



I. MANDATE:

The legal mandate of the Local Government Unit of Jordan is based on the devolved functions and responsibilities pursuant to Republic Act 7160, otherwise known as the Local Government Code of 1991 and discharge such other functions and responsibilities that are necessary and appropriate.

As per Section 2, Declaration of Policy, (a); "It is hereby declared the policy of the State that the territorial and political subdivisions of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goals. Toward this end, the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall proceed from the national government to local government units."

Further, Section 3, Operative Principles of Decentralization, (b) states that; "There shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and services requirements of its communities."

These previously mentioned Sections of RA 7160 will always be the guiding principle of every local government unit to further their mandates in serving their constituents and providing effective and efficient delivery of services to one and all.

II. VISION:

Jordan, the "Gateway to Guimaras", a progressive agro-industrial and commercial center, with a balanced ecological system where people are God-Loving, law abiding, empowered, economically stable, disaster resilient and enjoying high quality social services led by responsible leaders.

III. MISSION:

To improve the quality of life by providing employment and livelihood to majority of the people of Jordan.

IV: SERVICE PLEDGE:

We, the Municipal Officials and Employees of the Municipality of Jordan, do pledge to our constituents that for a speedy reliable and effective service, we will:

1. Act jointly on all applications, requests and complaints with equality, and dispatch all transactions expeditiously;
2. Offer all available services with the use of advanced equipment, streamlined requirements and simple procedures of processing for the comfort of the taxpayers;
3. Respect the rights of our clients by promoting transparency and accountability and encourage them to participate in any decision making;
4. Deliver the basic services needed without hesitation and discrimination to maintain the trust and confidence of the clients;



5. Accept all responsibilities and face redress for our inability to fulfil what we have promised in our service standard;
6. Never allow anybody to leave our premises unsatisfied of our services as mandated by Republic Act 9485 or the Anti-Red Tape Act of 2007.



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Office of the Municipal Mayor

Frontline Services



Service 1. Issuance of Mayor's Clearance and Certification

The Office of the Mayor prepares certifications and clearances based on the needs of the client.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Residents of the Municipality of Jordan & its 14 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate / Cedula (1 photocopy)		Barangay where client is registered		
2. Barangay Clearance (1 photocopy)		Barangay where client is registered		
3. Police Clearance (1 photocopy)		Jordan Municipal Police Station		
4. Court Clearance (1 photocopy)		Municipal Circuit Trial Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check and verify the documents and if found complete request for Official Receipt	Local Revenue Code (as indicated / prescribed)	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
2. Client will get an Official Receipt issued by the Municipal Treasurer's Office	2. Office Clerk assigned will prepare a Mayor's Clearance to be signed by the client	None	3 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
3. Client will receive duly signed Mayor's Clearance by the Municipal Mayor	3. Office Clerk assigned will release duly signed Mayor's Clearance	None	1 minute	<i>Office Clerk</i> Office of the Municipal Mayor



Service 2. Issuance of Tricycle Franchise (MTOP)

Under the Office of the Municipal Mayor is the Business Process and Licensing Unit which prepares original franchise form and checks all the needed requirements to issue MTOP based on the approved franchise application.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Resident of the Municipality who wish to become a tricycle operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate / Cedula (1 photocopy)		Barangay where client is registered		
2. Resolution granting franchise to the respective operator		SB Office		
3. Actual tricycle unit with corresponding color coding				
4. Motorcycle certificate of registration and official receipt		Land Transportation Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check and verify the documents and if found complete request for Official Receipt	Local Revenue Code (as indicated / prescribed)	2 minutes	Office Clerk Office of the Municipal Mayor
2. Client will get an Official Receipt issued by the Municipal Treasurer's Office	2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor	None	5 minutes	Office Clerk Office of the Municipal Mayor
2. Client will receive duly signed MTOP	2. Office Clerk assigned will release duly signed MTOP	None	2 minute	Office Clerk Office of the Municipal Mayor



Service 3. Issuance of MTOP Renewal, Confirmation and Verification

Included in the Business Process and Licensing Unit under the Office of the Municipal Mayor is the preparation of MTOP Renewal, Confirmation and Verification and checking of the needed requirements for its issuance

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		Resident of the Municipality who are granted MTOP		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate / Cedula (1 photocopy)		Barangay where client is registered		
2. Resolution granting franchise to the respective operator		SB Office		
3. Actual tricycle unit with corresponding color coding				
4. Motorcycle certificate of registration and official receipt		Land Transportation Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check and verify the documents and if found complete request for Official Receipt	Local Revenue Code (as indicated / prescribed)	2 minutes	Office Clerk Office of the Municipal Mayor
2. Client will get an Official Receipt issued by the Municipal Treasurer's Office	2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor	None	5 minutes	Office Clerk Office of the Municipal Mayor
2. Client will receive duly signed MTOP	2. Office Clerk assigned will release duly signed MTOP	None	2 minute	Office Clerk Office of the Municipal Mayor



Service 4. Issuance of Business Permit and Licenses

Clients file their duly filled-up business application form, encode all information of the applicant, checks all documentary and regulatory requirements and secure official receipt and prepare Mayor's permit to operate.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B)			
Who may avail:	Business Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate / Cedula (1 photocopy)		Barangay where client is registered		
2. Barangay Clearance and Certification (1 Original and 1 photocopy)		Barangay where client is registered		
3. Police Clearance (2 photocopies)		Jordan Municipal Police Station		
4. Business Registration (DTI, SEC, DOLE, CDA) (2 photocopies)		(DTI, SEC, DOLE, CDA) Where business is registered		
5. Contract of Lease (2 photocopies)		Lessor		
6. Market Clearance for JFTM & Rizal Market lessee (1 original & 1 photocopy)		JFTM / Rizal Market		
7. Application Form to be given by the Licensing Office		Office of the Municipal Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents and duly filled-up application form	1. Office Clerk assigned will check and verify the documents and duly filled-up application form and if found complete proceed for encoding	None	5 minutes	Office Clerk Office of the Municipal Mayor
2. Client will fill-up the printed out Annex 1 of the business application form given by the office clerk	2. Office Clerk assigned will release printed out Annex 1 of the business application form to be filled-up by the client	None	3 minutes	Office Clerk Office of the Municipal Mayor
3. Client will secure all the needed regulatory requirements (refer to the attached route slip) to operate business	3. Office clerk assigned will release the Annex 1 of the business application form with the attached route slip for securing regulatory requirements to operate business	None	2 minute	Office Clerk Office of the Municipal Mayor



4. Client should personally appear at the Office of the Municipal Mayor with the required regulatory requirements and Official Receipt issued by the MTO	4. Office clerk assigned will check and verify all the needed regulatory requirements with official receipt issued by the MTO and if found complete issue Mayor's permit to operate signed by the Municipal Mayor	Local Revenue Code (as indicated / prescribed)	2 minutes	Office Clerk Office of the Municipal Mayor
5. Client will receive duly signed Mayor's permit to operate (original copy)	5. Office clerk assigned will release the duly signed Mayor's permit to operate	None	2 minutes	Office Clerk Office of the Municipal Mayor



Service 5. Issuance of Renewal Business Permit and Licenses

Clients file their duly filled-up renewal business application form, encode all information of the applicant, checks all documentary and regulatory requirements and secure official receipt and prepare Mayor's permit to operate business

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B)			
Who may avail:	Business Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate / Cedula (1 photocopy)		Barangay where client is registered		
2. Barangay Clearance and Certification (1 Original and 1 photocopy)		Barangay where client is registered		
3. Police Clearance (2 photocopies)		Jordan Municipal Police Station		
4. Business Registration (DTI, SEC, DOLE, CDA) (2 photocopies)		(DTI, SEC, DOLE, CDA) Where business is registered		
5. Contract of Lease (2 photocopies)		Lessor		
6. Market Clearance for JFTM & Rizal Market lessee (1 original & 1 photocopy)		JFTM / Rizal Market		
7. Sworn Statement of Gross Receipt from the previous year		Applicant		
8. Application Form to be given by the Licensing Office		Office of the Municipal Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents and duly filled-up application form	1. Office Clerk assigned will check and verify the documents and duly filled-up application form and if found complete proceed for encoding	None	5 minutes	Office Clerk Office of the Municipal Mayor
2. Client will fill-up the printed out Annex 1 of the business application form given by the office clerk	2. Office Clerk assigned will release printed out Annex 1 renewal of the business application form to be filled-up by the client	None	3 minutes	Office Clerk Office of the Municipal Mayor
3. Client will secure all the needed regulatory requirements (refer to the attached route slip) to operate	3. Office clerk assigned will release the annex 1 business application form attached herewith the route slip for	None	2 minute	Office Clerk Office of the Municipal Mayor



business	securing regulatory requirements to operate business			
4. Client should personally appear at the Office of the Municipal Mayor with the required regulatory requirements and Official Receipt issued by the MTO	4. Office clerk assigned will check and verify all the needed regulatory requirements with official receipt issued by the MTO and if found complete issue Mayor's permit to operate signed by the Municipal Mayor	Local Revenue Code (as indicated / prescribed)	2 minutes	Office Clerk Office of the Municipal Mayor
5. Client will receive duly signed Mayor's permit to operate (original copy)	5. Office clerk assigned will release duly signed Mayor's permit to operate	None	2 minutes	Office Clerk Office of the Municipal Mayor



Service 6. Financial Assistance from Office of the Congresswoman/ Governor to the Indigent Constituents (Outpatient Clients)

Indigent constituents of the Municipality who are in dire need of monetary assistance for their outpatient relative/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Residents of the Municipality of Jordan & its 14 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 photocopy)		Any valid ID		
2. Doctor's Prescription (1 photocopy)		Attending physician of the patient		
3. Medical Certificate (1 photocopy)		Hospital where the patient is confined		
4. Barangay Certification / Indigency (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check the documents of the Client	None	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
2. If documents are complete, client will wait for the endorsement duly signed by the Municipal Mayor	2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
3. Endorsement duly signed by the Municipal Mayor will be logged and forwarded to the Office of the Congressman and/or the Governor	3. Office Clerk assigned will log the Endorsement prior its releasing	None	1 minute	<i>Office Clerk</i> Office of the Municipal Mayor



Service 7. Financial Assistance to the Indigent Constituents (Admitted Patients)

Indigent constituents of the Municipality who are in dire need of monetary assistance for their admitted relative/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Residents of the Municipality of Jordan & its 14 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 photocopy)		Any Valid ID		
2. Billing Statement (1 photocopy)		Hospital where the patient is confined		
3. Medical Certificate (1 photocopy)		Hospital where the patient is confined		
4. Barangay Certification / Indigency (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check the documents of the client	None	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
2. If documents are complete, client will wait for the endorsement duly signed by the Municipal Mayor	2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
3. Endorsement duly signed by the Municipal Mayor will be logged and forwarded to the Municipal Budget Office	3. Office Clerk assigned will log the endorsement prior its releasing	None	1 minute	<i>Office Clerk</i> Office of the Municipal Mayor



Service 8. Financial Assistance from Office of the Congresswoman/ Governor to the Indigent Constituents (Admitted Patients)

Indigent constituents of the Municipality who are in dire need of monetary assistance for their admitted relative/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Residents of the Municipality of Jordan & its 14 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 photocopy)		Any Valid ID		
2. Billing Statement (1 photocopy)		Hospital where the patient is confined		
3. Medical Certificate (1 photocopy)		Hospital where the patient is confined		
4. Barangay Certification / Indigency (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check the documents of the client	None	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
2. If documents are complete, client will wait for the endorsement duly signed by the Municipal Mayor	2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
3. Endorsement duly signed by the Municipal Mayor will be logged and forwarded to the Office of the Congressman and/or the Governor	3. Office Clerk assigned will log the endorsement prior its releasing	None	1 minute	<i>Office Clerk</i> Office of the Municipal Mayor



Service 9. Financial Assistance to the Indigent Constituents (Burial)

Indigent constituents of the Municipality who are in dire need of monetary assistance for their deceased relative/s.

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		Residents of the Municipality of Jordan & its 14 barangays		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 photocopy)		Any valid ID		
2. Funeral Contract (1 photocopy)		Funeral homes		
3. Certified True Copy of the Death Certificate (1 photocopy)		Local Civil Registrar		
4. Barangay Certification / Indigency (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check the documents of the client	None	2 minutes	Office Clerk Office of the Municipal Mayor
2. If documents are complete, client will wait for the endorsement duly signed by the Municipal Mayor	2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes	Office Clerk Office of the Municipal Mayor
3. Endorsement duly signed by the Municipal Mayor will be logged and forwarded to the Municipal Budget Office	3. Office Clerk assigned will log the endorsement prior its releasing	None	1 minute	Office Clerk Office of the Municipal Mayor



Service 10. Financial Assistance from Office of the Congresswoman/ Governor to the Indigent Constituents (Burial)

Indigent constituents of the Municipality who are in dire need of monetary assistance for their deceased relative/s.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Residents of the Municipality of Jordan & its 14 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 photocopy)		Any valid ID		
2. Funeral Contract (1 photocopy)		Funeral parlor		
3. Certified True Copy of the Death Certificate (1 photocopy)		Local Civil Registrar		
4. Barangay Certification / Indigency (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check the documents of the client	None	2 minutes	Office Clerk Office of the Municipal Mayor
2. If documents are complete, Client will wait for the endorsement duly signed by the Municipal Mayor	2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes	Office Clerk Office of the Municipal Mayor
3. Endorsement duly signed by the Municipal Mayor will be logged and forwarded to the Office of the Congressman and/or the Governor	3. Office Clerk assigned will log the endorsement prior its releasing	None	1 minute	Office Clerk Office of the Municipal Mayor



Service 11. Blood Request for Red Cross

Indigent constituents of the Municipality who are in dire need of blood donation assistance for their relative/s.

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		Residents of the Municipality of Jordan & its 14 barangays		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 photocopy)		Any valid ID		
2. Blood Request from the Hospital (1 photocopy)		Hospital where the patient is confined		
3. Personal Data Information of the Blood Donor (1 photocopy)		Hospital where the patient is confined		
4. Barangay Certification / Indigency (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should personally appear at the Office of the Municipal Mayor with the required documents	1. Office Clerk assigned will check the documents of the client	None	2 minutes	Office Clerk Office of the Municipal Mayor
2. If documents are complete, Client will wait for the endorsement duly signed by the Municipal Mayor	2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes	Office Clerk Office of the Municipal Mayor
3. Endorsement duly signed by the Municipal Mayor will be released to the client.	3. Office Clerk assigned will log the endorsement prior its releasing	None	1 minute	Office Clerk Office of the Municipal Mayor



Service 12. Endorsement of Communications

Dissemination of written communication to the Provincial Government and/or other Local Government Units and National Government Agencies.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	PG-LGU, LGUs, NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sangguniang Bayan Endorsements for Resolution, MOA, MOU and Ordinance		Office of the Sangguniang Bayan		
2. Endorsement of recommendation for job applications				
3. Other documents to be endorsed as directed by the LCE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt of communication to be endorsed	1. Draft of communication / endorsement letter 2. Approval of the LCE of the draft 3. Finalization of the endorsement communication	None	5 minutes	<i>Executive Assistant</i> Office of the Municipal Mayor



Service 13. Appointment of Board of Directors on Government Owned and Controlled Corporations.

The appointment of a Committee Head or Board of Director of a certain GOCC.

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	Government Owned and Controlled Corporation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter		Client		
2. Curriculum Vitae		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse the application letter and CV to the Office of the Mayor	1. Draft appointment letter as decided by the LCE 2. Approval and signature by the LCE	None	5 minutes	Executive Assistant Office of the Municipal Mayor



Service 14. Certification and/or Authorization.

A document to certify and/or authorize an individual upon his/her request to be used in any legal purpose it may serve.

Office or Division:		Office of the Municipal Mayor		
Classification:		Simple		
Type of Transaction:		Government-to-Public (G2C), Government-to-Business Entity (G2B)		
Who may avail:		General Public and/or Business Entity		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Supporting documents on the requested certification and/or authorization: a) Certification to Travel to Iloilo City (COVID-19), b) Certification to Resume Operations (COVID-19), c) Authorization to Process Electricity in Food Stall		Client will have to personally appear to the Office of the Mayor with the documents required for certification and/or authorization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse supporting documents to the Office of the Mayor	1. Draft authorization/ certification 2. Approval and signature of the LCE	None	5 minutes	<i>Executive Assistant</i> Office of the Municipal Mayor



Service 15. Secretariat of the Local Youth Development Council

Facilitate and act as Secretariat during meetings and will further prepare the minutes of meeting

Office or Division:	Office of the Municipal Mayor – LYDC			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	LYDC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Schedule of meeting through a letter to LYDC members		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter for the scheduled meeting	1. Prepare letters	None	4 hours	<i>LYDC Clerk</i> Office of the Municipal Mayor
	2. Sent letters to members		1 day	<i>LYDC Clerk</i> Office of the Municipal Mayor
2. Attendance to the meeting	3. Prepare the venue for the meeting	None	1 hour	<i>LYDC Clerk</i> Office of the Municipal Mayor
	4. Prepare the minutes of the meeting		1 day	<i>LYDC Designate</i> Office of the Municipal Mayor
	5. Approval of minutes		4 hours	<i>LYDC Chairperson/ Municipal Mayor</i>



Service 16. Submission of Monthly Reports of the Public Employment Services Office

Submission of the data for the Monthly Employment Report

Office or Division:		Office of the Municipal Mayor – PESO		
Classification:		Simple		
Type of Transaction:		Government-to-Government (G2G)		
Who may avail:		Other Agencies/ Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data / Information		Concerned Agencies/ Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Report	1.Gather / consolidate reports	None	2 days	<i>PESO Clerk</i> Office of the Municipal Mayor
	2. Prepare report		3 hours	<i>PESO Clerk/ PESO Designate</i> Office of the Municipal Mayor
	3. Approval of the report		30 minutes	<i>Municipal Mayor</i>
	4. Submitted report		1 hour	<i>PESO Designate</i> Office of the Municipal Mayor



Office of the Sangguniang Bayan Legislative Services



Service 1. Review of Barangay Ordinance

Legislative action that determines the validity and effectivity of enactment from the Barangay Government.

Office or Division:		Office of the Sangguniang Bayan		
Classification:		Highly Technical		
Type of Transaction:		Government-to-Government (G2G)		
Who may avail:		Barangay Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Barangay Ordinance 2.Minutes of Public Hearing 3.Attendance of Public Hearing		Barangay Government		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete checklist documents and attachments	1. Receive submitted complete checklist documents and attachments	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
2.Wait for legislative action	2. Referral to the concerned Committee	None	2 weeks	<i>Committee Chairperson on Rules and Privileges</i> Office of the Sangguniang Bayan
3.Attend Committee Hearing	3. *Ascertain the validity of the ordinance and appropriateness of jurisdiction	None	1 hour	<i>Concerned Committee</i> Office of the Sangguniang Bayan
4. Follow up	4. Advise client if still on process	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
5. Wait for legislative action	5. *Render committee report during SB session *Agenda for second reading	None	30 minutes 2 weeks	<i>Concerned Committee</i> Office of the Sangguniang Bayan
6.Claim Resolution declaring the Barangay Ordinance valid	6. Release the Resolution declaring the Barangay Ordinance valid	None	5 minutes	<i>Clerk II</i> Office of the Sangguniang Bayan



Service 2. Review of Barangay Budget

Legislative action that ascertains compliance to budgetary requirements, issuances and obligations as required by competent local and national government agencies

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	Barangay Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Complete Propose Budget: <ul style="list-style-type: none"> a. Endorsement from the Barangay b. Barangay Appropriation Ordinance c. Annual Investment Program d. Annual Budget Form e. Budget of Expenditures and Sources of Barangay f. Certified Statement of Income g. Resolution Approving the Annual Development Plan h. List of Projects Funded Against 20% Development Plan i. Plantilla of Personnel j. Statement of Indebtedness k. 20% Work and Financial Plan l. Barangay Disaster Risk Reduction and Management Work and Financial Plan m. Barangay Council for Protection of Children Work and Financial Plan 		Barangay Government		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete budget and attachments	1. Receive submitted complete checklist documents and attachments	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
2.Wait for legislative action	2. Referral to the SB In-Charge of the district	None	1 week	<i>Committee Chairperson on Rules and Privileges</i> Office of the Sangguniang Bayan



Service 3. Review of SK Budget

Legislative action involving the perusal of proposed expenditures of the Sangguniang Kabataan citing compliance to budgetary requirements, issuances and obligations required by competent local and national government agencies.

Office or Division:		Office of the Sangguniang Bayan		
Classification:		Highly Technical		
Type of Transaction:		Government-to-Government (G2G)		
Who may avail:		Barangay Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cover Letter 2. Budget Message 3. Comprehensive Barangay Youth Development Plan (CBYDP) 4. Annual Barangay Youth Investment Program (ABYIP) 5. Resolution approving the SK Budget 6. SK Budget- Annex A 7. SK Resolution approving the Comprehensive Barangay Youth Development Plan (CBYDP) 8. SK Resolution Approving the Annual Barangay Youth Investment Program (ABYIP)		Barangay Government		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete checklist documents and attachments	1. Receive submitted complete checklist documents and attachments	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
2.Wait for legislative action	2. Referral to the SK Federation President	None	2 weeks	<i>Committee Chairperson on Rules and Privileges</i> Office of the Sangguniang Bayan
3.Attend Committee Hearing	3. Ascertain completeness of attachments/plans and compliance to statutory obligations and other issuances by DILG, DBM, COA, etc.	None	1 hour	<i>SK Federation President</i> Office of the Sangguniang Bayan
4. Follow up	4. Advise client if still on process	None	1 minute	<i>Clerk II</i> Office of the



				Sangguniang Bayan
5. Wait for legislative action	5. *Render committee report during SB session *Agenda for second reading	None	30 minutes 2 weeks	<i>SK Federation President</i> Office of the Sangguniang Bayan
6. Claim Resolution declaring the SK Budget operative	6. Release the Resolution declaring the SK Budget operative	None	2 minutes	<i>Clerk II</i> Office of the Sangguniang Bayan



Service 4. Grant of Tricycle Franchise

Legislative action which grant franchise to tricycle owners/operators authorizing the operation of tricycle units in specific zones

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Tricycle Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form 2. Official Receipt & Certificate of Registration 3. Community Tax Certificate 4. Endorsement letter		Mayor's Office Motorcycle Dealer Municipal Treasurer's Office Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete checklist documents and attachments	1. Receive submitted complete checklist documents and attachments	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
2.Wait for legislative action	2. Referral to the Committee on Transportation and Communication	None	2 weeks	<i>Committee Chairperson on Rules and Privileges</i> Office of the Sangguniang Bayan
3.Attend Committee Hearing	3. Orientation of the ordinance on tricycle operation	None	1 hour	<i>Committee Chairperson on Transportation and Communication</i> Office of the Sangguniang Bayan
4. Follow up	4. Advise client if still on process	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
5. Wait for legislative action	5. *Render committee report during SB session *Agenda for second reading	None	30 minutes 2 weeks	<i>Committee Chairperson on Transportation and Communication</i> Office of the Sangguniang Bayan



6. Claim Resolution approving the franchise applied for	6. Release the Resolution approving the franchise applied for	25.00	5 minutes	Clerk II Office of the Sangguniang Bayan
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Service 4. Accreditation of NGOs/POs/Civic Organizations/Coops

Legislative action that involves the official acknowledgement and registration of NGOs, POs, Civic Organizations and Cooperatives operating within the jurisdiction of the Local Government Unit

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	NGOs/POs/Civic Organizations/Coops			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter of Application 2.Duly Accomplished Application Form 3.List of Officers 4.Board Resolution for the Accreditation		NGOs/POs/Civic Organizations/Coops		
5. Certificate of Registration (SEC, CDA, etc.)		SEC / CDA / DOLE		
6. Annual Accomplishment Report for the past 3 years/current year 7.Financial Statement for the past 3 years/current year 8.Articles of Incorporation or Constitution and By-Laws (Optional)		NGOs/POs/Civic Organizations/Coops		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete checklist documents and attachments	1. Receive submitted complete checklist documents and attachments	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan
2.Wait for legislative action	2. Referral to the Committee on Coops, POs and NGOs	None	2 weeks	<i>Committee Chairperson on Rules and Privileges</i> Office of the Sangguniang Bayan
3.Attend Committee Hearing	3. Ascertain completeness of requirements, compliance and nature of the applicant entity	None	1 hour	<i>Committee Chairperson on Coops, PO's and NGO's</i> Office of the Sangguniang Bayan
4. Follow up	4. Advise client if still on process	None	1 minute	<i>Clerk II</i> Office of the Sangguniang Bayan



5. Wait for legislative action	5. *Render committee report during SB session *Agenda for second reading	None	30 minutes 2 weeks	<i>Committee Chairperson on Coops, PO's and NGO's</i> Office of the Sangguniang Bayan
6. Claim Resolution approving the accreditation applied for	6. Release the Resolution approving the accreditation applied for	None	1 minutes	<i>Clerk II</i> Office of the Sangguniang Bayan



Office of the Municipal Planning and Development Coordinator Frontline Services



Service 1. Issuance of Zoning Certification

The Zoning Certification is a classification of a certain area based on the actual use of the property according to the Comprehensive Land Use Plan

Office or Division:	Office of the Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	Government–to–Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the following relative to right over land; *Certificate of title on case registered in the name of the applicant *Duly notarized Deed of Sale or Deed of Donation or Contract of lease or authorization to the use of land if the applicant is not the owner of the lot applied (1 photocopy)		Lot Owner/Registry of Deeds		
2. Tax Declaration (1 photocopy)		Municipal Assessor's Office		
3. Barangay Clearance (1 photocopy)		Barangay Hall		
4. Sketch Plan With Vicinity Location Map (1 photocopy)		Municipal Assessor's Office		
5.Tax Clearance/ Tax Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Zoning Certification	1. Verify if all the requirements are complied with. If none, return to applicant for completion. If complete, let the applicant pay to the Treasurer's Office the specified amount.	None	5 minutes	<i>Utility Worker</i> Municipal Planning and Development Office
2. Payment for Zoning Certification	2. Receive the payment for the Zoning Certification at the Cashier in Treasurer's Office	P75.00	5 minutes	<i>Cashier</i> Municipal Treasurer's Office



3. Submit O.R. to MPDO for processing	3. Check with the Comprehensive Land Use Plan as to existing land use of the lot applied for zoning certification. Process issuance of certification.	None	10 minutes	Utility Worker / MPDC Municipal Planning and Development Office
4. Receive Zoning Certification	4. Release zoning certification	None	2 minutes	Utility Worker Municipal Planning and Development Office



Service 2. Issuance of Locational Clearance/Certificate of Zoning Compliance

The Locational Clearance is issued to a project that is allowed under the provisions of Zoning Ordinance as well as other standards, rules and regulations on Land Use.

Office or Division:	Office of the Municipal Planning and Development Office			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the following relative to right over land; *Certificate of title on case registered in the name of the applicant *Duly notarized Deed of Sale or Deed of Donation or Contract of lease or authorization to the use of land if the applicant is not the owner of the lot applied (1 photocopy)		Lot Owner/Registry of Deeds		
2. Tax Declaration (1 photocopy)		Municipal Assessor's Office		
3. Barangay Clearance (1 photocopy)		Barangay Hall		
4. Sketch Plan With Vicinity Location Map (1 photocopy)		Municipal Assessor's Office		
5.Tax Clearance/ Tax Receipt (1 photocopy)		Municipal Treasurer's Office		
6. 1 set of plan with Bill of Materials, and Specifications (1 set photocopy)		Project Owner/Project Engineer		
7. Duly accomplished and Notarized Locational Clearance form (5 Original copies)		Project Owner		
8. If not the owner; Authorization to process from the owner (1 original copy)		Project Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Zoning Clearance/ Locational Clearance	2. Verify if all the requirements are complied with. If none, return to applicant for completion. If complete, let the applicant pay to the Treasurer's Office the specified amount.	None	5 minutes	<i>Utility Worker</i> Municipal Planning and Development Office
2. Payment for Locational Clearance	2. Receive the payment for the Locational Clearance at the Cashier in	Dependin g on Total Project Cost and Project	5 minutes	<i>Cashier</i> Municipal Treasurer's Office



	Treasurer's Office	Area		
3. Submit O.R. to MPDO for processing	3. Zoning Officer will schedule inspection on project site. Process issuance of certification	None	3-5 Working days	<i>Utility Worker / MPDC</i> Municipal Planning and Development Office
4. Receive Locational Clearance	4. Release Locational Clearance	None	2 minutes	<i>Utility Worker</i> Municipal Planning and Development Office



Service 3. Issuance of Zoning Certification for Business Permit

The Zoning Certification for Business Permit certifies that the business is suited for a certain location according to the Comprehensive Land Use Plan.

Office or Division:	Office of the Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B)			
Who may avail:	Business Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Business Permit Form		Mayor's Office		
2. For New Business; Sketch Plan With Vicinity Location Map (1 photocopy)		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Zoning Certification for Business Permit	2. Verify if all the requirements are complied with. If none, return to applicant for completion. If complete, let the applicant fill up business information sheet. Check business compatibility with the Comprehensive Land Use Plan	None	5 minutes	<i>Utility Worker</i> Municipal Planning and Development Office
2. Receive Zoning Certification	Release zoning certification for business permit	None	2 minutes	<i>Utility Worker</i> Municipal Planning and Development Office



Office of the Municipal Civil Registrar

Civil Registration Services



Service 1. Civil Registration-Timely Registration and Issuances of Birth Certificate (LEGITIMATE) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of legitimate children through home delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Contract of Parents (optional)		MCRO/PSA		
2. Valid ID				
A.) Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B.) Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:		Document Owner		
1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID				
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish information sheet	1. Check requirements, review application and	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan,



	process documents for issuance of Live Birth			Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as informant	2. Sign Live Birth, assign Registry No. in the Certificate of Live Birth and register the documents to Civil Registry Book of Live Births	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Receive documents	3. Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 2. Civil Registration-Timely Registration and Issuances of Birth Certificate (LEGITIMATE) - Hospital Delivery

Acceptance, Registration and Issuance of Certificate of live birth of legitimate children through hospital delivery

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	Government-to– Citizens (G2C)
Who may avail:	General public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Live Birth from Hospital	Hospital where the events occurred
2. Marriage Contract of Parents (optional)	MCRO/PSA
3. Valid ID	
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID	Document Owner
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from hospital for registration	1. Check COLB from the Hospital. If there is no problem and all needed data are complete, process documents for issuance of Live Birth. Sign, assign Registry No. and Register the documents to Civil Registry Book of Live Births	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Receive documents	2. Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 3. Civil Registration-Timely Registration and Issuances of Birth Certificate (LEGITIMATE) - Birthing Center Delivery

Acceptance, Registration and Issuance of Certificate of live birth of legitimate children through birthing center delivery

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General public of legal age (18 years old and above)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.) Certificate of Live Birth from birthing center		Birthing center where the events occurred
2.) Marriage Contract of Parents (optional)		MCRO/PSA
3.) Valid ID		
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Document Owner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from hospital for registration	1. Check COLB from the Birthing Center. If there is no problem and all needed data are complete, process documents for issuance of Live Birth. Sign, assign Registry No. and Register the documents to Civil Registry Book of Live Births	None	25 Minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Receive documents	2. Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 4. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of Illegitimate children through home delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.) Valid ID				
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Document Owner		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON



	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Accomplish Information Sheet	1. Check requirements, review application and process documents for issuance of Live Birth	None	15 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2.Review and sign COLB as informant	2. Sign Live Birth, assign Registry No. in the Certificate of Live Birth and register the documents to Civil Registry Book of Live Births	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Receive documents	3. Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 5. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through home delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Parents of Child				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
2. Affidavit to Use the Surname of Father		Municipal Civil Registrar's Office, Law Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Information Sheet	1. Check requirements, review application and process documents for issuance of Live Birth	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as informant and as acknowledging parent.	2. Sign Certificate of Live Birth	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -



				Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees to the Municipal Treasurer's Office and present official receipt	3. Upon presentation of the Official Receipt Assign Registry No. in the Certificate of Live Birth and register the documents to Civil Registry Book of Live Births	Affidavit of Admissio n of Paternity - PHP 50.00	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive documents	4. Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 6. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGE BY THE FATHER) - Hospital Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through hospital delivery

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth from Hospital	Hospital where the events occurred
1. Parents of the child	
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
2. Authorized Representative	
Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:	Document Owner
1. Written in a clean sheet of paper;	
2. Indicates the type of transaction or document and the specific details of the document to be requested; and	
3. Bears the fresh signature of the document owner that matches his/her ID	
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from hospital for registration	1. Check submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth. Sign, assign Registry No. and Register the documents to Civil Registry Book of Live Births	None	25 Minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Receive documents	2. Release documents	None	2 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 7. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Hospital Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through hospital delivery

Office or Division:		Office of the Municipal Civil Registrar		
Classification:		Simple		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth from Hospital		Hospital where the event occurred		
2. Parents of Child				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
3. Affidavit to Use the Surname of Father		Municipal Civil Registrar's Office, Law Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit COLB from hospital for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as acknowledging parent at the back of COLB,	2. Sign Certificate of Live Birth.	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil



				<i>Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Pay fees to the Municipal Treasurer's Office and present Official receipt	3. Upon presentation of Official Receipt, Assign Registry No. in the Certificate of Live Birth and register the documents to Civil Registry Book of Live Births	Affidavit of Admission of Paternity -PHP 50.00	5 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
4. Receive documents	4. Release documents	None	2 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 8. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGE BY THE FATHER) - Birthing Center Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Birthing Center Delivery

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Certificate of Live Birth from Birthing Center		Birthing Center where the events occurred
1. Valid ID		
A. Parents of the child Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID		Document Owner
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit COLB from Birthing Center for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth. Sign, assign Registry No. and Register the documents to Civil Registry Book of Live Births	None	25 Minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Receive documents	2.Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 9. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Birthing Center Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Birthing Center Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth from Birthing Center		Birthing Center where the event occurred		
2. Parents of Child				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
3. Affidavit to Use the Surname of Father		Municipal Civil Registrar's Office, Law Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit COLB from Birthing Center for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as acknowledging parent at the back of COLB,	2. Sign Certificate of Live Birth	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,



				Jordan, Guimaras / <i>Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees to the Municipal Treasurer's Office and present Official receipt	3. Upon presentation of Official Receipt, Assign Registry No. in the Certificate of Live Birth and register the documents to Civil Registry Book of Live Births	Affidavit of Admission of Paternity - PHP 50.00	5 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive documents	4. Release documents	None	2 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 10. Civil Registration-Delayed Registration and Issuances of Birth Certificate (LEGITIMATE) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of legitimate children through Home Delivery

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ PhilHealth MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner <ul style="list-style-type: none"> ➤ Passport ➤ Others 	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA, SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)
2. Negative Certification	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Affidavit of Two disinterested persons with cedula and valid ID	Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices
4. Marriage contract of parents (Optional)	Philippine Statistics Authority Office of the Municipal Civil Registrar
5. Valid ID	
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)



<p>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		Document Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish information/Application sheet	1. Check requirements, review application and process documents for issuance of Live Birth	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as informant.	2. Sign the Prepared by, Received by Item and Subscription portion of COLB	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



				Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<p>3. Upon presentation of O.R., advise client to return after 10 days reglementary period</p> <p>After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>Sworn Statement - PHP 50.00</p> <p>Joint affidavit - PHP 50.00</p> <p>For delay of less than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>	<p>10 days and 10 minutes</p>	<p>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</p>
3. Receive documents	Release documents	None	2 minutes	<p>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration</p>



				<i>Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
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Service 11. Civil Registration-Delayed Registration and Issuances of Birth Certificate (LEGITIMATE) - Hospital Delivery

Acceptance, Registration and Issuance of Certificate of live birth of legitimate children through Hospital Delivery

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Live Birth from the Hospital	Hospital where the event occurred
2. Negative Certification	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Valid ID	
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID	Document Owner
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from hospital for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign Affidavit at the Back of COLB	2. Sign the Received by Item and Subscription portion of COLB the COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advise client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the	Sworn Statement - PHP 50.00 For delay of less than 1 month - PHP 27.50 for delay of more than 1 month and less than 6 months -	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



	documents to Civil Registry Book of Live Births	<p>PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		
4. Receive documents	4. Release documents	None	2 minutes	<p><i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras</p>



Service 12. Civil Registration-Delayed Registration and Issuances of Birth Certificate (LEGITIMATE) - Birthing Center Delivery

Acceptance, Registration and Issuance of Certificate of live birth of legitimate children through Birthing Center Delivery

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General Public of legal age (18 years old and above)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Live Birth from the Birthing Center		Birthing Center where the event occurred
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Valid ID		
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID		Document Owner
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from Birthing Center for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign Affidavit at the Back of COLB	2. Sign the Received Item and Subscription Portion of the COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advise client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the	Sworn Statement - PHP 50.00 Affidavit of Delayed Registration - PHP 50.00 For delay of less than 1 month - PHP 27.50	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



	documents to Civil Registry Book of Live Births	<p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		
3. Receive documents	Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 13. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of Illegitimate children through Home Delivery

Office or Division:		Office of the Municipal Civil Registrar		
Classification:		Complex		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ PhilHealth MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner ➤ Passport ➤ Others 		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA, SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disinterested persons with cedula and valid ID		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Parents of the child (document owner is below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish information/Application sheet	Check requirements, review application and process documents for issuance of Live Birth	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -



				Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB	2. Sign the received item and subscription portion of COLB	None	5 minutes	<p><i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras</p>
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<p>3. Upon presentation of O.R., advise client to return after 10 days reglementary period</p> <p>After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>Sworn Statement - PHP 50.00</p> <p>Affidavit of Delayed Registration - PHP 50.00</p> <p>Joint affidavit - PHP 50.00</p> <p>For delay of less than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP</p>	10 days and 10 minutes	<p><i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras</p>



		<p>55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		
4. Receive documents	4. Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 14. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Home Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ PhilHealth MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner <ul style="list-style-type: none"> ➤ Passport ➤ Others 		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA, SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disinterested persons with cedula and valid ID		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Parents of the child (document owner is below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish information/Application sheet	1. Check requirements, review application and process documents for issuance of Live Birth	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras /



				<i>Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Review and sign COLB	2. Sign the prepared, received and subscription portion of COLB	None	5 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<p>3. Upon presentation of O.R., advise client to return after 10 days reglementary period</p> <p>After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>Sworn Statement- PHP 50.00</p> <p>Joint affidavit - PHP 50.00</p> <p>Affidavit of Delayed Registration - PHP 50.00</p> <p>For delay of less than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6</p>	10 days and 10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



		<p>months - PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, addition al fine per year of delay - PHP 27.50</p>		
4. Receive documents	4.Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 15. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Home Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Home Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ Phil Health MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner <ul style="list-style-type: none"> ➤ Passport ➤ Others 		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA,SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disinterested persons with cedula and valid ID		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Affidavit to Use the Surname of Father if the child was born on or after March 19, 2004		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
5. Parents of the child (document owner is below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) B. Valid Community Tax Certificate (Cedula)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish information/Applicatio n sheet	Check requirements, review application and process documents for issuance of Live Birth	None	30 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar,



				Jordan, Guimaras / <i>Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB	2. Sign the prepared, received and subscription portion of the COLB	None	5 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advise client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births	Affidavit of Acknowledgemen t / Affidavit of Admission of Paternity - PHP 50.00 - Affidavit of Delayed Registra tion - PHP 50.00 Sworn Statement - PHP 50.00 Joint affidavit - PHP 50.00	10 days and 10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras



		<p>For delay of less than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		
4. Receive documents	4.Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i></p>



				Office of the Municipal Civil Registrar, Jordan, Guimaras
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Service 16. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Hospital Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Hospital Delivery

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Complex	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General Public of legal age (18 years old and above)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Live Birth from Hospital		Hospital where the event occurred
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Parents of the child (document owner is below 18 years old)		
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer’s Office / Barangay Treasurer’s Office
4. Authorized Representative		
Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:		Document Owner
1. Written in a clean sheet of paper;		
2. Indicates the type of transaction or document and the specific details of the document to be requested; and		
3. Bears the fresh signature of the document owner that matches his/her ID		



Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from Hospital for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB	2. Sign the received by item and subscription portion of COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advise client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for	Affidavit of Delayed Registrati on - PHP 50.00 Sworn Statement - PHP 50.00 For delay of less	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil



	<p>registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		<p><i>Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>
3. Receive documents	Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 17. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Hospital Delivery

Acceptance, Registration and Issuance of Certificate of live birth of Illegitimate children through Hospital Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth from Hospital		Hospital where the event occurred		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit to Use the Surname of Father if the child was born on or after March 19, 2004		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Parents of the child (document owner below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from Hospital for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



2. Review and sign COLB	2. Sign the received by item and subscription portion of the COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<p>3. Upon presentation of O.R., advise client to return after 10 days reglementary period</p> <p>After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>Affidavit of Admission of Paternity - PHP 50.00</p> <p>Affidavit of Delayed Registration - PHP 50.00</p> <p>Sworn Statement - PHP 50.00</p> <p>For delay of less than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months</p>	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



		<p>but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		
4. Receive documents	Release documents	None	2 minutes	<p><i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras</p>



Service 18. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Birthing Center Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Birthing Center Delivery

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Certificate of Live Birth from Birthing Center	Birthing Center where the event occurred
2. Negative Certification	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Parents of the child (document owner is below 18 years old)	
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Valid Community Tax Certificate (Cedula)	Municipal Treasurer's Office / Barangay Treasurer's Office
4. Authorized Representative	
Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:	Document Owner
1. Written in a clean sheet of paper;	
2. Indicates the type of transaction or document and the specific details of the document to be requested; and	
3. Bears the fresh signature of the document owner that matches his/her ID	



Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from Birthing for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB	2. Sign received by and subscription portion of the COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advise client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for	Affidavit of Delayed Registrati on - PHP 50.00 Sworn Statement - PHP 50.00 For delay of less	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i>



	<p>registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months but less than 1 year - PHP 82.50</p> <p>For delay of 1 year - PHP 55.00</p> <p>For delay of over 1 year, additional fine per year of delay - PHP 27.50</p>		<p><i>Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>
4. Receive documents	4.Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 19. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Birthing Center Delivery

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Birthing Center Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth from Birthing Center		Birthing Center where the event occurred		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit to Use the Surname of Father if the child was born on or after March 19, 2004		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Parents of the child (document owner below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Valid Community Tax Certificate (Cedula)		Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit COLB from Birthing Center for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



2. Review and sign COLB	2. Sign received by and subscription portion of the COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<p>3. Upon presentation of O.R., advice client to return after 10 days reglementary period</p> <p>After 10 days posting period if no one opposes or complaints for pending application for registration, Sign Certificate of Live Birth and assign Registry No. in the Certificate of Live Birth and Register the documents to Civil Registry Book of Live Births</p>	<p>Affidavit of Admission of Paternity - PHP 50.00</p> <p>Affidavit of Delayed Registration - PHP 50.00</p> <p>Sworn Statement - PHP 50.00</p> <p>For delay of less than 1 month - PHP 27.50</p> <p>for delay of more than 1 month and less than 6 months - PHP 55.00</p> <p>For delay of more than 6 months but less</p>	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



		than 1 year - PHP 82.50 For delay of 1 year - PHP 55.00 For delay of over 1 year, additional fine per year of delay - PHP 27.50		
4. Receive documents	4. Release documents	None	2 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 20. Civil Registration-Timely Registration of Marriage
Certificate solemnized by Judge, Priest, Imam, Rabbeh

Acceptance, Registration and Issuance of Certificate of Marriage

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Simple		
Type of Transaction:	Government-to-Citizens (G2C)		
Who may avail:	General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Marriage		Office of/House of/Barangay/Church/Mosque where the event occurred	
2. Valid ID			
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
B. Solemnizing Officer Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Document Owner	



Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Marriage Certificate for registration	1. Receive and check Marriage Certificate of Marriage. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Marriage. Sign, assign Registry No. and Register the documents to Civil Registry Book of Marriage	None	15 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Receive documents	Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 21. Civil Registration-Timely Registration of Marriage

Certificate solemnized by Municipal Mayor

Acceptance, Registration and Issuance of Certificate of Marriage

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID				
A. Principal (Document Owner)				
Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Authorized Representative		Document Owner		
Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:		Document Owner		
1. Written in a clean sheet of paper;				
2. Indicates the type of transaction or document and the specific details of the document to be requested; and				
3. Bears the fresh signature of the document owner that matches his/her ID				
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Check Certificate of marriage for registration	1. Check Certificate of Marriage. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Marriage.	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay Fees at the Municipal Treasurer's Office	2. Sign, assign Registry No. and Register the documents to Civil Registry Book of Marriage	If the Marriage will be solemnize by the Municipal Mayor - PHP 300.00	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Receive documents	3. Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



**Service 22. Civil Registration-Delayed Registration of Marriage
Certificate Solemnized by Judge, Priest, Imam, Rabbeh**

Acceptance, Registration and Issuance of Certificate of Marriage

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Complex		
Type of Transaction:	Government-to-Citizens (G2C)		
Who may avail:	General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Marriage for Registration		Office of/House of/Barangay/Church/Mosque where the event occurred	
2. Valid ID			
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
B. Solemnizing Officer Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Document Owner	



Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Marriage Certificate for registration	1. Receive and check Marriage Certificate of Marriage. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Marriage.	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and Sign Certificate of Marriage,	2. Sign received by portion of COM	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees to the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advise client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for	Affidavit of delayed registration - PHP 50.00 For First Month of delayed - PHP 22.00 Every	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i>



	registration, Sign Certificate of Marriage, assign Registry No. in the Certificate of Marriage and Register the documents to Civil Registry Book of Marriage	month thereafter - PHP 5.50		<i>Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
4. Receive documents	4.Release documents	None	2 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 23. Civil Registration-Timely Registration of Death Certificate

Acceptance, Registration and Issuance of Certificate of Death

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Simple		
Type of Transaction:	Government-to-Citizens (G2C)		
Who may avail:	General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Death		Hospital/RHU of the place where the event occurred	
2. Valid ID			
A. Principal (Parents/Child/Nearest of the Kin of the deceased) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
NOTE: If the registrant is the nearest of the kin, Affidavit of Kinship is required			
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Parents/Child/Nearest of the Kin	



Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check Certificate of Death for registration	1. Check Certificate of Death. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Death. Sign, assign Registry No. and Register the documents to Civil Registry Book of Death	None	15 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Receive documents	Release documents	None	2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 24. Civil Registration-Delayed Registration of Certificate of Death

Acceptance, Registration and Issuance of Certificate of Death

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Certificate of Death	Hospital/RHU of the place where the event occurred
2. Valid ID	
A. Principal (Parents/Child/Nearest of the Kin of the deceased) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) <p>NOTE: If the registrant is the nearest of the kin, Affidavit of Kinship is required</p> B. Authorized Representative <p>Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID 	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) <p>(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Parents/Child/Nearest of the Kin</p>



Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Death Certificate for registration	1. Receive and check Death Certificate. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Death.	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and Sign Certificate of Death	2. Sign received by and subscription portion of the COD	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees to the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advice client to return after 10 days reglementary period After 10 days posting period if no one opposes or complaints for pending application for	Affidavit of delayed registration - PHP 50.00 Delay for more than 12 hours but less than 1 day - PHP 5.50	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



	<p>registration, Sign Certificate of Death, assign Registry No. in the Certificate of Death and Register the documents to Civil Registry Book of Death</p>	<p>Delay of more than 1 day but less than 5 days - PHP 11.00</p> <p>Delay of more than 5 days to 15 days - PHP 16.50</p> <p>Delay of more than 15 days to 30 days - PHP 22.00</p>		<p><i>Registrar - Office of the Municipal Civil Registrar Jordan, Guimaras,</i></p>
4. Receive documents	4. Release documents	None	2 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 25. Civil Registration-Out of Town Delayed Registration of Birth Certificate (LEGITIMATE)

Acceptance of Out of Town Registration of Certificate of live birth of legitimate children

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	Government – to – Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ PhilHealth MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner <ul style="list-style-type: none"> ➤ Passport ➤ Others 	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA,SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)
2. Negative Certification	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Affidavit of Two disinterested persons with cedula and valid ID	Office of Municipal Civil Registrar
4. Marriage contract of parents (Optional)	Philippine Statistics Authority Office of the Municipal Civil Registrar
5. Valid ID	
A. Principal (Document Owner) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)



<p>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		Document Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish information/Application sheet	Check requirements, review application and process documents	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB and other supporting documents	2. Sign prepared and subscription portion of the COLB	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



				Guimaras
3. Pay fees and present Official Receipt	3. Upon presentation of O.R., prepare documents for mailing and advise client to follow up from time to time because it will be forwarded to the MCRO/CCRO of the Place of Birth	<p>Sworn Statement - PHP 50.00</p> <p>Joint affidavit - PHP 50.00</p> <p>Service Fee - PHP 30.00</p> <p>Courier Mailing Expenses (Varries on the actual courier rates)</p> <p>Registration Expenses to be sent to the Place of Registration of documents</p>	20 minutes	<p><i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras</p>



Service 26. Civil Registration-Out of Town Delayed Registration of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER)

Acceptance of Registration of Certificate of live birth of illegitimate children through Home Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ PhilHealth MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner <ul style="list-style-type: none"> ➤ Passport ➤ Others 		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA,SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disinterested persons with cedula and valid ID		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Parents of the child (document owner is below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) B. Valid Community Tax Certificate (Cedula)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish information/Application sheet	1. Check requirements, review application and process documents	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras /



				<i>Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Review and sign COLB and other supporting documents,	2. Sign Prepared by item and subscription portion of the COLB	None	10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Pay fees and present Official Receipt	3. Upon presentation of O.R., advice client to follow up from time to time because it will be forwarded to the MCRO/CCRO of the Place of Birth	Sworn Statement - PHP 50.00 Joint affidavit - PHP 50.00 Service Fee – PHP 30.00 Courier Mailing Expenses (Varries on the actual courier rates) Registrati on Expenses to be sent to the Place of Registrati on of documents	20 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 27. Civil Registration-Out of Town Delayed Registration of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER)

Acceptance, Registration and Issuance of Certificate of live birth of illegitimate children through Home Delivery

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any of the two (documents as proof of place and date of birth and name of parents) <ul style="list-style-type: none"> ➤ Baptismal ➤ School Records ➤ Income Tax Return of Parents ➤ Insurance Policy ➤ Medical Records ➤ Brgy. Captain Certification ➤ PhilHealth MDR ➤ SSS Records ➤ Voter's Registration Record ➤ Marriage Contract of Document Owner ➤ Passport ➤ Others 		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA, SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disinterested persons with cedula and valid ID		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Affidavit to Use the Surname of Father if the child was born on or after March 19, 2004		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
5. Parents of the child (document owner is below 18 years old)				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) B. Valid Community Tax Certificate (Cedula)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Municipal Treasurer's Office / Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish information/Application sheet	1. Check requirements, review application and process documents	None	30 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal



				Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB and other supporting documents,	2. Sign Prepared by item and subscription portion of the COLB	None	10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Pay fees and present Official Receipt	3. Upon presentation of O.R., advice client to follow up from time to time because it will be forwarded to the MCRO/CCRO of the Place of Birth	Sworn Statement - PHP 50.00 Joint affidavit - PHP 50.00 Service Fee - PHP30.00 Courier Mailing Expenses (Varries on the actual courier rates) Registrati on Expenses to be sent to the Place of Registrati on of documents	20 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 28. Endorsement of Civil Registry Records to Philippine Statistics Authority

Advance endorsements of Civil Registry Records to the Philippine Statistics Authority for faster issuance of Security Paper

Office or Division:	Office of the Municipal Civil Registrar	
Classification:	Simple	
Type of Transaction:	Government-to-Citizens (G2C)	
Who may avail:	General Public of legal age (18 years old and above)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid ID		
A. Principal (Document Owner for Birth Certificate and Marriage Contract and Nearest of the kin with Affidavit of Kinship for Death Certificate) Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Document Owner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request slip	1. Check requirements and accomplished request slip and prepare documents for endorsement	None	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay fees and present Official Receipt	2. Upon presentation of O.R., issue transaction slip and advice client to check to the Philippine Statistics Authority after 3 weeks Note: Endorsement of documents to PSA is every Friday of the week	Service Fee – PHP 30.00	7 days and 10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 29. Issuance of Marriage License

Acceptance of Application for Marriage License and Issuance of Marriage License of two contracting parties where either one of them habitually resides at the Municipality.

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Complex		
Type of Transaction:	Government-to-Citizens (G2C)		
Who may avail:	General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Live Birth or Baptismal		Philippine Statistics Authority, Municipal Civil Registrar's Office, Church	
2. Community Tax Certificate (Cedula)		Municipal Treasurer's Office or Barangay Treasurer's Office where the contracting party habitually resides	
3. Certificate of No Marriage (CENOMAR)		Philippine Statistics Authority	
4. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
5. Parental Consent (for Age 18 and below 21 years old) A. Valid ID and Community Tax Certificate (Cedula) of Father Note: If the Father is deceased or nowhere can be found, the mother will execute the consent and required to submit the Death Certificate or affidavit stating the facts about the absence of father		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Municipal Treasurer's Office or Barangay Treasurer's Office where he/she habitually resides	
6. Parental Advice (for age 21 to 24 years old) A. Valid ID and Community Tax Certificate (Cedula) of Parents Note: If the Parents is deceased or nowhere can be found, the guardian will execute the consent and required to submit the Death Certificate of parents or affidavit stating the facts about the absence of parents and will execute the Affidavit of Guardianship		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Municipal Treasurer's Office or Barangay Treasurer's Office where he/she habitually resides	
7. Certificate of Pre-Marriage Counselling		MSWDO	
8. If the applicant is foreigner A. Certificate or Affidavit of Legal Capacity to Marry B. Passport (1 photo copy and 1 original)		Foreign Embassy in the Philippines	
9. If the applicant is Divorcee/Annulled/Legally Separated through court decisions A. Court Decisions or Court Order		Court	
10. If the applicant is Widow/Widower A. Death Certificate of the Deceased Spouse		Philippine Statistics Authority Municipal Civil Registrar's Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and accomplish information sheet	1. Check requirements and review information sheet. If there is no problem with the submitted requirements and information sheet, process the documents for issuance of Marriage License	None	30 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Sign Application for Marriage License and other supporting Documents	2. Subscribed Application for Marriage License, assign registry number, register in the Registry Book of Application for Marriage License	None	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees and present Official Receipt	3. Upon presentation of O.R., issue transaction slip and advise client to return after 10 days for the issuance of Marriage License due to 10 days posting period	Application of Marriage License (resident) - PHP200.00 (non-resident) - PHP 300.00 - If one of the applicant is foreigner -	10 days and 10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



		PHP 600.00 Parental Advice - PHP 50.00 Parental Consent - PHP 50.00 Marriage License Fee - PHP 2.00 Marriage Counselin g Fee - PHP 50.00		
4. Receive Marriage License	4. After 10 days posting period if there is no complaints/objecti ons for the application, release the Marriage License to the Client	None	12 Minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 30. Issuance of Certification for Non availability of Birth, Marriage and Death Certificate

Acceptance of requests and issuance of Certification for Non-availability of registered Live Birth, Marriage and Death occurred in the Municipality.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID A. For COLB a.) Principal (Document owner, Parents and Child) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 2. Birth Certificate or Baptismal (if the requester is the child) B. For COM a.) Principal (Document Owner,child) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 2. Birth Certificate or Baptismal (if the requester is the child) C. For COD a.) Principal (Nearest of the kin) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 2. Affidavit of Kinship D. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN	 Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Philippine Statistics Authority/Local Civil Registry Office/Church Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Philippine Statistics Authority/Local Civil Registry Office/Church Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Law Offices Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)



<p>PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Document Owner</p>		
2. Negative Certification		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish Request Slip	1. Received and Check accomplished request slip	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay fees and present Official Receipt	2. Upon presentation of O.R. Process documents for	Service Fee - PHP 30.00	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras /



	issuance of certification			Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Receive Documents	3. Release Documents	None	2 Minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 31. Legitimation of Illegitimate Children

Acceptance of requests for legitimation of children and processing for annotation in the Security Paper and LCRO Copy of Certificate of Live birth

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	Governmen-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth (PSA copy)		Philippine Statistics Authority		
2. Certificate of Live Birth (LCRO copy)		Office of the Municipal Civil Registrar		
3. Certificate of No Marriage/Advisory of Marriages of Parents		Philippine Statistics Authority		
4. Affidavit of Legitimation		Office of the Municipal Civil Registrar		
5. Certificate of Marriage of Parents		PSA/Office of the Municipal Civil Registrar		
6. Valid ID of Parents Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
7. Community Tax Certificate (Cedula) of Parents		Municipal Treasurer's Office/Barangay Treasurer's Office		
8. Affidavit of Admission of Paternity (if the child was not acknowledge by the Father)		Office of the Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit requirements for checking and approval	Received and Check requirements	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay fees and present Official Receipt	Upon presentation of O.R. Prepare documents for transmittal to Philippine Statistics Authority for Annotation of Certificate of Live Birth	Affidavit of Legitimation - PHP 200.00 Courier Mailing Expenses (Varries on the	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,



		actual courier rates)		Jordan, Guimaras / <i>Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Receive Documents	Release Documents, issue transaction slips, and advice clients to check from time to time in the Philippine Statistics Authority for the availability of annotated Certificate of Live Birth	None	10 Minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 32. Issuance of Supplemental Reports

Acceptance of requests for the issuance of supplemental report in the Security Paper and LCRO copy of Birth Certificate, Marriage Certificate, Death Certificate and Certificate of Fetal Death. Supplemental Reports is used to supply entries or information in the Civil Registry Documents.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth (PSA copy)		Philippine Statistics Authority		
2. Certificate of Live Birth (LCRO copy)		Office of the Municipal Civil Registrar		
3. Affidavit of Supplemental Reports		Philippine Statistics Authority		
4. Any two of documents to support the information to be supplied (i.e. Baptismal Certificate, Marriage Contract, Voter;s Certification, School Records, Phil Health MDR, SSS Records, etc...)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
5. Valid ID of Parents Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
6. Community Tax Certificate (Cedula)		Municipal Treasurer's Office/Barangay Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit requirements for checking and approval	1. Received and Check requirements	None	5 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Pay fees and present Official Receipt	2. Upon presentation of O.R. Prepare documents for transmittal to Philippine	Affidavit of Supplemental Report - PHP 50.00	20 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration</i>



	Statistics Authority for Annotation of Certificate of Live Birth	Service Fee - PHP 30.00 Courier Mailing Expenses (Varries on the actual courier rates)		<i>Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Receive Documents	3. Release Documents, issue transaction slips, and advice clients to check from time to time in the Philippine Statistics Authority for the availability of annotated Certificate of Live Birth	None	10 Minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



<p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Document Owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish Request Slip	1. Received request slip and Check for availability of Documents	None	10 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



2. Photocopy Civil Registry Document,	2. Stamp Certified Machine copy or Certified True Copy	None	5 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., Sign the Civil Registry Documents	Certified Machine Copy/ Certified True Copy - PHP 25.00	5 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>
4. Receive Documents	4. Release Documents	None	2 Minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



Service 34. Civil Registration - Registration and Issuance of Legal Instruments (Affidavit of Acknowledgement and Affidavit of Admission of Paternity)

Acceptance, Registration and issuance of Affidavit of Acknowledgement and Affidavit of Admission of Paternity for Illegitimate Children not acknowledge by father at the time of registration.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth of Child		Philippine Statistics Authority Office of the Municipal Civil Registrar		
2. Valid Id of Father		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
3. Cedula of Father		Municipal Treasurer's Office/Barangay Treasurer's Office		
4. Presence of Father				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for checking and approval	1. Received and Check requirements If the requirements are complete, process the documents for issuance of documents.	None	20 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2.Upon presentation of O.R., Assign Registry No. in the Affidavit	Affidavit of Acknowledgement/ Admission of Paternity - PHP 50.00	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i>



				<i>Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Review and sign documents	3. Sign Documents and Register documents to the Civil Registry Books of Legal Instruments	None	5 Minutes	<i>Clerk -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive Documents	4. Release Documents	None	2 Minutes	<i>Clerk -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 35. Civil Registration - Registration and Issuance of Legal Instruments (Affidavit to Use the Surname of Father)

Acceptance, Registration and issuance of Affidavit to Use the Surname of Father in the Certificate of Live Birth of Illegitimate Children born on or after March 19, 2004 and acknowledge by father at the time of registration.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Live Birth of Child		Philippine Statistics Authority Office of the Municipal Civil Registrar		
2. Valid ID & Community Tax Certificate (Cedula) A. If the document owner is 6 years old - below a) Valid ID and Cedula of Mother/Guardian B. If the document owner is 7 - 17 years old a) Valid ID and Cedula of Mother/Guardian b) Valid ID of the document owner C. If the document owner is 18 years old & above a) Valid ID and Cedula of Document Owner NOTE: Authorized representative is not allowed to execute the Affidavit		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Treasurer's Office, Barangay Treasurer's Office Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Treasurer's Office, Barangay Treasurer's Office Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Treasurer's Office, Barangay Treasurer's Office		
3. AFFIDAVIT OF GUARDIANSHIP (if the guardian is the one who will execute the affidavit to use the surname of father)		Law Offices		
CLIENT STEPS				PERSON RESPONSIBLE
1. Submit requirements for checking and approval	1. Received and Check requirements If the requirements are complete, process the documents for issuance of documents.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar,



				Jordan, Guimaras
2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2. Upon presentation of O.R., Assign Registry No. in the Affidavit	Affidavit to use the Surname of Father - PHP 50.00	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Review and sign documents	3. Sign Documents and Register documents to the Civil Registry Books of Legal Instruments	None	5 Minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive Documents	4. Release Documents	None	2 Minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 36. Batch Request Entry Query System (BREQS)

Acceptance and releasing of request for PSA copy of Certificate of Live Birth, Certificate of Marriage, Certificate of Death, Certificate of Fetal Death and Certificate of No Marriage.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID A. For COLB a.) Principal (Document owner, Parents and Child) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 2. Birth Certificate or Baptismal (if the requester is the child) B. For COM a.) Principal (Document Owner, child) 3. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 4. Birth Certificate or Baptismal (if the requester is the child) C. For COD a.) Principal (Nearest of the kin) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 4. Affidavit of Kinship D. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Philippine Statistics Authority/Local Civil Registry Office/Church Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Philippine Statistics Authority/Local Civil Registry Office/Church Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Law Offices Document Owner (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)



<p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Document Owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish OCRG Application Form and submit together with requirements	1. Check Requirements and Review application	None	5 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2. Upon presentation of O.R., Encode data to Batch Request Entry Query System	BREQS - PHP 60.00	10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan,</i>



				Guimaras / <i>Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay Fees at the Office of the Municipal Civil Registrar	3.Receive payment, issue transaction slip and advice client to return after 7 days for issuance of documents	<p>Certificate of Live Birth, Marriage, Death Certificate - PHP 155.00</p> <p>Certificate of No Marriage - PHP 210.00</p> <p>NOTE: Payment will be made at the Philippine Statistics Authority and Official Receipt will be issued together with the requested documents</p>	7 days and 5 Minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras</p>
4. Receive Documents	4. Release Documents	None	2 Minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -</i> Office of the Municipal Civil Registrar, Jordan, Guimaras</p>



Service 37. Civil Registration - Registration of Court Order

Acceptance, Registration and Issuance of Court Order for annotation or amendment of Civil Registry Documents

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Valid ID A. For COLB a.) Principal (Document owner, Parents and Child) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 2. Birth Certificate or Baptismal (if the requester is the child) B. For COM a.) Principal (Document Owner, child) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 2. Birth Certificate or Baptismal (if the registrant is the child) C. For COD a.) Principal (Nearest of the kin) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) 3. Affidavit of Kinship D. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Philippine Statistics Authority/Local Civil Registry Office/Church Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Philippine Statistics Authority/Local Civil Registry Office/Church Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Law Offices Document Owner (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)



Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Document Owner		
2. Certificate of Finality		Court		
3. Court Order (Certified Machine Copy)		Court		
4. Civil Registry document with discrepancy		PSA/Office of the Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Original Copy and Certified Machine copy of Court Order and Certificate of Finality	1. Check Requirements. If there is no problem, process the documents for registration	None	15 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2.Upon presentation of O.R., assign registry number, register documents to registry book of	Adoption - PHP 500.00 Annulment of Marriage -	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration</i>



	court order and issue Certificate of Registration	PHP 1,000.00 Divorce or Legal Separation - PHP 1,000.00 Naturalization - PHP 1,000.00		<i>Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
3. Pay Fees for Mailing of the Documents	3.Receive payment, issue transaction slip and prepare documents for transmittal to Philippine Statistics Authority or LCRO of the Place of Registration of Civil Registry documents	Courier Mailing Expenses (Varries on the actual courier rates) Registrati on Expenses in the place of registratio n of the civil registry document s	20 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
4. Receive copy of registered Court Order	4. Release Documents	None	2 Minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>



Service 38. Correction of Clerical Error under RA 9048

Processing of correction of discrepancy or erroneous entries in the civil registry documents that does not affect the sex, age, citizenship, Legitimacy of child and Civil status of the document owner.

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Complex		
Type of Transaction:	Government-to-Citizens (G2C)		
Who may avail:	General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Civil Registry Documents with discrepancy (PSA copy & Local Copy)		Philippine Statistics Authority Office of the Municipal Civil Registrar	
2. Any two of the following supporting documents for the wrong entry (i.e. Baptismal Certificate, Marriage Contract, Voter's Affidavit, Phil Health MDR, Pag-IBIG MDF, SSS records, Birth Certificate of Siblings, etc...)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
3. Community Tax Certificate (Cedula)		Municipal Treasure's Office/Barangay Treasurer's Office)	
4. Valid ID			
A. For COLB			
a.) Principal (Document owner, Parents and Child of Document owner)			
1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
B. For COM			
a.) Principal (Spouses,child)			
1.Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
2. Birth Certificate or Baptismal (if the petitioner is the child)		Philippine Statistics Authority/Local Civil Registry Office/Church	
C. For COD			
a.) Principal (Nearest of the kin)			
1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
2. Affidavit of Kinship		Law Offices	



<p>D. Authorized Representative</p> <p>Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be corrected; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		<p>Document Owner</p> <p>(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Document Owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for checking	1. Check Requirements. If there is no problem, Prepare the petition for correction of clerical.	None	15 minutes	<p><i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i></p>



2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2. Attached OR No., amount and date of issuance in the petition.	Filing Fee - PHP1,000 .00 NOTE: Filing Fee can be waived if the Petitioner will present Certificate of Indigency from MSWDO	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Review and Sign Petition and Pay Fees for Mailing of the Documents	3.Receive payment, and advice to follow-up from time to time because it will be mail to Philippine Statistics Authority for affirmation after 10 days posting period and 5 days decision period if there is no objection or opposition in the petition.	Courier Mailing Expenses (Varies on the actual courier rates)	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive copy of transaction slip and petition	4. Release Documents After 15 days reglementary period and the decision has been made, prepare petition for transmittal to Philippine Statistics Authority Legal Office Division for affirmation	None	2 Minutes 15 days	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 39. Petition for Change of First Name under R.A. 9048

Processing of Change of First Name under R.A. 9048 correcting the Child’s First Name in the Certificate of Live Birth.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	Government-to-Citizens (G2C)
Who may avail:	General Public of legal age (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Civil Registry Documents with discrepancy (PSA copy & Local Copy)	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Any two of the following supporting documents for the wrong entry (i.e. Marriage Contract, Voter’s Affidavit, Phil Health MDR, Pag-IBIG MDF, SSS records, Birth Certificate of Siblings, etc…)	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
3. Community Tax Certificate (Cedula)	Municipal Treasure’s Office/Barangay Treasurer’s Office)
4. NBI Clearance	National Bureau of Investigation
5. Police Clearance	Municipal Police Station of Petitioner’s Locality
6. Certificate of employment or Affidavit of Non-employment	Company or Agency, Attorney’s Offices
7. Baptismal Certificate	Church
8. Earliest School records	Elementary School
9. Publication (2 succeeding weeks publication) a) Affidavit of the Publisher b) Newspaper Clippings NOTE: MCRO is accepting payment for publication in the amount of PHP 1,200.00 and the office will process the publication (clients option)	Publishing company
10. Valid ID A. Principal (Document owner, Parents and Child of Document owner) 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) B. Authorized Representative Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of



<p>by an official authority (1 original and 1 photocopy)</p> <p>Duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <p>1. Written in a clean sheet of paper;</p> <p>2. Indicates the type of transaction or document and the specific details of the document to be corrected; and</p> <p>3. Bears the fresh signature of the document owner that matches his/her ID</p> <p>Reminder: Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>		<p>Barangay Captain)</p> <p>Document Owner</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for checking	1. Check Requirements. If there is no problem, Prepare the petition for Change of First Name.	None	15 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2. Attached OR No., amount and date of issuance in the petition.	<p>Filing Fee - PHP3,000.00</p> <p>NOTE: Filing Fee can be waived if the Petitioner will present Certificate of</p>	10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil</i>



		Indigency from MSWDO		Registrar, Jordan, Guimaras
3. Review and Sign Petition and Pay Fees for Mailing of the Documents	3. Receive payment, and advice to follow- up from time to time because it will be mail to Philippine Statistics Authority for affirmation after publication, 10 days posting period and 5 days decision period if there is no objection or opposition in the petition.	Courier Mailing Expense s (Varries on the actual courier rates)	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive copy of transaction slip and petition	4. Release Documents After 26 days reglementary period and the decision has been made, prepare petition for transmittal to Philippine Statistics Authority Legal Office Division for affirmation	None	2 Minutes 26 days	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Service 40. Petition for Correction of Clerical Error under R.A. 10172

Processing of petition for correction of entries in the sex of child and the day and the month of child's date of birth in the Certificate of Live Birth.

NOTE: Migrant Petition for correction of sex is not allowed and must be filed **personally** by the document owner

Office or Division:	Office of the Municipal Civil Registrar		
Classification:	Simple		
Type of Transaction:	Government-to-Citizens (G2C)		
Who may avail:	General Public of legal age (18 years old and above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Civil Registry Documents with discrepancy (PSA copy & Local Copy)		Philippine Statistics Authority Office of the Municipal Civil Registrar	
2. Any two of the following supporting documents for the wrong entry (i.e. Marriage Contract, Voter's Affidavit, Phil Health MDR, Pag-IBIG MDF, SSS records, Birth Certificate of Siblings, etc...)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
3. Community Tax Certificate (Cedula)		Municipal Treasure's Office/Barangay Treasurer's Office)	
4. NBI Clearance		National Bureau of Investigation	
5. Police Clearance		Municipal Police Station of Petitioner's Locality	
6. Certificate of employment or Affidavit of Non-employment		Company or Agency, Attorney's Offices	
7. Baptismal Certificate		Church	
8. Publication (2 succeeding weeks publication) c) Affidavit of the Publisher d) Newspaper Clippings NOTE: MCRO is accepting payment for publication in the amount of PHP 1,200.00 and the office will process the publication (clients option)		Publishing company	
9. Medical Records		Hospitals, Clinics	
10. Medical Certificate from Public Physician (for Change of Sex only)		Public Hospital, Rural Health unit	
11. Earliest School Records		Elementary School	
12. Valid ID a.) Principal 1. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original) b.) Authorized Representative (Applicable for correction of Date of Birth only) Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	



<p>PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Duly notarized Special Power of Attorney (1 original) complying with the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be corrected; and 3. Bears the fresh signature of the document owner that matches his/her ID <p>Reminder: Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.</p>				
<p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)</p> <p>Document Owner</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for checking	1. Check Requirements. If there is no problem, Prepare the petition for Correction of Clerical Error.	None	15 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras</i>
2. Pay fees at the Municipal Treasurer's Office and present Official Receipt	2. Attached OR No., amount and date of issuance in the petition.	PHP3,00 0.00 - Filing Fee NOTE: Filing Fee can be	10 minutes	<i>Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal</i>



		waived if the Petitioner will present Certificate of Indigency from MSWDO		Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Review and Sign Petition and Pay Fees for Mailing of the Documents	3. Receive payment, and advice to follow-up from time to time because it will be mail to Philippine Statistics Authority for affirmation after the publication, 10 days posting period and 5 days decision period if there is no objection or opposition in the petition.	Courier Mailing Expenses (Varries on the actual courier rates)	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras
4. Receive copy of transaction slip and petition	4. Release Documents After 26 days reglementary period and the decision has been made, prepare petition for transmittal to Philippine Statistics Authority Legal Office Division for affirmation	None	2 Minutes 26 days	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst. Registration Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras



Office of the Municipal Accountant

Frontline Services



Service 1. Barangay Accounting Services

Receiving of monthly reports by the barangays as well as preparation of financial statements to be submitted to COA.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	14 Barangay LGUs, COA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay DVs, Reports, Journals		Barangay Treasurers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of reports.	1. Checking of reports	None	10 minutes	Office Clerk Office of the Municipal Accountant
	2. Receiving the reports	None	2 minutes	Office Clerk Office of the Municipal Accountant
	3. Prepare financial statements	None	3 days	Rev. Coll. Clerk/Mun. Accountant Office of the Municipal Accountant
	4. Submit to COA the required financial reports	None		Office Clerk Office of the Municipal Accountant



Service 2. Withholding Tax Agent

Preparation of BIR Form 2306 and 2307 as requested by the suppliers and business providers.

Office or Division:		Office of the Municipal Accountant		
Classification:		Complex		
Type of Transaction:		Government-to-Business Entity (G2B)		
Who may avail:		Suppliers and Service Providers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Vouchers, Official Receipts		From Suppliers, Service Providers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver goods and services	1. Prepare Disbursement Voucher for payment of goods and services	None	10 minutes	End User LGU JORDAN
	2. Compute the corresponding withholding Tax and prepare BIR form 2306 and 2307	None	15 minutes	Bookkeeper/Rev. Coll. Clerk Office of the Municipal Accountant



Office of the Municipal Budget Officer

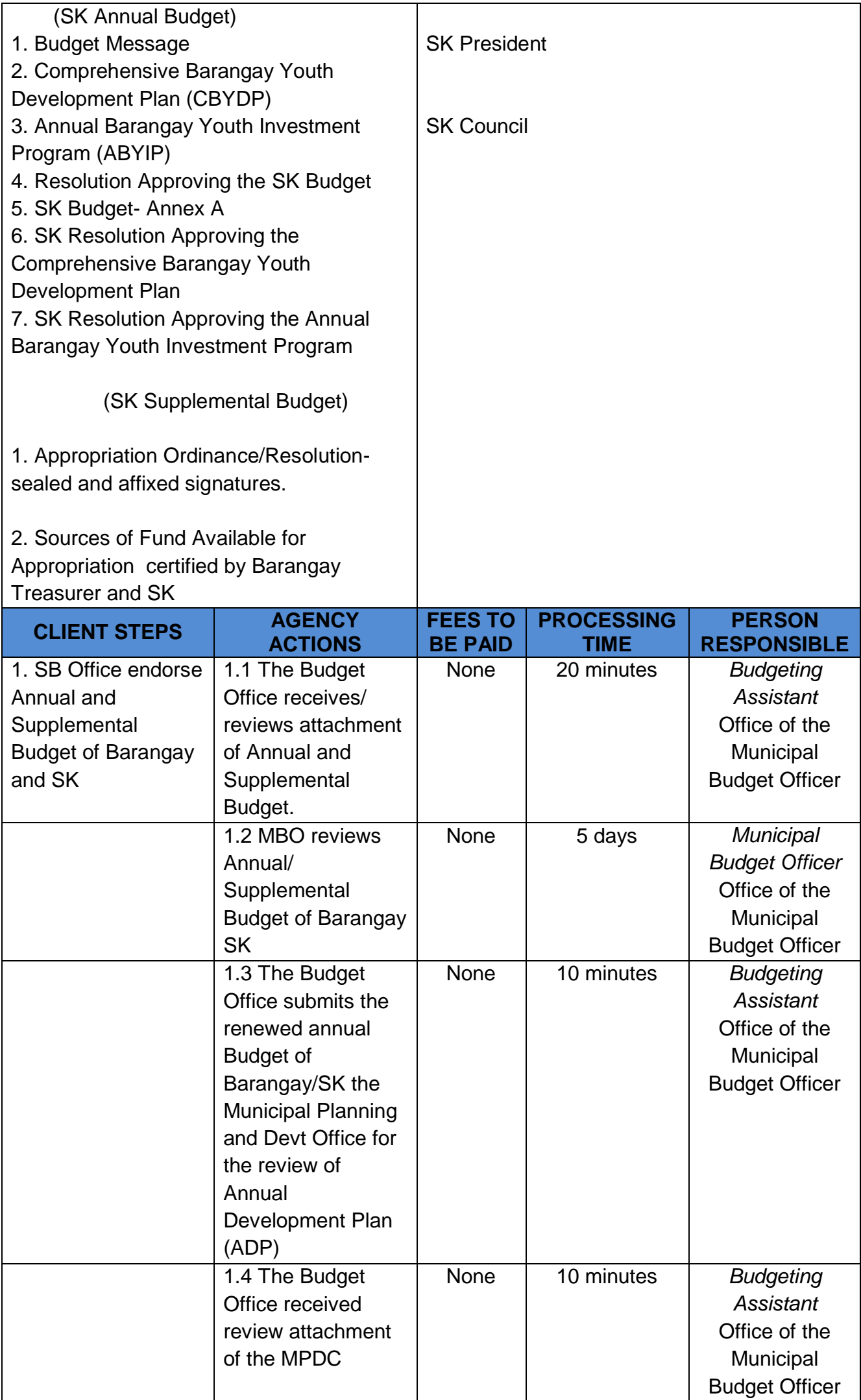
Frontline Services



Service 1. Review of Proposed Annual and Supplemental Budget of Barangay and SK

The Budget Office review proposed Annual and Supplemental Budget of Barangay and SK as to compliance with all the Budgetary Requirements and PS limitations.

Office or Division:	Office of the Municipal Budget Officer	
Classification:	Complex	
Type of Transaction:	Government-to-Government (G2G)	
Who may avail:	All 14 Barangays	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
(Barangay Annual Budget)		
1. Budget Message		Barangay Secretary
2. Certified Statement of Income		Barangay Treasurer
3. Appropriation Ordinance/Resolution-sealed and affixed signatures.		Punong Barangay
4. Annual Investment Program (AIP)		Barangay Council
5. Budget of Expenditures and Sources of Financing		
6. BBPF No. 2- Programmed Appropriation by PPA, Expense Class, Object		
of Expenditure and Expected Results		
7. BBPF No. 2A- List of Projects Chargeable Against the 20% Development Fund		
8. BBPF No. 3- Plantilla of Personnel		
9. BBPF No. 4- Statement of Indebtedness		
10. Barangay Disaster Risk Reduction and Management Work and Financial Plan		
11. Barangay Annual Gender and Development (GAD) Plan and Budget		
12. Barangay Council for the Protection of Children (BCPC) Plan		
13. Senior Citizens/PWDs Work and Financial Plan		
16. Barangay Peace and Order Plan		
17. Barangay Anti- Drug Abuse Plan		
18. 20% Barangay Development Plan		
(Barangay Supplemental Budget)		
1. Appropriation Ordinance/Resolution-sealed and affixed signatures.		
2. Sources of Fund Available for Appropriation certified by Barangay Treasurer, Municipal Treasurer and Municipal Accountant		





	1.5 The Budget Office submits the reviewed Annual/Supplemental Budget of the Barangay/SK to the SB	None	20 minutes	<i>Budgeting Assistant</i> Office of the Municipal Budget Officer
	1.6 The Budget Office receives SB Appropriation Ordinance/Resolution	None	10 minutes	<i>Budgeting Assistant</i> Office of the Municipal Budget Officer



Office of the Municipal Assessor

Frontline Services



Service 1. Simple Transfer of Ownership (Tax Declaration)

Transfer of ownership of Real Property (tax declaration) based on title

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Taxpayer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Title (with original copy attached for verification) (2 machine/true copies)		Owner/Registry of Deeds		
2. Realty tax receipt/Tax clearance from Mun. Treasurer (2 machine copies)		Owner/Municipal Treasurer’s Office		
3. Transfer tax receipt (2 machine copies)		Municipal Treasurer’s Office		
4. Sworn Statement (with attached cedula or TIN ID)		Municipal Assessor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Check completeness of the requirements. Pull out old property record form/tax declaration to effect simple transfer of ownership. Prepare Field Appraisal & Assessment Sheet (FAAS) and tax declaration for approval	None	40 mins	<i>Municipal Assessor/LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor
2. Pay to MTO Sworn Statement Fee	2. Annotate sworn statement's O.R. No. on the Property Record Form (PRF)/tax declaration	25% x AV (1%)	30 mins	<i>LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor



3. Receive certified machine/true copy of tax declaration after payment of fee	3. Release certified machine/true copy of tax declaration	None	10 mins	LAOO I/ Assessment Clerk II Office of the Municipal Assessor
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Service 2. Issuance of New Tax Declaration Based on Approved Subdivision Plan

Issuance of individual tax declaration based on approved subdivision plan (segregation by sub lots).

Office or Division:		Office of the Municipal Assessor		
Classification:		Complex		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		Taxpayer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Subdivision Plan (2 blue print copies)		Bureau of Lands		
2. Certificate of Title (with original copy attached for verification) (2 machine/true copies)		Owner/Registry of Deeds		
3. Realty tax receipt/Tax clearance from Municipal Treasurer (2 machine copies)		Municipal Treasurer’s Office		
4. Transfer tax receipt (2 machine copies)		Municipal Treasurer’s Office		
5. Sworn Statement (with attached cedula or TIN ID)		Municipal Assessor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Check completeness of the requirements	None	40 mins	<i>Municipal Assessor/LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor
	Pull out old property record form for cancellation			<i>Municipal Assessor/LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor
	Interview property owner/ conduct field ocular inspection to reflect lot improvements			<i>Draftsman</i> Office of the Municipal Assessor
	Reflect subdivision plan on the Tax Map and assign new Property Index Number (PIN) - to (Prov'l Assessor's Office).			<i>Municipal Assessor/LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor
	Prepare FAAS for each sub lots with assigned			



	corresponding PIN Submit tax declarations and supporting documents to the Prov'l Assessor's Office for Approval declaration for approval			<i>Provincial Assessor</i>
2. Pay to MTO Sworn Statement Fee	2. Annotate sworn statement's O.R. No. on the Property Record Form (PRF)/tax declaration	25% x AV (1%)	30 mins	<i>LAOO I/ Assessment Clerk II Office of the Municipal Assessor</i>
3. Receive certified machine/true copy of tax declaration after payment of fees	3. Release certified machine/true copy of tax declaration	None	10 mins	<i>LAOO I/ Assessment Clerk II Office of the Municipal Assessor</i>



Service 3. Issuance of Certification as to Assessment Records

Certification for Landholdings and other assessment records as requested.

Office or Division:		Office of the Municipal Assessor		
Classification:		Simple		
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:		Taxpayer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request slip from the Municipal Assessor's Office	1. Verify records of existing property as per request	None	5 mins	LAOO I/ Assessment Clerk II Office of the Municipal Assessor
2. Pay to MTO the certification fee	2. Prepare and issue certifications as to assessment records	25.00	30 mins	Municipal Assessor/LAOO I/ Assessment Clerk II Office of the Municipal Assessor
3. Receive certification	3. Release certification	None	10 mins	LAOO I/ Assessment Clerk II Office of the Municipal Assessor



Service 4. Issuance of Certified Copies of Tax Declarations

Issue certified machine copy/ ETRACs generated copy of Tax Declaration.

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Taxpayer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request slip from the Municipal Assessor's Office	1. Verify tax declaration as per request	None	5 mins	LAOO I/ Assessment Clerk II Office of the Municipal Assessor
2. Pay to MTO certified copy fee	2. Prepare and issue certified copy of Tax Declarations	25.00	30 mins	Municipal Assessor/LAOO I/ Assessment Clerk II Office of the Municipal Assessor
3. Receive certified copy of Tax Declaration	3. Release certified machine copy / ETRACs generated copy of tax declaration	None	10 mins	LAOO I/ Assessment Clerk II Office of the Municipal Assessor



Service 5. Issuance of Certified Copy Sketch Plan/ Vicinity Map

Issue certified copy of sketch plan and vicinity map based on tax map.

Office or Division:		Office of the Municipal Assessor		
Classification:		Simple		
Type of Transaction:		Government–to–Citizens (G2C)		
Who may avail:		Taxpayer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Title		Lot Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request slip from the Municipal Assessor's Office	1. Verify records on tax map as per request	None	5 mins	<i>Draftsman</i> Office of the Municipal Assessor
2. Pay to MTO the certified sketch plan/vicinity map fee	2. Prepare and issue certified copy of sketch plan and vicinity map	75.00	1 hour	<i>Draftsman</i> Office of the Municipal Assessor
3. Receive certified copy of sketch plan/ vicinity map	3. Release certified copy of sketch plan/ vicinity map	None	10 mins	<i>LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor



Service 6. Ocular Inspection of New Building and Machinery as Per Requested

Conduct ocular inspection of new building and machinery as per request for issuance of new tax declaration.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Taxpayer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for inspection	Verify records on tax map as per request	None	7 days	<i>Municipal Assessor</i> Office of the Municipal Assessor
	Prepare FAAS and tax declaration based on data gathered and;			<i>LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor
	Submit FAAS and tax declaration to the Prov'l Assessor for approval			<i>LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor



Service 7. Ocular Inspection of Land, New Building and Machinery for Reassessment as Per Requested

Conduct ocular inspection of land, building and machinery as per request for reassessment for taxation purposes.

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	Taxpayer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for inspection and submit Real Property Tax Clearance to be annotated on the revised tax declaration	Conduct ocular inspection on a scheduled date and time	None	7 days	<i>Municipal Assessor</i> Office of the Municipal Assessor
	Prepare FAAS and tax declaration based on data gathered and;			<i>LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor
	Submit FAAS and tax declaration to the Prov'l Assessor for approval			<i>LAOO I/ Assessment Clerk II</i> Office of the Municipal Assessor



Office of the Municipal Treasurer

Frontline Services



Service 1. Business Tax Assessment (New & Renew)

Any individual or corporation, who establishes, operates and maintains a business within the Municipality shall be required to pay for a business tax, Mayor's permit and other regulatory fees pursuant to the Revenue Code of the Municipality. Assessment of business tax & other fees is based on the capital investment (new) gross receipts (renew) for the preceding year of a business establishment. Mode of payment is on annual, semi-annual, or quarterly basis and payment shall only be made at the Municipal Treasurer's Office.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B), Government-to-Client (G2C)			
Who may avail:	Corporations, individual doing business in the locality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form & other documentary requirements (Capital investment (new) & Income Statement (renew))		BPLO – Office of the Municipal Mayor		
2. Barangay Business Tax Clearance		Barangay where the business is located		
3. Community Tax Certificate & Brgy. Business Tax Clearance		Barangay Hall		
4. DTI		DTI Field Office		
5. Statement of Gross Receipt		Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents stated above	1. Assess business taxes, permits & other fees	Based on declared capital investment & gross sales	5 minutes	<i>LCRO II</i> Office of the Municipal Treasurer
2. Pay the required fees due	2. Prepares Official Receipt	Based on declared capital investment & gross sales	2 minutes	<i>RCC I</i> Office of the Municipal Treasurer



Service 2. Retirement/Closure of Business and Issuance of Certification

Voluntary withdrawal of a person from active participation in a business. Certification issued when a business for whatever reason ceased to operate.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B), Government-to-Client (G2C)			
Who may avail:	Individual, corporations, business entity with Registered Business Establishment in the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of payment/current Mayor's permit		Owner's Personal Copy		
2. Sworn statement of the gross sales or receipts of the current year		Taxpayers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents stated above	1. Verifies the documents presented	Based on declared gross sales	5 minutes	LCRO II Office of the Municipal Treasurer
2. Receive OR from cashier(retirement/certification fee)	2. Issued OR & received cash	Based on declared gross sales	2 minutes	RCC I Office of the Municipal Treasurer
3. Submit OR of certification fee	3. Issuance of certification	25.00	3 minutes	LCRO II Office of the Municipal Treasurer
4. Receive certification	4. Release Certification	None	2 minutes	LCRO II Office of the Municipal Treasurer



Service 3. Community Tax Certificate (Individual/Corporate)

Is a form of identification issued by the cities and municipalities to all individuals that have reached the age of 18 years old. CTC is a proof that an individual is a resident of the city/Municipality and that he/she paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area. It is paid during the beginning of the year.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B), Government- to-Client (G2C)			
Who may avail:	All Individuals 18 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplish information slip		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up information slip	1. Encode data	Based on declared gross income	5 minutes	<i>RCC /</i> Office of the Municipal Treasurer
2. Sign and pay the tax due	2. Issue community tax certificate	Based on declared gross income	2 minutes	<i>RCC /</i> Office of the Municipal Treasurer
3. Received issued community tax				



Service 4. Payments on Real Property Tax

Real property tax is a kind of tax levied by the local government on properties and should be paid by property owners. Properties that are taxable include land, building, improvements on the land and/or the building, and machinery.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B), Government-to-Client (G2C), Government-to-Government (G2G)			
Who may avail:	All owners of land, house and lots, machineries and buildings within the jurisdiction of the municipality or their representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of last payment Official Receipt Original /photocopy		Owner's Copy		
2. Tax Declaration Original/Photocopy		Office of the Municipal Assessor		
3. Notice of Assessment and Tax Bill		Owner's Copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach MTO personnel in charge of RPT & present either one of the requirements stated above	1. Verify records on file (Real Property Tax Register (RPTAR) and compute tax due	Based on the assessed value	30 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
2. Pay the corresponding real property tax due	2. Issue official receipt and records on the RPTAR	Based on the assessment	3 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
3. Receive official receipt		None		



Service 5. Issuance of Real Property Tax Clearance/Cadastral Cost Clearance

The Office of the Treasurer may issue tax clearance on all paid taxes as the taxpayer may wish to avail, which could be used for any legal purposes that it may serve.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B), Government- to-Client (G2C), Government-to-Government (G2G)			
Who may avail:	All taxpayers who have paid their taxes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest real property tax payment official receipts		Taxpayer/Owner		
2. Tax Declaration/Lot Number		Office of the Municipal Assessor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present latest Official Receipt and wait for the request to be processed.	1. Verifies the documents presented	None	10 minutes	<i>LCRO I/ RCC I</i> Office of the Municipal Treasurer
2. Pay the corresponding fees	2. Issue official receipt and received payments	Based on the approved revenue code	5 minutes	<i>LCRO I/ RCC I</i> Office of the Municipal Treasurer
3. Receive official receipt & clearance and sign on the logbook	3. File duplicate copy of tax clearance	None	5 minutes	<i>LCRO I/ RCC I</i> Office of the Municipal Treasurer



Service 6. Cemetery Fees/Burial Permit

Burial Permit is requirement for every entombment within the municipality that the permit will be issued as required by law under PD 856 specifically the disposal of cadaver.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate signed by the Health Officer or attending Physician & Licensed Embalmer		Office of the Municipal Health Officer		
2. Duly accomplished form from person in charge in cemetery		Cemetery Caretaker		
3. For transfer, transfer permit duly signed by the attending physician		Office of the Municipal Health Officer		
4. For exhumation, only Death Certificate for 7 years and above shall be approved		Office of the Municipal Health Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach MTO personnel & submit the documents stated above	1. Assess & verify records on file	None	30 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
2. Pay the corresponding amount assessed for the cemetery rental/renewal	2. Issue official receipt	Based on the assessment	10 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
3. Pay for the Burial Permit	3. Issue official receipt	50.00	5 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
4. Receive official receipt	4. Record payment	None	5 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
5. For issuance of exhumation permit	5. Issue official receipt and advise client to proceed at the MHO	50.00	5 minutes	LCRO I/ RCC I Office of the Municipal Treasurer
6. Transfer of Cadaver	6. Issue official receipt and advise client to proceed at the MHO	50.00	5 minutes	LCRO I/ RCC I Office of the Municipal Treasurer



Service 7. Checks Disbursement

Disbursement is the act of paying out or disbursing money. Examples of disbursements include money paid out to run a business, cash expenditures, dividend payments, or the amounts that a lawyer might have to pay out on a person's behalf in connection with a transaction. Disbursing money is part of the cash flow.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	All Individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID		Claimant		
2. Special power of attorney/authorization		Owner		
3. Official Receipt(Supplier/Company)		Supplier/Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach MTO personnel in charge in the check issuance	1. Asking client for the require documents stated above	None	5 minutes	<i>RCC /</i> Office of the Municipal Treasurer
2. Present documents above mention, issue Official/Collection Receipts & sign on the claimants logbook	2. Release checks to client	None	20 minutes	<i>RCC /</i> Office of the Municipal Treasurer
3. Receive checks	3. File voucher	None	5 minutes	<i>RCC /</i> Office of the Municipal Treasurer



Service 8. Collections/ Deposit/Recording

Collect money from revenue collectors and deposit the same to LBP-Guimaras Branch/recording of RCD.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	Collectors/Barangay Treasurer/LBP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Remit collections	1. Received collections	None	3 minutes	<i>Municipal Treasurer</i> Office of the Municipal Treasurer
	2. Prepares Report of Collections and Deposit	None	3 minutes	<i>Municipal Treasurer</i> Office of the Municipal Treasurer
	3. Prepares Deposit Slip	None	2 minutes	<i>Municipal Treasurer</i> Office of the Municipal Treasurer
	4. Deposit collections			<i>Municipal Treasurer</i> Office of the Municipal Treasurer
	5. Records RCD at corresponding Cash Book			<i>Municipal Treasurer</i> Office of the Municipal Treasurer



Service 9. Issuance of Accountable Forms to Barangay

Issuance of Accountable Forms to be issued by Revenue Collectors/Barangay Treasurer.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	Collectors/Barangay Treasurer/LBP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition and Issue Voucher (RIV)		Collectors/Barangay Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requisition and Issue Voucher (RIV)	1. Received RIV, countercheck in the Logbook	None	5 minutes	RCC // Office of the Municipal Treasurer
2. Sign RIV countersign by the Municipal Treasurer and Accountable Officer	2. Issue Accountable forms	None	2 minutes	RCC // Office of the Municipal Treasurer
3. Received accountable forms	3. Sign control logbook	None	2 minutes	RCC // Office of the Municipal Treasurer



Service 10. Issuance of Statement of Account (Real Property Tax)

A Statement of Account should be secured at the Land Tax Division of the Office of the Municipal Treasurer before paying the property tax.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	All Real Property Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration; Previous Tax Receipt		Office of the Municipal Treasurer		
2. Computer generated statement of account		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present tax declaration or previous tax receipt to request statement of account as a pre-requisite for payment of real property tax.	1. Verify on database, check computations and print statement of account	None	10 minutes	<i>RCC /</i> Office of the Municipal Treasurer
2. Taxpayer will proceed to the window collector for payment.		None	2 minutes	<i>RCC /</i> Office of the Municipal Treasurer



Service 11. Payment of Compromise Penalties for Municipal Ordinance

Violation of Municipal Ordinance

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Citizens with Violations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citation Ticket		Personal Copy Issued by PNP/Task force		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the violation Ticket	1. Verifies documents presented	None	5 minutes	LCRO / Office of the Municipal Treasurer
2. Pay the tax penalties	2. Received payment and issue OR	Based on the approved Municipal Ordinance	2 minutes	LCRO / Office of the Municipal Treasurer
3. Present the OR to the issuing personnel	3. Log the OR number and released the confiscated id/documents	None		RCC / Office of the Municipal Treasurer
4. Received the confiscated ID/documents				



Service 12. Payment of Fees with Order of Payment

Fees shall be collected for services rendered by the concerned Offices of this Municipality.

Office or Division:		Office of the Municipal Treasurer		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment		Office of the Municipal Civil Registrar		
Birth, Marriage, Death Certificates, and others pertaining to Civil Registry Documents				
Certified true copies of tax declaration, and other certifications pertaining to real properties				
Land Use and Zoning fee				
Motorized Tricycle Franchise				
Building permit fee, Line and grade, Plumbing fee, Electrical fee, Fencing fee, Occupancy permit				
CBC, Urinalysis, Fecalysis, Sputum, Health Certification and others pertaining to health documents		Office of the Municipal Health Officer		
2. Tax Declaration/lot number		Office of the Municipal Assessor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment and pay the fees due	1. Issue Official Receipts and receives payment	Refer to transaction	5 minutes	LCRO / Office of the Municipal Treasurer
2. Receive the Official Receipts	2. Issue official receipt and received payments	None	5 minutes	LCRO / Office of the Municipal Treasurer
3. Proceed to the Office concerned, present Official Receipt and receive the documents requested		None		Office of the Civil Registrar, Office of the Mun. Assessor, Office of the MPDC, Office of the Mun. Engineer, Office



				<i>of the MHO, Office of the Mayor/Licensing Officer</i>
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Office of the Municipal Engineer

Frontline Services



Service 1. Issuance of Annual Inspection Certificate

Issuance of Permits for a privately owned commercial, industrial, institutional, educational, recreational building/structure for business/mercantile or for lease.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Building Permit and Certificate of Occupancy/Use		Document Owner		
2. Certificate of Structural Stability for Buildings, signed & sealed by a licensed Structural/Civil Engineer		Registered Civil Engineer		
3. Certificate of Electrical Safety in Conformity to the latest edition of the Philippine Electrical Code, signed and sealed by a Professional Electrical Engineer		Professional Electrical Engineer		
4. Mechanical Installation Certificate for the substantially satisfactory condition of the Engines/equipment for its safe use and operation, signed and sealed by a Professional Electrical Engineer		Registered Mechanical Engineer		
5. Contract of Lease for Lessee / Letter or authority to use the building		Building Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Inspection	1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees	None	2 days	Engineer II Office of the Municipal Engineer
2. Payment of Fees and Charges	2. Receive payment and Issue Official Receipt	(Schedule of Fees as specified in the NBCP Fees.)	5 minutes	RCC I Office of the Municipal Treasurer
3. Submit O.R.	3. Preparation of Certificate of Operation for Combustible Engines, Machineries, Generators, Air-Con and the like (if any)	None	20 minutes	Building Official Office of the Municipal Engineer



Service 2. Issuance of Building Permit and Ancillary Permits for Electrical, Mechanical, Plumbing, Sanitary, Electronics, Fencing, Signage, etc.

Issuance of Permits for the construction/repair/renovation/modification for a permanent structure/building for residential, commercial, institutional, agricultural, and accessories of the building.

[illegible]



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure forms and checklist and submit all required documents.	<p>Check the submitted requirements and receive if complete.</p> <p>Evaluate plans and its supporting documents if it conforms to its designed data and specifications.</p> <p>Assessment of fees, charges and other ancillary permits fees.</p>	None	1 days	<i>Engineer II</i> Office of the Municipal Engineer
2. Payment of Fees and Charges	2. Records official receipt number with date and Name of the Applicant/owner.	Fees vary depending on plan	15 minutes	<i>RCC I</i> Office of the Municipal Treasurer
3. Endorsement to the Bureau of Fire Protection	3. Prepare 1 set of document & plans and endorsed to the Bureau of Fire Protection for their review, evaluation and recommendations.	None	10 minutes	<i>Engineer II</i> Office of the Municipal Engineer
4. Submit Fire Safety Evaluation Certificate (FSEC) to the Office of the Building Official (OBO)	<p>4. Filling up of date, time, amount, permit numbers in all boxes by the Building Official/staff in Building and other ancillary permit forms. Records the same in a logbook.</p> <p>Approval of Plans and Permits.</p>	None	25 minutes	<i>Engineer II</i> Office of the Municipal Engineer <i>Building Official</i> Office of the Municipal Engineer
5. Issuance of Building Permit	5. Released copy of Plans and Building with its Ancillary Permits to the Applicant/Owner.	None	5 minutes	<i>Engineer II</i> Office of the Municipal Engineer



Service 3. Issuance of Electrical Permit for Indigenous Structures

Issuance of permits for a privately owned residential structure made of light materials w/ an area of less than 20.0 sq.m. and a commercial structure/stall having an area of 6.0 sq.m.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	Government-to-Client (G2C)
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Three (3) copies of accomplished & numbered Job Order from the Local Electric Cooperative duly signed and sealed by a Professional/Registered Electrical Engineer	Guimaras Electric Cooperative
2. Thee (3) copies of accomplished sketch plan with schedule of loads and location/vicinity map duly signed and sealed by a Professional/Registered Electrical Engineer	Guimaras Electric Cooperative
3. Accomplished Electrical Permit duly signed by a Professional/Registered Electrical Engineer	Office of the Building Official
4. Proof of Lot Ownership: a. Lot Title or Tax Declaration, b. In addition to the above - Deed of Sale duly notarized - For Non owner of the Lot, Authority/Consent to construct/constructed a house noted by the Punong Barangay. - For the Deceased Lot Owner , duly Notarized Deed of Adjudication with authority to construct from the surviving heir/s.	Document Owner
5. 3R Size full view of the structure for all sides (front, rear, left & right sides);	Document Owner
6. Certificate of Road Right of.way.	Punong Barangay – if Barangay Road Mun. Planning & Dev’t Office – if Municipal Road Provincial Engineering Office – if Provincial Road DPWH (Guimaras Engineering District) – if National Road



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure forms and checklist and submit all required documents.	<p>1. Check the completeness of the documents required.</p> <p>Schedule and conduct ocular inspection of the building/structure applied.</p> <p>Assessment of fees</p>	None	3 days	<i>Engineer II</i> Office of the Municipal Engineer
2. Payment of Fees and Charges	2. Receive payment and Issue Official Receipt	Fees vary depending on area of the structure & connected load.	5 minutes	<i>RCC I</i> Office of the Municipal Treasurer
3. Submit O.R.	3. Approval of applications and endorsement to the Bureau of Fire Protection with two (2) sets of Job Order & Sketch Plan	None	15 minutes	<i>Building Official</i> Office of the Municipal Engineer



Service 4. Issuance of Occupancy Permit

Issuance of Permits for the constructed permanent structure/building for residential, commercial, institutional, agricultural, and accessories of the building.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	Government to–Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Four (4) Copies of Notarized Certificate of Completion signed and sealed by the corresponding Engineers who are in-charged in the construction and in the designer of Plans and Specifications;		Office of the Building Official / Design Professionals		
2. Four (4) copies Notarized Application for Occupancy		Office of the Building Official / Design Professionals		
3. Four (4) Copies Certificate of Final Electrical Inspection/Completion, signed and sealed by the in-charged Prof. Electrical Engineer		Office of the Building Official / Design Professionals		
4. Four (4) copies of Certificate of Plumbing Completion signed and sealed by a Master Plumber;		Office of the Building Official / Design Professionals		
5. Sanitary Certificate from a Sanitary Engineer (if any);		Design Professionals		
6. Logbook of Daily Activities signed and sealed by the corresponding Engineers in-charge of the construction and installation and approved by the owner;		Design Professionals		
7. 5R Size Photo of Building – 2 copies for each sides (front, back, right and left sides);		Document Owner		
8. As-built Plans- if in case there are additional or changes in the building/structure as to the original plan signed and sealed by a corresponding Engineers in-charge during construction & conformed by the owner.		Design Professionals		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure forms and checklist and submit all required documents.	Check the submitted requirements and receive if complete.	None	2 days	<i>Engineer II</i> Office of the Municipal Engineer



	Schedule and conduct ocular inspection of the building/structure applied. Assessment of fees			
2. Payment of Fees and Charges	2. Records official receipt number with date and Name of the Applicant/owner.	(Schedule of Fees as specified in the NBCP Fees.)	15 minutes	<i>RCC I</i> Office of the Municipal Treasurer
3. Endorsement to the Bureau of Fire Protection	3. Prepare 1 set of document & plans and endorsed to the Bureau of Fire Protection for their review, evaluation and recommendations.	None	10 minutes	<i>Engineer II</i> Office of the Municipal Engineer
4. Submit Fire Safety Evaluation Certificate (FSEC) to the Office of the Building Official (OBO)	4. Filling up of boxes with control numbers for electrical completion and prepare a copy of Certificate of Occupancy. Approval and recording of Occupancy Permit.	None	15 minutes	<i>Engineer II</i> Office of the Municipal Engineer <i>Building Official</i> Office of the Municipal Engineer
5. Issuance of Occupancy Permit	5. Issuance of Certificate of Occupancy.	None	5 minutes	<i>Engineer II</i> Office of the Municipal Engineer <i>Building Official</i> Office of the Municipal Engineer



Office of the Municipal Agriculturist

Frontline Services



Service 1. Anti-Rabies Vaccination for Dogs

The Client request for the availability and technical assistance for anti-rabies vaccine for dogs

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Farmers, Dog Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal Agriculture Office to request for anti-rabies vaccination and treatment	1. Record the request in the logbook	None	3 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	Sets schedule for the conduct of the activity		5 minutes	
2. Inform number of dogs for vaccination	2. Prepare vial of anti-rabies vaccines and record in the logbook (if available)	None	3 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
3. Dog will be injected with anti-rabies vaccines	3. Conduct anti-rabies vaccination	None	3 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	Record data of dogs vaccinated		3 minutes	



Service 2. Issuance of Municipal Fishing Permit

The Municipal Agriculture Office will issue the license to qualified fisherfolks upon presentation of Brgy. Clearance, Residence Certificate, BFARMC Endorsement of all the necessary requirements such as Brgy. Clearance (optional) BFARMC Endorsement, Residence Certificate, Old Municipal Fishing Permit and Official Receipt as proof of payment for motorized banca and fishing gears. The Municipal license will be signed by the Municipal Agriculturist and Municipal Mayor

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (Optional)		Respective Barangay		
2. Endorsement		BFARMC Chairman		
3. Residence Certificate		Municipal Treasurer's Office		
4. For renewal, bring the old Municipal Fishing Permit/Licenses		Fisher folks		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for issuance of Municipal Fishing License. If renewal, submit the old Municipal fishing License	1. Check the requirements if requirements are complete	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Payment to the Treasurer's Office	2. Receive Payment and Issue Official Receipt	Motorized Boat- 200.00/fisherman Non-Motorized- 100.00/unit GillNet- .50/meter Fish Cage - 20.00/sq. meter Filter Net- 150.00/unit Hook & Line- 100.00/fisherman Longline- 200.00/unit Crab Pots - 5.00 unit Fish Corral- 400.00/unit	3 minutes	<i>RCC /</i> Office of the Municipal Treasurer



		Spear Fishing- 100.00/fish erman Tangkop - 200.00/unit		
3. Submit Official receipt to Municipal Agriculture Office, specifically to the Agricultural Technologist on Fisheries	3. Encode/prepare Municipal Fishing Permit/ Licenses	None	5 minutes	<i>Clerk/ Agricultural Technologist</i> Office of the Municipal Agriculturist
	Facilitate signing of Municipal Fishing Permit/ Licenses for signature of Municipal Agriculturist and approval of the Local Chief Executive		20 minutes	<i>Clerk/ Agricultural Technologist</i> Office of the Municipal Agriculturist
4. Sign in the releasing of logbook	4. Release the Municipal Fishing Permit/ Licenses to client	None	2 minutes	<i>Clerk</i> Office of the Municipal Agriculturist



Service 3. Assistance for the Availment of Hybrid and Glutinous Corn Seeds

The client will inquire the availability of Corn Seeds. The MAgO personnel will prepare the master list of corn based on the area of the farmer.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for the availability of corn seeds	1. Record in the visitors logbook	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Declare the quantity needed and the area to be planted	2. Record in the master list the quantity, area and the barangay to be planted	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
3. Sign in the Master list of farmer Beneficiary From	3. Prepare form for the signature of farmer beneficiary	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	Weigh the corn seeds and release to farmer		3 minutes	
	Render technical briefing to farmer/provide brochures/reading materials (if available)		5 minutes	
4. Receive the corn seeds	4. Release the corn seeds	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



Service 4. Poultry and Livestock, Deworming and Vaccination Treatment

The client will present the problem regarding poultry or livestock. If the case needs to be diagnosed refer to Provincial Veterinary and Services Office and set schedule of treatment or vaccination.

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal Agriculture Office and inform the staff with the problem regarding poultry and livestock	1. Record the complaints on the logbook	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Request for treatment/ vaccination or deworming	2. Refer the client to Office of the Provincial Veterinarian for proper diagnosis of the disease	None	3 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
3. Prepare veterinary medicines/dewormer /vaccines	3. Set schedule for the conduct of the activity	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
4. Poultry and livestock receive vaccination, deworming and treatment	4. Conduct vaccination, deworming and treatments	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



Service 5. Vegetable Seed Dispersal to Vegetable Growers

The client will inquire the availability of vegetable seeds. The MAgO personnel will give the available vegetable seeds to qualified clients

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Master list of Farmers		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal Agriculture Office and inquire for the availability of vegetable seeds	1. Record in the visitor’s logbook	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Request for vegetable seeds preferred	2. Check for the availability of vegetable seeds	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
3. Sign in the Redemption master list	3. Provide form for signature of farmer clients	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
4. Receive vegetable seeds	4. Release vegetable seeds to farmer clients	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



Service 6. Agricultural Service Consultation

The farmers will present complaints to the Municipal Agriculture Office personnel after the interview and evaluation of the case, the client will be given advice and recommendation.

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in and present complaints	1. Record the complaints	None	3 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	Interview and evaluate cases		5 minutes	
2. Schedule for farm/poultry/piggery/fishponds visitation	2. Log in the schedule and proceed to the site for ocular inspection together with the client	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
3. Technical advise	3. Avail technology being introduced	None	5 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
4. Receive vegetable seeds	4. Release vegetable seeds to farmer clients	None	15 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



Service 7. Availment of Crop/ Livestock/ Fishing Boat Insurance

The client will apply for insurance of his/her crop livestock and fishing boat. After filling-up all the required information in the PCIC forms the Agricultural Technologist will review and consolidate the insurance application for submission to the Philippine Crop Insurance Corporation (PCIC) Underwriter.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Farmers & Fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA Registration		Office of the Municipal Agriculturist		
2. 1 pc. photo of Fishing boat (fishing boat insurance)		Fisher folk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal Agriculture Office for Insurance	1. Validate the name in the RSBSA master list	None	3 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Fill-Up PCIC Form	2. Prepare PCIC Form	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
	Assist the client in filling-up of PCIC Forms		5 minutes	
3. Sign in the PCIC Form	3. Review and file	None	2 minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist



Office of the Municipal Social Welfare and Development Officer

Frontline Services



Service 1. Assistance to Individuals in Crisis Situations (AICS)

A Financial Assistance given to poor, vulnerable and marginalized individuals and families of the society needing an immediate intervention.

Office or Division:	Office of the Municipal Social Welfare and Development Officer	
Classification:	Complex	
Type of Transaction:	Government-to-Client (G2C)	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For MEDICAL ASSISTANCE: *Medical Certificate/Medical Abstract (1 original & 2 photocopies) *Medical Prescriptions/Laboratory Requests (3 photocopies) *Hospital Bill/Statement of Account (3 photocopies) *Any Government ID (3 photocopies) *Barangay Indigency (1 original & 2 photocopies)		Hospital/Medical Clinic duly signed and with License Number of the Attending Physician/Assigned Staff -Client will provide -Barangay Hall
For BURIAL ASSISTANCE: *Death Certificate (Duly Registered) (1 original & 2 photocopies) *Funeral Contract (3 photocopies) *Any Government ID (3 photocopies) *Barangay Indigency (1 original & 2 photocopies)		-Local Civil Registrar’s Office -Funeral Homes -Client will provide -Barangay Hall
For EDUCATIONAL ASSISTANCE: *Registration Form/Certificate of Enrollment *Validated School ID *Any Government ID (for guardians of students below 18 y. o.) *Barangay Indigency		School/State Universities/Colleges where the student is enrolled -Client will provide -Barangay Hall
For TRANSPORTATION ASSISTANCE: *Any Government ID *Barangay Indigency/ Residency *Police Blotter/ Certification (for victims of Illegal Recruitment, Pick Pockets, etc.)		-Client will provide -Barangay Hall -Police Station
For FOOD ASSISTANCE: *Barangay Indigency/Residency *Any Government ID		-Barangay Hall -Client will provide
For CERTIFICATE OF INDIGENCY: *Barangay Indigency/Residency *Any Government ID *Certificate of Live Birth/Marriage Certificate (for correction of clerical errors/LCR)		-Barangay Hall -Client will provide -Local Civil Registrar’s Office



*School Certificate and Student ID (for Educational Assistance within the school who requested/for Scholarship purposes) *Medical Certificate/Medical Abstract and Quotation of Medical Treatment (for Hemodialysis/Chemo Therapy patients) *Blotter Report/Sworn Statement/Subpoena (for Court-related cases/PAO)		-School/State Universities/Colleges where the student is enrolled -Hospital/Medical Clinic duly signed and with License Number of the Attending Physician/Assigned Staff -Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the required documents to the MSWD Staff for initial assessment and verification	1. Receive the required documents and check for completeness	None	5 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
2. To fill-in/Answer the General Intake Sheet	2. Provide General Intake Sheet to the client and review the form for completeness of data needed	None	10 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
3. To answer the queries of the Staff for further data needed	3. Prepares Social Case Study Report/Make Referral to other service agencies	None	30 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
4. To receive the requested document	4. Client shall sign in the logbook upon receiving the documents	None	3 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
FOR CASH ASSISTANCE CLIENTS:				
	Prepare and process Obligation Request with Disbursement Voucher for Financial Assistance	None	3 days	SWAide Office of the Municipal Social Welfare and Development Office
1. Client will claim the Financial Assistance upon the Notice was received	1. Release the Financial Assistance to the clients	None	1 day	SWAide Office of the Municipal Social Welfare and Development Officer



For CERTIFICATE OF INDIGENCY:				
1.Client submit the complete required documents	1. Receive the required documents and check for its completeness	None	3 minutes	<i>Clerk II</i> Office of the Municipal Social Welfare and Development Officer
2.To fill-in/Answer the General Intake Sheet	2. Conduct interview/assessment for further data to be needed	None	10 minutes	<i>Clerk II</i> Office of the Municipal Social Welfare and Development Officer
	Prepare Certificate	None	3 minutes	
3. Receive the requested document	3. Client shall sign in the logbook upon receiving the documents	None	3 minutes	<i>Clerk II</i> Office of the Municipal Social Welfare and Development Officer



Service 2. Women and Children in Need of Special Protection

Republic Act 9262 (Anti-Violence Against Women and their Children Act of 2004) and Republic Act 7610 (Special Protection of Children against Child Abuse, Exploitation and Discrimination Act)

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Abused women and children			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Blotter Report (1 photocopy) *Referral by Barangay Official (1 original) *Referral by other agency (both public or private) (1 original)		-Police Station -Barangay Hall (BCPC) -Government institutions		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit copy of their Referral (RA 9262 or RA 7610)	1-Log in the Client’s Logbook -Immediate response to clientele (RA 9262 or RA 7610)	None	2 days	SWO / Office of the Municipal Social Welfare and Development Officer
2. Client undergo counselling	2. -Log in the Client’s Logbook -Interview the client -Identify the problem -Assessment of client’s problem -Assist client in the decision-making -Referral of client to other concerned agency if the problem needs outside intervention	None	3 hours	SWO / Office of the Municipal Social Welfare and Development Officer
3. Case Conference RA 9262 (victim and perpetrator)	3-Log in the Client’s Logbook -Interview the clients -Referral for medical and psychological assessment -For Rape Case: Counselling and referral for medico legal and	None	3 hours	SWO / Office of the Municipal Social Welfare and Development Officer



	<p>psychological assessment and placement of the child/victim in institutions if the perpetrator is a member of the family</p> <p>-Refer to other institutions for temporary shelter</p>			
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Service 3. Children in Conflict with the Law (CICL) & Children at Risk (CAR)

A kind of program/service extended to the CICL/CAR to promote their welfare and best interest and to avoid re-offending and become a productive citizen

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	CICL/ CAR clients and Parents/Guardians			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Referral Letter (1 original) *Live Birth Certificate of the minor (1 photocopy) *School Record (1 photocopy) *Blotter Report (1 photocopy)		- Barangay Hall/Police Station -Philippine Statistic Authority (PSA)/ Municipal Civil Registrar’s Office -School attended -Barangay Hall/Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the log book	1. Give the log book to client/s	None	5 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
2. Submit required documents to Social Worker handling the case	2. Receive and review documents for initial assessment of the case	None	20 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
3. Intake interview clients	3. Interview CAR/CICL, guardian and complainant to establish information -Prepare Social Case Study Report /Assessment	None	30 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
4. Case Conference/Settlement	4. Facilitate Case Conference/Settlement	None	3 hours	SWAide Office of the Municipal Social Welfare and Development Officer
5. Counselling the CAR/CICL/ Parents/ Guardian	5. Conduct counselling session	None	2 days	SWAide Office of the Municipal Social Welfare and Development Officer /



				WCPD in charge Jordan Municipal Police Station
6. Attend court hearings	6. Assist CAR/CICL in court hearings	None	1 day	SWAide Office of the Municipal Social Welfare and Development Officer



Service 4. Emergency/Disaster Assistance

To provide immediate and responsive assistance to individuals and families affected, damage properties and critical services provided during natural disaster, human-induced and planned events.

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Barangay Residency/ Indigency		- Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill-in Disaster Assessment Family Access Card (DAFAC)	1. Issuance of DAFAC to the client	None	30 minutes	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
2. Client receive food and non-food items	2. -Distribution of food and non-food items at the designated areas -Implementation of programs and services in accordance to standard set by the law	None	1 hour	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
3. Client avail women and children friendly space and also the other vulnerable sectors such PWD, IPs and Senior Citizens	3. Establishment of Women and Children Friendly Space and special spaces for PWDs, IPs and Senior Citizens	None	15 minutes	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer



Service 5. Persons with Disability (PWD)

Republic Act 9442 is an act Amending Republic Act 7277 otherwise known as the Magna Carta for Person with Disability as amended, and for other purposes granting additional privileges and incentives and prohibitions on verbal, non-verbal ridicule and vilification against person with disability

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Disabled persons are those who are suffering from restriction of different abilities, as a result of mental, physical or sensory impairment, in performing an activity in the manner or within the range considered normal for a human being.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Birth Certificate (1 photocopy) *Barangay Certificate of Residency (1 photocopy) *1 x 1 ID picture (2 pieces) *1 whole body picture *Certificate on Disability		-Philippine Statistic Authority (PSA) or Municipal Civil Registrar's Office -Barangay Hall -Client -Client -Municipal Health Office/ Private Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure PWD Registration Form from the MSWD Office	1. Instruct the client on how to fill-in the Registration Form and how to get the Certificate of Disability	None	3 minutes	Clerk II Office of the Municipal Social Welfare and Development Officer
2. Submit form with all the required documents	2. Check/Receive the application form and the requirements submitted by the client Type PWD ID Card and booklets and to be forwarded to the Mayor's Office for signature	None	3 minutes 5 minutes	Clerk II Office of the Municipal Social Welfare and Development Officer



Service 6. Senior Citizens

*Republic Act 9994 (Expanded Senior Citizen Act of 2010) is an act Granting additional benefits and privileges to Senior Citizen. This Act is an Amendment of RA 7432, which is known as an act that aimed to maximize the contribution of senior citizens to nation building, granting benefits and special privileges and for other purposes

*The Social Pension for Indigent Senior Citizen (SPISC) is the provision of monthly stipend allowance amounting to Five Hundred Pesos (P500.00) to augment the daily subsistence and other medical needs of indigent senior citizens. This is in line with the fulfillment of the obligation of the government to the most vulnerable sector through social protection, and for the full implementation of RA 9994.

Office or Division:	Office of the Municipal Social Welfare and Development Officer	
Classification:	Simple	
Type of Transaction:	Government-to-Client (G2C)	
Who may avail:	<p>*Senior Citizens or Elderly - any Filipino citizen who is a resident of the Philippines, and who is sixty (60) years old or above; may apply to senior citizens with “dual citizenship” status provided they prove their Filipino citizenship and have at least six (6) months residency in the Philippines.</p> <p>*The DSWD National Household Targeting System for Poverty Reduction (NHTS - PR) data shall be the basis in determining the age and economic status of the potential beneficiaries.</p> <p>*Senior Citizens sixty (60) years old and above who are:</p> <ul style="list-style-type: none">-Frail, sick or with disability-No pension from the Government Service Insurance System (GSIS), Social Security System (SSS), Philippine Veterans Affairs Office (PVAO), Armed Forces and Police Mutual Benefits Association, Inc. (AFMBAI) or any other insurance company-No permanent source of income; and-No regular support from family or relatives for his/her basic needs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
*Birth Certificate (1 photocopy)		-Philippine Statistic Authority (PSA) or Municipal Civil Registrar's Office
*Baptismal Certificate (1 photocopy)		-Parish Church
*Barangay Certificate of Residency (1 photocopy)		-Barangay Hall
*Voter's ID or Voter's Certification		-Jordan Commission on Election (COMELEC)
*1 x 1 ID picture (2 pieces)		-Client
*Latest Community Tax Certificate (Cedula)(1 photocopy)		-Barangay Treasurer/Municipal Treasurer
*Police Blotter Report or Affidavit of Loss (if the ID card is lost) (1 photocopy)		-Police Station/PAO or any law offices



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR SENIOR CITIZENS ID AND BOOKLET				
1. Secure OSCA Form and General Intake Sheet from the MSWDO	1. Instruct client how to fill-in the application forms and to comply all the required documents listed in the form	None	3 minutes	OSCA Head Office of the Municipal Social Welfare and Development Officer
	<p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the thru Cell No. 0917-1204-877</p>			
2. Fill-in form and comply all required documents	<p>2. Check/Receive the application form and the requirements submitted by the client</p> <p>Type OSCA ID Card and booklets for the signature of the Mayor</p>	None	<p>3 minutes</p> <p>5 minutes</p>	OSCA Head Office of the Municipal Social Welfare and Development Officer
FOR SOCIAL PENSION				
1. The Barangay Senior Citizens Association will submit the potential list of beneficiaries to the OSCA Head and the MSWD Office.	1. The OSCA Head shall consolidate the List of all potential beneficiaries certified by the MSWD Officer for submission to the DSWD RO6.	None	1 day	OSCA Head/ Municipal Social Welfare and Development Officer Office of the Municipal Social Welfare and Development Officer



Service 7. Day Care Program/Supplementary Feeding Program

The right of the children to assistance, including proper care and nutrition, and to provide them with special protection against all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development.

Office or Division:		Office of the Municipal Social Welfare and Development Officer		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		Children ages 0 to 4 years old		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Enrolment: *Live Birth Certificate (1 photocopy) *ECCD Card		-Philippine Statistic Authority (PSA) or Municipal Civil Registrar's Office -Health Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Enrollment:				
1. Submit the required documents	1. Receive the documents and give the registration form to parent/guardian and fill-in the Child Profile.	None	30 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
Supplementary Feeding:				
1. Attend sessions regularly	1. Conduct master listing and weighing of children and submit to DSWD. Receive goods/cash assistance from DSWD.	None	2 hours	SWO / Office of the Municipal Social Welfare and Development Officer
2. Parent prepares and cook food for their children based on the Menu given by the DSWD	2. Assist the parents and guide the children	None	30 minutes	SWO / Office of the Municipal Social Welfare and Development Officer



Service 8. Youth Program

A program which helps the youth by organizing the Pag-asa Youth Association of the Philippines (PYAP) for the Out of School Youth (OSY) with the support from the Sangguniang Kabataan (SK) for the Unlad Kabataan Program (UKP), a comprehensive program for the OSY that builds on the personality development and positive lifestyle promotion, population awareness & family life orientation, and economic development.

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Youth beneficiaries aged 15 to 24 years old who are either Out of School or At-risk (Youth in Conflict with the Law, youth who are abused, exploited, neglected, trafficked and youth with disability).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Educational Assistance to OSY who undergone trainings:				
*Training Certificate (3 photocopies)		-Training agency		
*Barangay Residency (1 original & 3 photocopies)		-Barangay Hall		
*Any government ID (3 photocopies)		-Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Educational Assistance to OSY who undergone trainings:				
1.Client will prepare and submit the needed documents	1.Receive the documents submitted and review for completeness	None	3 minutes	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
2. To fill-in/answer the General Intake Sheet	2. Provide General Intake Sheet to the client and review the form for completeness of data needed	None	10 minutes	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
	Prepares Obligation Request and Disbursement Voucher		10 minutes	
	Process the Financial/Educational Assistance		3 days	



3. Client will claim the Educational Assistance upon notice received	3. Contact the client to claim his/her Educational Assistance	None	1 day	<i>Municipal Social Welfare and Development Officer</i> Office of the Municipal Social Welfare and Development Officer
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Service 9. Solo Parent Program

A program providing benefits/privileges to solo parents.

Office or Division:		Office of the Municipal Social Welfare and Development Officer		
Classification:		Complex		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		All solo parents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Barangay Certificate of Residency *Certification as Solo Parent *1 x 1 ID picture (2 pieces) *Live Birth Certificates of children below 18 years old (1 photocopy) *Live Birth Certificate of Client/Marriage Contract/Death Certificate of Spouse/Cedula		-Barangay Hall -Barangay Hall -Client -Philippine Statistic Authority (PSA)/ Municipal Civil Registrar’s Office -PSA/MCRO/Barangay or Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the log book (name & signature)	1. Give the log book to client	None	1 minute	SWAide Office of the Municipal Social Welfare and Development Officer
2. Submit required documents	2. Receive and review documents	None	2 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
3. Fill-in the Application Form and sign	3. Give application form to client	None	3 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
4. Give documents to staff in-charge	4. Type Solo Parent ID Card and facilitate signing to MSWDO and Municipal Mayor	None	5 days	SWAide Office of the Municipal Social Welfare and Development Officer



Service 10. Gender and Development (GAD) Program

Empowered women and men to respond to their crisis situation by giving forums, symposiums, livelihood trainings and capability building, and also the LGBTQ++ to meet the demand of the outside world and expected to them.

Office or Division:		Office of the Municipal Social Welfare and Development Officer		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		Prioritized less fortunate clients in all sectors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Certificate of Indigency		-Barangay Hall		
*Certification if the client if a solo parent/ victim of abuse/circumstances		-Other government agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. *For FORUMS/SYMPOSIUMS: -Endorsement from the Punong Barangay	1. Grouping/ classify according to their category and update their schedule if when it be.	None	10 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
2. *Livelihood Training: -Certificate of Indigency	2. Grouping/ classify according to their skills and update their schedule if when it be.	None	10 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
3. *Capability Building: -Endorsement from the Punong Barangay	3. -Grouping and conduct meeting for acquaintances -Schedule for the upcoming capacity building	None	10 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
4. *Capability Building: -Regular and Casual Employees	4. -Identify the place to be held -Find the Resource Person -Prepares for the upcoming activities	None	1 week	SWO / Office of the Municipal Social Welfare and Development Officer



Service 11. Pre Marriage Orientation and Counseling Program

By virtue of Presidential Decree 965, the 1987 Family Code of the Philippines, the Local Government Code and the Responsible Parenthood and Reproductive Health Act, all couples applying for a marriage license in the Philippines are required to attend the Pre-Marriage Orientation and Counseling (PMOC) Session conducted by the Pre-Marriage Counselor, Commission on Population and Department of Health (DOH) before they can be issued a license.

Office or Division:		Office of the Municipal Social Welfare and Development Officer		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		All couples applying for a marriage license		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-Marriage Counselling (PMC) Stub (would-be couples)		Office of the Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PMC Stub from the MCRO to Women & Children Crisis Center	1. Receive the stub and give the application form to the clients and advice how to fill-in/answer the questionnaires	None	3 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
2. The would-be couples will fill-in their data to the application form and answer the questionnaires	2. Check the form and answer sheets and give the schedule for their PMC Session	None	30 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
3. The would-be couples shall attend the PMC Session on time	3. -Log in the PMC Logbook -The PM Counselor, PopCom Representative and Health Worker will orient the would-be couples -After the PMC, the would-be couples will receive their PMC Certificates	None	10 minutes	SWO / Office of the Municipal Social Welfare and Development Officer
4. *Capability Building: -Regular and Casual	4. -Identify the place to be held -Find the Resource Person	None	4 hours	PM Counselor, PopCom Representative & SWO I



Employees	-Prepares for the upcoming activities			Office of the Municipal Social Welfare and Development Officer
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Service 12. Municipal Council for the Protection of Children (MCPC)

The Municipal Council for the Protection of Children (MCPC) is an institutional mechanism in all levels of LGUs that advocate child rights, plans and initiates/recommends interventions and monitors children's programs and projects in the locality.

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C), Government-to-Government (G2G)			
Who may avail:	Children ages below 18 years old, Barangay CPC, other government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Master lists of 0 - 17 years old children *BCPC Project Proposals *Child Friendly Movement Tool		-Barangay Council for the Protection of Children (BCPC) -Barangay Council for the Protection of Children (BCPC) -Data from Barangays, Health Sector, Schools, PNP, Government agencies and POs/NGOs that supports children's welfare		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Masterlist of 0 - 17 years old children	1. Check and receive master list from the Barangay Secretary for future implementation of programs/activities of LGUs for children; send letter of invitation to Punong Barangays when the activity is to be implemented	None	3 minutes	<i>Utility Worker II</i> Office of the Municipal Social Welfare and Development Officer
2. Submit the complied Child Friendly Movement Tool provided by the MCPC Secretary	2. Check and receive the CFM Tool submitted by the Barangay Secretary	None	3 minutes	<i>Utility Worker II</i> Office of the Municipal Social Welfare and Development Officer
3. -Participate to BCPC Functionality Assessment (Municipal & Provincial Levels) by submitting Child-Friendly data from	3. -Monitor and gather data of the BCPCs; assessed the BCPC Functionality of 14 barangays with the Municipal Assessment Team	None	7 days	<i>Municipal Assessment Team/ Utility Worker II</i> Office of the Municipal Social Welfare and Development



different sectors -Prepare and submit BCPC Project Proposals	(MAT) and give incentives to Top 5 Ideal Barangay Council for the Protection of Children (BCPCs) -Receive the Project Proposals and prepare/process Disbursement Vouchers for the releasing of their incentives			Officer
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Service 13. Persons Who Used Drugs (PWUD) Program

After Care Program designed to facilitate rehabilitation of PWUDs through psycho-social activities; provision of livelihood services to prevent from relapse.

Office or Division:	Office of the Municipal Social Welfare and Development Officer			
Classification:	Complex			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	All PWUDs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Financial Assistance: *Any valid ID *Medical Certificate/Abstract/Death Certificate *Hospital Bill *Certificate of Indigency		-Client -Hospital/Private Physician/Municipal Health Officer -Hospital -Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit needed documents -Write name and signature in the log book	1. Staff receive the documents and review -Give the log book to client	None	10 minutes 5 minutes	SWAide Office of the Municipal Social Welfare and Development Officer
2. Fill-in and sign the General Intake Sheet and Certificate of Eligibility -Submit for interview	2. Receive Intake Sheet and Certificate of Eligibility -Interview client and prepare Social Case Study Report and process Financial Assistance for approval	None	20 minutes 1 day	SWAide Office of the Municipal Social Welfare and Development Officer
3. Client receive Financial Assistance	3. Release the Financial Assistance to client	None	7 days	SWAide Office of the Municipal Social Welfare and Development Officer
FOR PSYCHOSOCIAL ACTIVITY:				
1.Attend After Care Sessions once a month at the	1.Facilitate/conduct After Care Sessions	None	2 hours	CSO Representative/ SWAide Office of the



barangay hall				Municipal Social Welfare and Development Officer
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Office of the Municipal Disaster Risk Reduction and Management Officer Frontline Services



Service 1. Emergency Response

Responding to Emergency cases of Medical, Maternal, Medical Trauma, Vehicular Accidents, Fire Incidents, Disaster

Office or Division:	Office of the Municipal Disaster Risk Reduction and Management Officer			
Classification:	Complex			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Call from folks - Medical/ Maternal		Not Applicable		
Call from folks/ concerned citizen - Vehicular Accident				
Basic information of caller/ patient/ situation				
Severe Weather bulletin (PAGASA/ DOST)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call Hotline	1. Response to call in	None	Near Areas 15 minutes Far Areas 45 minutes	Nurse/ JERT team on duty Office of the Municipal Disaster Risk Reduction and Management Officer



Service 2. Emergency Drill/ Simulation Exercise (SIMEX)

Drill/ Simulation Exercises is conducted to prepare the community in time of crisis- Earthquake

Office or Division:	Office of the Municipal Disaster Risk Reduction and Management Officer			
Classification:	Complex			
Type of Transaction:	Government-to-Client (G2C), Government-to-Business Entity (G2B), Government-to-Government (G2G)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Coordination		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Set Schedule of drill	1. Calendar the schedule	None	1 hour	<i>Nurse/ LDRRM Assistant</i> Office of the Municipal Disaster Risk Reduction and Management Officer
2. Confirm Schedule	2. Ocular/ Site visit to confirm schedule, Invitation to Evaluators	None	3 hours	<i>Nurse</i> Office of the Municipal Disaster Risk Reduction and Management Officer
3. Actual Drill/ SIMEX	3. Conduct drill/ SIMEX and Evaluate	None	4 hours	<i>Nurse</i> Office of the Municipal Disaster Risk Reduction and Management Officer



Service 3. Secretariat of MDRRMC

Facilitate and act as Secretariat during meetings. Prepare minutes of meeting

Office or Division:		Office of the Municipal Disaster Risk Reduction and Management Officer		
Classification:		Simple		
Type of Transaction:		Government-to-Government (G2G)		
Who may avail:		MDRRMC		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Schedule of meeting Letters to MDRRMC members		Not Applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter for scheduled meeting	1. Prepare letters	None	4 hours	<i>LDRRM Assistant</i> Office of the Municipal Disaster Risk Reduction and Management Officer
	Send letters to members		1 day	<i>LDRRM Assistant</i> Office of the Municipal Disaster Risk Reduction and Management Officer
2. Attendance to meeting	2. Prepare venue	None	1 hour	<i>Nurse</i> Office of the Municipal Disaster Risk Reduction and Management Officer
	Prepare minutes of the meeting		1 day	<i>LDRRM Assistant / Municipal Disaster Risk Reduction and Management Officer</i> Office of the Municipal Disaster Risk Reduction and Management Officer



	Approval of minutes		4 hours	<i>MDRRMC Chairperson / Municipal Mayor</i>
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Service 4. Submission of Reports

Incident Reports/ Accomplishment Reports

Office or Division:		Office of the Municipal Disaster Risk Reduction and Management Officer		
Classification:		Simple		
Type of Transaction:		Government-to-Government (G2G)		
Who may avail:		Other Agencies/ Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data/ Information		Concerned Agencies/ Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Report	1.Gathered/ consolidated report	None	2 days	<i>Nurse/ LDRRM Assistant Office of the Municipal Disaster Risk Reduction and Management Officer</i>
	Prepared report		3 hours	<i>LDRRM Assistant Office of the Municipal Disaster Risk Reduction and Management Officer</i>
	Approval of report		30 minutes	<i>Municipal Disaster Risk Reduction and Management Officer Office of the Municipal Disaster Risk Reduction and Management Officer / Municipal Mayor</i>
	Submitted report		1 hour	<i>Municipal Disaster Risk Reduction and Management Officer</i>



Office of the Municipal Health Officer Frontline Services



Service 1. Medical Consultation and Treatment of Simple Cases

Delivery of basic health service through consultation and program implementation for Jordan

Office or Division:	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Patient number 2. Philhealth Card or MDR		Municipal Health Office Front Desk / Admission / Triage Area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure priority number from RHU Clerk	1. Encode patients name and give priority number	None	3 minutes	<i>Clerk</i> Office of the Municipal Health Officer
2. Present priority number to BHW for filling up of Individual Treatment Record to include General Information and vital signs of patients	2. BHW to locate patient's old chart, Midwife to fill up ITR for new patient and take Vital signs	None	5 minutes	<i>BHW</i> Office of the Municipal Health Officer
Patient referred by -BHW to RHM for First level consultation or -RHM to PHN for Second level consultation or -PHN to MHO for Third level consultation	3. Assess patient and manage / refer accordingly	None	15 minutes 10 minutes 10 minutes	<i>Rural Health Midwife</i> Office of the Municipal Health Officer <i>Public Health Nurse</i> Office of the Municipal Health Officer <i>Municipal Health Officer</i> Office of the Municipal Health Officer
4. Treatment / Prescription issued	4. Issue prescription	None	5 minutes	<i>Municipal Health Officer/ Public Health Nurse</i> Office of the Municipal Health Officer



5. Present Prescription at the dispensing area for Free Medicines and Instructions	5. Dispense medication	None	5 minutes	Pharmacist Office of the Municipal Health Officer
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Service 2. Issuance of Health Certificate and Sanitary Permit

Certification and Releasing of Certification for accreditation and permits

Office or Division:	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Business Entity (G2B)			
Who may avail:	Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Barangay Clearance		Barangay Hall		
2.Filled-up Business Permit Form		BPLO- Office of the Municipal Mayor		
3.Official Receipt of Health Certificate		Municipal Health Office Front Desk / Admission / Triage Area		
4.Fecalysis result				
5.Xray / Sputum result				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Laboratory Receive Laboratory result Submit Requirements	1. Give laboratory request, Interview and Fill up Health Certificate Forms	120.00	10 minutes	Sanitary Inspector Office of the Municipal Health Officer
2. Refer Laboratory results to MHO	2. Issuance of health certificate	None	5 minutes	Municipal Health Officer Office of the Municipal Health Officer
3. Receive confirmed laboratory result for issuance	3. Print out Sanitary permit and typing of health certificate	None	15 minutes	Sanitary Inspector Office of the Municipal Health Officer
4. Signing of Documents	4. Sanitary Permit and Health Certificate forms for signing to Municipal Health officer	75.00	5 minutes	Municipal Health Officer Office of the Municipal Health Officer
5. Received Documents	5. Release Sanitary permit and Health Certificate	None	5 minutes	Clerk Office of the Municipal Health Officer



Service 3. Issuance of Death Certificate

Formulation of Certificate and burial related to death.

Office or Division:		Office of the Municipal Health Officer		
Classification:		Simple		
Type of Transaction:		Government-to-Client (G2C)		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Information sheet Death Certificate		Municipal Health Office Front Desk / Admission / Triage Area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit application	1. Typing of Death certificate	25.00 (Death Cert.) 50.00 (Transfer of Cadaver) 50.00 (Exhume Permit)	10 minutes	<i>Clerk</i> Office of the Municipal Health Officer
	Signing of Death certificate, transfer Permit & Exhume Permit.	None	15 minutes	<i>Municipal Health Officer</i> Office of the Municipal Health Officer
2. Received Death Certificate	2. Issuance of Death certificate	None	10 minutes	<i>Clerk</i> Office of the Municipal Health Officer



Service 4. Laboratory Services

Rendering basic and fasting blood exam for the clients of Jordan

Office or Division:	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory Request		Municipal Health Office Municipal Health Officer, Public Health Nurse, Midwives		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Laboratory request (for Philhealth members – present valid PHIC ID)	1. Receive request and issue charge slip (for PHIC non-members only)	None	2 minutes	<i>Medical Technologist</i> Office of the Municipal Health Officer
2. Pay to Municipal Treasurer’s Office	2. Receive Payment and Issue O.R.	Urinalysis :35.00 CBC: 40.00 Platelet Count: 40.00 Fecalalysis : 35.00 Blood Typing: 80.00 Spetum Exam: 50.00 Pregnancy Test: 150.00	5 minutes	<i>RCC /</i> Office of the Municipal Treasurer
3. Submit specimen	3. Collect Specimen	None	2 minutes	<i>Medical Technologist</i> Office of the Municipal Health Officer
4. Present Official Receipt	4.. Examine specimen	None	35 minutes	<i>Medical Technologist</i> Office of the Municipal Health Officer
5. Receive laboratory Results	5. Release laboratory results and refer if there is abnormal result	None	5 minutes	<i>Medical Technologist</i> Office of the Municipal Health Officer



Service 5. Dental Services

Delivery of Basic Oral Health Care (Dental Services)

Office or Division:	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ITR – Individual Treatment Record IPTR – Individual Patient Treatment Record		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Priority number/Consultation number/ ITR with Vital Signs	1. List Patient name/ give priority number/ BHW to locate chart/ Midwife to fill up ITR and vital signs	None	2 minutes	<i>BHWs/ Rural Health Midwife</i> Office of the Municipal Health Officer
2. Present number to Dental Aide for filling up of Individual Patient Treatment Record/ IPTR	2. Dental Aide to fill up IPTR/ Give prescription of materials to be used	None	2 minutes	<i>Dental Aide</i> Office of the Municipal Treasurer
3. Proceed to Consultation, oral examinations, treatment as soon as number is called	3. Dentists to perform dental services	None	15 minutes	<i>Dentist</i> Office of the Municipal Health Officer
4. Prescribe medicines and refer complicated cases	4.. Issue Prescriptions/ referral	None	5 minutes	<i>Dentist</i> Office of the Municipal Health Officer



Service 6. Delivery of Basic Health Services

Program Implementation through Rural Health Midwife, BHW, BNS at the Barangay Level.

Office or Division:	Office of the Municipal Health Officer			
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up Individual treatment records(ITR)		Municipal Health office		
2.Filled up Mother and Child health booklet		Barangay Health Station (BHS)		
3 Filled up. Child immunization record		Jordan Birthing Center		
4. Filled up Family Planning Checklist		Community		
5. Filled up NTP Treatment Card				
6.Attend normal deliveries				
7.BNS and BHW records and report monitored and validated				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
First level consultation	Assess patient chief complaints and vital sign taking Conduct first level consultation Referral of cases to 2nd level of care(PHN,MHO)	None	5 minutes	Rural Health Midwife Office of the Municipal Health Officer



Maternal care				
Prenatal consultation	<p>Listing of pregnant women, vital signs & history taking.</p> <p>Physical and abdominal examination</p> <p>Tetanus diphtheria(TD) injection</p> <p>Referral of high risk cases</p> <p>Giving of health education advices</p> <p>Ferrous sulphate with folic acid and calcium carbonate supplementation</p>	None	20 minutes	<p><i>Rural Health Midwife</i></p> <p>Office of the Municipal Health Officer</p>
Normal Deliveries	<p>Assess pregnant women who came in for delivery</p> <p>Admit and monitor pregnant women in active labor</p> <p>Handle normal deliveries</p>	None	8 hours	<p><i>Rural Health Midwife</i></p> <p>Office of the Municipal Health Officer</p> <p><i>Municipal Health Officer/ Public Health</i></p>



Post-Partum Care	Conduct postpartum care. home visit	None	4 hours	<i>Nurse/ Rural Health Midwife</i> Office of the Municipal Health Officer
	Vit.a & ferrous sulphate supplementation		2 hours	<i>Rural Health Midwife</i> Office of the Municipal Health Officer
Child care and Nutrition services	Listing and vital sign taking of 0-12 mos.old children	None	3 minutes	<i>Rural Health Midwife</i> Office of the Municipal Health Officer
	Conduct immunization services at birth to 1 year old.			
	Micronutrient supplementation	None	5 minutes	<i>Rural Health Midwife</i> Office of the Municipal Health Officer
	Vitamin A supplementation to 6 mos. Old children 12 mos. Old children (Micronutrient powder supplementation to underweight, severely underweight and stunted children	None	3 minutes	<i>Rural Health Midwife/ BHWs/ BNS</i> Office of the Municipal Health Officer
Nutrition Services	Nutritional advices to Parents of Underweight Pre-school Children.	None	3 minutes	<i>Rural Health Midwife/ BNS</i> Office of the Municipal Health Officer
TB Program services	Issuance TB meds to cases	None	3 minutes	<i>Rural Health Midwife/ BNS</i> Office of the Municipal Health Officer
	Follow up TB clients for compliance		5 minutes	



Family Planning services	Listing of possible FP clients and vital sign taking	None	30 minutes	Rural Health Midwife/ BNS Office of the Municipal Health Officer
	Physical examination Issuance of FP commodities Follow up defaulters		1 hour	
Received BHWs and BNSs monthly Report	Supervision and validation of BHWs and BNSs monthly Report	None	1 hour	Rural Health Midwife Office of the Municipal Health Officer
Attendance to Community BNC Meeting	Nutrition Situation and nutrition plans presented to BNC members	None	2 hours	Rural Health Midwife/ BHWs/ BNS Office of the Municipal Health Officer
CPC Meeting	Nutrition Plans		2 hours	Rural Health Midwife/ Barangay Kagawad on Health
Barangay Assembly Meeting	Presents health accomplishment and plan of action on health			



FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	<p>Answer the client feedback form and drop it at the designated drop box in front of the municipal lobby where the Information and Complaints Desk is located.</p> <p>Cell No: 0917-1204-877 Email: municipalityofjordan@gmail.com FB Page: @JordanLocalGovernmentUnit Address: Poblacion, Jordan, Guimaras</p>
How feedbacks are processed	<p>Every Friday, the HR staff-in-charge of the Information and Complaints Desk opens the drop box and compiles and records all submitted feedback</p>
How to file a complaint	<p>Answer the Client Complaint Form and drop it at the designated drop box in front of the municipal lobby where the Information and Complaints Desk is located.</p> <p>Complaints can also be filed via cellphone. Make sure to provide the following information:</p> <p style="padding-left: 40px;">Name of person being complained Incident Evidence</p> <p>For inquiries and follow-ups, clients may contact thru Cell No. 0917-1204-877</p>
How complaints are processed	<p>The HRMO or its designated personnel opens the complaints drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The HRMO will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The HRMO will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact thru Cell No. 0917-1204-877</p>
Contact Information of LGU-Jordan	<p>Cell No: 0917-1204-877 Email: municipalityofjordan@gmail.com FB Page: @JordanLocalGovernmentUnit Address: Poblacion, Jordan, Guimaras 5045</p>