

CITIZEN'S CHARTER

APPLICATION FOR MARRIAGE LICENSE

Requirements : - Barangay Certification
- Birth Certificate
- Certificate of No Marriage (CENOMAR) from NSO
- Pre Marriage Counseling (PMC) Certificate
- Pre Cana Certificate, if Church Wedding
- Parent Consent, if below 25 years old

Fees : P600.00

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MCR	Present complete requirements and fill up Information Sheet	5 minutes
2	MTO	Pay required fees	5 minutes
3	MCR	Present the official receipt. Wait for the compliance of the publication period.	11 days
END OF TRANSACTION			

CERTIFICATE OF FINAL INSPECTION OF BUILDING AND ELECTRICAL PERMIT

Requirements : None
Fees : None

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MEO	Make request for Final Inspection of Building and Electrical	1 day
2	MEO	Claim the approved Certificate of Final Inspection of Building and Electrical	
END OF TRANSACTION			

RENEWAL OF PHILHEALTH CARD

Requirements : -Dayong Certification
-Community Tax Certificate (CEDULA)

Fees : P2,400.00

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MSWDO	Submit all the required documents and secure billing	5 minutes
2	MTO	Pay the required fees	5 minutes
3	MSWDO	Present the official receipt of payments and wait for the release of renewed card	10 minutes
END OF TRANSACTION			

LIVELIHOOD SKILLS TRAINING

Requirements : -Community Tax Certificate (CEDULA)
-Resume

Fees : None

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	PESO	Sign the LOG BOOK	1 minute
2	PESO	Fill-up the Trainees Profile form	5 minutes
3	PESO	Prepare for initial interview	7 minutes
4	PESO	Wait for the schedule of final interview, test/exam and or referral	1 minutes
END OF TRANSACTION			

BUILDING, ELECTRICAL AND MECHANICAL PERMIT

REQUIREMENTS : -BARANGAY CERTIFICATION
-TAX CLEARANCE (4 PHOTOCOPIES)
-TAX DECLARATION (4 PHOTOCOPIES)
-LAND TITLE
-DEED OF SALE
-MARO CERTIFICATION
-AFFIDAVIT OF CONSENT (IF NOT THE LAND OWNER)
-ZONING CERTIFICATION
-LOCALONAL CLEARANCE
-BUILDING PLAN

FEE EXEMPTIONS : -PUBLIC BUILDINGS
-FAMILY DWELLING CONSTRUCTED OUT OF BAMBOO, NIPA, LOGS OR LUMBER WHICH TOTAL AMOUNT DOES NOT EXCEED FIFTEEN THOUSAND PESOS

Fees : -BASED ON PD 1096 OR NATIONAL BUILDING CODE OF THE PHILIPPINES

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MEO	Present all required documents and fill up Application Form	10 minutes
2	MTO	If building already constructed. Wait for the actual inspection and assessment of the building	1 day
3	MEO	Pay required fees	5 minutes
4	Legal	Present the official receipt and wait for the printing of building permit	5 minutes
5	MEO	Notarial of Building Permit	10 minutes
END OF TRANSACTION			

IMMUNIZATION OF 0-11 MONTHS INFANTS AND IMMUNIZATION OF PREGNANT MOTHERS (ANTI-TETANUS NEONATORUM)

Requirements : -HOME BASED MOTHER'S RECORD (HBMR)
Fees : NONE

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MHO	Register or present HBMR	5 minutes
2	MHO	Wait for your turn to receive vaccination	10 minutes
3	MHO	Ask for the schedule of the next vaccination	2 minutes
END OF TRANSACTION			

REAL PROPERTY TAX

Requirements : -REAL PROPERTY TAX BILL OR OFFICIAL RECEIPT OF PREVIOUS PAYMENT

Fees : BASED ON REAL PROPERTY TAX ASSESSMENT

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MTO	Submit all the required documents and wait for the billing computation	30 minutes
2		Pay the required fees and wait for the recording of payment to RPTAR is done	5 minutes
END OF TRANSACTION			

ZONING CERTIFICATION AND LOCALONAL CLEARANCE

REQUIREMENTS : -BARANGAY CERTIFICATION
-CERTIFICATE OF TITLE/DEED OF SALE/DEED OF DONATION (PHOTOCOPY ONLY)
-TAX CLEARANCE
-AFFIDAVIT OF CONSENT (IF NOT THE LAND OWNER)
-BUILDING PLAN
-PROJECT COST ESTIMATES

Fees : BASED ON MUNICIPAL TAX ORDINANCE

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MPDO	Submit all the required documents and fill up Application Form.	10 minutes
2	MTO	Wait for the billing computation	5 minutes
3	MPDO	Pay the required fees	3 hours
4		Present the official receipt of payments and wait or come back after the conduct of Ocular Inspection and Project Validation	5 minutes
END OF TRANSACTION			

PRE-NATAL EXAMINATION

Requirements : -HOME BASED MOTHER'S RECORD (HBMR)
-BROWN ENVELOPE
-OFFICIAL RECEIPT OF PAYMENTS

Fees : CBC WITH BLOOD TYPING 50.00
URINALYSIS 30.00
HBSAG 150.00
PREGNANCY TEST (IF NEEDED ONLY) 100.00

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MHO	Register and get priority number and have our vital signs recorded at Individual Treatment Record	10 minutes
2		Proceed to Examination Room for Pre Natal Examination and Counseling	30 minutes
3	MTO	Pay required fees	5 minutes
4	MHO	Present the official receipt and submit specimens and wait for the results CBC with Bloodtyping Urinalysis HBsAg Pregnancy Test (if needed only)	1 hour 30 minutes 1 hour 30 minutes
END OF TRANSACTION			

EMPLOYMENT FACILITATION (LOCAL & OVERSEAS)

Requirements : -COMMUNITY TAX CERTIFICATE (CEDULA)
-PUROK OR BARANGAY CLEARANCE
-LATEST 2X2 ID PICTURE

Fees : NONE

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	PESO	Sign the LOG BOOK	1 minute
2	PESO	Submit the resume and other documents	1 minute
3	PESO	Fill-up the NSRP Form	5 minutes
4	PESO	Prepare for an initial interview	7 minutes
5	PESO	Wait for the schedule of final interview, test/exam and or referral	1 minute
END OF TRANSACTION			

LABORATORY SERVICES

Requirements : -LABORATORY REQUEST FROM A PHYSICIAN
-OFFICIAL RECEIPT OF PAYMENT

Fees : CBC 50.00
URINALYSIS 30.00
FASTING/RANDOM BLOOD SUGAR 100.00
CHOLESTEROL 100.00
TRIGLYCERIDES 100.00
FECALYSIS 30.00
SPUTUM EXAMINATION 30.00
BLOOD SMEAR FOR MALARIAL PARASITE 50.00
HBSAG 1 50.00
PREGNANCY TEST 100.00
BLOOD TYPING 50.00
GRAM STAIN 30.00

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MTO	Pay the required fees	5 minutes
2	MHO	Present the official receipt of payments then submit specimens and wait for the release of results CBC Urinalysis Fasting/Random Blood Sugar Cholesterol Triglycerides Fecalalysis Sputum Examination Blood Smear for Malarial Parasite HDsAg Pregnancy Test Blood Typing Gram Stain	1 hour 30 minutes 10 minutes 10 minutes 1 hour 4 hours 1 hour 1 hour 30 minutes 5 minutes 1 hour
3		Bring the result to the Requisitioning Physician	
END OF TRANSACTION			

HEALTH CERTIFICATE (FOR EMPLOYEES WORKING IN A FOOD ESTABLISHMENT)

Requirements : -LABORATORY RESULTS
-OFFICIAL RECEIPT OF PAYMENTS

Fees : URINALYSIS 30.00
FECALYSIS 30.00
HBSAG 150.00
SPUTUM EXAMINATION 30.00

STEP	WHERE	WHAT CLIENT WILL DO	DURATION
1	MHO	Register and have your vital signs recorded to Individual Treatment Record (ITR)	5 minutes
2	MTO	Pay the required fees	
3	MHO	Present the official receipt of payments, submit specimens and wait for the result Urinalysis Fecalalysis HBsAg Sputum Examination Chest Xray	30 minutes 30 minutes 1 hour 1 hour 4 hours
4		Proceed to Treatment Room for interpretation of results and wait for the release of Health Cards	10 minutes
END OF TRANSACTION			

For any suggestions and complaints, kindly contact mobile number 0906 656 1448