

LIVESTOCK SHIPPING PERMIT

Requirements : -Community Tax Certificate (CEDULA)
 -Barangay Certification
 (for Goat, Hog, Poultry & Cattle only)
 -Credentials of Large Animal
 (for Carabao and Cattle only)

Fees : P100.00 - Carabao & Cattle
 P50.00 - Goat & Hog
 P5.00 - Poultry and Duck

STEP	WHERE	WHAT	DURATION
1	MAGRO	Present complete requirements	5 minutes
2	MTO	Pay required fees	5 minutes
3	MAGRO	Present the official receipt and wait for the release of permit	5 minutes
END OF TRANSACTION			

AGRICULTURE CERTIFICATION

Requirements : Community Tax Certificate (CEDULA)
 Fees : P30.00

STEP	WHERE	WHAT	DURATION
1	MAGRO	Present complete requirements	5 minutes
2	MTO	Pay required fees	5 minutes
3	MAGRO	Present the official receipt and wait for the release of permit	5 minutes
END OF TRANSACTION			

**CERTIFICATION FOR NO IMPROVEMENTS & NO PROPERTY
ISSUANCE OF TAX DECLARATION**

Requirements : None
 Fees : P30.00

STEP	WHERE	WHAT	DURATION
1	MASSO	Report the declared owner and location of property	3 minutes
2	MTO	Pay required fees	5 minutes
3	MASSO	Present the official receipt and wait for the release of certification or tax declaration	15 minutes
END OF TRANSACTION			

TRANSFER OF TAX DECLARATION

Requirements : -Photocopies of Land Title (2 copies)
 -Photocopies of Tax Clearance (2 copies)

Fees : None

STEP	WHERE	WHAT	DURATION
1	MASSO	Present complete requirements to be forwarded to the Provincial Assessor's Office (Client is advise to come back after 2 days)	2.5 days
2	MASSO	Releasing of tax declaration	3 minutes
END OF TRANSACTION			

BUSINESS PERMIT – NEW APPLICANT

- Requirements :
- Community Tax Certificate (CEDULA)
 - Barangay Certification
 - Building Permit
 - Zoning Certification
 - Police Clearance
 - Sanitary Permit or Health Certification
 - Tax Clearance or Assessor's Certification
 - Bureau of Fire Protection Certification

Fees : Based on Business Assessment & Real Property Tax Bill

STEP	WHERE	WHAT	DURATION
1	BPLS	Secure application form and fill in	30 minutes
2	MTO	Secure computation and pay required fees	1 hour
3	Legal	Notarial of Application Form	30 minutes
4	BPLS	Present all requirements, notarized application form and official receipts of payments and wait for the release of business permit	25 minutes
END OF TRANSACTION			

BUSINESS PERMIT RENEWAL

- Requirements :
- Community Tax Certificate (CEDULA)
 - Barangay Certification
 - Police Clearance
 - Sanitary Permit or Health Certification
 - Tax Clearance or Assessor's Certification
 - Bureau of Fire Protection Certification
 - Bureau of Internal Revenue (BIR) Annual Application Receipt

Fees : Based on Business Assessment & Real Property Tax Bill

STEP	WHERE	WHAT	DURATION
1	BPLS	Secure application form and fill in	30 minutes
2	MTO	Secure computation and pay required fees	1 hour
3	Legal	Notarial of Application Form	30 minutes
4	BPLS	Present all requirements, notarized application form and official receipts of payments and wait for the release of business permit	25 minutes
END OF TRANSACTION			

REGISTRATION OF BIRTH

- Requirements :
- Marriage Certificates of Parents, If legitimate
 - Barangay Certification
 - Community Tax Certificate (CEDULA) of Father, If illegitimate

Fees : P50.00

STEP	WHERE	WHAT	DURATION
1	MCR	Fill up Information Sheet and sign	5 minutes
2	MTO	Pay required fees	5 minutes
3	MCR	Present the official receipt and wait for the release of birth certificate	5 minutes
END OF TRANSACTION			

REGISTRATION OF DEATH CERTIFICATE

Requirements : -Barangay Certification, if normal death and died at home
 -Death of Arrival (DOA) Tag at the Hospital
 -Police Report, if death due to accident

Fees : P50.00

STEP	WHERE	WHAT	DURATION
1	MCR	Present all the requirements and fill up the Information Sheet and sign	5 minutes
2	MHO	Present the Form to the Doctor for signature	15 minutes
3	MTO	Pay required fees	5 minutes
4	MCR	Present the official receipt and wait for the release of death certificate	5 minutes
END OF TRANSACTION			

MAYOR'S PERMIT

Requirements : -Letter Request
 -Barangay Clearance

Fees : 100.00

STEP	WHERE	WHAT	DURATION
1	Mayor's	Submit letter request	5 minutes
2	MTO	Pay the required fees	5 minutes
3	Mayor's	Present the official receipt of payments and wait for the release of the permit	15 minutes
END OF TRANSACTION			

MAYOR'S CERTIFICATION

Requirements : Barangay Clearance

Fees : 50.00

STEP	WHERE	WHAT	DURATION
1	Mayor's	File your request	5 minutes
2	MTO	Pay the required fees	5 minutes
3	Mayor's	Present the official receipt of payments and wait for the release of certification	15 minutes
END OF TRANSACTION			

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	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			

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
 -Locational 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	DURATION
1	MEO	Present all required documents and fill up Application Form	10 minutes
		If building already constructed. Wait for the actual inspection and assessment of the building	1 day
2	MTO	Pay required fees	5 minutes
3	MEO	Present the official receipt and wait for the printing of building permit	5 minutes
4	Legal	Notarial of Building Permit	5 minutes
5	MEO	Submit the notarized building permit for proper recording. Wait for the release of building permit	10 minutes
END OF TRANSACTION			

CERTIFICATE OF FINAL INSPECTION OF BUILDING AND ELECTRICAL PERMIT

Requirements : None

Fees : None

STEP	WHERE	WHAT	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			

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	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			

ZONING CERTIFICATION AND LOCATIONAL 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	DURATION
1	MPDO	Submit all the required documents and fill up Application Form. Wait for the billing computation	10 minutes
2	MTO	Pay the required fees	5 minutes
3	MPDO	Present the official receipt of payments and wait or come back after the conduct of Occular Inspection and Project Validation	3 hours
4		Claim or receive the Certification or Locational Clearance	5 minutes
END OF TRANSACTION			

RESOLUTION DECLARING THE MUNICIPALITY UNDER STATE OF CALAMITY

- Requirements : None
 Fees : 30.00 and additional 5.00 per extra copy

STEP	WHERE	WHAT	DURATION
1	OSS	File the request	5 minutes
2	MTO	Pay the required fees	5 minutes
3	OSS	Present the official receipt of payments and wait for the release of certified copy of resolution	5 minutes
END OF TRANSACTION			

PHILHEALTH INDIGENT ENROLLMENT

- Requirements : Dayong Certification
 Fees : 150.00

STEP	WHERE	WHAT	DURATION
1	MSWDO	Submit the requirement and wait for the interview	15 minutes
2	MTO	Pay the required fees	5 minutes
3	MSWDO	Present the official receipt of payments and come back after FIVE (5) months for the issuance of PHILHEALTH Card	5 minutes
END OF TRANSACTION			

RENEWAL OF PHILHEALTH CARD

- Requirements : -Dayong Certification
 -Community Tax Certificate (CEDULA)
 Fees : 2,400.00

STEP	WHERE	WHAT	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			

PROVISION OF REFERRALS

Requirements : Barangay Certification

Fees : None

STEP	WHERE	WHAT	DURATION
1	MSWDO	Submit the required documents and wait for the interview	30 minutes
2		Receive the referral	
END OF TRANSACTION			

PRE-NATAL EXAMINATION

Requirements : -Home Based Mother's Record (HBMR)

-Brown Envelope

-Official Receipt of Payments

Fees : CBC with Bloodtyping 50.00

Urinalysis 30.00

HBsAg 150.00

Pregnancy Test (if needed only) 100.00

STEP	WHERE	WHAT	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			

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 150.00

Pregnancy Test 100.00

Blood Typing 50.00

Gram Stain 30.00

STEP	WHERE	WHAT	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	1 hour
		Fasting/Random Blood Sugar	30 minutes
		Cholesterol	10 minutes
		Triglycerides	10 minutes
		Fecalysis	10 minutes
		Sputum Examination	1 hour
		Blood Smear for Malarial Parasite	4 hours
		HDsAg	1 hour
		Pregnancy Test	1 hour
		Blood Typing	30 minutes
		Gram Stain	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
Chest Xray 30.00
Health Certificate Fee 30.00

STEP	WHERE	WHAT	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 Fecalysis HBsAg Sputum Examination Chest Xray	30 minutes 30 minutes 1hour 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			

SENIOR CITIZEN ID CARD

Requirements : -Office of the Senior Citizens Affairs (OSCA) Form
-1x1 ID Picture (lates)

Fees : 10.00

STEP	WHERE	WHAT	DURATION
1	MSWDO	Submit all the requirements for validation	10 minutes
2	MTO	Pay the required fees	5 minutes
3	MSWDO	Present the official receipt of payments and wait for the release of the Citizen ID Card	5 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	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			

TAX CLEARANCE

Requirements : Real Property Tax Receipt of Previous Year

Fees : 30.00 For Owner's File
50.00 For Loan Purposes

STEP	WHERE	WHAT	DURATION
1	MTO	Pay the required fee and submit the requirements	5 minutes
2		Wait for the release of tax clearance	15 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	DURATION
1	PESO	Submit all the requirements and fill up Registration Form and wait for turn for brief interview	20 minutes
		Wait for the release of Employment Referral	5 minutes
END OF TRANSACTION			

COMMUNITY TAX CERTIFICATE (CEDULA)

Requirements : None

Fees : 5.00 Basic Tax Plus 1.00 for every 1,000.00 Gross Income

STEP	WHERE	WHAT	DURATION
1	MTO	Pay the required fees and wait for the release of Community Tax Certificate	7 minutes
END OF TRANSACTION			

MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO)

Requirements : Certificate of Registration and Official Receipt

Fees : 600.00

STEP	WHERE	WHAT	DURATION
1	MTO	Present all the required documents for verification and pay the required fees	1 hour
2	PNP	Submit the inspection form for signature	10 minutes
3	Legal	Notarial of inspection form	5 minutes
4	MTO	Submit the notarized inspection form and wait for the release of permit	10 minutes
END OF TRANSACTION			