Approval of Purchase Request

The service aims to properly monitor and record approvals of Purchase Request of all LGU/NGA offices.

Office or Division:	Administrative Division			
Classification :	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Requesting LGU/NGA Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request attaching all the supporting documents.		Requesting LGU/NGA Offices		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Purchase Request Form with all supporting documents to the administrative staff at the City Administrator's Office.	1.1 Clerk received and records the documents.	None	5 Minutes	Clerk III City Administrator's Office
	1.2 If verified to be correct then submit to the City Mayor/City Administrator/CGADH -1/HRMO-In-Charge for Approval	None	5 Minutes	City Mayor City Mayor's Office



				City Administrator City Administrator's Office CGADH-1/HRMO-In-Charge City Administrator's Office
2. Receive the approved Purchase Request by the Administrative staff at the City Administrator's Office.	2.1 Release of Purchase Request and the client acknowledges the receipt thereof.	None	5 Minutes	Clerk III City Administrator's Office
TOTAL:		00	15 Minutes	

5. Approval of Travel Order, Advice for Allotment, Request for Augmentation, Payrolls

This service aims those employees allowed to travel with approval from their respective offices. The allotment herein release shall be used for the purpose in accordance with existing budgeting, accounting and auditing rules and regulations within the limits of the amount allotted. Payroll aims to release funds for salaries, allowances and other expenses of the requesting offices.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Requesting LGU/NGA Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel order, ARO, Request for Augmentation and Payrolls documents and attaching all the supporting documents.		Requesting LGU/NGA Office		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Submit 2 original copies of the documents with all the supporting documents to the administrative staff at the City Administrator's Office.	1.1. Received and record required documents and check for completeness	None	5 Minutes	Bookbinder III City Administrator's Office
	1.2 Review and submit the documents to the City Mayor/ City Administrator/ CGADH-1/ HRMO-In- Charge for signature.	None	5 Minutes	City Mayor City Mayor's Office City Administrator City Administrator's Office CGADH- 1/HRMO-In- Charge City Administrator's Office
2. Release of Documents by the administrative staff at the City Administrator's Office	2.1. Administrative Staff releases the signed document and the client acknowledges the receipt thereof.	None	5 Minutes	Bookbinder III City Administrator's Office
TOTAL:		00	15 Minutes	



6. Communications, Endorsement Letters

The service aims to provide services to clients in receiving, releasing and endorsing documents which will help guide the clients in processing or acquiring their respective needs.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communications, Letters and other public documents		Agency/Office – Specific Office/Division/Desk		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 2 original copies of Documents, Letter Request and other public documents to the administrative staff at the City Administrator's Office.	1.1. Records the document and forward to the City Administrator for referral and action.	None	5 Minutes	Administrative Officer IV City Administrator's Office
	1.2. Provide Instruction/Action/Referral to concerned Offices	None	5 Minutes	Bookbinder II City Administrator's Office
	1.3. Prepare Endorsement communication upon the instruction of the City Administrator.	None	5 Minutes	Supervising Administrative Officer City Administrator's Office
	1.4. Administrative Staff releases the document and the client acknowledge the receipt thereof.	None	5 Minutes	Supervising Administrative Officer City Administrator's Office Bookbinder II City Administrator's Office



2. Receives instructions for LGU actions at the City Administrator's Office	2.1. Give the Client instruction/feedback .	None	5 Minutes	Supervising Administrative Officer City Administrator's Office
	TOTAL:	00	25 Minutes	

7. Issuance of Trip Tickets

This service The Sangguniang Panglungsod enacted ordinances for the general welfare of the city and its inhabitants pursuant to Section 16 of the Local Government Code.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Drivers of Requesting LGU Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order documents and trip tickets.		Agency/Office – Specific Office/Division/Desk		
1. Request 4 original copies of Trip Ticket for issuance by the administrative staff at the City Administrator's Office.	1.1. Administrative staff prepares and records the trip ticket.	None	5 Minutes	Bookbinder II City Administrator's Office
	1.2. The City Administrator and Administrative Officer signs the Trip Ticket.	None	5 Minutes	Supervising Administrative Officer City Administrator's Office City Administrator City Administrator's Office



2. Release of Trip Ticket at the City Administrator's Office.	2.1. Administrative Staff releases the trip ticket and the client acknowledges the receipt thereof.	None	5 Minutes	Bookbinder II City Administrator's Office
TOTAL:		00	15 Minutes	

8. Signing of Checks

This service aims to record check signed by the City Administrator and indorsing to the concerned office.

Office or Division:		Administrative Division		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Check and supporting documents		Requesting Department/Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receiving of 1 original Checks and supporting documents by the administrative staff for encoding as records purposes at the City Administrator's Office.	1.1. Receive and record the Checks.	None	5 Minutes	Computer Operator II City Administrator's Office
	1.2. Checks signed by the City Mayor/ City Administrator	None	5 Minutes	City Mayor City Mayor's Office City Administrator City Administrator's Office



2. Indorse checks to the Accounting Office	2.1. Administrative Staff prepares endorsement of checks and have it received by the office concerned.	None	5 Minutes	Computer Operator II City Administrator's Office
TOTAL:		00	15 Minutes	

9. Signing of Obligation Request

The service aims to properly monitor and record pertinent charges to appropriation/allotment necessary under the direct supervision of the office.

Office or Division:	Administrative Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Requesting LGU/NGA Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request attaching all the supporting documents.		Requesting LGU/NGA Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 original copies of Obligation Request Form with attached supporting documents to the administrative staff for records purposes at the City Administrator's Office.	1.1. Receive the required documents and check for completeness	None	5 Minutes	Clerk III City Administrator's Office
	1.2. If verified to be correct submit to the City Mayor/ City Administrator/ CGADH-1/ HRMO-In-Charge for signature.	None	5 Minutes	City Mayor City Mayor's Office City Administrator City Administrator's Office CGADH-1/HRMO-In-Charge City Administrator's Office



2. Receive the signed Obligation Request at the City Administrator's Office	2.1. Release of Obligation Request the Client acknowledges the receipt thereof.	None	5 minutes	Clerk III City Administrator's Office
TOTAL:		00	15 Minutes	

10. Preparation of Obligation Request (Program of Works)

This service aims to ensure efficient project execution, facilitate effective communication and planning, and achieve timely completion within budget and scope.

Office or Division:	Administrative Division			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Requesting LGU Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request attaching all the supporting documents.		Requesting LGU Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Received endorsement documents from CEO	1.1. Check the required documents for completeness.	None	1 day	Supervising Administrative Officer City Administrator's Office
	1.2. If verified correct prepare Obligation Request and supporting documents for the budget allocation.	None	2 days	Supervising Administrative Officer City Administrator's Office
	1.3. Endorse to CPDO or Budget Office for	None	3 days	Supervising Administrative Officer City Administrator's Office



	approval of budget.			
2. Receive approved OBR and supporting document from CPDO or Budget Office	2.1. Endorsement of funded project to BAC office.	None	2 minutes	Supervising Administrative Officer City Administrator's Office
TOTAL:		00	6 days & 2 Minutes	

CITY ADMINISTRATOR'S OFFICE

Internal Services

Human Resource Management Division



1. Posting of Vacant Position

In compliance with CSC No. 24, s. 2017 publication of vacant positions at CSC Job Net Portal and other modes shall be caused upon request of the department concerned and with the authority of the appointing authority in order that applicants can apply and be accommodated for vacant positions available, and pursuant to Rule VII Sections 24 & 29 of the Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA). The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Requesting Head of Office concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Plantilla of vacant position with Item No.		Concerned Department/HRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to the City Mayor thru HRM Division for publication of vacant position at Window 1	1.1 Receive the request	None	2 minutes	Human Resource Management Officer IV HRM Division Office of the Administrator
	1.2 Prepare & check Authority to Fill-up Vacant Position	None	2 days	Human Resource Management Officer IV
	1.3 Secure authority/signature from City Mayor/City Vice Mayor			CGADH-I/HRMO-In-Charge HRM Division Office of the Administrator
	1.4 Prepare publication of vacant position	None	10 minutes	Human Resource Management Officer IV



				HRM Division Office of the Administrator
	1.5 Review publication and sign	None	2 minutes	<i>CGADH- I/HRMO-In- Charge</i> HRM Division Office of the Administrator
2. Check CSC Job Net Portal or HRM Bulletin or HRM Facebook or actual publication	2.1 Email publication document to CSC Field Office	None	3 minutes	<i>Human Resource Management Officer IV</i> HRM Division Office of the Administrator
	2.2 Submit hard copy of publication document to CSC Field Office	None	1 day	<i>CGADH- I/HRMO-In- Charge</i> HRM Division Office of the Administrator
	2.3 Check posting of publication at CSC Job Net Portal	None	2 minutes	<i>Human Resource Management Officer IV</i> HRM Division Office of the Administrator
	2.4 Post released publication from CSC Job Net Portal at Cadiz City HRM Facebook account and post at HRM Bulletin and other 3 conspicuous places of City Hall premises for at least 15 calendar days	None	2 hours	<i>Human Resource Management Officer IV or Human Resource Management Assistant</i> HRM Division Office of the Administrator
TOTAL:		None	3 days, 2 hours and 19 minutes	



2. Issuance of Service Record and Certificate

Issued to the requesting employee while in service complying with what is required of them for purpose/s intended i.e. loan, government requirements, to avail incentives or benefits, etc. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification receipt indicating document requested and purpose		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present certification receipt indicating the purpose to Window 1	1.1 Receive receipt and endorse to assigned employee or staff	Certification Fee P 70.00	1 minute	<i>Human Resource Management Officer II</i> or <i>Human Resource Management Assistant</i> HRM Division Office of the Administrator
	1.2 Prepare document	None	5 minutes	<i>Human Resource Management Officer II</i> or <i>Computer Operator IV</i> or <i>Human Resource Management Assistant</i> HRM Division Office of the Administrator



	1.3 Check and sign the document	None	2 minutes	CGADH-I/HRMO-In-Charge or Human Resource Management Officer IV HRM Division Office of the City Administrator
2. Receive the document requested	2. Record to logbook and release the document	None	1 minute	Human Resource Management Officer II or Human Resource Management Assistant HRM Division Office of the Administrator
TOTAL:		Certification fee P 70.00	9 minutes	

3. Leave Application

Action taken for leave application filed by employees and submitted to HRM Division for final action used to support claim of salary and leave benefits or to authorize absence. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Employees and government office for reference	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Leave application approved by the Department Head concerned (3 original copies)		Department Head concerned
Relevant document for a particular type of leave: a. Solo Parent ID b. Physician's Certification		Employee from CSWD Physician of Hospital Records City Mayor's Office Complied from concerned offices

c. Contract for Study Leave d. Clearance e. Authenticated copy of Pre-adoptive Placement Authority f. Authenticated copy of Decree of Adoption g. Barangay Protection Order h. Temporary / Permanent Protection Order i. Certification j. Certification (Police Report)		CSWD Proper Court Barangay Court Brgy. Captain/Kagawad or Prosecutor or Clerk of Court PNP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Application for Leave approved by Department Head at Window 1	1.1 Receive the application	None	1 minute	<i>Human Resource Management Officer II</i> HRM Division Office of the Administrator
	1.2 Record at the database, verify as to leave credits and sign as to leave balance	None	5 minutes	<i>Human Resource Management Officer III</i> or <i>Human Resource Management Officer II</i> or <i>Human Resource Management Assistant</i> or <i>Computer Operator IV</i> HRM Division Office of the Administrator
	1.3 Act/sign on application by authority of the City Mayor	None	3 minutes	<i>CGADH-II/HRMO-In-Charge</i> HRM Division Office of the Administrator



2. Receive the approved Leave Application at Window 1	2. Record and release the approved Leave Application	None	2 minutes	Human Resource Management Officer II HRM Division Office of the Administrator
TOTAL:		None	11 minutes	

4. Entitlement to Monetization and Loyalty Incentives

Employees' incentives for service and benefits, such as monetization and loyalty incentives, are facilitated upon submission of required documents for entitlement and in support of claims from the government. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requesting employee, government office for reference			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt 2. Service Record duly signed 3. Voucher 4. Leave Credits earned for monetization		City Treasurer's Office HRM, Personnel Records Section Employee HRM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit voucher with service record and leave credits earned certification at Window 3	1.1 Receive the application	None	1 minute	Human Resource Management Officer II or Human Resource Management Assistant HRM Division Office of the Administrator



	1.2 Check entitlement and initial the related attached document	None	3 minutes	Human Resource Management Officer II or Human Resource Management Assistant HRM Division Office of the Administrator
	1.3 Recheck the attached documents and sign the voucher	None	3 minutes	CGADH-I/HRMO-In-Charge HRM Division Office of the Administrator
2. Receive documents at Window 3	2. Release documents for further processing	None	1 minute	Human Resource Management Officer II or Human Resource Management Assistant HRM Division Office of the Administrator
TOTAL:		None	8 minutes	

5. Job Order and COS processes

Contract of Services and Job Order contracts of laborers for specific projects for a given period for a maximum of six months with a no-employer-employee relationship are facilitated and processed to provide Office/Department of contract workers to perform specific tasks or jobs. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requesting Department concerned
CHECKLIST OF REQUIREMENTS	
Contract of Services and Job Order Contracts of Department concerned indicating the workers	Department/Office concerned and Approval of the Mayor
Notarized Personal Data Sheet	Contract Worker



(1 original copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Request of Contract of Services or J.O. Contracts approved by the City Mayor	1.1 Receive COS and J.O. requests	None	2 minutes	<i>Bookbinder II</i> HRM Division Office of the Administrator
	1.2 Check and verify the request or make further inquiry as to the veracity and availability of fund	None	6 days	<i>Bookbinder II</i> HRM Division Office of the Administrator
	1.3 Facilitate preparation of documents, secure signatories thereon, for issuance			
	1.4 Check the documents	None	3 minutes	<i>CGADH-I/HRMO-In-Charge</i> HRM Division Office of the Administrator
2. Receive COS or J.O. contract	2. Record for internal control and release the contract	None	20 minutes	<i>Bookbinder II</i> HRM Division Office of the Administrator
TOTAL:		None	6 days and 25 minutes	



6. Employee's Clearance

Employees who wish to travel abroad, who will be absent from work for a long duration, for study leave, for maternity leave, and or other purposes when required. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form (3 original copies)		Concerned office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Clearance document	1.1 Receive the clearance document, check for signature	None	1 minute	<i>Bookbinder II</i> HRM Division Office of the Administrator
	1.2 Sign the documents as to personnel matter	None	3 minutes	<i>CGADH-I/HRMO-In-Charge</i> or <i>Human Resource Management Officer IV</i> HRM Division Office of the Administrator
2. Receive the signed Clearance document	2. Record and release the signed document	None	2 minutes	<i>Bookbinder II</i> HRM Division Office of the Administrator
TOTAL:		None	6 minutes	

7. Training Programs Facilitation

Assessing employees' training needs for personal and career development through the conduct of seminars, workshops, and conferences to be availed by employees, to capacitate them for improved or better performance to achieve goals or tasks and to provide a competent government workforce. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees nominated by their respective Departments concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed nomination		Department concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly signed nomination at Window 1	1.1 Receive nomination	None	1 minute	<i>Human Resource Management Officer III</i> or <i>Human Resource Management Officer II</i> HRM Division Office of the Administrator PDC Secretariat
	1.2 Prepare list of attendees from departments	None	1 hour	
	1.3 Inform departments concerned of the employees qualified for the training	None	3 days	
2. Attend Training	2. Supervise the conduct of training	None	30 minutes	<i>CGADH-II/HRMO-In-Charge</i> HRM Division Office of the Administrator
	2.2 Facilitate and conduct training on scheduled date and venue	None	8 hours	<i>Human Resource Management Officer III</i> or <i>Human Resource Management Officer II</i> HRM Division
3. Receive Certificate of Training	3. Distribute certificate of training	None	10 minutes	



				Office of the Administrator PDC Secretariat
TOTAL:		None	3 days, 9 hours and 41 minutes	

8. Rewards and Recognition Facilitation

To motivate employees and office Rewards and Recognition as facilitated based on available awards and recognition embodied in the PRAISE and formulated criteria to boost the morale of office or employees, recognize exemplary performance, and afford job fulfillment. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Deserving Office and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Entry for the award supported by relevant documents set forth by criteria for the type of award embodied in the PRAISE		Department or Employee concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit entry for the particular award with supporting documents at Window 1	1.1 Receive entry	None	5 minutes	Human Resource Management Officer II or Computer Operator IV HRM Division Office of the Administrator PRAISE Secretariat
	1.2 Re-evaluate the entry or conduct investigation	None	5 days	
	1.3 Submit to PRAISE Committee for deliberation	None	5 minutes	



	1.4 Schedule PRAISE Committee meeting for deliberation of entries and send notice of meeting	None	3 days	
	1.5 PRAISE Committee deliberation	None	1 day	
	1.6 Prepare the result of the deliberation	None	2 days	
2. Acknowledge the result of the deliberation	2. Inform concerned employees and offices of the result of the deliberation	None	2 days	
3. Be present and receive the award	3.1 Schedule date of awarding	None	2 minutes	
	3.2 Prepare for the conduct of awarding	None	5 days	
	3.3 Conduct awarding	None	1 day	
TOTAL:		NONE	19 days and 12 minutes	



9. Requests and Queries

To clarify personnel as to personnel matters inclusive of benefits availment employment status, learning and development, performance, rewards, personnel records, and Civil Services Laws and Rules interpretation and application. The service is available from 8:00 AM to 5:00 PM, Monday to Friday, excluding holidays.

Office or Division:	City Administrator's Office, Human Resource Management Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requesting Employees or Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request in writing or verbally indicating the matter to be clarified		Employee or Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter in writing as to the matter or present verbally	1.1 Receive and record the letter request or accommodate the person for verbal presentation	None	2 minutes	<i>Bookbinder II</i> HRM Division Office of the Administrator
	1.2 Act on the request, do necessary research, prepare answer or clarification, make findings or recommendation and sign the answer	None	5 days	<i>CGADH-I/HRMO-In-Charge</i> or <i>Human Resource Management Officer IV</i> HRM Division Office of the Administrator
2. Receive answer/ clarification, recommendation	2. Record and release the written answer to concerned employee or office	None	1 day	<i>Human Resource Management Assistant</i> HRM Division Office of the Administrator
TOTAL:		None	6 days and 2 minutes	

CITY ADMINISTRATOR'S OFFICE

Internal Services

Local Economic Development and Investment Promotion Division



1. Issuance of ARTA Identification Card

All Government Employee whether Regular or Permanent, Assignment Order, Contractual and Job Order are required to wear the ARTA ID at all times during working hours.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Employees of the City Government of Cadiz			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form for ARTA ID		LEDIPD Office		
2. Job Order, Copy of Contract received by CSC, Copy of Official Appointment		Human Resource and Management Office, City Government of Cadiz.		
3. Shirt with collar or Blazer		Client must be wearing this clothing when requesting for ID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee submits the filled-out form with other requirements	1. Received and review the requirements	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD
	1.1 Assigned Personnel log the employees' information for filing and records keeping.	None	5 Minutes	
2. Employee will proceed to the photography area for picture taking	2. Photographer takes picture	None	5 Minutes	<i>Laborer</i> LEDIPD
	2.1 Print and laminate the ARTA Identification Card	None	30 Minutes	<i>Laborer</i> LEDIPD
3. Employee claimed the ARTA Identification Card	3. Assigned personnel will request the employee to sign the record book	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD



	upon receiving the ARTA ID.			
TOTAL:		None	50 Minutes	

2. Issuance of PVC Identification Card

All Regular or Permanent Government Employee must have this ID as official proof of Permanent Employment.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Regular or Permanent Government Employees of the City Government of Cadiz			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up Request Form for PVC ID request form.		LEDIPD Office		
2. Shirt with collar or Business Attire		Client must be wearing this clothing when requesting for ID		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee submit the filled out request form	1. Receive and review the request form	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD
	1.1 Assigned Personnel log the employees' information for filing and records keeping.	None	5 Minutes	
2. Employee will proceed to the photography area for picture taking	2. Photographer takes picture	None	5 Minutes	<i>Laborer</i> LEDIPD
	2.1 Printing the PVC Identification Card	None	30 Minutes	<i>Senior Administrative Asst. II</i> LEDIPD
3. Client claimed the PVC Identification Card	3. Assigned personnel will request the employee to sign	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD



	the record book upon receiving the PVC ID.			
TOTAL:		None	50 Minutes	

3. Request for Event Documentation

The LEDIPD handles documentation of all events in the city whether that of the LGU, DEPED or Private entities which impacts the City's economic standing thru promotions in all media forms including print, radio and social media. A very active promotional arm the FB Page Bills Cadiz Ugyon Cadiznon is the avenue for all pictures, data and videos taken in these events.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Regular or Permanent Employees of the City Government of Cadiz			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request for Documentation should be addressed and approved by the City Mayor at least 1 week before the event.		City Mayors Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends (thru email) or presents a letter of request for documentation, at least 1 week before the event.	1. Received and review the Request Letter	None	20 Minutes	<i>Administrative Assistant IV LEDIPD</i>
	1.1 Person In-charge checks for availability of document or any schedule conflicts. If there is no conflict, approves the schedule. If conflict, disapproves and inform the	None	5 Minutes	<i>Administrative Assistant IV LEDIPD</i> <i>Laborer LEDIPD</i>



	concerned party within the given timeframe			
	1.2 Approval of Request for event documentation	None	5 Minutes	<i>Economist IV</i> LEDIPD
2. Approval for the event documentation	2. Record the scheduled event for documentation	None	10 Minutes	<i>Administrative Assistant IV</i> LEDIPD
TOTAL:		None	40 Minutes	

4. Request for Live Coverage

The LEDIPD manage the live coverage for all events in the city. Ensuring that citizens are able to view and engaged online in every events and activities throughout the City of Cadiz.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Regular or Permanent Employees of the City Government of Cadiz, and the Citizens of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request, should be Address and Approved by the City Mayor		City Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client presents the Letter of Request for Live Coverage, duly approved by the City Mayor, a week prior to the event.	1. Receive and review the Request Letter	None	20 Minutes	<i>Senior Administrative Asst. II</i> LEDIPD
	1.1 The assigned personnel set the schedule for the live coverage and assign personnel.	None	10 Minutes	<i>Laborer</i> LEDIPD



	1.2 Approval of Request for live coverage	None	5 Minutes	<i>Economist IV</i> LEDIPD
2. Approval for the live coverage	2. Record the scheduled event for live coverage	None	10 Minutes	<i>Administrative Assistant IV</i> LEDIPD
TOTAL:		None	45 Minutes	

5. Request to Borrow Items

The LEDIPD office enhances efficiency and resource-sharing across various government offices in Cadiz City. It enables these offices to borrow essential equipment and supplies as needed. Available items for borrowing include but are not limited to, projector, microphone, mic stand, stanchion post, and other office-related materials.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Local Economic and Development Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Regular or Permanent Employees of the City Government of Cadiz, and the Citizens of Cadiz City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Borrowing Slip		LEDIPD Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filled out the Borrowing slip	1. Receive the filled out slip	None	5 Minutes	<i>Development Management Officer III</i> LEDIPD
	1.1 Check for the availability of the item	None	15 Minutes	<i>Administrative Assistant IV</i> LEDIPD



2. Approval for the request items	2. Provide the borrowed items.	None	10 Minutes	<i>Laborer</i> LEDIPD
	2.1 Record the borrowed item in the logbook	None	5 Minutes	<i>Administrative Assistant IV</i> LEDIPD
TOTAL:		None	35 minutes	

**OFFICE OF THE CITY CIVIL
REGISTRAR**

Internal Services



1. Provision of Statistical Reports and other Civil Registry Data

The Office of the City Civil Registrar's Office holds some data such as statistical data on registered birth, marriage and death as well as court orders and other civil registry data.

Some Government Agency sometimes request for this data. These data are valuable for planning and other purposes.

Service Availability: 8:00 A.M. to 5:00 P.M. Monday to Friday except holidays.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Government Agencies who need data on file.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Valid ID/Proof of Identification of the requester		Any government agency issuing valid ID (DFA, LTO, PRC, IBP, GSIS, SSS, PAG-IBIG, COMELEC, PHILPOST, DOLE, MARINA, NBI, PNP, BIR) SCHOOL, BRGY., COMPANY where employed		
B. Request Letter (Original Copy) stating the data needed and for what purpose.		Requesting Agency and/or Private Individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook & submit request		None	5 minutes	
	1. Accept request and Verify validity of purpose	None	15 minutes	<i>Registration Officer IV (Designated DPO)</i> LCRO <i>Clerk III</i> LCRO
	1.1 Prepare Statistical Report and/or Civil Registry Data and forward to DPO and/or CCR for		2 days	<i>Clerk III</i> LCRO



	approval & Signature			
	1.2 Approval & Signature of DPO and/or CCR		5 minutes	Registration Officer IV (Designated DPO) <i>City Civil Registrar</i> LCRO
	1.3 Issue Requested Report and/or Civil Registry Data to Client		5 minutes	<i>Clerk III</i> LCRO
2. Receive Copy of Requested Report and/or Civil Registry Data			2 minutes	
	TOTAL:	None	2 days & 32 minutes	

CITY TREASURER'S OFFICE

Internal Services

Administrative Division



1. Requisition of Accountable Forms (City Deputized Collectors)

To ensure effective and efficient Locally Sourced Revenue Generation, collections shall always be acknowledged properly. Issuance of Accountable Forms shall be given to Bonded Accountable Officers.

(Monday – Friday, from 8:00 am - 5:00 pm, excluding holidays)

Office or Division:	CTO – Administrative-TRU Division			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Local Revenue Collectors/City Deputized Collectors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issuance Receipt (RIS)		CTO-Administrative Division, Storekeeper II		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requisition and Issuance Slip (RIS) to Accountable Form Officer for issuance of Accountable Forms	1.1. Receive Requisition Issuance Slip (RIS)	None	10 Minutes	<i>Storekeeper II, City Treasurer's Office</i>
	1.2. Designate and record inclusive serial numbers of requested Accountable Form (AF) in the Collector's Logbook	None	3 minutes	<i>Storekeeper II, City Treasurer's Office</i>
	1.3 Forward the Requisition Issuance Slip (RIS) to the City Treasurer for checking, approval, and signature	None	10 Minutes	<i>City Treasurer</i>
2. Receive the Collector's RIS copy and the requested Accountable Forms, and sign the Logbook for acknowledgement	2.1. Release the Collector's RIS copy and the Accountable Forms requested	None	3 Minutes	<i>Storekeeper II City Treasurer's Office</i>
TOTAL		None	26 Minutes	



2. Purchase of Accountable Forms (Local Barangay Treasurers)

Every Barangay purchases Accountable Forms through its Barangay Treasurer to generate revenues and conveniently cater to the service of its constituents in the respective barangays.

(Monday-Friday, from 8:00 AM - 5:00 PM, excluding holidays)

Office or Division:	CTO – Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Local Revenue Barangay Treasurer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issuance Receipt (RIS)		CTO-Administrative Division, Storekeeper II		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requisition and Issuance Slip (RIS) to the Accountable Form Officer	1.1. Receive the Requisition Issuance Slip (RIS) from the Deputized Collector/s	None	2 minutes	<i>Storekeeper II, City Treasurer's Office</i>
	1.2. Designate entry Number of Requisition Issuance Slip (RIS) with inclusive Serial Number/s of Accountable Form/s in the Collector/s Logbook/	None	5 minutes	<i>Storekeeper II, City Treasurer's Office</i>
2. Receive the recorded Requisition Issuance Slip (RIS)	2.1. Release the recorded Requisition Issuance Slip (RIS) to the Deputized Collector/s	None	5 minutes	<i>Storekeeper II, City Treasurer's Office</i>



3. Proceed to Barangay Accounting Section for recording and City Accountant's approval	3.1. Advise the Barangay Treasurer/s to proceed to the Barangay Accounting Section for recording & City Accountant's approval	None	20 Minutes	<i>Admin Aide IV, Admin Aide III City Accounting Office</i>
4. Pay to the cashier (For Accountable Form Nos. 51 & 55)	4.1. Refer Deputized collector/s to the Cash Division for payment of Accountable Form (AF) to be purchased	AF 51- 125.00/stub AF 55- 200.00/stub	5 minutes	<i>RCCIII, Cash Division, City Treasurer's Office</i>
5. Present the approved Requisition Issuance Slip (RIS) by the City Accountant with the Official receipt of the purchased Accountable Form/s to the Accountable Officer	5.1. Check & verify approved Requisition Issuance Slip (RIS) and affix signature	None	5 minutes	<i>Storekeeper II, City Treasurer</i>
	5.2. Endorse verified Requisition Issuance Slip (RIS) and Columnar Book to the City Treasurer for review and approval	None	5 minutes	<i>Storekeeper II City Treasurer's Office</i>
	5.3. Affix signature	None	5 minutes	<i>City Treasurer</i>
6. Receive the purchased Accountable Form and copy of	6.1. Release the Purchased Accountable Forms and Requisition Issuance Slip (RIS)	None	3 minutes	<i>Storekeeper II City Treasurer's Office</i>



Requisition Issuance Slip (RIS)	Copy to the Barangay Treasurer/s			
Total		Accountable Form (AF) 51- 125.00/stub Accountable Form (AF) 55- 200.00/stub	55 Minutes	

3. Issuance of Community Tax Certificate (Individual)

A Community Tax Certificate or CEDULA is a document prepared, issued, and paid at the City Treasurer's Office of individuals. It is a documentary requirement when filing an income tax. In some cases, this also serves as an identification document under Section 156 of RA 7160, otherwise known as the Local Government Code of 1991 and 2023 City Revenue Code.

(Monday- Friday, from 8:00 AM - 5:00 PM, excluding holidays)

Office or Division:		CTO – Administrative-TRU Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		All City Employees of Cadiz City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) photocopy of Proof of Income: Payroll slip		Company		
One (1) Valid Identification Card (ID)		DFA, SSS, GSIS, COMELEC, LTO, School, Company, Senior Citizen's/PWD Office		
One (1) Original Duly accomplished Taxpayer's Information Sheet (TIS)		CTO- Administrative Division, Records Officer I, Clerk IV		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present Identification Card (ID) and duly accomplished Taxpayer's Information Sheet (TIS)	1.1. Accept the accomplished Tax Information Sheet (TIS) and required Documents	None	2 Minutes	<i>Records Officer I Clerk IV City Treasurer's Office</i>
	1.2. Encode the pertinent information and values as basis for tax and issue Community Tax Certificate (CTC)	Student – ₱5.00 Senior Citizen- ₱10.00 Unemployed: Male – ₱20.00 Female-₱15.00 Employed: Monthly Salary X 12 mos. X 1% Add: Basic Tax-₱5.00 <i>(Interest of 2% per month of total due if paid after last date of February of each year)</i>	2 Minutes	<i>Records Officer I Clerk IV City Treasurer's Office</i>
2. Pay and receive official Community Tax Certificate (CTC)	2.1. Receive the payment	As per Tax Computation	5 Minutes	<i>Records Officer I Clerk IV City Treasurer's Office</i>
	2.1. Release official Community Tax Certificate (CTC)	None	2 Minutes	<i>Records Officer I Clerk IV City Treasurer's Office</i>
Total		Student ₱5.00 Senior Citizen- ₱10.00 Unemployed: Male – ₱20.00 Female-₱15.00 Employed: Monthly Salary X 12 mos. X 1% Add: Basic Tax- ₱ 5.00 <i>(Interest of 2% per month of total due if paid after last date of February of each year)</i>	11 Minutes	

CITY TREASURER'S OFFICE

Internal Services

Real Property Tax Division



1. Assessment of Real Property Tax Due

Real property tax is levied by the local government on real properties that are taxable such as land, buildings, improvements and machinery. The city treasurer and his/her deputies are responsible to compute and collect real property taxes with interest thereon and related expenses, and the enforcement of remedies provided under the Local Government Code of 1991 (R. A. 7160).

Service Availability (Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any individual, natural or juridical person who owns real property/ies within the territory of the Local Government Unit of Cadiz City.			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Present any of the following:</i>				
1 copy of latest Real Property Tax Official Receipt (original or photocopy)		Owner's Copy		
1 copy of Tax Declaration (original or photocopy)		City Assessor's Office		
1 copy Notice of Assessment (original or photocopy)		City Assessor's Office		
1 copy of Certificate of Title (original or photocopy)		Register of Deeds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any of the requirements for real property tax assessment to Window 1 or 2 - RPT Division	1. Receive the request for assessment from the client and check the submitted requirements.	None	1 Minutes	Revenue Collection Clerk City Treasurers Office
	1.1 Verify the status of real property tax in RPT Records Section.	None	5 Minutes	
	1.2 Prepare Statement of Real Property Tax.	None	15 Minutes	Revenue Collection Clerk City Treasurers Office
		None	3 Minutes	



2. Receive printed Statement of Real Property Tax and proceed for payment.	1.3 Check & verify the statement of Real Property Tax	None	3 Minutes	Revenue Collection Clerk City Treasurers Office
	1.4 Forward to the City Treasurer for signature.	None	2 Minutes	Chief -RPT Division City Treasurers Office
	1.5 Release the statement & Advise taxpayer to proceed to payment lounge-RPT Division for payment.			City Treasurer City Treasurers Office Revenue Collection Clerk City Treasurers Office
TOTAL		00	30 Minutes	

2. Receipt of Payment of Real Property Taxes

Real Property Tax are to be paid by all owners of lands, buildings and machinery. Those are based on the taxable value of property and may be paid annually, semi-annually, or quarterly basis. The payments are collected and validated through issuance of Official Receipts.

Service Availability (Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification :	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any individual, natural or juridical person who owns real property/ies within the territory of the Local Government Unit of Cadiz City.			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Real Property Tax		City Treasurers Office – Real Property Tax Division		
Cash/ Managers, Cashier's Check		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Statement of Real Property Tax for payment	1. Receive the statement of real property tax.	None	5 Minutes	Revenue Collectors City Treasurers Office



to Taxpayers Payment Lounge- Window 1 or 2 - RPT Division	1.1 Validate the statement of real property tax. 1.2 Advise the taxpayer to pay the real property tax due.			
2. Pay the real property tax due. 3. Receive the Official Receipt of Real Property Tax	2. Receive the payment and issue the official receipt. 2.1 Release the official receipt to taxpayer .	Amount reflected in the Statement of Real Property Tax (RPT = Basic (Assessed Value x 1.1%) + SEF (Assessed Value x 1%) plus penalties less discount, if applicable)	15 Minutes	<i>Revenue Collectors City Treasurers Office</i>
	TOTAL	Amount reflected in the Statement of Real Property Tax (RPT = Basic (Assessed Value x 1.1%) + SEF (Assessed Value x 1%) plus penalties less discount, if applicable)	20 Minutes	



3. Issuance of Real Property Tax Certification

Real Property Tax Certification is issued to the property owner as proof of complete real property tax payment in Cadiz City which provided to a lending company, bank or personal use.

Service Availability (Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer - Real Property Tax Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Citizens, Business Entities, or Government Agencies who have paid Real Property Taxes in Cadiz City.			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy of latest Official Receipt for existing property (original or photocopy)		Owner's Personal Copy		
1 copy of Tax Declaration for newly acquired properties		City Assessors		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any of the stated requirements for real property tax Clearance to Window 1- RPT Division	1. Accept & Verifies the Document presented. 1.1 Check the record of payment 1.2 Advise the Client to pay the corresponding fee	None	2 minutes	Revenue Clerk City Treasurers Office
2. Pay the corresponding fees.	2. Receive payment for tax clearance and issue official receipt (OR)	Certification Fee - PHP 50.00 per tax declaration Documentary Stamp - PHP 30.00 Convenience Fee – PHP 20.00	5 Minutes 15 Minutes	Revenue Clerk City Treasurers Office



	2.1 Prepare the Real Property Tax Certification	Total – PHP 100.00		Revenue Clerk City Treasurers Office
3. Receive the Tax Certification & the Official receipt.	2.2 Check & verify the authenticity of the entries.	None	2 Minutes	Chief – Real Property Tax Division City Treasurers Office
	2.3 Forward to the City Treasurer for signature.	None	3 Minutes	City Treasurer City Treasurers Office
	1.1 Release the Tax Certification to Client.	None	2 Minutes	Revenue Clerk City Treasurers Office
	TOTAL	Certification Fee - PHP 50.00 per tax declaration Documentary Stamp - PHP 30.00 Convenience Fee – PHP 20.00 Total – PHP 100.00 per tax clearance	30 Minutes	

CITY TREASURER'S OFFICE

Internal Services

Cash Division



1. Disbursement of Petty Cash Fund of LTO Registration, Emission Fees and Other Related Expenses

This petty cash fund is intended for the payment of LTO registration fees, emission fees, and other related expenses of the city's owned motor vehicles and other transportation equipment to ensure that all vehicles of this city are timely registered and lawfully running on the roads and national highways.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Local Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payment Order Slip		City General Services Office (CGSO)		
Petty Cash Voucher				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The City General Services Office will forward a transmittal with payment order slip and petty cash voucher to Cash Division, City Treasurer’s Office.	1. The Administrative Assistant I will check and receive the transmittal and the petty cash voucher from the City General Services Office. 1.1 The petty cash voucher will be signed by the City Treasurer.	None	4 Minutes	Administrative Assistant I Cash Division, City Treasurer’s Office City Treasurer Admin Division, City Treasurer’s Office
2. The City General Services Office will receive the payment for the payment order slip and petty cash voucher.	2. Disbursement of petty cash.		1 Minute	Administrative Assistant I Cash Division, City Treasurer’s Office
TOTAL:		None	5 Minutes	



2. Receiving of Daily Collections and Remittances

Daily collections are received from local revenue collectors, deputized collectors and barangay treasurers. These collections come from Real Property Taxes, Business Taxes, other fees and charges, and Economic Enterprises.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Local Revenue Collectors, Deputized Collectors, Barangay Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Collections and Deposits (RCD)		Local Revenue Collectors, Deputized Collectors, Barangay Treasurers		
Cash and Non-Cash Remittances				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Report of Collections and Deposits (RCD) with exact cash or non-cash remittances.	1. Receive the Report of Collections and Deposits, cash and non-cash remittances. 1.1. Count cash, check and verify the non-cash payments, and the Report of Collections and Deposits (RCD).	None	7 Minutes	Cashier II Cash Division, City Treasurer’s Office
2. Get the signed copy of Report of Collections and Deposits (RCD).	2. Sign the Report of Collections and Deposits (RCD) and give to the collector.		3 Minutes	Cashier II Cash Division, City Treasurer’s Office
TOTAL:		None	10 Minutes	



3. Check Preparation and Releasing

The issuance of various checks includes payments for employees' salaries, wages, government contributions, and other fees. This ensures that the city's financial commitments are met in a timely manner.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	a. Employee who is collecting fees such as salaries and wages, refund, financial assistance, etc. b. Government to Government in paying contribution and other government fees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) photocopy of valid ID/proof of identification of the payee		DFA, SSS, GSIS, COMELEC, LTO, OSCA, PSA, Company ID		
One (1) Original Copy of Special of Power of Attorney (In the Absence of the Payee)		Public Attorney's Office (PAO)/Private Law Firms		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/payee/ liaisons will process the disbursement voucher to the following offices: - City Budget Office - City Accounting Office - City Treasurer's Office (Admin Division) - City Administrator's Office - City Treasurer's Office (Cash Division)	1. Receives duly processed disbursement voucher from City Administrator's Office	None	3 Minutes	<i>Cashier I Cash Division, City Treasurer's Office</i>
	1.2. Review disbursement vouchers for completeness of signatories			
	1.3. Receive and sign ARTA form			
	2. Sort disbursement voucher per account		8 Minutes	
	2.2. Write check number, date of			



	check on the disbursement voucher			
	2.3. Encode, process and print check			
	2.4. Review, counter check/verify prepared checks against disbursement voucher			
	3. Prepare endorsement checklist and endorse checks to the City Administrator's Office to secure approval signature from authorized signatories		5 Minutes	
	4. Receive checks from City Administrator's Office		3 Minutes	<i>Administrative Officer IV Admin Division, City Treasurer's Office</i>
	5. Secure signature from the City Treasurer's Office and forward to Accounting Office for preparation of the advice		3 Minutes	<i>City Treasurer Admin Division, City Treasurer's Office</i>
	6. Receive checks from Accounting Office with advice. Review, counter check/verify prepared check for completeness of signatories and forward the check to Cash Division		3 Minutes	<i>Administrative Officer IV Admin Division, City Treasurer's Office</i>
	7. Receive check already signed by the authorized		3 Minutes	<i>Fiscal Examiner I Cash Division,</i>



	signatories. Review, counter check/verify prepared check against the accountant's advice and forward for check release			<i>City Treasurer's Office</i>
2. Submit or present the applicable documents based on the checklist of requirements at Window 5-6. 2.1. Acknowledge receipt of check	8. Check the submitted requirements 8.1. Release the check.		2 Minutes	<i>Cashier I / Disbursing Officer II / Revenue Collection Clerk II</i> <i>Cash Division, City Treasurer's Office</i>
TOTAL:		None	30 Minutes	

4. Issuance of Official Receipts

Refunds, advance payments, employee contributions, other government fees, and returns on investment are the usual payments issued in an official receipt.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	a. Employees paying refund, advance payment, contribution and other government fees. b. LGU offices paying refund for expenses/allowances under government programs.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Computation for: - Payment for GSIS - Payment for Pag-IBIG - Over-the-counter payments for payroll (e.g., refund and advance payment)		City Accounting Office
Computation of payment for Cadiz City Government Employees Dynamic and Multi-purpose Cooperative (CCGEDMC)		Cadiz City Government Employees Dynamic and Multi-purpose Cooperative (CCGEDMC)



Return on Investment (ROI)		Cooperative Management Division, City Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Declare the type of payment to be made at Windows 3 and 4	1. Evaluate the type of payment to be made.	Depending on the prescribed fees/ amount that needs to be paid	1 Minute	<i>Disbursing Officer II</i>
2. Transact payment at Windows 3 and 4.	2. Process payment/issue an Official Receipt		2 Minutes	<i>Cash Division, City Treasurer's Office</i>
TOTAL:		None	3 Minutes	

5. Preparation and Disbursement of Cash Advances

Financial assistance, program allowances, salaries and wages, allowances, honorariums and other incentives are processed and disburse through cash advances.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	Office of the City Treasurer – Cash Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government Offices/Employee/Official			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) valid ID as proof of identification		DFA, SSS, GSIS, COMELEC, LTO, OSCA, PSA, Company, School/College/University		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/payee/ liaisons will process the payroll to the following offices: - City Administrator's Office - City Budget Office	1. Cash Division will receive the payroll from the admin division of the City Treasurer's Office. 1.1. Preparation of cash advances of vouchers.	None	45 Minutes	<i>Local Revenue Collection Officer I</i> <i>Cash Division, City Treasurer's Office</i>



- City Accounting Office	1.2. Journal entry voucher (JEV) will be removed and attached to the cash advance voucher.			
	1.3. Transmit the cash advance voucher to ICU-Accounting Office for pre-audit.			
	2. Cash advance voucher will be returned to City Treasurer's Office. This will be signed by the City Treasurer and will be forwarded to Cash Division for check issuance. 2.1. After check issuance, cash advance voucher with check will be forwarded to City Administrator's Office for signatory of the City Mayor/City Administrator. 2.2. The Cash advance voucher and check will be forwarded back to City Accounting office for checking, then to City Treasurer's Office.		5 Minutes	<i>Administrative Officer IV Admin Division, City Treasurer's Office</i> <i>Cashier I Cash Division, City Treasurer's Office</i>
	3. The City Treasurer will sign the check of the cash advance. 3.1. The cash advance voucher will be forwarded to		4 Minutes	<i>City Treasurer / Administrative Officer IV</i> <i>Admin Division, City Treasurer's Office</i>



	City Accounting Office for checking and preparation of Accounting's Advice.			
	4. The cash advance voucher and check will be returned to Cash Division and will be checked against the Accounting's Advice.		3 Minutes	<i>Fiscal Examiner I</i> <i>Cash Division, City Treasurer's Office</i>
	5. Encashment of checks and preparation cash for disbursement.		60 Minutes	<i>Fiscal Examiner I / Local Revenue Collection Officer I / Cashier I / Disbursing Officer</i>
2. Client must present a valid ID at Window 3-6 of Cash Division.	6. Disbursement of cash advances		3 Minutes	<i>II / Revenue Collection Clerk II</i> <i>Cash Division, City Treasurer's Office</i>
TOTAL:		None	2 Hours	

**CITY PLANNING AND
DEVELOPMENT OFFICE**

Internal Services

Land Use and Zoning Division



1. Securing Locational Clearance for Building Permit

All enterprise and private persons constructing a new building or applying for expansion/renovation/repair are required to secure a Locational Clearance before the application for building permit. This should be done before the start of the construction to ensure that the building/businesses is allowed in the chosen location as per Approved Cadiz City Comprehensive Land Use Plan (CLUP).

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO -Land Use and Zoning Division	
Classification:	Simple	
Type of Transaction:	G2G- Government to Government Entity	
Who may Avail:	Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form for Locational Clearance duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division
2. Detailed Engineering Plans Signed and sealed by duly licensed Architect/Civil Engineer and/or Structural Engineer and Approved by the Owner Seven (7) Complete Original sets		
3. Estimates & Specifications signed and sealed by Civil Engineer/Architect and approved by the Owner One (1) Original Copy		Lot Owner/Developer
4. Specimen Signatures, Seal and Photocopy of Latest PRC ID/PTR of Signing Engineers; Civil/Structural, P.E.E., P.M.E. or Architect and Master Plumber One (1) Original Copy		
5. Lot Plan & Vicinity Map Certified by Geodetic Engineer One (1) Photocopy		
6. Transfer Certificate of Title (TCT) One (1) Photocopy		



7. Latest Tax Declaration One (1) Photocopy		City Assessor's Office		
8. Current Tax Receipt One (1) Photocopy		City Treasurer's Office		
9. Incase the Applicant is not the Registered Owner; Copy of: Contract of Lease/Authority to Construct/Deed of Absolute Sale or Duly Notarized Contract of Sale One (1) Photocopy		Lot Owner		
10. Highway Clearance if the building is along National Roads One (1) Original Copy		DPWH		
11. Height Clearance Permit (For Cellsites application) One (1) Photocopy		Civil Aviation Authority of the Philippines (CAAP)		
12. Radio Frequency Radiation from Center for Device Regulation; Radiation Health and Research (For Cellsites application) One (1) Photocopy		FDA & DOH		
13. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) (Depending on the Type of Application) One (1) Photocopy		DENR-MGB		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance	1.1 Have client sign the Client logbook	None	3 mins.	<i>Clerk III City Planning Development Office</i>



and Complaints Desk (PACD)	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	Or Admin Officer IV City Planning Development Office
2. Submit the required documents	2.1 Receive and check all the required documents	None	30 mins.	Zoning Officer III City Planning Development Office
	2.2 Inform client that he will be e-mailed and requested to return to the office after the conduct of site inspection to proceed with the application	None	5 mins.	Or Administrative Aide III City Planning Development Office
	2.3 Conduct site inspection.	None	1 Day	Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office
	2.4 Prepare the Decision on Zoning for Locational Clearance.	None	30 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office



	2.5 Recommend the approval of the Decision on Zoning for Locational Clearance.	None	10 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.6 Approve the Decision on Zoning for Locational Clearance.	None	5 mins.	<i>City Planning Development Coordinator City Planning Development Office</i>
3. Receive the Decision on Zoning for Locational Clearance	3.1 Issue Decision on Zoning for Locational Clearance to client	None	5 mins.	<i>City Planning Development Coordinator City Planning Development Office</i> <i>Or</i> <i>Zoning Officer IV City Planning Development Office</i>
Total		None	1 Day, 1 hours & 30 mins.	

2. Securing Zoning Certification

Securing Zoning Certification to ensure compatibility or conformity of the project with the existing Land Use Plan of the Locality, in accordance with the Approved City Zoning Ordinance.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division
Classification:	Simple
Type of Transaction:	G2G- Government to Government Entity
Who may avail:	Government Entities



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form for Zoning Certification One (1) Photocopy		CPDO – Land Use and Zoning Division		
2. Transfer Certificate of Title (TCT) One (1) Photocopy		Lot Owner/Developer		
3. Lot Plan & Vicinity Map certified by Geodetic Engineer One (1) Photocopy		Geodetic Engineer hired by Client		
4. Photocopy of Current Tax Declaration One (1) Photocopy		City Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	<i>Mary Margaret I. Locsin</i> <i>Clerk III</i> <i>CPDO</i> Or <i>Kelly Jean B. Daza</i> <i>Admin Officer IV</i> <i>CPDO</i>
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	
2. Submit the required documents	2.1 Receive and check all the required documents	None	30 mins.	<i>Zoning Officer III</i> <i>City Planning Development Office</i> Or <i>Administrative Aide III</i> <i>City Planning Development Office</i>
	2.2 Prepare the Zoning Certification	None	15 mins.	
	2.3 Recommend the approval of the Zoning Certification	None	10 mins.	<i>Zoning Officer IV</i> <i>City Planning Development Office</i>



	2.4 Approve the Zoning Certification	None	10 mins.	City Planning Development Coordinator City Planning Development Office
3. Receive the Zoning Certification	3.1 Release the Zoning Certification to the client	None	5mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
Total		None	1 hour & 15 mins.	

3. Securing Approval of Subdivision Plan (Preliminary Approval)

Every Registered Owner or Developer of a parcel of land who wishes to convert the same into a Subdivision Project shall apply with the Land Use and Zoning Division for Preliminary Approval of the Subdivision Plan. The preliminary approved Subdivision Plan is valid for One (1) Year from date of Approval.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division	
Classification:	Highly Technical	
Type of Transaction:	G2G- Government to Government Entity	
Who may avail:	Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Preliminary Approval Signed by Applicant/Representative and duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division



2. Affidavit of Subdivision Duly Notarized One (1) Original Copy		Lot Owner/Developer		
3. Affidavit of Undertaking Duly Notarized One (1) Original Copy				
4. Site Development Plan of the Proposed Subdivision Signed and sealed by duly licensed Architect/Civil Engineer and Approved by the Owner Four (4) Original Copies				
5. Lot Plan & Vicinity Map certified by Geodetic Engineer One (1) Photocopy				
6. Topographic Plan Signed and sealed by duly licensed Civil Engineer and Approved by the Owner Four (4) Original Copies				
7. Transfer Certificate of Title (TCT) One (1) Certified True Copy		Lot Owner/Developer		
8. Latest Land Tax Declaration One (1) Certified True Copy		City Assessor's Office		
9. Zoning Certification One (1) Photocopy		CPDO – Land Use and Zoning Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III



and Complaints Desk (PACD)	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	City Planning Development Office Or Admin Officer IV City Planning Development Office
2. Submit required documents to Land Use and Zoning Division.	2.1 Receive and check all the required documents.	None	30 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
	2.2 Conduct ocular site inspection	None	1 Day	Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office
	2.3 Prepare site inspection report	None	30 mins.	Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office



	2.4 Inform the client to wait for confirmation e-mail once SP Resolution indicating preliminary approval is released.	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	2.5 Prepare Letter of Endorsement to Sangguniang Panlungsod for Preliminary Approval.	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.6 Endorse application to Sangguniang Panlungsod	None	15 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.7 Resolution of Preliminary Approval of application by Office of the Sangguniang Panlungsod	None	15 Days	<i>SP Secretary Sangguniang Panlungsod Office</i>
	2.8 Endorse SP Resolution of Preliminary approval of application to CPDO	None	15 mins.	<i>SP Secretary Sangguniang Panlungsod Office</i>
	2.9 Prepare Decision of Preliminary Approval of application	None	3 Days	<i>Zoning Officer IV City Planning Development Office</i>



	2.10 Endorse to SP Chairman Committee on Housing and Land Use for final signature	None	1 hour	<i>SP Member Sangguniang Panlungsod Office</i>
	2.11 Endorse to City Mayor for final signature	None	1 hour	<i>City Mayor City Mayor's Office</i>
	2.12 Retrieve signed decision from the Office of City Mayor	None	15 mins	<i>Zoning Officer III City Planning Development Office</i>
	2.10 Send e-mail informing client that SP Resolution is released and instruct to get a copy from the Land Use and Zoning Division	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
3. Receive Decision on Preliminary Approval	3.1 Release SP Resolution to client and Decision on Preliminary Approval	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
Total		None	19 Days , 2 Hours & 45 Minutes	



4 . Securing Final Approval of Development Permit

Every Registered Owner or Developer of a parcel of land who wishes to convert the same into a Subdivision Project shall apply with the Land Use and Zoning Division for Approval of the Subdivision Plan.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division	
Classification:	Simple	
Type of Transaction:	G2G- Government to Government Entity	
Who may avail:	Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Final Approval of project under BP 220/PD 957 by the Applicant/Representative and duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division
2. Affidavit of undertaking to comply the Road Right of Way and Drainage Right of Way One (1) Original Copy		Lot Owner/Developer
3. Affidavit of undertaking to submit DAR Conversion Certificate to SP One (1) Original Copy		
4. Audited report of Independent Public Accountant for the Financial Condition/Statement of the Applicant One (1) Original Copy		
5. Certificate of Registration from SEC or CDA (if it is Corporation, incorporation or Cooperative), DTI Permit if SOle Proprietorship One (1) Original Copy		



6. Articles of Corporation, Incorporation or Cooperation (if it is Corporation, incorporation or Cooperative) One (1) Original Copy	
7. Feasibility Study for the Housing Project Two (2) Original Copies	
8. Lot Plan/Vicinity map One (1) Original Copy	
9. Land Development Technical Specification and Cost Estimates One (1) Original Copy	
10. Approved Sangguniang Panlungsod Resolution for Preliminary Approval One (1) Original Copy	Sangguniang Panlungsod Office
11. CCWD – Prime Water Cadiz Certification One (1) Original Copy	CCWD – Prime Water Cadiz
12. Environmental Compliance Certificate (ECC) from DENR One (1) Original Copy	DENR
13. NONECO Certification One (1) Original Copy	NONECO
14. Decision sheet of Preliminary Approval One (1) Original Copy	CPDO – Land Use and Zoning Division
15. Site Development Plan Five (5) Original Copies	Lot Owner/Developer
16. Topographic Map	



Five (5) Original Copies				
17. Road Assignment and Finished Grade Five (5) Original Copies				
18. Road Grade Section and Engineering Drawing Details Five (5) Original Copies				
19. Storm Drainage System and Details Five (5) Original Copies				
20. Water Distribution System and Details including Fire Hydrants Five (5) Original Copies				
21. Deep Well & Elevated Watr Tank Specifications and Location (if CCWD cannot supply water) Five (5) Original Copies				
22. Electrical Distribution System Five (5) Original Copies		NONECO		
23. Tree Planting Plan Five (5) Original Copies		Lot Owner/Developer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III



and Complaints Desk (PACD)	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	<i>City Planning Development Office</i> Or Admin Officer IV <i>City Planning Development Office</i>
2. Submit required documents to Land Use and Zoning Division.	2.1 Receive and check all the required documents.	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> Or Administrative Aide III <i>City Planning Development Office</i>
	2.2 Conduct ocular site inspection	None	1 Day	<i>Zoning Officer III City Planning Development Office</i> Or Zoning Officer IV <i>City Planning Development Office</i>



	2.3 Prepare site inspection report	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.4 Inform the client to wait for confirmation e-mail once SP Resolution indicating final approval is released.	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	2.5 Prepare Letter of Endorsement to Sangguniang Panlungsod for Final Approval.	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.6 Endorse application to Sangguniang Panlungsod	None	15 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.7 Final Approval of application by Office of the Sangguniang Panlungsod	None	15 Days	<i>SP Secretary Sangguniang Panlungsod Office</i>
	2.8 Endorse SP Resolution of Final approval of application to CPDO	None	15 mins.	<i>SP Secretary Sangguniang Panlungsod Office</i>
	2.9 Prepare Decision of Final Approval of application	None	3 Days	<i>Engr. Oscar P. Beniabon Zoning Officer IV CPDO</i>



	2.10 Endorse to SP Chairman Committee on Housing and Land Use for final signature	None	1 Hour	<i>SP Member Sangguniang Panlungsod Office</i>
	2.11 Endorse to City Mayor for final signature	None	1 Hour	<i>City Mayor City Mayor's Office</i>
	2.12 Retrieve signed decision from the Office of City Mayor	None	15mins	<i>Engr. Neal Jun A. Go Zoning Officer III CPDO</i>
	2.13 Send e-mail informing client that SP Resolution is released and instruct to get a copy from the Land Use and Zoning Division	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
3. Receive Decision on Final Approval	3.1 Release SP Resolution to client and Decision on Final Approval	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
Total		None	19 Days , 6 Hours & 10 Minutes	



5. Securing Approval of Alteration of a Subdivision Plan

Every Registered Owner or Developer of a parcel of land who wishes to convert the same into a Subdivision Project and wishes to make alteration shall apply with the Land Use and Zoning Division for Approval Alteration of the Subdivision Plan.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division	
Classification:	Highly Technical	
Type of Transaction:	G2G- Government to Government Entity	
Who may avail:	Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Alteration of Plan and duly notarized Two (2) Original Copies		CPDO – Land Use and Zoning Division
2. Plan showing the proposed alteration duly signed and sealed by License Engineer/Architect Five (5) Original Copies		
3. Letter stating the purpose for the proposed alteration One (1) Original Copy		Lot Owner/Developer
4. Sworn statement that the affected lots for alteration has not been sold One (1) Original Copy		
5. Approved Site Development Plan One (1) Original Copy		
6. Development Permit One (1) Photocopy		
7. Transfer Certificate of Title (TCT) One (1) Certified True Copy		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	<i>Clerk III City Planning Development Office</i>
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	<i>Or Admin Officer IV City Planning Development Office</i>
2. Submit required documents to Land Use and Zoning Division.	2.1 Receive and check all the required documents.	None	30 mins.	<i>Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office</i>
	2.2 Conduct ocular site inspection	None	1 Day	<i>Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office</i>
	2.3 Prepare site inspection report	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>



	2.4 Inform the client to wait for confirmation e-mail once SP Resolution indicating approval for alteration of plan is released.	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
	2.5 Prepare Letter of Endorsement to Sangguniang Panlungsod for Approval of Alteration of Plan.	None	30 mins.	<i>Zoning Officer IV City Planning Development Office</i>
	2.6 Endorse application to Sangguniang Panlungsod	None	15 mins.	<i>Engr. Neal Jun A. Go Zoning Officer III CPDO</i>
	2.7 Approval of application by Office of the Sangguniang Panlungsod	None	15 Days	<i>SP Secretary Sangguniang Panlungsod Office</i>
	2.8 Endorse SP Resolution of approval of application to CPDO	None	15 mins.	<i>SP Secretary Sangguniang Panlungsod Office</i>
	2.9 Prepare Decision of Approval of Alteration application	None	3 Days	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III</i>



				<i>City Planning Development Office</i>
	2.10 Endorse to SP Chairman Committee on Housing and Land Use for final signature	None	1 hour	<i>SP Member Sangguniang Panlungsod Office</i>
	2.11 Endorse to City Mayor for final signature	None	1 hour	<i>City Mayor City Mayor's Office</i>
	2.12 Retrieve signed decision from the Office of City Mayor	None	15 mins	<i>Zoning Officer III City Planning Development Office</i>
	2.13 Send e-mail informing client that SP Resolution is released and instruct to get a copy from the Land Use and Zoning Division	None	5 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
3. Receive Decision on Approval of Alteration of Plan	3.1 Release SP Resolution to client and Decision on Approval of Alteration of Plan	None	30 mins.	<i>Zoning Officer III City Planning Development Office</i> <i>Or</i> <i>Administrative Aide III City Planning Development Office</i>
Total		None	19 Days , 6 Hours & 10 Minutes	



6. Securing Computer Generated Documents & Maps

The service aims to provide Computer Generated Maps of the city, Existing and Proposed Land Use Maps, Subdivision Maps, Concept Structure Maps, Barangay Boundaries & Barangay Maps.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government Entity			
Who may avail:	All who is 18 Years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Letter of Request		This should be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	Clerk III City Planning Development Office Or Admin Officer IV City Planning Development Office
	1.2 Endorse client to Land Use and Zoning Division	None	2 mins.	



2. Submit the letter of request	2.1 Receive request letter from the client	None	5 mins.	Zoning Officer III City Planning Development Office
	2.1 Endorse the letter of request to Local Zoning Officer	None	5mins	Or Administrative Aide III City Planning Development Office
	2.2 Prepare and print maps requested	None	30 mins.	Zoning Officer III City Planning Development Office Or Zoning Officer IV City Planning Development Office
3. Receive requested maps	3.1 Release requested maps to client	None	5 mins.	Zoning Officer III City Planning Development Office Or Administrative Aide III City Planning Development Office
Total		None	50 mins.	

**CITY PLANNING AND
DEVELOPMENT OFFICE**

Internal Services

***Plans and Programs Division /
Statistics Unit***



1. Securing Statistical Data/Socio Economic Profiles

The service aims to provide basic information about the city, its history and its development plan. It includes: 1. Statistical Data; 2. Socio-Economic Profile; 3. Economic Development Plans.

The service is available from Mondays to Fridays, 8:00 AM to 5:00 PM, except Holidays.

Office or Division:	CPDO – Plans and Programs Division/Statistics Unit			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government Entity			
Who may avail:	All government offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Signed Letter of Request		This should be provided by the client.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Logbook at the Public Assistance and Complaints Desk (PACD)	1.1 Have client sign the Client logbook	None	3 mins.	<i>Clerk III City Planning Development Office</i>
	1.2 Endorse client to Plans and Programs Division/Statistics Unit	None	2 mins.	<i>Or Admin Officer IV City Planning Development Office</i>
2. Submit the letter of request	2.1 Receive letter of request	None	2 mins.	<i>Statistician II City Planning Development Office</i>



	2.2 Endorse the letter of request to the CPDC for approval.	None	3 mins.	<i>Statistician II</i> <i>City Planning Development Office</i> Or <i>Statistician III</i> <i>City Planning Development Office</i>
	2.3 Approve letter of request	None	10 mins.	<i>City Planning Development Coordinator</i> <i>City Planning Development Office</i>
	2.4 Prepare the data requested	None	1 Day	<i>Statistician II</i> <i>City Planning Development Office</i> Or <i>Statistician III</i> <i>City Planning Development Office</i>
	2.5 Record the details of the transaction for release of data to client	None	5 mins.	<i>Statistician II</i> <i>City Planning Development Office</i>
3. Receive the requested data	3.1 Release requested data to client	None	5 mins.	<i>Statistician II</i> <i>City Planning Development Office</i>
Total		None	1 Day and 30 mins.	

CITY ENGINEER'S OFFICE

Internal Services



1. CONDUCTING PROJECT INSPECTION FOR STATEMENT OF WORK ACCOMPLISHMENT (SWA).

Project Inspection governs all requests to conduct inspection for partial and 100% accomplished projects.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Engineer's Office Special Projects Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Barangays Private Contractors / Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For By Admin (Barangay Fund): One (1) Original Copy of Payroll Jacket attached with all supporting documents		Barangay Hall		
For Straight Contract: One (1) Original Copy of Statement of Work Accomplishment (SWA) attached with all supporting documents		Private Contractor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter for Inspection of Statement of Work Accomplishment (SWA) attached with all supporting documents at the receiving desk.	1.1 Receive Request Letter attached with SWA and all supporting documents.	None	5 Minutes	<i>Clerk III Administrative Division</i>
	1.2 Endorse Request Letter and SWA for Inspection to Division Head.		5 minutes	<i>Clerk III Administrative Division</i>



	1.3 Turn over Request Letter and SWA to respective Project Engineer / Architect in charge.		5 minutes	<i>Division Head / CGADH – I Special Projects Division</i>
	1.4 Receive Request Letter and SWA.		5 minutes	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>
	1.5 Schedule inspection.		15 minutes	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>
	1.6 Conduct inspection.		5 days	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>
	1.6.1 If no discrepancies found, proceed to 1.7.			
	1.6.2 If discrepancies found on site, prepare Inspection Report. Proceed to 2.3.2.		1 day	<i>Engineering Assistant / Architect III / Architect I / Engineer I Special Projects Division</i>



	1.7 Signing of SWA.		2 days	<i>Engineering Assistant / Architect III / Architect I / Engineer I</i> <i>Special Projects Division</i> <i>Division Head / CGADH – I</i> <i>Special Projects Division</i> <i>City Engineer</i>
2. Sign log book and receive signed SWA after 9 days at the receiving desk and sign log book.	2.1 Record the data needed to the log book of Out – going documents. 2.2 Let the Client sign the log book 2.3 Release signed SWA. 2.3.1 If compliance, release SWA to client. 2.3.2 If non – compliance, issue Inspection Report and correct all the discrepancies found on site and go back to Step 1.	None	5 minutes 5 minutes 5 minutes	<i>Engineering Assistant</i> <i>Special Projects Division</i> <i>Engineering Assistant</i> <i>Special Projects Division</i> <i>Engineering Assistant</i> <i>Special Projects Division</i>
TOTAL:		None	8 days and 50 minutes	



1. Render of Electrical Repair and Maintenance Services

Electrical Repair and Maintenance Services governs all requests from Inter-LGU-Offices,

Other Government Agencies and all the Barangay in conducting repair and maintenance activities.

Office or Division:	City Engineers Office Building and Industrial Safety Division			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	“LGU Offices, Other Government Agencies and All Barangay”			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request via Phone		LGU Offices		
Letter of Request		Other Government Agencies and All Barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make phone call Hand-in letter of request	1. Received call - Received request letter	None	5 Minutes	<i>Electrical Inspector II</i> <i>Engineer IV CEO</i>
	2. Send-out Electricians to cater to the request	None	10 Minutes	<i>Electrical Inspector II</i> <i>Engineer IV CEO</i>
	3. Report to requesting party for any deficiencies	None	15 Minutes	<i>Electrician I</i> <i>Laborer II</i> <i>Electrician I</i> <i>Electrician I</i> <i>Electrician I</i> <i>All Casual Electrician CEO</i>
TOTAL:		None	30 Minutes	



2. Preparation and Formulation of Program of Works (POW)

Preparation and Formulation of Program of Works governs the technical details / specification of the project.

Office or Division:	City Engineers Office Building and Industrial Safety Division (BISD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	“LGU, Other Government Agencies, All Barangay”			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request for POW Request Slip		Punong Barangay City Planning and Development Office (CPDO)		
Letter of Request from Other Government Agencies approved by the City Mayor		Requesting Government Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Hand-in letter of request for POW - Hand-in request slip from CPDO	1. Receive letter of request - Receive request slip	None	5 Minutes	<i>Electrical Inspector II</i> <i>Engineer IV</i> CEO
	2. Set schedule to conduct staking with the requesting office / party	None	10 Minutes	<i>Electrical Inspector II</i> CEO
	3. Conduct of staking	None	1 Day	<i>Electrical Inspector II</i> <i>Requestor</i> CEO
	4. Prepare / Formulate Electrical Plans, technical specifications	None	3 Day	<i>Engineer IV</i> CEO



	and computations 4a. For NONECO Project - submit letter of request for staking			
	5. Conduct material estimate and costing - ask for quotation	None	2 Days	<i>Electrical Inspector II</i> <i>Engineer IV CEO</i>
	6. Formulation of POW	None	0.5 Day	<i>Engineer IV CEO</i>
	7. Endorsement of POW to City Administrator's Office	None	0.5 Day	<i>Engineer IV CEO</i>
TOTAL:		None	7 Days 15 Minutes	

3. Render of Electrical Project Inspection

This service is available during working hours (Monday – Friday; 8:00 AM – 5:00 PM)
Electrical Project Inspection governs all requests to inspect partial and 100% accomplished projects.

Office or Division:	City Engineers Office Building and Industrial Safety Division (BISD)	
Classification:	Complex Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	“LGU, All Barangay, Other Government Agencies”	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Submission of Statement of Work Accomplishment (SWA) and all supporting documents		Concerned contractor/supplier / Liaison



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a request for Project Inspection and Turn-over Statement of Work Accomplishment (SWA)	1.1 Receive and check SWA and all supporting documents	None	1 Hour	<i>Electrical Inspector II</i> <i>Division Chief (Engineer IV)</i> CEO
2. Receive schedule of inspection	2.1 Set Inspection Schedule with the Inspection Committee	None	10 Minutes	<i>Electrical Inspector II</i> <i>Division Chief (Engineer IV)</i> CEO
3. Accompany electrical personnel during inspection	3.1 Conduct on-site inspection	None	2 Days	<i>Electrical Inspector II</i> CEO
4. Receive and acknowledge inspection report / punch list from BISD - Electrical	4.1 Make inspection report	None	4 Hours	<i>Electrical Inspector II</i> CEO
	4.2 If there are no discrepancy, signed the Statement of Work Accomplishment (SWA)	None	1 Hour	<i>Division Chief (Engineer IV)</i> CEO



	4.3 If there are discrepancy, make punch list for correction based on the approved Program of Works (POW) then schedule for re-inspection	None	1 Hour	<i>Division Chief (Engineer IV) CEO</i>
	4.4 Hand-over inspection report / punch list copy	None	30 Minutes	<i>Division Chief (Engineer IV) CEO</i>
TOTAL:		None	2 Days 7 Hours 40 Minutes	



1. Request of Heavy Equipment

This service is available during working hours (Monday-Friday, 8:00 AM – 5:00 PM, No Noon Break). Heavy Equipment such as Dump trucks, Motor Graders, Road Rollers, Excavators, Pay loaders, and Tractor Head with Low Bed Trailer is provided by the Motorpool Division, CEO for use of the requesting offices/departments/barangays.

Office or Division:		City Engineer's Office - Motorpool Division		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Head of Offices/Departments/Barangays		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request approved by the Local Chief Executive and the City Engineer (1 original copy)		Concerned Head of Offices/Departments/Barangays		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to the client's logbook and submit the Letter of Request to the Motorpool Division, City Engineer's Office	1.1 Receives and records the Letter of Request and forwards to Division Chief or Officer-In-Charge	None	10 minutes	Administrative Staff Motorpool Division, City Engineer's Office
2. Receive the schedule of the Site inspection	2.1 Schedule for Site inspection and notifies requesting personnel	None	30 minutes	Division Chief or Officer-In-Charge Motorpool Division, City Engineer's Office
3. Guide motorpool personnel for Site inspection	3.1 Conducts Site Inspection	None	5 days	Heavy Equipment Operator Motorpool Division, City Engineer's Office and Engineer Motorpool Division, City



				Engineer's Office
4. Receive the schedule of the actual operation from the Motorpool Division, City Engineer's Office.	4.1 Evaluate request and schedule for operation then notifies requesting personnel.	None	30 minutes	Division Chief or Officer-In-Charge Motorpool Division, City Engineer's Office
TOTAL		00	5 days, 1 hour and 10 minutes	

2. Request for transport Service

This service is available during working hours (Monday-Friday; 8:00 AM – 5:00 PM, No Noon Break). Transport support service vehicle (City Bus) is provided by the Motorpool Division, CEO to all requesting offices/departments/barangays.

Office or Division:		City Engineer's Office - Motorpool Division		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Head of Offices/Departments/Barangays		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request approved by the Local Chief Executive and the City Engineer (1 original copy)		Head of Offices/Departments/Barangays		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in to the client's logbook and fill out then submit the transport service request form and Letter of Request to	1.1 Receives and records Letter of Request and transport service request form then forwards to Division Chief or Officer-In-Charge.	None	10 minutes	Administrative Staff Motorpool Division, City Engineer's Office



Motorpool Division, City Engineer's Office.				
2. Receives a copy of the status of request from the Motorpool Division, City Engineer's Office.	2.1 Evaluate the transport service request form whether approved/disapproved. 2.2 Release clients copy of status of request.	None None	30 minutes 10 minutes	Division Chief or Officer-In-Charge <i>Motorpool Division, City Engineer's Office</i> Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
TOTAL		00	50 minutes	



3. PRE-REPAIR INSPECTION

This service is available during working hours (Monday-Friday; 8:00 AM – 5:00 PM, No Noon Break). Pre-inspection is conducted by Technical Personnel to diagnose, determine and assess the serviceable parts of various city-owned motor vehicles and equipment to ensure safety, efficient and to attain maximum utilization.

Office or Division:	City Engineer's Office - Motorpool Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Authorized Drivers/Operators Head of Offices/Departments/Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vehicle/Equipment		Head of Offices/Departments/Barangays		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the vehicle/equipment at the CEO Compound and log in to the client's logbook to Motorpool Division, City Engineer's Office.	1.1 Checks the completeness of the data and endorse to Engineer-in-charge.	None	1 hour	Administrative Staff Motorpool Division, City Engineer's Office
	1.1 Schedule for pre-repair inspection.	None	7 days	Engineer-In-Charge Motorpool Division, City Engineer's Office
2. Point out concerns to Engineer-In-Charge	2.1 Conduct pre-repair inspection on the vehicle/equipment.	None	7 days or more (depending on the trouble shooting)	Engineer-In-Charge Motorpool Division, City Engineer's Office and Mechanic Motorpool Division, City Engineer's Office
	2.1 Prepare the Pre-Repair and Evaluation Report and Pre-	None	1 hour	Administrative Staff Motorpool Division, City Engineer's Office



	Repair Inspection Report.	None	30 minutes	Engineer-In-Charge <i>Motorpool Division, City Engineer's Office</i>
	2.2 Verify and Sign the Pre-Repair and Evaluation Report and Pre-Repair Inspection Report.	None	1 hour	Division Chief or Officer-In-Charge <i>Motorpool Division, City Engineer's Office</i>
3. Sign logbook and receives the Pre-Repair and Evaluation Report and Pre-Repair Inspection Report from the Motorpool Division, City Engineer's Office.	2.3 Validate and Countersign the Pre-Repair and Evaluation Report and Pre-Repair Inspection Report.			
	3.1 Endorse logbook to client for releasing of document	None	15 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
	2.2 Release the Pre-Repair and Evaluation Report and Pre-Repair Inspection Report	None	15 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
TOTAL		00	14 days and 7 hours (depends on the trouble shooting)	



4. REPAIR/MAINTENANCE OF CITY-OWNED MOTOR VEHICLES AND MECHANICAL EQUIPMENT

This service is available during working hours (Monday-Friday; 8:00 AM – 5:00 PM, No Noon Break). All vehicles such as light, heavy and mechanical equipment owned by the City Government of Cadiz must undergone repair / maintenance to ensure its safety, dependability, and to restore and/or retain its value and extend its service life.

Office or Division:	City Engineer's Office - Motorpool Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Authorized Drivers/Operators Head of Offices/Departments/Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vehicle/Equipment		Head of Offices/Departments/Barangays		
Request Letter signed by the Head of Office		Head of Offices/Departments/Barangays		
Spare Parts/ Materials		Head of Offices/Departments/Barangays		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the vehicle/equipment at the CEO Compound and log in to the client's logbook then submit the request letter and spare parts/materials to Motorpool Division, City Engineer's Office.	1.1 Checks the completeness of the document and receives the spare parts/materials then endorse to Engineer-in-charge.	None	1 hour	Administrative Staff Motorpool Division, City Engineer's Office
	1.2 Check the submitted spare parts/materials.	None	1 hour	Engineer-In-Charge Motorpool Division, City Engineer's Office And Mechanic Motorpool Division, City Engineer's Office
	1.3 Schedule the actual conduct of repair/maintenance.	None	7 days	Engineer-In-Charge Motorpool Division, City Engineer's Office



2. Point out concerns to Engineer-In-Charge	2.1 Conduct the repair/maintenance on the vehicle/equipment.	None	7 days or more (may vary depending on the scope of work)	Engineer-In-Charge <i>Motorpool Division, City Engineer's Office</i> <i>and</i> Mechanic <i>Motorpool Division, City Engineer's Office</i> <i>and</i> Assistant Mechanic <i>Motorpool Division, City Engineer's Office</i>
	2.2 Prepare the Repair/Maintenance Report.	None	1 hour	Engineer-In-Charge <i>Motorpool Division, City Engineer's Office</i>
	2.3 Verify and Sign the Repair/ Maintenance Report.	None	30 minutes	Mechanic <i>Motorpool Division, City Engineer's Office</i> <i>and</i> Assistant Mechanic <i>Motorpool Division, City Engineer's Office</i>
	2.4 Validate and Countersign the Repair/ Maintenance Report.	None	1 hour	Division Chief or Officer-In-Charge <i>Motorpool Division, City Engineer's Office</i>



3. Sign logbook and receives a copy of Repair/Maintenance Report from the Motorpool Division, City Engineer's Office.	3.1 Endorse logbook to client for releasing of document	None	30 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
	2.2 Release a copy of Repair/Maintenance Report	None	30 minutes	Administrative Staff <i>Motorpool Division, City Engineer's Office</i>
TOTAL		00	14 days, 5 hours, and 30 minutes (may vary depending on the scope of work)	



1. Request for Program of Works

Preparation of architectural, structural, electrical, and plumbing plans. Creating comprehensive projections for the project's costs and required materials.

Office or Division:	Planning, Designing, and Programming Division Office of the City Engineer			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Requesting Local Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) original copy of request letter for Program of Works		City Planning and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present request letter for Program of Works	1.1. Log/Record the request for program of works.	None	5 minutes	<i>Engineer I - CEO</i>
	1.2. Conduct on-site inspection and survey.	None	1 day	<i>Draftsman I - CEO Engineering Assistant - CEO Engineer I - CEO Engineer IV - CEO</i>
	1.3. Prepare architectural, structural, electrical, and plumbing plans.	None	8 days	<i>Draftsman I - CEO Engineering Assistant - CEO Engineer I - CEO</i>
	1.4. Review the finished architectural, structural, electrical, and plumbing plans.	None	6 days	<i>Engineer IV - CEO</i>
	1.5. Prepare the detailed estimates of the finished plans.	None	2 days	<i>Engineering Assistant - CEO Engineer I - CEO</i>



	1.6. Review the finished detailed estimates of the finished plans.	None	1 day	<i>Engineer IV - CEO</i>
	1.7. Printing of plans and program of works	None	4 hours	<i>Draftsman I - CEO Engineering Assistant - CEO Engineer I - CEO</i>
	1.8. Approve the finished plans and program of works.	None	1 day	<i>Engineer IV - CEO City Engineer - CEO</i>
2. Receive Plans and Program of Works	2.1. Record and release the approved plans and program of works.	None	1 hour	<i>Engineer I - CEO</i>
TOTAL:		None	19 days, 5 hour, and 5 minutes	

CITY LEGAL OFFICE

Internal Services



1. Issuance of certificate to employees as to pendency or non-pendency of administrative case

Issuance of certificate as per request of officials and employee

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All government officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay and secure official receipt for the Certification Fee at City Treasurer's Office	1.1 Receive payment and issue OR	P70.00/Copy	5 mins.	Cashier/Deputized Collector City Treasurer's Office
2. Present OR	2.1 Print out Certificate	None	5 mins	<i>Legal Assistant I</i> City Legal Office
	2.2 Verify Certificate	None	4 hours	<i>Administrative Officer V</i>
	2.3 Signing of Certificate as to Pendency or Non Pendency	None	5 mins	City Legal Office City Legal Officer/ Attorney IV City Legal Office



3. Receive certificate as to pendency / non-pendency of administrative case	3.1 Issue certificate as to pendency/ non-pendency of administrative case	None	15 mins	Legal Staff City Legal Office
	3.2 Record Certificate	None	3 mins	Legal Staff City Legal Office
	3.3 Release duly signed Certificate to client	None	2 mins	Legal Staff City Legal Office
TOTAL:		P70.00/ copy	4 hours, 35 mins.	

2. Conducts Hearing of Administrative Cases

Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in their respective offices and recommend appropriate action to the City Mayor or Sangguniang, as the case may be.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Executive, Elective Officials and Government Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submission of verified complaint	Government employee concerned



CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of verified complaint to the Office of the City Mayor	1.1 Issuance of Indorsement to City Legal Office along with Memorandum Order to conduct investigation	None	None	City Mayor Office of the City Mayor
2. Submit/ present testimony or documents upon receipt of the Memorandum Order	2.1 Conduct of Preliminary Investigation 2.2 Issuance of Formal Charge	None	Within reglementary period	City Legal Officer City Legal Office
3. Submission of answer	3.1 Filing of answer 3.2 Issuance of preventive suspension 3.3 Conduct of Formal Investigation	None	Within reglementary period In cases of Preventive suspension Immediately thereafter Within reglementary period	City Legal Officer City Legal Office
4. Acceptance of rendered decision	4.1 Issuance of decision	None	30 days	City Legal Officer City Legal Office
TOTAL:		00	None (In cases of Preventive suspension Immediately thereafter)	

*(Pursuant to 2017 Rules on Administrative Cases in The Civil Service)



3. **Conducts** **Legal Reviews requested by the different offices of the City**

Render opinion/review, provide comments and recommendations when requested to do so by the Local Chief Executive or to the concerned agency

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All government agencies concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Indorsement/ Request Letter		Local Chief Executive – Office of the City Mayor or concerned agency		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Present the Indorsement / Request Letter for legal review	1.1Receive & record submitted document/s.	None	Dependent upon the legal issue (but not more than 15 days)	<i>Support Staff</i> City Legal Office
	1.2Review the letter request			<i>Administrative Officer V</i> City Legal Office
	1.3Routing the letter request w/ the attached document/s to the City Legal Officer			<i>Administrative Officer V</i> City Legal Office <i>Attorney IV</i> City Legal Office



	1.4Draft legal opinion for approval of the City Legal Officer			<i>City Legal Officer</i> City Legal Office
	1.5Final review and Approval			
2. Receive reviewed document/s	2.1Forward and record the letter request w/ the attached drafted document/s to the Local Chief Executive or to the requesting party			<i>Administrative Officer V</i> City Legal Office
TOTAL:		00	Dependent upon the legal issue (but not more than 15 days)	

4. Prepares contracts and other legal instruments

Draft ordinances, contracts, Executive Orders and other instruments, involving the City of Cadiz as per instruction or endorsement from the Office of the City Mayor

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government



Who may avail:		Local Chief Executive		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Indorsement		Local Chief Executive – Office of the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Indorsement letter from the City Mayor on the nature of legal instrument	1.1 Receive Indorsement letter	None	10 days	<i>Support Staff</i> City Legal Office
	1.2 Record and route to the City Legal Officer			<i>Administrative Officer V</i> City Legal Office
	1.3 Undertake legal research and draft the document/s (If needed)			<i>Attorney IV</i> City Legal Office
	1.4 Assess and evaluate the drafted document/s, then finalize			<i>City Legal Officer</i> City Legal Office
2. Receive the document/s	2.1 Release and record outgoing document/s			<i>Support Staff</i> City Legal Office
TOTAL:		00	10 days	



5. Represents the City of Cadiz in cases involving the City in Various Courts of Law

Represents the local government unit in all civil actions and special proceedings wherein the local government unit or any official thereof, in his official capacity, is a party

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Local Chief Executive			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Indorsement		Local Chief Executive – Office of the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Indorsement of civil actions and special proceedings from the City Mayor and other elective officials	1.1 Represents the party in civil actions and special proceedings	None	Within the reglementary period	City Legal Officer City Legal Office Attorney IV City Legal Office
TOTAL:		00	None (Within the reglementary period)	

*(Pursuant to Rules of Court)



6. Enforce City Ordinances and National Laws

Acts on complaints against individuals or establishments violating City Ordinances and National Laws.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		Client		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint	1.1 Receive, record and verify completeness of the document/s	None	5mins	<i>Support Staff</i> City Legal Office <i>Administrative Officer V</i>
	1.2 Record document/s		5 mins	City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i>
	1.3 For inspection and evaluation of individual or establishment/s for any violation of law or ordinance		1day	City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i>
			5mins	



	1.4 Issue notice to individual or establishment /s violating City Ordinances, Memorandum & Executive Orders		5mins	City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i>
	1.5 Approval of notice			City Legal Office
	1.6 The individual or establishment/ s that has violated the City ordinance will be issued a Five (5) day notice to rectify the violation for compliance.		5 days	<i>City Legal Officer</i> City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i>
	1.7 Monitor compliance with notice issued.		5 days	City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i>
	* If no compliance, proceed with appropriate sanction as provided in the applicable City Ordinance		(*City Ordinance no. 05-2021 *DILG MC No. 2024-053, 2020-145, 2021-125)	City Legal Office
TOTAL:		00	11 days, 20 mins.	

(*City Ordinance no. 05-2021

*DILG MC No. 2024-053, 2020-145, 2021-125)



7. Provide assistance with Peace and Order

Provide assistance and logistics (vehicle and manpower) to affected and displaced individual or establishment/s

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City Legal Office			
Classification :	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Client		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request Letter for affected and displaced individual	1.1 Receive and record request letter for affected & displaced individual, verify completeness of the document/s and route to Team Leader for evaluation	None	5 mins.	Support Staff City Legal Office & Administrative Officer V City Legal Office & Administrative Assistant I/ Enforcement Team Leader City Legal Office
	1.2 Approval of request		10 mins.	Administrative Assistant I/ Enforcement Team Leader City Legal Office and/or



	1.3 Assist the affected & displaced individual/s or establishment/s		5 mins.	<i>City Legal Officer</i> City Legal Office <i>Administrative Assistant I/ Enforcement Team Leader</i> City Legal Office
TOTAL:		00	20 mins	

SANGGUNIANG PANLUNGSOD OFFICE

Internal Services



1. Signing of Clearances of Retirees/Resigned employees, avail Vacation Leave (outside of the Phils.)

Retirees/Resigned employees, those who avail Vacation Leave (outside of the Phils.) have their clearances signed by the SP Secretary with initials from the City Library confirming that they have no pending borrowed books.

(8:00AM-5:00PM Monday-Friday)

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Retired/Resigned Government employees			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copy of clearance with initial of the In-charge of the Library Division		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Clearance to the SP Staff for signature of the SP Secretary	1. Receives and verify the clearance	None	5 minutes	<i>Administrative Officer1 LLSO II LLSO IV SP Secretary SP OFFICE</i>
	1.1 Prepare and let the SP Secretary sign the clearance	None	5 minutes	<i>Administrative Officer1 LLSO II LLSO IV SP Secretary SP OFFICE</i>
2. Receives the Clearance signed by the SP Secretary	2. Release the clearance to the Client requesting	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP Secretary SP Office</i>
	TOTAL	0.00	15 minutes	



2. Government Offices secures a copy of approved Resolutions, Ordinances and minutes of meetings in the SP

Government Offices and departments request for a copy of the city's approved resolutions, ordinances and other documents (photocopy, electronic mail)

(8:00AM-5:00PM Monday-Friday)

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Government G2G			
Who may avail:	Public			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Valid ID Email address		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Asks and Fill up request form from the SP Office.	1. Provide request form to the client.	None	5 minutes	<i>Admini Officer I/ LLSO II/ LLSO IV SP OFFICE</i>
1.1 Submit filled up request form together with the Valid ID.	1.1 Receives and check the request form.	None	5 minutes	<i>Admin Officer I/ LLSO II/ LLSO IV/ SP Secretary SP OFFICE</i>
2. Receives and photocopy the document.	2. Give the requested document to the client for photocopy or send the copy of document thru email.	None	10 minutes	<i>Administrative Officer I/ LLSO II/ LLSO IV/ SP OFFICE</i>
3. Return the document.	3. Receives the borrowed documents requested and release clients valid ID.	None	5 minutes	<i>Administratvie Officer I LLSO II LLSO IV SP OFFICE</i>
	TOTAL	0.00	25 minutes	



3. Issuance of a certified true copy of Resolutions, Ordinances, Minutes of Meeting or other documents from the SP Office. (8:00AM-5:00PM Monday-Friday)

Local and national offices request for a certified True copy of documents from the SP Office

Office or Division:	Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	Government to Client G2C			
Who may avail:	Public			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Valid ID		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask and Fill up the request form from the SP Office	1. Provide request form to the client	None	5 minutes	<i>Administrative Officer I/ LLSO II/ LLSO IV SP OFFICE</i>
2.1 Submit the Request form together with the Valid ID to SP Staff.	2.1 Receives and check the filled up Request form and Valid ID, SP Secretary checked the request and asked the staff to prepare the request.	None	10 minutes	<i>LLSO II Administrative Officer I SP Secretary SAO (Supervising Administrative Officer/s SP OFFICE</i>
	2.2 staff prepares the documents with the affix signature of the SP Secretary to the copy of the documents requested	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SP Office</i>
3. Client received the document	3. Release the requested documents together with the clients valid ID.	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV</i>



				SP OFFICE
	TOTAL	None	25 minutes	

4. Issuance of List of Accredited Civil Society Organization, Non-Government Organization/People's Organization to other local and national offices.

(8:00AM-5:00PM Monday-Friday)

Local and national offices request for list of accredited Civil Society Organizations, Non-Government Organizations and People's Organization.

Office or Division:		Sangguniang Panlungsod Office		
Classification:		Simple		
Type of Transaction:		Government to Client G2G		
Who may avail:		Local and national offices		
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for the list of accredited Civil Society Organizations, Non-Government Organizations and People's Organization		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1. Provide request form to the client.	None	5 minutes	Administrative Officer I LLSO II LLSO IV SP OFFICE
1.1 Submit filled up request form	1.1 Receives and check the request form and refers to SAO	None	5 minutes	Administrative Officer I Local legislative Staff Officer II (SAO) Supervising Administrative Officer SP Secretary SP OFFICE
	2. The SAO prepares the copy of the list of accredited Civil Society Organizations, Non-Government Organizations and	None	1 day	(SAO) Supervising Administrative Officer SP Secretary SP OFFICE



	People's Organization w/ signature of the SP Secretary			
2. Receives the document.	2. Give the requested document	None	5 minutes	<i>Administrative Officer I LLSO II LLSO IV SAO) Supervising Administrative Officer SP OFFICE</i>
	TOTAL	None	1 day & 15 minutes	

CITY GENERAL SERVICES OFFICE

Internal Services



1. Request for Clearance Certificate

All officials, officers, and employees of the city government must be cleared from property accountability upon their retirement, resignation, and transfer to another agency. Hence, a Clearance Certificate or Clearance Accountability Form is so required.

(Monday to Friday, from 8:00 AM to 5:00 PM, excluding holidays)

Office or Division:	City General Services Office – Property, Supply, and Inventory Management Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Various Departments, Plantilla personnel including Contractual employees and Casual (Assignment Order) employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(3 copies) Accountability Clearance Form		City General Services Office – Property, Supply, and Inventory Management Division		
(1 copy) Official Receipt representing payment for Certification Fee		City Treasurer's Office		
Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) for transfer of accountabilities, whichever is applicable		Source Department (If previously issued)		
(1 copy) Property Return Slip (PRS) for accountabilities returned		Source Department (If previously issued)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Clearance Form with corresponding attachments	1.1 Checks and records receipt of the documents	None	2 Minutes	Metro Aide II (Administrative Division)
	1.2 Checking and verification of PAR and ICS previously issued against the items/units returned	None	20 minutes	Clerk III (Administrative Division) Or Supervising Administrative Officer (Property, Supply, and Inventory Management Division)



	1.3 Preparation and issuance of PAR/ICS for the transferred accountabilities or PRS (for returned items)	None	20 minutes	Clerk III (Administrative Division) Or Supervising Administrative Officer (Property, Supply, and Inventory Management)
	1.4 Releasing of Clearance Certificate	None	2 minutes	Metro Aide II (Administrative Division)
TOTAL:		None	44 Minutes	

2. Deployment of Personal Properties Owned by the City

This is an extension service of the Local Government Unit of Cadiz to provide assistance to government entities who are in need of event equipment such as tables, chairs, steel fences, canopies, and portable toilets owned by the City for their official events.

(Monday to Friday, from 8:00AM to 5:00PM, excluding holidays)

Office or Division:	City General Services Office – Property, Supply, and Inventory Management Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Government entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. One (1) Valid ID/Proof of Identification of the requester		Government Office where employed, PhilSys, DFA, LTO, PRC, IBP, GSIS, SSS, PAG-IBIG, COMELEC, PHILPOST, DOLE, MARINA, NBI, PNP, BIR, SCHOOL, BRGY.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign Client Logbook & Fill in Request Form (2	1.1 Direct client to the Logbook and Request form	None	5 Minutes	<i>Metro Aide II</i> (Property, Supply, and Inventory)



sets) at the table in the client's area.				Management Division)
	1.2 Create Borrower's Slip for recording and filing	None	10 Minutes	<i>Administrative Officer III</i> (Administrative Division)
	1.3 Issue the approved request form to the client	None	5 Minutes	<i>Administrative Officer III</i> (Administrative Division)
2. Receive the approved request form and present it to the warehouseman where the property is stored (CGSO warehouse/City Assessor's Office warehouse) for deployment.	2.1 Accept and review the approved request form	None	30 Minutes	<i>Metro Aide II</i> (Property, Supply, and Inventory Management Division) <i>Utility Worker II</i> (Property, Supply, and Inventory Mgt. Division)
	2.2 Retrieve the property requested and document the details in the warehouse logbook.	None	15 Minutes	<i>Metro Aide II</i> (Property, Supply, and Inventory Management Division) <i>Utility Worker II</i> (Property, Supply, and Inventory Mgt. Division)
	2.3 Instruct client to sign the logbook upon presentation and inspection of the warehouseman.	None	5 Minutes	<i>Metro Aide II</i> (Property, Supply, and Inventory Management Division) <i>Utility Worker II</i> (Property,



				Supply, and Inventory Mgt. Division)
	2.4 Deploy the property requested to the event venue.	None	1 Hour	<i>Metro Aide II</i> (Property, Supply, and Inventory Management Division) <i>Utility Worker II</i> (Property, Supply, and Inventory Mgt. Division)
TOTAL:		None	2 Hours and 10 Minutes	

CITY BUDGET OFFICE

Internal Services



1. BUDGET SERVICES

The City Budget Office as provided for in section 475, Article V of the Local Government Code is mandated to provide technical knowledge and actions relative to the preparation of the Annual Budget and its fiscal administration and proper management of expenditures.

Availability of the Service:

Office Hours Monday to Friday:

8:00 A.M. – 5:00 PM (excluding Holidays)

No Noonbreak

Office or Division:	CITY BUDGET OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government			
Who may avail:	City Department Heads and Offices of Local and National Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Requests		Respective Department Heads		
Completed documents of Obligation Requests (OBRs)		Respective Department Heads		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the OBR (Obligation Request) documents to the receiving personnel	1. Receive the Submitted OBR (Office Budget Request) documents from the relevant personnel or departments	None	5 minutes	Admin Aide VI <i>City Budget Office</i>



	2. Check the Completeness of the Submitted Document(s) Verify that all required information is included in the OBR. This may include: requested amount; justification for funding; approval from requesting department.	None	5 minutes	Admin Aide VI <i>City Budget Office</i>
	3. Check the Availability of Requested Funds * Confirm with the assigned personnel that the requested funds are available in the budget	None	5 minutes	Admin Aide VI <i>City Budget Office</i>
	4. Record the OBR in the Logbook Enter the OBR details (e.g., OBR number, date received) into the logbook for tracking and reference purposes. Assign a specific OBR number to the request to facilitate easy identification and follow-up.	None	5 minutes	Admin Aide VI <i>City Budget Office</i>
	5. Forward the OBR to the Respective Personnel for Budget Obligation	None	2 minutes	Admin Aide VI <i>City Budget Office</i>



	6. Obligate budget funding to the Journal of Accounts and Obligation as requested by the office: City Mayor's Office	None	5 minutes	Supervising Admin Officer <i>City Budget Office</i>
	CMO Sub-offices CGSO PESO CDRRMO			Admin Officer II <i>City Budget Office</i>
	City Veterinary PMO CEEMO			Admin Aide IV <i>City Budget Office</i>
	LCR CTO CLO Information Division LSB			Admin Officer V <i>City Budget Office</i>
	SP DSWD Plaza, Parks Agriculture CENRO CEO 20% Dev't. Fund			Admin Officer V <i>City Budget Office</i>
	City Accounting City Assessor's			Supervising Admin Officer <i>City Budget Office</i>
	CPDO CBO CHO National Offices			Administrative Officer II <i>City Budget Office</i>
	Assistance to Barangays Aid to Tanods Public Debts Ret. & Other Benefits			City Government Assistant Department Head 1 <i>City Budget Office</i>
	7. Certify as to availability of appropriation	None	5 minutes	City Budget Officer <i>City Budget Office</i>



	8. Return to Receiving Personnel and Secure a Copy of the OBR for Filing Once processed, return a copy of the OBR to the receiving personnel. Ensure you file a copy for record-keeping and future reference.	None	5 minutes	Admin Aide IV <i>City Budget Office</i>
2. Log out the obligated OBR (Obligation Request) documents	Record the completed and approved OBR in for accountability.	None	2 minutes	Admin Aide IV <i>City Budget Office</i>
Total		None	39 Minutes	

CITY ACCOUNTING OFFICE

Internal Services



1. Processing of Application for Clearance Certificate for Commutation of Vacation, Sick and Maternity Leave for more than 30 days

(8:00AM to 5:00PM Monday-Friday)

Clearance Certificate is one of the requirements in availing the Vacation, Sick and Maternity Leave for more than 30 days of the local government employee.

Office or Division:	Office of the City Accountant - Accounting Division/ Administrative Division and Records Division			
Classification:	Complex			
Type of Transaction:	G2G - Government Agency to Government Employee or Official			
Who may avail:	• City Officials; • Permanent Employees; • Contractual Employees; and • Assignment Order (A.O.) Employees			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clearance Form CS Form 7 Series of 2017 duly signed by CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)		Human Resource and Management Office (HRMO) – City Administrative Office		
2. Application for Leave Form duly approved by the City Mayor (1 original copy and 3 photocopies)		Human Resource and Management Office (HRMO) – City Administrative Office		
3. Official Receipt for Certification Fee (1 original copy)		City Treasurer's Office		
4. Medical Certificate (CSC Form) and certified by the attending physician, for maternity and sick leave only (1 original copy and 1 photocopy)		Issued by the Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	1 hour	<i>Bookbinder II/Fiscal Examiner I/Accountant IV</i> Accounting Division



	1.2 Logbook the received complete set of documents	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
	1.3 Forward the complete set of documents received for validation of monetary or unsettled accountabilities, if any to assigned Accounting Personnel and Records Division <i>The Monetary or Unsettled Accountabilities to be considered:</i> Accounting Division <i>a. Unsettled Cash Advances</i> Records Division <i>b. Unsettled monetary deductions (PAG-IBIG, PHILHEALTH, BIR withholding taxes) for the month</i>	None	3 days	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division Clerk IV/ Records Officer I/Records Officer IV Records Division
	1.4 Return to Accounting Division the signed Clearance Form with attachments	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division
	1.5 Receive the complete set of documents from Records Division	None	30:00 minutes	Clerk IV/Administrative Aide I Records Division



	1.6 Forward to the Department Head/Asst. Department Head	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.7 Sign the Clearance Form for Vacation Leave with attachments	None	1 day	City Accountant/Asst. City Accountant Administrative Division
	1.8 Return to the Accounting Division the signed Clearance Form with attachments	None	30:00 minutes	Administrative Aide I/City Accountant/Asst. City Accountant Administrative Division
2. Receive the Clearance Form with complete attached documents	2.1 Release the signed Clearance Form for Vacation Leave with attachments	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
TOTAL:		None	4 days and 4 hours	

2. Processing of Application for Clearance Certificate for Travel Abroad of local government employee for personal or official travel

(8:00AM to 5:00PM Monday-Friday)

Clearance Certificate is one of the requirements in case of travel abroad either personal or official travel regardless of number of days of local government employee.

Office or Division:	Office of the City Accountant - Accounting Division and Administrative Division	
Classification:	Simple	
Type of Transaction:	G2G - Government Agency to Government Employee or Official	
Who may avail:	• City Officials; • Permanent Employees; • Contractual Employees; and • Assignment Order (A.O.) Employees;	
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Clearance Form CS Form 7 Series of 2017 duly signed by		Human Resource and Management Office (HRMO) – City Administrative Office



CGSO, HRMO, Agency-accredited Union/Cooperative and Library (5 original copies)				
2. Application for Leave Form duly approved by the City Mayor (1 original copy and 3 photocopies)		Human Resource and Management Office (HRMO) – City Administrative Office		
3. Authority to Travel approved by the City Mayor (1 copy)		Issued by the Requesting Office		
4. Invitation Letter with Itinerary, for official travel only (1 copy)		Issued by the Requesting/Inviting Agency(ies)		
5. Official Receipt for Certification Fee (1 original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of required documents to Accounting Division	1.1 Receive, check and verify the submitted documents	None	1 hour	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.2 Logbook the received complete set of documents	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.3 Forward to the Department Head/Asst. Department Head	None	30:00 minutes	Bookbinder II/ Fiscal Examiner I/Accountant IV Accounting Division
	1.4 Sign the Clearance Form with attachments	None	1 day	City Accountant/Asst. City Accountant Administrative Division



	1.5 Return to the Accounting Division the signed Clearance Form with attachments	None	30:00 minutes	Administrative Aide I/City Accountant/Asst. City Accountant Administrative Division
2. Receive the Clearance Form with complete attached documents	2.1 Release the signed Clearance Form with attachments	None	30:00 minutes	Bookbinder II/Fiscal Examiner I/Accountant IV Accounting Division
TOTAL:		None	1 day and 3 hours	



1. Issuance of Accountant's Advice for Check disbursements for various claims payable to the officials and employees.

(8:00 AM-5:00 PM Monday-Friday)

To facilitate the processing and issuance of Accountant's Advice for Cadiz City officials and employees.

Office or Division:		Office of the City Accountant - Administrative Division/ Records Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		• Public official • Permanent employee • Contractual and Assignment Order		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (DV) with the attached original and duplicate check duly signed by City Mayor/City Administrator and City Treasurer, and ARTA Compliance Slip		City Treasurer's Office		
2. Indorsement Letter of Check Issuances (2 original copies)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Indorsement letter with the attached checks duly signed by authorized signatories along with Disbursement Vouchers and supporting documents.	1.1 Receives the checks signed by the authorized signatories along with Check Indorsement, Disbursement Vouchers, and supporting documents.	None	1:00 hour	<i>Administrative Aide I/ Administrative Aide VI (Administrative Division)</i>
	1.2 Encodes all the check's details into Landbank Regular ACICdes and print the	None	2:00 hours	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>



	generated Accountant's Advice			
	1.3 Uploads the generated Accountant's Advice on Landbank WeAccess system	None	1:00 hour	<i>Administrative Aide VI/ Reproduction Machine Operator III (Administrative Division)</i>
	1.4 Approves the generated Accountant's Advice on Landbank WeAccess system.	None	1:00 hour	<i>City Accountant/ City Government Assistant Department Head-I</i>
	1.5 Endorses the printed Accountant's Advice for Signing.	None	30 minutes	<i>City Accountant/ City Government Assistant Department Head-I</i>
	1.6 Endorses approved Accountant's Advice to City Treasurer's Office.	None	30 minutes	<i>Administrative Aide II (Records Division)</i>
TOTAL		None	6 hours	



1. Requests for the printing of the Certificate of Net Take Home Pay/s from the Payroll Database System

(8:00 AM - 5:00 PM Monday-Friday)

The Certificate of Net Take Home Pay or Pay slip is proof of the monthly income and deductions of the individual employee. It serves as a primary document as evidence of the actual amount of salary earned during the month.

Office or Division:	Office of the City Accountant -Electronic and Data Processing (EDP) Unit/ Records Division/ Administrative Division				
Classification:	Simple				
Type of Transaction:	G2G- Government to Government				
Who may avail:	• City Officials • Regular Employee • Contractual Employee				
CHEKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Request Slip (1)			Office of the City Accountant- Electronic Data Processing (EDP) Unit		
2. Official Receipt of the Certification Fee paid in the City Treasurer's Office (1 copy)			City Treasurer's Office (CTO)		
3. Loan Application Form & photocopy of 2 valid IDs if applying for a Pag-ibig Loan			Office of the City Accountant - Records Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill out Request Slip and Present Certification Fee's Official Receipt, Application form & photocopy of 2 valid IDs (for Pag-ibig loan applicants)	1.1 Accepts request slip	None	15 minutes	<i>Data Entry Machine Operator II/</i> <i>Administrative Aide I</i> (EDP - Office of the City Accountant)	



	1.2 Prints and initially signs Net Take Home Pay	None	30 Minutes	<i>Computer Maintenance Technologist II</i> (EDP - Office of the City Accountant)
	1.3 Signing of certificate of Net Pay	None	4 hours	<i>Records Officer IV or City Accountant</i> Records Management Div./ Office of the City Accountant
2. Claim the document requested	2.1. Release of document	None	15 Minutes	<i>Data Entry Machine Operator II/ Administrative Aide I</i> (EDP - Office of the City Accountant)
	TOTAL:	None	5 hours	

2. Requests for the printing of the Certificate of Net Take Home Pay/s based on Manual payroll

(8:00 AM - 5:00 PM Monday-Friday)

The Certificate of Net Take Home Pay or Payslip is proof of the monthly income and deductions of the individual employee. It serves as a primary document as evidence of the actual amount of salary earned during the month.

Office or Division:	Office of the City Accountant -Electronic and Data Processing (EDP) Unit/ Records Division/ Administrative Division
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	• City Officials • Regular Employee • Contractual Employee



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Request Slip (1)		Office of the City Accountant- Electronic Data Processing (EDP) Unit			
2. Official Receipt of the Certification Fee paid in the City Treasurer's Office (1 copy)		City Treasurer's Office (CTO)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill out Request Slip and Present Certification Fee's Official Receipt.	1.1 Accepts request slip	None	15 minutes	<i>Data Entry Machine Operator II/</i> <i>Administrative Aide I</i> (EDP - Office of the City Accountant)	
	1.2 Prints and initially signs Net Take Home Pay	None	30 Minutes	<i>Computer Maintenance Technologist II</i> (EDP - Office of the City Accountant)	
	1.3 Verification of printed certification against the computerized payroll	None	4 hours	<i>Records Officer IV</i> <i>or authorized signatory</i> (Records Management Div. - Office of the City Accountant)	
2. Claim the document requested	2.1. Release of document	None	30 minutes	<i>Records Division</i>	
TOTAL:		None	5 hours and 15 minutes		



3. Requests for the printing of the Individual Payroll Drafts for loan purposes (8:00 AM - 5:00 PM Monday-Friday)

For Dynamic Multi-Purpose Cooperative and CG Provident loan requirements.

Office or Division:	Office of the City Accountant -Electronic and Data Processing (EDP) Unit			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Regular Employees			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip (1 copy)		Office of the City Accountant- Electronic Data Processing (EDP) Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and present request slip	1.1. Accepts Request Slip	None	15 Minutes	<i>Data Entry Machine Operator II/</i> <i>Administrative Aide I</i> (EDP - Office of the City Accountant)
	1.2. Prints Payroll Draft	None	30 Minutes	<i>Computer Maintenance Technologist II</i> (EDP - Office of the City Accountant)
2. Claim copy of the payroll draft	2.1. Release Payroll Draft	None	15 Minutes	<i>Data Entry Machine Operator II/</i> <i>Administrative Aide I</i> (EDP - Office of the City Accountant)
	TOTAL:	None	1 hour	



4. Requests for the printing of the Certificate of Premiums and Loan Amortization Remittance

(8:00 AM - 5:00 PM Monday-Friday)

A Certificate of Premiums and Loan Amortization is requested for various purposes such as;

- For pre-retiree employees whose policy contracts are about to expire with the GSIS.
- For loan application or loan renewal.
- For reconciliation purposes of premiums and loans payment made to GSIS, PHIC, Pag-IBIG Fund, LBP, Dynamic Multi-purpose Cooperative, and other local associations and organizations.

Office or Division:	Office of the City Accountant -Electronic and Data Processing (EDP) Unit/ Records Division/ Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	- City Officials - Regular Employee - Contractual Employee <i>(Whose Policy will mature, who wants to reconcile their payments, and those who will be retiring)</i>			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant- Electronic Data Processing (EDP) Unit		
2. Official Receipt of the Certification Fee paid in the City Treasurer's Office (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request Slip and present Certification Fee's Official Receipt.	1.1. Accepts and Checks request	None	15 minutes	<i>Data Entry Machine Operator II/ Administrative Aide I</i> (EDP Unit - Office of the City Accountant)



	1.2. Prints the Certificate of Premiums and Loan amortization remittances	None	1 hour	<i>Computer Maintenance Technologist II</i> (EDP Unit - Office of the City Accountant)
	1.3 Verifies and certifies as to the correctness of premiums and loan remittances.	None	6 days	<i>Records Officer IV/ City Accountant</i> (Records Management Div. - Office of the City Accountant)
	1.4 Reprint if there is a correction to the certificate.	None	1 hour	<i>Computer Maintenance Technologist II</i> (EDP Unit - Office of the City Accountant)
2. Claim the document requested	2.1. Release the copy of the requested document.	None	15 Minutes	<i>Data Entry Machine Operator II Administrative Aide I</i> (EDP Unit - Office of the City Accountant)
TOTAL:		None	6 days, 2 hours and 30 minutes	



4. Request for the Preparation of Whitelist for Land Bank of the Philippines (LBP)
Loan Application

(8:00 AM - 5:00 PM Monday-Friday)

Since the Electronic and Data Processing (EDP) Unit of the Accounting Office has the initial record of the net take home pay of all regular employees of the city, this unit was tasked to facilitate and assess the loan qualifications and application of employees to the LBP's Electronic Salary Loan (eSL).

Office or Division:	Office of the City Accountant -Electronic and Data Processing (EDP) Unit/ Records Division/ Administrative Division			
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	• City Officials; and • Regular Employee			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Information Slip (1 copy)		Office of the City Accountant- Electronic Data Processing (EDP) Unit		
2. Net Take Home Pay (1copy)		Office of the City Accountant- Electronic Data Processing (EDP) Unit		
3. Official Receipt of the Certification Fee paid in the City Treasurer's Office (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The borrower will fill out the information slip and submit it to Electronic and Data Processing (EDP) Unit (maximum of five (5) clients per transaction)	1.1 Assist the client in filling out the information slip.	None	1 hour	<i>Data Entry Machine Operator III</i> (EDP Unit - Office of the City Accountant)
	1.2 From the received information slip make verification if the applicant is qualified to make a loan.	None	1 hour	<i>Data Entry Machine Operator III</i> (EDP Unit- Office of the City Accountant)



	1.3 Prints Net Take Home Pay	None	30 Minutes	<i>Computer Maintenance Technologist II</i> (EDP Unit - Office of the City Accountant)
	1.4 If the applicant is qualified for the loan, encode the data from information slip to LBP loan system for generation of the whitelist.	None	1 hour	<i>Data Entry Machine Operator III</i> (EDP Unit - Office of the City Accountant)
	1.5 Reviews and signs the Net Take Home Pay and approve whitelist	None	3 hours	<i>Records Officer IV/ City Accountant</i> (Records Mgt. Div. – Office of the City Accountant)
	1.6 Forwards the signed hard copy of the whitelist to the City Administrator for signature.	None	30 minutes	<i>Administrative Aide II</i> (EDP Unit - Office of the City Accountant)
	1.7 Whitelist for signature of the City Administrator/City Mayor	None	7 days	<i>City Administrator</i> (Office of the City Administrator)
	1.8 Submit to LBP the accomplished whitelist and flash drive	None	1 hour	<i>Administrative Aide II</i> (Office of the City Accountant)
TOTAL:			8 days	



1. Processing of Salaries and Wages of the Employees

Based on Republic Act 1989 “*Compensation and Position Classification Act*”, a policy that provide equal pay for substantially equal work and base difference in pay upon substantive difference in duties and responsibilities, and qualification requirements of the positions. The Office of the City Accountant is mandated to evaluate the processing of all the salaries and wages of employees of the city.

Processing Time (8:00 am – 5:00 pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit
Classification:	Complex
Type of Transaction:	G2G – Government to Government Employee
Who may avail:	City Officials; Regular Employees; Contractual Employees, A.O
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For Regular Employee's First Claim of Salary</u>	
1. (2 original copies) Disbursement Voucher Signed by head of office	Assigned Office or Department
2. (3 original copies) Obligation Request certified as to the availability of fund by the City Budget Officer	Assigned Office or Department
3. (1 original copy) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 Certified true copy) approved Appointment	Employee/Human Resource Management Office (HRMO)
5. (1 original copy) of Oath of Office	Employee/Human Resource Management Office (HRMO)
6. (1 original copy) Certificate or Notice of Assumption of Employee	Human Resource Management Office (HRMO)
7. (1 photo copy) Statement of Assets, Liabilities and Net Worth (SALN) duly notarized	Employee/Assigned Office or Department
8. (1 Certified copy) Report of Appointment Indorsed marked by the Civil Service Commission (CSC)	Employee/Human Resource Management Office (HRMO)
<u>For Transferee First Claim of Salary</u>	
1. (2 original copies) Disbursement Voucher signed by head of office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of office	Assigned Office or Department



& certified as to the availability of fund by the City Budget Officer	
3. (1 original copy) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 Certified true copy) approved Appointment	Employee/Human Resource Management Office (HRMO)
5. (1 Certified true copy) Oath of Office	Human Resource Management Office (HRMO)
6. (1 Original copy) Certificate or Notice of Assumption	Employee/Human Resource Management Office (HRMO)
7. (1 photo copy) Statement of Assets, Liabilities and Net Worth (SALN) duly notarized	Employee/Assigned Office or Department
8. (1 Certified copy) Report of Appointment Indorsed marked received by the Civil Service Commission (CSC)	Employee/Human Resource Management Office (HRMO)
9. (1 original copy) Clearance from money, property and legal accountabilities from the previous office	Employee/Previous Government Office or Agencies
10. (1 Certified true copy) of the Disbursement Voucher of the last salary and other benefits from previous agency and/or Certification by the Chief Accountant of the last salary received from previous office	Employee/Previous Government Office or Agencies

For Regular Employee Salary if deleted from payroll

1. (2 original copies) Disbursement Voucher signed by head of office	Assigned Office or Department
2. (3 Original copies) Obligation Request signed by head of office and certified as to the availability of Fund by the City Budget Officer	Assigned Office or Department
3. (1 original copy) Approved Daily Time Record (DTR)	Employees/Assigned Office or Department
4. (1 original copy) Certificate or Notice of Assumption	Human Resource Management Office (HRMO)
5. (1 original copy) Approved Application for Leave, Medical Certificate if on sick leave for more than five (5) days	Employee/HRMO Assigned Office or Department

For Regular Employee's Salary Differentials Due to Promotion for Individual Claim

1. (2 original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of Office	Assigned Office or Department



and Certified as to availability of fund by the City Budget Officer	
3. (1 original copy) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 certified photo copy) approved Appointment	Employee/Human Resource Management Office (HRMO)
5. (1 original copy) Oath of Office	Employee/Human Resource Management Office (HRMO)
6. (1 original copy) Certificate or Notice of Assumption	Employee/Human Resource Management Office (HRMO)
7. (1 Certified photo copy) Record of Appointment Indorsed marked received by the Civil Service Commission (CSC)	Employee/Human Resource Management Office (HRMO)
<u>For Regular Employee's Salary Differentials Due to Step Increment for Individual Claim</u>	
1. (2 Original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of office and Certified as to the availability of Fund by the City Budget Officer	Assigned Office or Department
3. (1 Certified photo copy) Notice of Step Increment (NOSI) showing the highest salary received	Employee/Human Resource Management Office (HRMO)
<u>For Contractual Employee's First Claim of Salary</u>	
1. (2 Original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department
2. (3 Original Copies) Obligation Request signed by head of Office and certified as to the availability of Fund by the City Budget Officer	Assigned Office or Department
3. (1 original copy) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 Certified photo copy) approved Appointment	Employee/Human Resource Management Office (HRMO)
5. (1 Certified photo copy) Oath of Office	Employee/Human Resource Management Office (HRMO)
6. (1 certified photo copy) Certificate or Notice of Assumption	Employee/Human Resource Management Office (HRMO)
7. (1 certified photo copy) Statement of Assets, Liabilities and Net Worth (SALN) duly notarized	Employee /Assigned Office or Department
8. (1 original copy) Accomplishment Report	Employee/Assigned Office or Department



9. (1 Certified photo copy) Report of Appointment Indorsed marked received by the Civil Service Commission (CSC)	Employee/Human Resource Management Office (HRMO)
<u>For Assignment Order Employee's First Claim of Salary</u>	
1. (2 original copies) Disbursement Voucher signed by head of office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of Office and certified as to the availability of Fundt by the City Budget Officer	Assigned Office or Department
3. (1 original copy) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 Original copy) Accomplishment Report	Employee/Assigned Office or Department
5. (1 Certified photo copy) Record of Appointment Indorsed marked received by the Civil Service Commission (CSC)	Employee/Human Resource Management Office (HRMO)
6. (2 Certified photo copy) of Plantilla of Casual Appointments	Employee/Human Resource Management Office (HRMO)
<u>For Regular, Contractual and Assignment Order (A.O.) Employee's Last Salary</u>	
1. (2 original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of Office and Certified as to the availability of Fund by the City Budget Officer	Assigned Office or Department
3. (3 original copies) Approved Daily Time Record	Assigned Office or Department
4. (1 original copy) Letter of retirement, resignation or end of term	Assigned Office or Department
<u>For Regular, Contractual and Assignment Order (A.O.) Employee's Salary due to heirs of deceased Employee</u>	
1. (2 original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of Office and certified as to the availability of Fund by the City Budget Officer	Assigned Office or Department
3. (1 original copy) Approved Daily Time Record (DTR) if applicable	Employee/Assigned Office or Department
4. (1 copy) Death Certificate authenticated by the Local Civil	Employee/Local Civil Registrar (LCR) or Philippine Statistics Authority (PSA)



Registrar (LCR) or Philippine Statistics Authority (PSA)				
5. (1 certified photo copy) Marriage Contract authenticated by the Local Civil Registrar (LCR) or Philippine Statistic Authority (PSA)		Employee/Local Civil Registrar (LCR) or Philippine Statistics Authority (PSA)		
6. (1 certified photo copy) Birth Certificates of surviving legal heirs authenticated by the Local Civil Registrar (LCR) or Philippine Statistics Authority (PSA), if applicable		Employee/Local Civil Registrar (LCR) or Philippine Statistics Authority (PSA)		
7. (1 original copy) Waiver of Heirs to claim the benefits in the absence of one’s member		Employee/City Legal Office (CLO)		
<u>For Regular, Contractual and Assignment Order (A.O.) Employee’s Maternity Leave</u>				
1. (2 Original copies) Disbursement Voucher signed by head of Office		Assigned Office or Department		
2. (3 original copies) Obligation Request signed by head of Office and Certified as to the availability of Fund by the City Budget Officer		Assigned Office or Department		
3. (1 Original copy) of approved application for leave		Employee/Human Resource Management Office (HRMO)		
4. (1 original copy) Medical certificate of Maternity Leave Clearance attested by the City Health Officer (CSC Form)		Employee/City Health Office		
5. (1 Certified true copy) of Medical certificate for Maternity Leave		Employee/Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Disbursement voucher/Payroll with complete supporting documents to receiving Officer	1.1 Receive and check Disbursement voucher/Payroll as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.2 Receive Disbursement voucher and pre audit as to the accuracy and validity of financial	None	4:00 hours	Management and audit Analyst II Bookkeeper Internal Control Division



	transactions and do accounting entry and endorse to Indexer.			
	1.3 Receive and do manual indexing of the transactions per individual employee's record and endorse to Records Division.	None	4:00 hours	Mgt. & Audit Asst. Management and Audit Analyst II Internal Control Division
	1.4 Receive and sorts documents for file copy and for remittances of tax and statutory deductions and endorse to Accounting Division	None	2:00 hours	Clerk III Records Division
	1.5 Receive and match the actual expenditures versus the obligated amount and endorse to Internal Control Division.	None	2:00 hours	Admin. Aide I Accounting Division
	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	4:00 hours	Management and audit analyst IV/III Internal Control Division
	1.7 Receive and Certify/ sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	4:00 hours	City Accountant CGADH I



	1.8 Prepares transmittal letter and forwards to City Treasurers Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal copy to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL		None	3 days and 3:00 hours	

1.1 General Claims through the Automated Teller Machine (ATM)

Processing Time (8:00 am – 5:00 pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit
Classification:	Complex
Type of Transaction:	G2G – Government to Government Employee
Who may avail:	• City Officials; • Regular Employees; • Contractual Employees; • Assignment Order (A.O.) Employees; and • Job Order(J.O.) Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For Regular Employees</u>	
1. (3 EDP generated payrolls per Department signed by head of Office	Electronic Data Processing Division (EDP)
2. (3 original copies)Obligation Request signed by head of Office certified as to the availability of Fund by the City Budget Office	Assigned Office or Department
3. (1 original copy)Application for Leave if applicable	Employee/Assigned Office or Department
<u>For Contractual Employees</u>	
1. (3 copies)EDP generated payrolls signed by head of Office	Electronic Data Processing Division (EDP)



2. (3 original copies) Obligation Request signed by head of Office and Certified as to the availability of Fund by the City Budget Office	Assigned Office or Department
3. (1 copy))Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 original copy)Application for Leave if applicable	Employee/Assigned Office or Department
5. (1 original copies) Individual Accomplishment Report	Employee/Assigned Office or Department

For Assignment Order (A.O.) Employees

1. (3 Original copies)Manual Payrolls (signed by head of Office	Assigned Office or Department
2. (3 original copies)Obligation Request signed by head of Office and certified as to the availability of Funds by the City Budget Officer	Assigned Office or Department
3. (1 original copy) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (1 original copy) Application for Leave if applicable	Employee/Assigned Office or Department
5. (1 Original copy) Individual Accomplishment Report	Employee/Assigned Office or Department

For Job Order Employees (Casual)

1. (3 Original copies)Manual payrolls signed by head of Office	Assigned Office or Department
2. (3 original copies) Obligation Request signed by head of Office and certified as to the availability of Fund by the City Budget Officer	Assigned Office or Department
3. (3 original copies) Approved Daily Time Record (DTR)	Employee/Assigned Office or Department
4. (2 photo copies) of Job Order	Employee/Human Resource Management Office (HRMO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement voucher/Payroll with complete supporting documents to receiving Officer	1.1 Receive and check Disbursement voucher/Payrolls as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 Hours	Clerk III Internal Control Unit
	1.2 Receive Disbursement voucher/Payroll and pre – audit as to the accuracy and validity of the financial transactions and do	None	4:00 Hours	Management and audit analyst II Bookkeeper MAA I Internal Control Division



	accounting entry and endorse to Encoder.			
	1.3 Receive and Record/ encode disbursement voucher/Payroll and assign DV's number and endorse to Indexer.	None	4:00 Hours	Clerk III Admin. Aide
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Record Division.	None	4:00 Hours	Mgt. & Audit Asst. Management and audit analyst II Internal Control Unit
	1.5 Receive and sorts documents for file copy and remittances of tax and statutory deductions and endorse to Accounting Division.	None	4: Hours	Clerk III Records Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to ICU Division	None	2:00 Hours	Admin. Aide Accounting Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	4:00 hours	Management and audit analyst II/ MAA III Internal Control Division



	1.8 Receive and Certify/ sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal	None	4:00 hours	City Accountant CGADH I Office of the City Accountant
	1.9 Prepares transmittal letter and forwards to City Treasurer's Office	None	1:00 Hour	Admin. Aide Office of the City Accountant
	2.0 Posting transmittal copy to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL		None	4 days	

1.2 Processing of payment of Grants

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Agency and Employee			
Who may avail:	4. Different Offices/Departments/Division of the Local Government Unit (LGU); 5. City officials; 6. Brgy. Official; and			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. (2 original copies) Disbursement Voucher signed by head of Office		Assigned Office or Department		
2. (3 original copies) obligation request approved by head of office & certified as to the availability of fund by City Budget Officer		Assigned Office or Department		
3. (1 Original copy) Communication or Request Letter addressed and approved by Head of Agency/ or the City Mayor		Personal Letter		
4. (1 original copy) Program Design if applicable		Assigned Office or Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement voucher/Payroll with complete supporting	1.1 Receive and check Disbursement voucher/Payroll	None	2:00 hours	Clerk III Internal Control Division



documents to Receiving Officer	as to the completeness of the supporting documents and endorse to Pre auditors			
	1.2 Receive Disbursement voucher/Payroll and Pre audit as to the accuracy and validity of the financial transactions and do accounting entry and endorse to encoder.	None	2:00 hours	Bookkeeper Management and Audit Analyst II Internal Control Division
	1.3 Receive and record/ encode disbursement voucher/Payroll and assign DV's number and endorse to Indexer.	None	2:00 hours	Clerk III Admin. Aide Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Accounting division.	None	2:00 hours	Mgt. & Audit Asst. Management and audit analyst II Internal Control Division



	1.6 Receive and match the actual expenditure versus the obligated amount and Endorse ICU division.	None	2:00 hours	Admin. Aide Accounting Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	2:00 hours	Management and audit analyst IV/III Internal Control Division
	1.8 Receive and certify/ sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	2:00 hours	City Accountant CGADH I
	1.9 Prepares transmittal and forwards to City Treasurer's Office	None	1:00 hour	Admin. Aide Office of the City Accountant
	2.0 Posting transmittal copy to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL		None	2 days	



2. Processing of Granting of Cash Advances and Petty Cash Fund (PCF)

The processing or granting of cash advances for payroll fund (Salaries, Wages, Allowances, Honoraria and Other Similar Expenses) and Petty Cash Fund (Burial, Medical and Other Financial Assistance) shall conform to the rules and regulations on the grant of cash advances prescribed under COA Circular No. 2009-02 dated May 8, 2009 and Sec. 89 of PD No. 1445.

2.1. Granting of Cash Advances

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Employee			
Who may avail:	City Official Disbursing Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. (3 Original copies) Disbursement Voucher		City Treasurer's Office (CTO)		
2. (1 copy) Duplicate of Journal Entry Vouchers (JEVs) of the pre-audited or approved by the City Accountant payroll for salaries, wages, allowances, honoraria and other similar expenses with supporting documents subject for Cash Advance		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Accounting Division.	None	2:00 hours	Clerk III Internal Control Division
	1.2 Receive and validates and control the grant of cash advance of special disbursing Officer and sign simultaneously as to no unliquidated amount and endorse to Internal Control division.	None	2:00 hours	Admin. Aide IV Accountant IV Accounting Division
	1.2 Receive Disbursement voucher and Pre audit as to the accuracy and validity of the financial transactions and prepare accounting entry and endorse to Encoder.	None	2:00 hours	Management and audit analyst II/I Internal Control Division
	1.3 Receive and record/ encode disbursement voucher and assign DV's number and endorse to Indexer.	None	2:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Accounting Division.	None	2:00 hours	Mgt. & Audit Asst. Management and audit analyst II Internal Control Division



	1.5 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	2:00 hours	Management and audit analyst IV/III Internal Control Division
	1.6 Receive and certify/sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	2:00 hours	City Accountant CGADH I
	1.7 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.8 Posting transmittal copy to Accounting Bulletin	None	1:00 hours	Clerk III Internal Control Division
TOTAL		None	2 days and 1:00 hours	



2.2. Granting of Petty Cash Fund (PCF)

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Employee			
Who may avail:	City Official Disbursing Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. (3 Original copies) Disbursement Voucher signed by City Treasurer		City Treasurer's Office (CTO)		
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer		City Treasurer's Office (CTO)		
3. (1 Original Copy) policy/memorandum order as special Disbursing Officer		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher as to the completeness of the supporting documents and endorse to Accounting Division.	None	2:00 hours	Clerk III Internal Control Division
	1.2 Receive and validates and control the grant of cash advance of special disbursing Officer endorse to Internal	None	2:00 hours	Admin. Aide Accountant IV Accounting Division



	Control Division.			
	1.3 Receive and pre audit Disbursement voucher's financial transactions to ensure the accuracy and validity of the claim and do accounting entry and endorse to Encoder.	None	2:00 hours	Management and audit analyst II / I
	1.4 Receive and record/encode the Disbursement vouchers with complete supporting documents and assign DV's number and endorse Indexer.	None	2:00 hours	Clerk II Internal Control Unit
	1.5 Receive and do manual indexing of the transactions per individual employee's record and endorse for reviews.	None	2:00 hours	Mgt. & Audit Asst. Management and audit analyst II



	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	2:00 hours	Management and audit analyst III/IV Internal Control Division
	1.7 Receive and certify/sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	2:00 hours	City Accountant CGADH I Office of the City Accountant
	1.8 Prepares transmittal letter and forwards to City Treasurer's Office.	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal copy to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL		None	2 days and 1:00 hour	



2.3. Granting of Cash Advances for Official Travel

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Employee			
Who may avail:	City Official Disbursing Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. (3 original copies) Disbursement Vouchers signed by head of Office		Assigned Office or Department		
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department		
3. (1 copy) Communication/Invitation Letter		Inviting Office or Government Agencies		
4. (2 original copies) Travel Order signed by the City Mayor or Authorized Personnel		Assigned Office or Department		
5. (2 original copies) Itinerary of Travel or "Appendix A"		Assigned Office or Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher/Payroll as to the completeness of the supporting documents and endorse to Accounting Division.	None	2:00 hours	Clerk III Internal Control Division
	1.2 Receive and control the grant of cash advance of travel expenses of the employees and sign simultaneously as to no unsettled cash advance and	None	2:00 hours	Admin. Asst. IV Accounting Division

	endorse to pre auditors.			
	1.3 Receive and pre audit the Disbursement voucher's financial transactions to ensure the accuracy and validity of the claim and do accounting entry and endorse to Encoder.	None	2:00 hours	Management and audit analyst II Bookkeeper Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Accounting Division.	None	2:00 hours	Mgt. & Audit Asst. Management and audit analyst II
	1.5 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	2:00 hours	Admin. Aide Accounting Division
	1.7 Receive and certify/ sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	2:00 hours	City Accountant/ CGADH I Office of the City Accountant



	1.8 Prepares transmittal letter and forwards to City Treasurer's Office.	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal file to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL:		None	1 day and 7:00 hours	

3. Processing of Allowances, Honoraria and Other Forms of Compensation

Allowance, Honorarium and other forms of compensation are incentive provided the government to all qualified employees. The Office of the City Accountant ensures that all the allowances, honoraria and other forms of compensation will be process based on the conform strictly with laws, rules and regulations granting or authorizing such payment

3.1. Allowances and incentives – Local and National Offices (Barangay. TANOD, Barangay. Health Workers and National Offices)

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government Employee	
Who may avail:	• Brgy. Tanod; • Brgy. Health Workers; and • National Agencies Officers	
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE
1. (32 original copies) Manual Payroll signed by head of Office		Assigned Office or Department
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department
3. Certification issued by the Head of Office of the personnel that performed their duties for that period		Assigned Office or Department



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check manual Payroll as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.2 Receive and pre audit manual payroll's financial transactions to ensure the accuracy and validity of the claim and endorse to encoder.	None	4:00 hours	Admin. Aide VI Internal Control Division
	1.3 Receive and record/encode the manual payroll with complete documents and assign DV's number and endorse to Indexer.	None	2:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's and endorse to Accounting Division.	None	4:00 hours	Mgt. & Audit Asst. Internal Control Division
	1.5 Receive and match the actual expenditure	None	2::00 hours	Admin. Aide Accounting Division



	versus the obligated amount and endorse for reviews.			
	1.7 Receive and certify/sign simultaneously of the Disbursement (DV) voucher and endorse for transmittal.	None	4:00 hours	City Accountant CGAD I Office of the City Accountant
	1.8 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Internal Control Division
TOTAL		None	3 days and 4:00 hours	

3.2. For Individual Claim of Allowances, Honoraria and Other Benefits

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit
Classification:	Complex
Type of Transaction:	G2G – Government Agency to Government Employee
Who may avail:	• City Officials; and • Regular Employees;
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<u>FOR REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA)</u>	
1. (2 Original copies) Disbursement Voucher signed by head of office	Assigned Office or Department
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. (2 original copies) Copy of Appointment/Office Order	Assigned Office or Department



4. (2 original copies) Certification that the official or employee did not use government vehicle and is not assigned any government vehicle	Assigned Office or Department			
5. (1 original copy) approved Daily Time Record	Assigned Office or Department			
<u>FOR CLOTHING ALLOWANCE</u>				
1. (2 Original copies)Disbursement Vouchers signed by head of office	Assigned Office or Department			
2. .(3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department			
3. (1 Certified true copy) of approved appointment of new employees	Assigned Office or Department			
4. (1 copies)Certificate of non-payment from previous agency for transferees	Previous Agency			
<u>FOR LONGEVITY PAY</u>				
1. (2 Original copies)Disbursement Voucher signed by head of office	Assigned Office or Department			
2. .(3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department			
3. (1 Original copy)Service Record	Assigned Department			
<u>FOR BAC HONORARIUM</u>				
1. (2 Original copy)Manual payroll	BAC Secretariate			
2.(1 Original Copy)BAC resolution	BAC Secretariate			
3. (1 Original copy) Memo order of new member				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher/ manual Payroll as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.2 Receive and pre audit the Disbursement voucher/manual payroll's financial transactions to	None	4:00 hours	Management and audit analyst II Bookkeeper Internal Control Division



	ensure the accuracy and validity of the claim and do accounting entry and Endorse to encoder. 1.3 Receive and record/encode the Disbursement voucher/Manual payroll with complete documents and assign DV's number and endorse to indexer.	None	2:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Record Division.	None	4:00 hours	Management and audit analyst II/ Mgt. & Audit Asst.
	1.5 Receive and sorts documents for file copy and remittances of tax and statutory deductions and endorse to Accounting Division.	None	1:00 hour	Clerk III Records Division



	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	2:00 hours	Admin. Aide Accounting Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	4:00 hours	Management and audit analyst IV/III Internal Control Division
	1.8 Receive and certify /sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	4:00 hours	City Accountant/ CGADH I Office of the City Accountant
	1.9 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	2.0 Posting transmittal copy to Accounting Bulletin	None	2 :00 hours	Clerk III Internal Control Division
TOTAL:		None	3 days and 6:00 hours	



3.2. For Claim of Other Personnel Benefits

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government Agency to Government Employee			
Who may avail:	• City Officials; and • Regular Employees;			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>For Subsistence, Laundry and Hazard (Magna Carta) Pay</u>				
1. (3 Original copies) Manual Payroll signed by head of Office		Assigned Office or Department		
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Office		Assigned Office or Department		
3. (1 Original copy) Approved Daily Time Record		Assigned Office or Department		
4. (1 Original copy) Authority/certification to collect (for initial claim)		Assigned Office or Department		
<u>For Overtime Pay</u>				
1. (2 Original copies) manual Payroll		Assigned Office or Department		
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department		
3. (1 Original copy) Daily time record approved by head of Office		Assigned Office or Department		
4. (1 original copy) Authority to render overtime approved by head of Agency		Assigned Office or Department		
5. (1 original copy) Work accomplishment report approved by head of Office		Assigned Office or Department		
(1 original copy) Work and Financial plan, approved by head of Office, City Budget Officer		Assigned Office or Department		
(1 original copy) Audit and certification and recommendation from IAS		Assigned Office or Department		
<u>For Mid-Year and Year-End Bonus, Cash Gift, Collective Negotiation Agreement (CNA) and Performance Enhancement Incentives (PEI)</u>				
1. (3 Original copies) Manual Payroll signed by head of Office		Assigned Office or Department		
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher/Payroll as to the completeness of the supporting documents and Endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.2 Receive and pre audit Disbursement voucher/payroll's financial transactions to ensure the accuracy and validity of the claim and endorse to encoder.	None	8:00 hours	Management and audit analyst II Bookkeeper Internal Control Division
	1.3 Receive and record/encode Disbursement voucher/payroll and assign DV's number and endorse to indexer.	None	4:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Records Division.	None	4:00 hours	Mgt. & Audit Asst. Management and audit analyst II Clerk III Internal Control Division



	1.5 Receive and sorts documents for file copy and remittances of tax and statutory deductions and endorse to Accounting Division .	None	2:00 hours	Clerk III Records Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	4:00 hours	Admin. Aide Accounting Division
	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	4:00 hours	Management and audit analyst IV/III Internal Control Division
	1.8 Receive and certify/sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	4:00 hours	City Accountant CGADH I Office of the City Accountant
	1.9 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant



	2.0 Posting transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Internal Control Division
TOTAL:		None	4 days and 6:00 hours	

4. Payment of Prisoners Subsistence Allowance

The processing of the daily subsistence allowance of prisoners and detainees at the National Penitentiary shall conform to the rules and regulations on the grant of the subsistence allowance.

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government Agency			
Who may avail:	- Prisoners; and - Detainees			
CHEKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. (2 Original copies)Roster of Inmates duly certified by the Jail Warden or Superintendent			Bureau of Jail Management and Penology (BJMP)	
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Office			Bureau of Jail Management and Penology (BJMP)	
3. (3 Original copies)Payroll signed by head of office			Bureau of Jail Management and Penology (BJMP)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Manual Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Payroll as to the completeness of supporting documents and endorse to Pre auditors.	None	2:00 hours	Clerk III Internal Control Division
	1.2 Receive and pre audit the manual payroll's financial	None	2:00 hours	Clerk III Internal Control Division



	transactions to ensure the accuracy and validity of the claim and prepare accounting entry and endorse to encoder. 1.3 Receive, and record/encode the complete documents and assign DV's number and endorse to indexer.	None	2:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual record and Endorse to Accounting Division.	None	2:00 hours	Mgt. & Audit Asst. Internal Control Division
	1.5 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	2:00 hour	Admin. Aide Accounting Division
	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	2:00 hours	Management and audit analyst IV/III Internal Control Division



	1.7 Receive and certify /sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	2:00 hours	City Accountant Office of the City Accountant
	1.8 Prepares transmittal letter and forwards to City Treasurer's Office	None	1:00 hour	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal to Accounting Bulletin	None	1:00 hour	Clerk III Internal Control Division
TOTAL:		None	2 days	



5. REIMBURSEMENTS OF TRAVEL AND OTHER EXPENSES

Processing time:(8:00 am – 5:00 pm, Monday – Friday)

The Office of the City Accountant shall ensure accuracy of the processing of reimbursement of travel and other expenses of employees.

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)	
Classification:	Complex	
Type of Transaction:	G2G –Government to Government of Employee	
Who may avail:	• City Officials; • Regular Employees; and • National Government Agencies Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>For Utilities</u>		
1. (2 Original copies)Disbursement Voucher signed by head of Office	Assigned Office or Department	
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department	
3. (1 Original copy) Billing Statement	Utility Company	
4. (1 Original copy) Official Receipt	Utility Company	
<u>For Per Diems of Drivers</u>		
1. (2 Original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department	
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department	
3. (1 driver's copy) Trip Tickets	Assigned Office or Department	
4. (1 original copy) Certificate of Travel Completed	Assigned Office or Department	
5. (1 original) Travel Order/Certificate of Appearance	Assigned Office or Department	
<u>For Official Travel of Regular Employees</u>		
1. (2 Original copies) Disbursement Voucher signed by head of Office	Assigned Office or Department	
2. .(3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Office	Assigned Office or Department	
3. (1 original copy) Communication/Invitation Letter	Inviting Agency	
4. (1 Original copy) Travel Order	Assigned Office or Department	
5. (1 Original copy) Itinerary of Travel (Appendix A)	Assigned Office or Department	



6. (1 Original copy) Certificate of Travel Completed (Appendix B)	Assigned Office or Department			
7. (1 Original copy) Certificate of Appearance (original) or Certificate of Participation (1 photocopy)	Inviting Agency or Office			
8. (1 Original copy) Bus or Boat ticket, passenger's terminal fees, Boarding pass	Bus and Ship Company			
9. (1 Original copy) Plane Tickets Official Receipt	Airplane Company			
10. (1 Original copy) Registration Fee Official Receipt	Inviting Agency or Office			
11. (1 Original copy) Certificate of expenses not requiring receipts, for P300 and below and GRAB or Taxi printed receipt if applicable	Assigned Office or Department			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher/Payroll as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division
	1.1 Receive and pre-audit Disbursement voucher/Payroll's financial transactions to ensure the accuracy and validity of the claim and do accounting entry and endorse to Encoder.	None	4:00 hours	Management and audit analyst II Bookkeeper Internal Control Division
	1.2 Receive, and records/encode Disbursement voucher /payroll with complete documents and assign DV's Number and endorse to Indexer.	None	2:00 hours	Clerk III Admin. Aide Internal Control Division



	1.3 Receive and do manual indexing of the transactions per individual employee's record and endorse to Accounting Division.	None	4:00 hours	Mgt. & Audit Asst. Management and audit analyst II Internal control Division
	1.4 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	2:00 hours	Admin. Aide Accounting Division
	1.5 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	4:00 hours	Management and audit analyst IV/ III Internal Control Division
	1.6 Receive and certify/ sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	4:00 hours	City Accountant CGADH I Office of the City Accountant
	1.7 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Internal Control Division
	1.8 Posting transmittal copy to Accounting Bulletin	None	2:00 hour	Clerk III Internal Control Division
TOTAL:		None	3 days and 4:00 hours	



6. Request for Processing of Payment of Other Expenditures, Extraordinary and Miscellaneous Expenses

The Office of the City Accountant shall ensure accuracy of the processing of payment of utilities expenses, telephone/communication services, extraordinary and miscellaneous expenses that conforms to the validity and legality of the expenditure.

Processing time:(8:00 am – 5:pm, Monday – Friday)

Office or Division:	Office of the City Accountant - Internal Control Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government Agency and Employee			
Who may avail:	7. Different Offices/Departments/Division of the Local Government Unit (LGU); 8. City officials; and 9. Regular Employees			
CHEKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. (2 Original copies) Disbursement Voucher signed by head of Office		Assigned Office or Department		
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer		Assigned Office or Department		
3. (1 Original copy) Statement of Account/Bill		Telephone/Water/Electric Companies		
4. (1 Original copy) Invoice/ Official Receipt or machine validated statement of account/bill, for reimbursement		Telephone/Water/Electric Companies		
5. (1 Original copy) Other supporting documents as are necessary depending on the nature of expense charged /Annual dues		Assigned Office or Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement Voucher as to the completeness of the supporting documents and endorse to Pre auditors.	None	4:00 hours	Clerk III Internal Control Division



	1.2 Receive and pre audit the Disbursement voucher's financial transactions to ensure the accuracy and validity of the claim and do accounting entry and endorse to Encoder.	None	6:00 hours	Management and audit analyst III/II
	1.3 Receive, and records/encode Disbursement voucher with complete documents and assign DV's number and endorse to Indexer.	None	4:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Accounting Division	None	6:00 hours	Mgt. & Audit Asst. Management and audit analyst II Internal Control Division
	1.5 Receive and sorts of documents for file copy and remittances of tax and statutory deductions and endorse to Accounting Division.	None	2:00 hours	Clerk III Records Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	2:00 hours	Admin. Aide Accounting Division



	1.7 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	6:00 hours	Management and audit analyst II Internal Control Division
	1.7 Receive and certify /sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	6:00 hours	City Accountant CGADH I Office of the City Accountant
	1.8 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Internal Control Division
TOTAL:		None	5 days	

6.1. Payment of Various Reimbursements

Office or Division:	Office of the City Accountant - Internal Control Unit (ICU)	
Classification:	COMPLEX	
Type of Transaction:	G2B –Government to Business Entity	
Who may avail:	10. Eligible Contractors; and 11. Eligible Suppliers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
REQUIREMENTS FOR REIMBURSEMENT OF SUPPLIES and MATERIALS:		
1.	3 original copies of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2.		
3.	.(3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department



4. 1 original and 1 photocopy of Purchase Request	Assigned Office or Department
5. 1 original and 1 photocopy of quotation from 3 suppliers/establishments	Suppliers/establishments
6. 1 original and 1 photocopy of Cash Sales invoice	Suppliers/establishments
7. 1 original and 1 photocopy of Inspection and acceptance report	Inspection and Verification Committee
8. 1 original and 1 photocopy of Inventory Custodian Slip (ICS) if necessary	Inspection and Verification Committee
9. 2 colored copies of pictures	Inspection and Verification Committee
10. 1 Photocopy of Program Design (for events purposes)	Assigned Office or Department
11. 1 original and 1 photocopy of letter request due to lack of fund from brgy captain and approved by the Chief Executive (if requested by barangay)	Requesting barangay
REQUIREMENTS FOR REIMBURSEMENT OF SPARE PARTS:	
1. 3 original copies of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 1 photocopy of Pre- repair and inspection Report	City Engineer's Office
4. 1 original and 1 photocopy of Purchase Request	Assigned Office or Department
5. 1 original and 1 photocopy of quotation from 3 suppliers/establishments	Suppliers/establishments
6. 1 original and 1 photocopy of Cash Sales invoice or official receipt	Suppliers/establishments
7. 1 original and 1 photocopy of Inspection and acceptance report	Inspection and Verification Committee
8. 2 colored copies of pictures	Inspection and Verification Committee
9. 1 original and 1 photocopy of waste materials if necessary	Inspection and Verification Committee
10. 1 original and 1 photocopy of letter request due to lack of fund from brgy captain and approved by the Chief Executive (if requested by barangay)	Requesting barangay
REQUIREMENTS FOR REIMBURSEMENT OF SERVICES (repair of vehicle/equipment):	
1. 3 original copies of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. (3 original copies) obligation request approved by head of	Assigned Office or Department



office & certified as to availability of fund by City Budget Officer	
3. 1 original and 1 photocopy of Pre-repair and inspection Report	City Engineer's Office
4. 1 original and 1 photocopy of Job Order	Assigned Office or Department
5. 1 original and 1 photocopy of quotation from 3 suppliers/establishments	Suppliers/establishments
6. 1 original and 1 photocopy of Cash Sales invoice or official receipt	Suppliers/establishments
7. 1 original and 1 photocopy of Inspection and acceptance report	Inspection and Verification Committee
8. 2 colored copies of pictures	Inspection and Verification Committee
9. 1 original and 1 photocopy of waste materials if necessary	Inspection and Verification Committee
10. 1 original and 1 photocopy of letter request due to lack of fund from brgy captain and approved by the Chief Executive (if requested by barangay)	Requesting barangay

REQUIREMENTS FOR REIMBURSEMENT OF MEALS/SNACKS:

1. 3 original copies of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department
3. 1 original and 1 photocopy of Purchase Request	Assigned Office or Department
4. 1 original and 1 photocopy of quotation from 3 caterer/establishments	caterer/establishments
5. 1 original and 1 photocopy of Cash Sales invoice or official receipt	caterer/establishments
6. 1 original and 1 photocopy of Inspection and acceptance report	Inspection and Verification Committee
7. 1 Photocopy of Program Design (for events purposes)	Assigned Office or Department
8. 1 original copy of menu	caterer/establishments
9. 1 original copy of request letter approved by the chief executive (for assistance)	Requesting barangay
10. 1 original copy of list of recipients or attendance attested by the proponent	Requesting proponent

REQUIREMENTS FOR REIMBURSEMENT OF PRINTING SERVICES:



1. 3 original copies of Disbursement Voucher noted by City Planning and Development Office for 20% Development Fund	Assigned Office or Department			
2. (3 original copies) obligation request approved by head of office & certified as to availability of fund by City Budget Officer	Assigned Office or Department			
3. 1 original and 1 photocopy of Job Order	Assigned Office or Department			
4. 1 original and 1 photocopy of quotation from 3 suppliers/establishments	Suppliers/establishments			
5. 1 original and 1 photocopy of Cash Sales invoice or official receipt	Suppliers/establishments			
6. 1 original and 1 photocopy of Inspection and acceptance report	Inspection and Verification Committee			
7. 2 colored copies of pictures	Inspection and Verification Committee			
8. 1 original and 1 photocopy of letter request due to lack of fund from brgy captain and approved by the Chief Executive (if requested by barangay)	Requesting barangay			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
. Submit Disbursement Voucher/Payroll with complete supporting documents to Receiving Officer	1.1 Receive and check Disbursement voucher/Payroll as to the completeness of the supporting documents and endorse to Pre auditors.	None	4 hours	Clerk III Internal Control Division
	1.2 Receive and pre audit the Disbursement voucher's financial transactions to ensure the accuracy and validity of the claim and do accounting entry and endorse to Encoder.	None	6:00 hours	Management and audit analyst II/III Internal Control Division



	1.3 Receive and Record/encode Disbursement voucher and assign DV's number and endorse to Indexer.	None	2:00 hours	Clerk III Internal Control Division
	1.4 Receive and do manual indexing of the transactions per individual employee's record and endorse to Records Division.	None	4:00 hours	Mgt. & Audit Asst. Management and audit analyst II Internal Control Division
	1.5 Receive and sorts documents for file copy and for remittances of tax and endorse to Accounting Division.	None	4:00 hours	Admin Aide Accounting Division
	1.6 Receive and match the actual expenditure versus the obligated amount and endorse to Internal Control Division.	None	2:00 hours	Clerk III Records Division



	1.6 Receive and reviews the documents as to the accuracy and validity of the claim and endorse to City Accountant.	None	4:00 hours	Management and audit analyst IV/III Internal Control Division
	1.7 Receive and certify/sign simultaneously of the Disbursement voucher (DV) and endorse for transmittal.	None	4:00 hours	City Accountant CGADH I Office of the City Accountant
	1.8 Prepares transmittal letter and forwards to City Treasurer's Office	None	2:00 hours	Admin. Aide Office of the City Accountant
	1.9 Posting transmittal copy to Accounting Bulletin	None	2:00 hours	Clerk III Internal Control Division
Total		None	4 days and 2:00 hours	

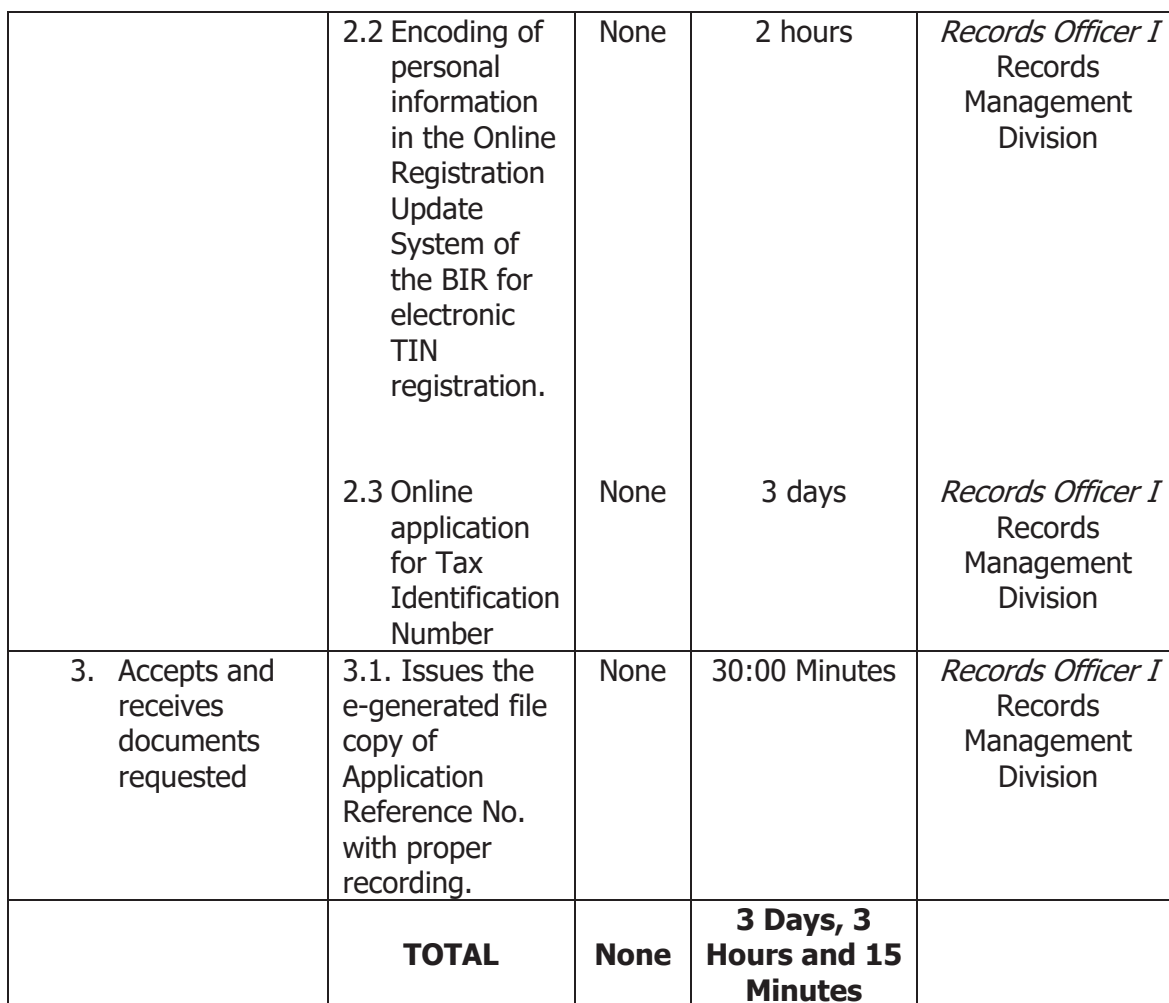


1. Requests for the registration of Tax Identification Number (T.I.N.) for Employed Individuals

(8:00 AM – 5:00 PM Monday-Friday)

In compliance with BIR's Revenue Regulation which requires the enrolment and registration of Tax Identification Number (T.I.N.) for all employees, the Accounting Office thru the Records Management Division is the designated office to facilitate the application and e-registration of TINs via the Online Registration Update System of the BIR.

Office or Division:		Office of the City Accountant - Records Management Division		
Classification:		Complex		
Type of Transaction:		G2G-Government to Government		
Who may avail:		Newly Hired Employees • Permanent Employees; • Contractual Employees; and • Casual (Assignment Order)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BIR Form No. 1902 (3 copies)		Records Management Division		
2. PSA Birth Certificate (1 photocopy)		Philippine Statistics Authority		
3. Marriage Contract, if applicable (1 photocopy)		Philippine Statistics Authority		
4. CS Form No. 33-B/ No. 34-D Appointment Form (1 photocopy)		Human Resource and Management Office (HRMO)		
5. Any one (1) valid ID indicating name, address, & Date of Birth (1 photocopy)		Accredited Government Agency(ies)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Makes a request for TIN registration	1.1 Issues list of requirements.	None	15:00 Minutes	<i>Administrative Aide IV/ Records Officer I</i> Records Management Division
2. Submission of requirements	2.1 Accepts and checks documents submitted.	None	30:00 Minutes	<i>Records Officer I</i> Records Management Division





2. Requests for scheduling of application and registration of Tax Identification Number (T.I.N.) for Contract of Service employees and Consultants

(8:00 AM – 5:00 PM Monday-Friday)

The Office of the City Accountant in its initiative to help contract of service employees and consultants in the application for their individual TIN have included among its services the compliance in the application and registration of Tax Identification Number (T.I.N.) of the Contract of Service employees and Consultants hired as suppliers of service by the city.

Office or Division:		Office of the City Accountant - Records Management Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		- Contract of Service - Consultants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. BIR Form No. 1901 (3 copies)		Office of the City Accountant – Records Management Division		
2. Notarized Sworn Declaration (1 copy)		Office of the City Accountant – Records Management Division		
3. Documentary Stamps (2 pieces)		Bureau of Internal Revenue (BIR)		
4. Any one (1) valid ID indicating name, address, & Date of Birth, or Cedula (1 photocopy)		Accredited Government Agency(ies)		
5. Contract or Memorandum of Agreement (1 photocopy)		Human Resource and Management Office (HRMO)		
6. Special Power of Attorney (SPA), if applicable (1 copy)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for scheduling of TIN registration	1.Issues list of requirements.	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
2. Submission of requirements	2.1 Accepts and checks documents submitted.	None	30:00 Minutes	<i>Administrative Officer I</i> Records Management Division



	2.2 Schedule an E-appointment on a selected date	None	2 hours	<i>Administrative Officer I</i> Records Management Division
	2.3. Receive email from the BIR of scheduled appointment	None	15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
3. Receives copy of scheduled appointment	Releases copy of the scheduled appointment		15:00 Minutes	<i>Administrative Officer I</i> Records Management Division
TOTAL		None	3 hours and 15 minutes	

3. Requests for the application and registration of PhilHealth Identification Number (PIN)

(8:00 AM – 5:00 PM Monday-Friday)

The Records Management Division is tasked to facilitate the enrolment and registration of PhilHealth Identification Number (PIN) of all employees including casual (Job Order) employees.

Office or Division:	Office of the City Accountant - Records Management Division
Classification:	Complex
Type of Transaction:	G2G-Government to Government
Who may avail:	Newly hired Employees: • Permanent employees; • Contractual employees; • Assignment Order (A.O) employees • Job Order (J.O.) employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PhilHealth Member Registration Form (PMRF) (1 copy)	Office of the City Accountant – Records Management Division



2. PSA copy of the Date of Birth of the Applicant, and qualified dependents (1 photocopy)		Philippine Statistics Authority (PSA)		
3. Marriage contract, if married (1 photocopy)		Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for PIN registration	1. Issues list of requirements	None	15:00 Minutes	<i>Clerk IV</i> Records Management Division
2. Submission of requirements	2.1. Accepts and checks documents submitted.	None	30:00 Minutes	<i>Clerk IV</i> Records Management Division
	2.2. Over-the-counter application and registration of PhilHealth Identification Number (PIN)	None	3 Days	<i>Clerk IV</i> Records Management Division
3. Receives the document	3. Issues and releases the generated Member Data Record (MDR) copy with proper recording.	None	15:00 Minutes	<i>Clerk IV</i> Records Management Division
	TOTAL	None	3 Days and 1 hour	



4. Requests for the application and registration of the Pag-IBIG Membership Identification Number (MID No.)

(8:00 AM – 5:00 PM Monday-Friday)

The Records Management Division is tasked to facilitate the enrolment and registration of Pag-IBIG Membership Identification Number (MID) for all employees including Casual (Job Order) employees.

Office or Division:		Office of the City Accountant – Records Management Division		
Classification:		Complex		
Type of Transaction:		G2G-Government to Government		
Who may avail:		Newly hired Employees: • Permanent employees; • Contractual employees; • Assignment Order (A.O) employees • Job Order (J.O.) employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Member's Data Form (MDF) (1 copy)		Office of the City Accountant – Records Management Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing Member's Data Form (MDF)	1. Issues Member's Data Form (MDF).	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
2. Submission of the requirement.	2.1. Accepts and checks form submitted.	None	30:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	2.2. Online registration of MID No. in the Pag-IBIG Fund e-submission system.	None	3 Days	<i>Administrative Assistant II</i> Records Management Division
3. Receives the document	3. Issues and releases the	None	15:00 Minutes	<i>Administrative Assistant II</i>



	Member's Data Form MDF), Membership Identification Number (MID No.) is texted to the newly registered member.			Records Management Division
TOTAL		None	3 Days and 1 hour	

5. Requests for the application and registration of GSIS Business Partner Number (BP No.

(8:00 AM – 5:00 PM Monday-Friday)

The Records Management Division is tasked to facilitate the enrollment of newly hired regular, contractual, and assignment order employees for GSIS Business Partner Number (BP No.) as pre-requisite of GSIS Life and Retirement premium and loan remittances.

Office or Division:	Office of the City Accountant – Records Management Division
Classification:	Complex
Type of Transaction:	G2G-Government to Government
Who may avail:	Newly hired Employees: • Permanent Employees; • Contractual Employees; and • Assignment Order (A.O) Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Membership Information (2 copies)	Office of the City Accountant – Records Management Division
2. PSA Birth Certificate (2 copies): (1) Original (1) Photocopy	Philippine Statistics Authority (PSA)
3. Service Record (2 copies)	Human Resource and Management Office (HRMO)
4. Certificate of Employment (2 copies)	Human Resource and Management Office (HRMO)
5. 2x2 ID Picture (2 copies)	Photo Studio
6. Approved CSC Appointment- duly certified (2 copies)	Human Resource and Management Office (HRMO)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure form and the list of requirements	1. Issues form and the list of requirements	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
2. Submission of requirements	2.1. Accepts and checks documents submitted	None	30:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	2.2. Online application for BP Number	None	5 Days	<i>Administrative Assistant II</i> Records Management Division
3. Receives the document	3. Release of GSIS BP Number, if requested.	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
TOTAL		None	5 Days and 1 hour	

6. Requests for the Updating of Taxpayer's Tax Identification Number (TIN) Information

(8:00 AM – 5:00 PM Monday-Friday)

As per BIR regulation, aside from the registration of TIN, this agency is also obliged to update the information of the registered taxpayers either newly hired or already actively employed through the Online Registration Update System of the BIR.

Office or Division:	Office of the City Accountant – Records Management Division
Classification:	Complex
Type of Transaction:	G2G-Government to Government
Who may avail:	- Newly hired Employees; - Permanent Employees;



	- Contractual Employees; and - Assignment Order (A.O) Employees			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. BIR Form No. 1905/S1905, intended for the changes in: - Registered Address - Transfer of RDO - Correction of Name - Employer	Office of the City Accountant – Records Management Division			
2. Service Record for existing employee. (1 Photocopy)	Human Resource Management Office (HRMO)			
3. Approved appointment for newly hired Permanent/Contractual employees and Plantilla of Casual appointment for newly hired Assignment Order employees. (1 copy)	Human Resource Management Office (HRMO)			
4. Marriage Contract, If applicable. (1 Photocopy)	Philippine Statistics Authority			
5. BIR Form 2316/ Statement of Gross Compensation and Statutory deductions from previous employer, if applicable. (1 original copy)	Previous Employer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing of form and the list of requirements	1. Issues list of requirements	None	15:00 Minutes	<i>Administrative Aide IV/Records Officer I</i> Records



				Management Division
2. Submission of requirements	2.1. Accepts and checks documents submitted.	None	30:00 Minutes	<i>Records Officer I</i> Records Management Division
	2.2. Validation of TIN through the Online Registration Update System	None	2 Hours	<i>Records Officer I</i> Records Management Division
	2.3. Encoding of personal information in the Online Registration Update System of the BIR for electronic TIN registration.	None	2 Hours	<i>Records Officer I</i> Records Management Division
	2.4. Online Update of Tax Payer's Information	None	5 days	<i>Records Officer I</i> Records Management Division
3. Receives the document	3. Releases copy of the TIN application	None	15:00 Minutes	<i>Records Officer I</i> Records



	reference number			Management Division
TOTAL		None	5 Days and 5 Hours	

7. Requests for the Updating of Member's PhilHealth Identification Number (PIN)

(8:00 AM – 5:00 PM Monday-Friday)

Whenever there are changes on the status of the active PhilHealth member including the number of its qualified dependents, the collecting agent (LGU) shall be primarily responsible in assisting the employee to update his or her data with the PhilHealth Insurance Company.

Office or Division:		Office of the City Accountant – Records Management Division		
Classification:		Complex		
Type of Transaction:		G2G-Government to Government		
Who may avail:		• Permanent Employees; • Contractual Employees; and • Assignment Order (A.O) Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Philhealth Membership Registration Form (PMRF) (1 copy)		Office of the City Accountant – Records Management Division		
2. Birth Certificate of the qualified dependents (1 photocopy)		Philippine Statistics Authority (PSA)		
3. Marriage Contract for the Change in status (1 photocopy)		Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing of PhilHealth Membership Registration Form	1. Issues list of requirements	None	15:00 Minutes	<i>Clerk IV</i> Records Management Division



2. Submission of requirements	2.1. Accepts and checks documents submitted	None	30:00 Minutes	Clerk IV Records Management Division
	2.2. Over-the-counter updating of PIN in PhilHealth-Sagay Branch	None	3 Days	Clerk IV Records Management Division
3. Receives the document	3. Issuance/release of the updated Member's Data Record (MDR)	None	15:00 Minutes	Clerk IV Records Management Division
	TOTAL	None	3 Days and 1 hour	

8. Requests for the Updating of Pag-IBIG Membership information

(8:00 AM – 5:00 PM Monday-Friday)

Whenever there are changes in his or her personal data relative to his or her current employment which require a change in his name and merging of his or her Pag-IBIG premium contributions from the previous employer, this office shall help its active members achieve the purpose of his or her request.

Office or Division:	Office of the City Accountant – Records Management Division						
Classification:	Highly Technical						
Type of Transaction:	G2G-Government to Government						
Who may avail:	• Permanent Employees; • Contractual Employees; and • Assignment Order (A.O) Employees						
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>1. Member's Change of Information form for change in the Marital Status (1 copy)</td><td>Office of the City Accountant – Records Management Division</td></tr> <tr> <td>2. Marriage Contract for the Change in Marital status (1 copy)</td><td>Philippine Statistics Authority (PSA)</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Member's Change of Information form for change in the Marital Status (1 copy)	Office of the City Accountant – Records Management Division	2. Marriage Contract for the Change in Marital status (1 copy)	Philippine Statistics Authority (PSA)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
1. Member's Change of Information form for change in the Marital Status (1 copy)	Office of the City Accountant – Records Management Division						
2. Marriage Contract for the Change in Marital status (1 copy)	Philippine Statistics Authority (PSA)						



3. Birth Certificate (1 photocopy)		Philippine Statistics Authority (PSA)		
4. Valid ID showing married name		Accredit Government Agency(ies)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing of applicable forms	1. Issues list of requirements	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
2. Submission of requirements	2.1. Accepts and checks documents submitted	None	30:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	2.2.1. Over-the-counter updating of member's information	None	3 days	<i>Administrative Assistant II</i> Records Management Division
	2.2.2. Consolidation of premium contributions, whichever is applicable.	None	18 days	<i>Administrative Assistant II</i> Records Management Division
3. Follow-up on the update of information	3. Follow-up Pag-IBIG Fund for the automatic/system's update of information in the Pag-IBIG Fund system.	None	1 Hour	<i>Administrative Assistant II</i> Records Management Division
For updating of member's information	TOTAL	None	3 Days, 1 Hour and 45:00 Minutes	
For consolidation of premium contributions			18 Days, 1 Hour and 45:00 Minutes	



9. Requests for the Updating of Member's GSIS Information

(8:00 AM – 5:00 PM Monday-Friday)

The Records Management as the in-charge division in the remittance of GSIS premiums and loans is also responsible in updating of the personal data and status of the active members to update the information in the GSIS system.

Office or Division:		Office of the City Accountant – Records Management Division		
Classification:		Complex		
Type of Transaction:		G2G-Government to Government		
Who may avail:		• City Officials; • Permanent Employees; • Contractual Employees; • Assignment Order (A.O) Employees;		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Depends on the need of client		Requesting member		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the updating of member's information	1. Issues list of requirements	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
2. Submission of requirement	2.1. Accepts and checks document submitted	None	30:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	2.2. Online update of Member's Information	None	5 days	<i>Administrative Assistant II</i> Records Management Division



	TOTAL	None	5 days and 45:00 minutes	

10. Requests for the issuance of Certificate of Manual Net Take Home Pay

(8:00 AM – 5:00 PM Monday-Friday)

There are other supplementary incomes or compensation such as Hazard Pay and RATA which are not reflected in the EDP Payroll. Hence, the generation of a Manual Net Take Home Pay is necessary.

Office or Division:		Office of the City Accountant – Records Management Division/ Administrative Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		• City Officials; • Permanent Employees; • Contractual Employees; • Assignment Order (A.O) Employees; and • Casual (Job Order) Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant – Records Management Division		
2. Certification Fee Receipt issued by the Treasurer's Office (1 copy)		City Treasurer's Office (CTO)		
3. Computerized Net Take Home Pay		Electronic Data Processing Division- Office of the City Accountant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request for the certification of Manual Net Take Home Pay	1. Issues list of requirements	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division



2. Submission of requirements	2.1. Accepts and checks document submitted.	None	30:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	2.2. Generation and Printing of the Certificate	None	2 hours	<i>Administrative Assistant II</i> Records Management Division
	2.3. Signs and Certifies the Net Take Home Pay	None	2 hours	<i>Records Officer IV/ CGADH-I/ City Accountant</i> Records Management Division/ Administrative Division
3. Receives the document requested	3. Release/ Issuance of the Manual Net Take Home Pay	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	TOTAL	None	5 hours	

11. Requests for the issuances of PhilHealth's Member Data Record (MDR) and Claim Signature Form (CSF)

(8:00 AM – 5:00 PM Monday-Friday)

To ensure that all employees can avail of the hospitalization benefits covered under the PhilHealth insurance policy, the Records Management Division shall assist and entertain the requesting member/s on the issuance of MDR and CSF.



Office or Division:		Office of the City Accountant – Records Management Division/ Administrative Division			
Classification:		Simple			
Type of Transaction:		G2G-Government to Government			
Who may avail:		All active members including Casual (Job Order) employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request Slip (1 copy)			Office of the City Accountant – Records Management Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Accomplish and Submit Request Slip.	1.1. Accepts and acknowledges slip submitted.	None	15:00 Minutes	Clerk IV Records Management Division	
	1.2. Generate prints and initials Member's Data Form (MDF) and Claim Signature Form (CSF)	None	1 Hour	Clerk IV Records Management Division	
	1.3. Certifies and Signs the Claim Signature Form (CSF)	None	2 Hours	Records Officer IV/ CGADH-I/ City Accountant Records Management Division/ Administrative Division	
2. Receives the document	2. Release/Issuance of the documents requested.	None	15:00 Minutes	Clerk IV Records Management Division	



TOTAL	None	3 Hours and 30 Minutes	

12. Requests for the issuance of Certified True Copy of the Annual Taxes Withheld on Compensation (BIR Form No. 2316)

(8:00 AM – 5:00 PM Monday-Friday)

There are other agencies and companies which require a Certified True Copy of BIR Form No. 2316 as primary reference for a transacting employee in the absence of an original document.

Office or Division:		Office of the City Accountant – Records Management Division/ Administrative Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		• Permanent Employees; • Contractual Employees; and • Assignment Order (A.O) Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant – Records Management Division		
2. Certification Fee Receipt issued by the Treasurer's Office (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Accomplish and Submit a copy of the Request Slip	1.1. Accepts request.	None	15:00 Minutes	<i>Administrative Aide II</i> Records Management Division
	1.2. Generates and prints the document requested.	None	1 Hour	<i>Records Officer I</i> Records Management Division
	1.3. Signs and Certifies the Document Requested	None	2 Hours	<i>Records Officer IV/ CGADH-I/ City Accountant</i> Records Management Division/ Administrative Division
2. Receives the document requested	2. Releases document requested with proper recording.	None	15:00 Minutes	<i>Record Officer I</i> Records Management Division
TOTAL		None	3 Hours and 30 minutes	



13. Requests for the Certification of the Net Take Home Pay for the Pag-IBIG Loan Application (Pag-IBIG prescribed form)

(8:00 AM – 5:00 PM Monday-Friday)

This is to ensure that all members are qualified for loan applications.

Office or Division:		Office of the City Accountant – Records Management Division/ Administrative Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		• Permanent Employees; • Contractual Employees; • Assignment Order (A.O.) Employees; and • Casual (Job Order) Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip (1 copy)		Office of the City Accountant – Records Management Division		
Accomplished Pag-IBIG MPL/Emergency loan (1 copy)		Office of the City Accountant – Records Management Division		
2 Valid IDs (1 photocopy)		Requesting Member		
Net Take Home Pay (1 copy)		Electronic Data Processing Division (EDP)		
Certification Fee receipt (1 copy)		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit a copy of the Request Slip	1.1. Issues the list of requirements	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
2. Submission of requirements	2.1. checks the submitted requirements and affix initial on the form	None	1 Hour	<i>Administrative Assistant II</i> Records Management Division



	2.2. Certifies loan application	None	2 Hours	<i>Records Officer IV/ CGADH-I/ City Accountant</i> Records Management Division/ Administrative Division
3. Receives the document requested	3. Releases the document	None	15:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
TOTAL		None	3 Hours and 30 Minutes	

14. Request for the checking of Manual Payroll and Disbursement Vouchers as to computation of premium contributions and statutory deductions

(8:00 AM – 5:00 PM Monday-Friday)

This is to ensure that all statutory premiums are properly computed and collected and that the amount reflected on vouchers and payrolls are exact and correct.

Office or Division:		Office of the City Accountant – Records Management Division		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may avail:		• Permanent Employees; • Contractual Employees; and • Assignment Order (A. O.) Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Draft of Manual Payroll/ DV		Requesting Office/ Department		
2. Final Print-out of Manual Payroll/ DV		Requesting Office/ Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submission of Manual Payroll/DV	1.1. Accepts the submitted document	None	15:00 Minutes	<i>Administrative Aide I</i> Records Management Division
	1.2. Reviews the computation of total gross salary and deductions	None	2 days	<i>Administrative Aide I/Administrative Aide IV/Administrative Assistant II/Clerk IV/Records Officer I/Records Officer III</i> Records Management Division
	1.3. Affix Initials for the computation of deductions and loan of Manual Payroll/ Disbursement Voucher	None	30:00 Minutes	<i>Administrative Assistant II/Records Officer I/ Records Officer III</i> Records Management Division
2. Receives the corrected Final Payroll	2. Release the Payroll to the Liaison Officer for processing	None	15:00 Minutes	<i>Administrative Aide I</i> Records Management Division
TOTAL		None	2 days and 1 hour	

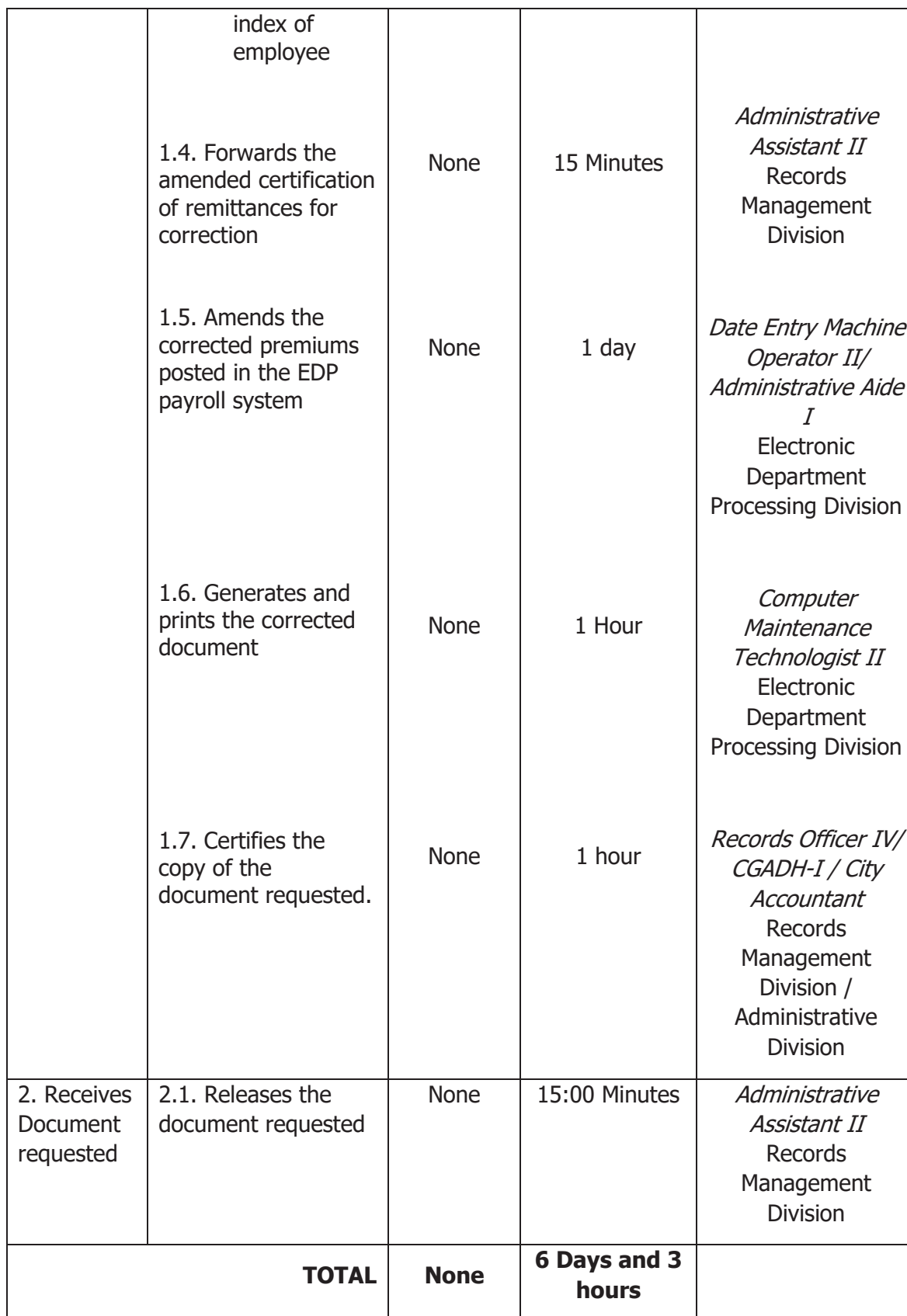


15. Requests for the issuance of Certificate of Employees' Remittances of GSIS Life and Retirement premiums and loan amortization payments

(8:00 AM – 5:00 PM Monday-Friday)

This procedure covers the preparation of certificate of remittance upon the request of an employee for the purpose of premium contributions including employer share and loan amortization payments for the availment of their benefits.

Office or Division:		Office of the City Accountant – Records Management Division/ Administrative Division/ Electronic Department Processing Division		
Classification:		Complex		
Type of Transaction:		G2C- Government to Government		
Who may avail:		All Active Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 copy)		Office of the City Accountant – Records Management Division		
2. Certification Fee Receipt (1 copy)		City Treasurer's Office (CTO)		
3. Printed Certification of Remittances		Electronic Department Processing Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit a copy of the request slip	1.1. Accepts and checks requests.	None	30:00 Minutes	<i>Administrative Assistant II</i> Records Management Division
	1.2. Checks and Reviews as to the correctness of the remittance list reflected (varies from start of employment date up to end date) • Checks official receipt per remittance • Validates premiums and loans from individual	None	5 days	<i>Records Officer IV</i> Records Management Division





FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	Submit filled-up feedback form or Customer Satisfaction Survey and drop the form at the designated drop/suggestions boxes.
How feedback is processed	Every Friday, HRMO processes the weekly collation and tallying of feedbacks gathered for client satisfaction measurement. Any significant feedbacks will be relayed to the concerned offices.
How to file a complaint	Submit filled-up complaint form with verification or a letter of complaint to the Human Resources Management Office / Public Assistance and Complaints Desk or contact (034) 720 – 7201. Concerns can also be relayed through the online social media platforms by the City Government of Cadiz FB page BILIS CADIZ or through email at cadizcity.gov.ph or cadizcitylegaloffice@gmail.com
How complaints are processed	HRMO will record the complaint in the logbook and will also inform the personnel about the complaint against him/her. A meeting will be scheduled between the complainant and the personnel and decide on whether to file a case or resolve the issue and move for amicable settlement, case will be declared close upon accomplishment of the Complaint Settlement Agreement.
Contact Information	City Government of Cadiz Human Resources Management Office (HRMO) Email: Cadizcity.hrm@gmail.com Office number: 4930-520 ARTA Website: arta.gov.ph Email: complaints@arta.gov.ph Call: 8478-5091 / 8478-5099 PRESIDENTIAL COMPLAINT CENTER (PCC) Email: pcc@malacanang.gov.ph Call: +63(2)-8736-8645 +63(2)-8736-8603 +63(2)-8736-8621 +63(2)-8736-8629 CONTACT CENTER NG BAYAN (CCB) Website: contactcenterngbayan.gov.ph Email: email@contactcenterngbayan.gov.ph Call: 1-6565 Text: 09088816565



8888 CITIZENS' COMPLAINT CENTER

Email: 8888complaint@op.gov.ph

Telephone No.:

For complaint and inquiry: Dial 8888

For admin concern: 8249-8310



CITY MAYOR'S OFFICE		ADDRESS	CONTACT INFO/ EMAIL ADDRESS
Executive Assistance Division	Cabahug St., Brgy. Zone 3, Cadiz City	703-0252 citymayorsoffice88@yahoo.com	
Administrative Support Services Division		447-0811 mayor@cadizcity.gov.ph	
Public Safety Division		447-6575 mayor@cadizcity.gov.ph	
Sports Development Division	Cabahug St., Brgy. Zone 5, Cadiz City	034-474-0334 cmosportscadiz@gmail.com	
Tourism Development Services Division	4, Cadiz City	435-1975 tourismcadiz@gmail.com	
Information Division	St., Brgy. Zone 3, Cadiz City	4932-3746 imd.cadizcity@gmail.com	
Cadiz City Educational Assistance Program	Cabahug St., Brgy. Zone 1, Cadiz City	4685649 cmo.cceap@gmail.com	
Cadiz Housing Authority Division	Cabahug St., Brgy. Zone 4, Cadiz City	703-0408 cadizhousingofc@gmail.com	
Cooperative Development Division	Cabahug St., Brgy. Zone 3, Cadiz City	09171780261 cddcadiz@gmail.com	
Inspection & Verification Office	Cabahug St., Brgy. Zone 3, Cadiz City	703-8396 cmoivc0@gmail.com	
Internal Audit Division	Cabahug St., Brgy. Zone 3, Cadiz City	432-3746 ias.cadizcity@gmail.com	
Cadiz Franchise Regulatory Board	Cadiz City Engineer's Compound, Brgy. Zone 1	09649252935 cfrb.est2017@gmail.com	
COMMISSION ON POPULATION & DEVELOPMENT	Cabahug St., Brgy. Zone 3, Cadiz City	703-6861 cadizcitypopulation@gmail.com	
CITY ADMINISTRATOR'S OFFICE			
ADMINISTRATIVE DIVISION	2F City Hall II, Cabahug St., Brgy. Zone 3, Cadiz City	445-7722 cadmocadiz@gmail.com	
BUSINESS PERMIT AND LICENSING DIVISION	City Hall II, Cabahug St., Brgy. Zone 3, Cadiz City	720-0027 ebplo@cadizcity.gov.ph	
LOCAL ECONOMIC DEVELOPMENT INVESTMENT PROMOTION DIVISION	2F City Hall II, Cabahug St., Brgy. Zone 3, Cadiz City	445-9409/720-9745 investment.cadiz1967@gmail.com	
HUMAN RESOURCE MANAGEMENT DIVISION	Cabahug St., Brgy. Zone 4, Cadiz City	467-0260 cadizcity.hrm@gmail.com	



CITY LEGAL OFFICE		
ADMINISTRATIVE/LEGESLATIVE DIVISION	Cabahug St., Brgy. Zone 4, Cadiz City	469-5923 cadizcitylegaloffice@gmail.com
ENFORCEMENT DIVISION		469-3672 cadizcitylegaloffice@gmail.com
BIDS AND AWARDS		
CITY VETERINARY OFFICE		
ADMINISTRATIVE DIVISION	Prk. Slaughter, Brgy. Tinampa-an, Cadiz City	706-4042 ccvet1999@gmail.com
SLAUGHTER OPERATION DIVISION		
ANIMAL PRODUCTION DIVISION		
ANIMAL HEALTH DIVISION		
CITY HEALTH OFFICE		
ADMINISTRATIVE DIVISION	Cabahug St., Brgy. Zone 3, Cadiz City	4450-117 cadizcho@yahoo.com
TECHNICAL SUPPORT DIVISION		4931-772
PUBLIC HEALTH SERVICES DIVISION		712-1934
EMERGENCY BIRTHING SERVICES DIVISION		712-1934 cadizchobh2gmail.com
CITY ENVIRONMENT & NATURAL RESOURCES		
ADMINISTRATIVE DIVISION	Commercial Complex Bldg., Brgy. Zone 4, Cadiz City	466-0026 enro_cadiz@yahoo.com
SOLID WASTE MANAGEMENT DIVISION		
GARBAGE RECYCLING & COMPOSTING DIVISION		
ECOSYSTEM& ENVIRONMENT RESOURCES DIVISION		
CITY PLANNING & DEVELOPMENT OFFICE		
ADMINISTRATIVE DIVISION	2F City Hall, Annex Building, Corner Juan Luna Mabini St., Brgy. Zone 4, Cadiz City	466-0148/493-004/435-1249 cpdocadizcity@gmail.com
LAND USE & ZONING DIVISION		
PLANS & PROGRAM DIVISION		
SPECIAL PROJECT & MONITORING DIVISION		
PROJECT DEVELOPMENT AND EVALUATION		



CITY ENGINEER'S OFFICE		
ADMINISTRATIVE DIVISION	Cabahug St., Brgy. Zone 1, Cadiz City	4932-279 ceadmncdz@gmail.com
OFFICE OF THE BUILDING OFFICIAL & CONSTRUCTION AND MAINTENANCE DIVISION		
BUILDING AND INDUSTRIAL SAFETY DIVISION		
SPECIAL PROJECT DIVISION		
MOTOR POOL DIVISION		
PLANNING, DESIGNING AND PROGRAMMING DIVISION		
CITY AGRICULTURE'S OFFICE		
ADMINISTRATIVE DIVISION	Gustilo Boulevard, Barangay Zone 1, Cadiz City	4930-449 agriculturecadiz@gmail.com
FARM AND CROPS MANAGEMENT DIVISION		
COASTAL RESOURCES AND AQUACULTURE MANAGEMENT DIVISION		
CITY BUDGET OFFICE		
ADMINISTRATIVE DIVISION	Cabahug St., Brgy. Zone 4, Cadiz City	4930-649 cadizbudget@gmail.com
RECORDS MANAGEMENT DIVISION		
GENERAL SERVICES BUDGET DIVISION		
ECO. & SOCIAL SERVICES BUDGET DIVISION		
ADMINISTRATIVE DIVISION		
CITY GENERAL SERVICES OFFICE		
ADMINISTRATIVE DIVISION	Juan Luna St., Brgy. Zone 4, Cadiz City	445-0087/471-4954 cgsocadiz@gmail.com
REGISTRATION AND RENEWAL DIVISION		
RECORDS MANAGEMENT DIVISION		
PROPERTY, SUPPLY AND INVENTORY MANAGEMENT DIVISION		
BUILDING ADMINISTRATION & CLEAN AND GREEN MAINTENANCE DIVISION		
SANGGUNIANG PANLUNGSOD		
ADMINISTRATIVE DIVISION	Abelarde St., Brgy. Zone 3, Cadiz City	44930-077 spcadiz6121@gmail.com
ORDINANCE AND RESOLUTION DIVISION		
LIBRARY DIVISION		
JOURNAL AND MINUTES DIVISION		
LIBRARY DIVISION		445-0329 cadizcity.publiclibrary@gmail.com



CITY ACCOUNTING OFFICE		
ADMINISTRATIVE DIVISION	Cabahug St., Brgy. Zone 4, Cadiz City	4931-341 acctg.cadizcity@gmail.com
ACCOUNTING DIVISION		
ELECTRONIC DATA PROCESSING UNIT DIVISION		445-0002 acctg.cadizcity@gmail.com
RECORDS MANAGEMENT AND REMITTANCE DIVISION		431-5762 acctg.cadizcity@gmail.com
INTERNAL CONTROL DIVISION		445-0009 icudivision2024@gmail.com
CITY TREASURER'S OFFICE		
ADMINISTRATIVE DIVISION	Cabahug St., Brgy. Zone 4, Cadiz City	4930-319 ctocadizcity@yahoo.com
TREASURY REVIEW DIVISION		461-9205 cto.tru@gmail.com
BUSINESS TAXES, FEES & CHARGES DIVISION	Cabahug St., Brgy. Zone 4, Cadiz City	(034)474-3551 cto.businessstaxdiv.@gmail.com
CASH DIVISION		4931-261 ctocadiz.cash@gmail.com
REAL PROPERTY TAX DIVISION		(034)471-1688 rptcadiz@gmail.com
CITY ECONOMIC ENTERPRISE MANAGEMENT OFFICE		
ADMINISTRATIVE DIVISION	Brgy. Zone 4, Cadiz City	(034)4930-520 ceemo.cadizcity@gmail.com
MARKET OPERATIONS DIVISION		
CITY CIVIL REGISTRAR'S OFFICE		
ADMINISTRATIVE DIVISION	Mabini St., Brgy. Zone 4, Cadiz City	(034)4931-471 cadizcitylcr@gmail.com
REGISTRATION DIVISION		
RECORDS DIVISION		
CITY SOCIAL WELFARE & DEVELOPMENT OFFICE		
ADMINISTRATIVE DIVISION	Cabahug St., Brgy. Zone 3, Cadiz City	(034)703-9742 cswdcadizcity@gmail.com
RURAL DIVISION		
YOUTH DEVELOPMENT DIVISION		
SOCIAL WELFARE SERVICES DIVISION		
SUPPORT SERVICES DIVISION		



CITY ASSESSOR'S OFFICE		
ASSESSMENT OPERATION EVALUATION UNIT	Cabahug St., Brgy. Zone 2, Cadiz City	(034)466-0084 assessorsoffice_cadiz@yahoo.com
TAX MAPPING DIVISION		
ADMINISTRATION & ASSESSMENT RECORDS MANAGEMENT DIVISION		
APPRAISAL & ASSESSMENT OPERATION DIVISION		
PORT MANAGEMENT OFFICE		
ADMINISTRATIVE DIVISION	Brgy. Banquerohan, Cadiz City	09198449020 portmngtcadiz@gmail.com
SECURITY DIVISION		
PORT OPERATION DIVISION		
PUBLIC EMPLOYMENT SERVICE OFFICE		
ADMINISTRATIVE SUPPORT DIVISION	Lopez Jaena St., Brgy. Zone 4, Cadiz City	4931-418 pesocadiz@yahoo.com
LABOR MARKET INFORMATION DIVISION		
SPECIAL PROJECT DIVISION		
MANPOWER AND YOUTH DEV'T DIVISION		
CITY DRRM OFFICE		
RESEARCH AND PLANNING SECTION	Cabahug St., Brgy. Zone 3, Cadiz City	703-0252 cadizdrmmoffice@gmail.com
DRRM ADMINISTRATION AND TRAINING SECTION		
DRRM OPERATION AND WARNING SECTION		



Republic of the Philippines
Province of Negros Occidental
City of Cadiz

CERTIFICATE OF COMPLIANCE

Year: 2025

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, **SALVADOR G. ESCALANTE JR.**, Filipino, of legal age, **Local Chief Executive**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, hereby declare and certify the following facts:

- 1) The **Local Government of Cadiz City** including its **Twenty-One (21) Departments** has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen' Charter Handbook Edition: **2025, 2nd EDITION**

- 2) The following required forms of posting of the Citizen's Charter are present:

☒	Citizen's Charter Information billboard (In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)
☒	Citizen's Charter Handbook (Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)
☒	Official website/Online Posting

- 3) The Citizen's Charter Information Billboard enumerates the following information:

- a. External services;
- b. Checklist of requirements for each type of application or request;
- c. Name of the person responsible for each step;
- d. Maximum processing time;
- e. Fee/s to be paid, if necessary; and
- f. Procedure for filing complaints and feedback.

- 4) The Citizen's Charter Handbook enumerates the following information:

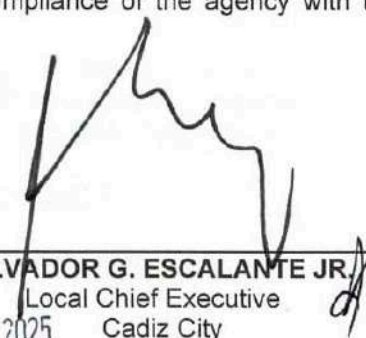
- a. Mandate, vision, mission, and service pledge of the agency;
- b. Government services offered (External and Internal Services);
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Classification of service;
 - iii. Type of transaction;
 - iv. Who may avail;
 - v. Client steps and agency actions to obtain a particular service;
 - vi. Person responsible for each step;
 - vii. Processing time per step and total;
 - viii. Fee/s to be paid per step and total, if necessary.
- c. Procedure for filing complaints and feedback;
- d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
- e. List of Offices

- 5) The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.



- 6) The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
- 7) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
- 8) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 9) There is an established Client Satisfaction Measurement per service.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.


SALVADOR G. ESCALANTE JR.

Local Chief Executive
Cadiz City

SUBSCRIBE & SWEAR TO Before me this _____

JUN 23 2025

DOC NO. b3
PAGE NO. 01
SERIES OF 2025


REGGIE C. PLACIDO

NOTARY PUBLIC
CADIZ CITY NEGROS OCCIDENTAL
COMMISSION UNTIL DECEMBER 2026
ROLL NO. 49798 / IBP LIFETIME 17756
MCLE COMPLIANCE NO. VIII-00916592 / 12-02-2024
TIN NO. 910-242-517-0000
PTR NO. 2005681 / 1-02-2025
CABAUG ST., CADIZ CITY

BILIS CADIZ
UGYON CADIZ NON