

#### 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 selfreliant communities and make them more effective partners in the attainment of national goals. Toward this end, the State shall provide for a move 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;
- 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: Classification: Type of Transaction: Who may avail: CHECKLIST OF F 1. Community Tax Ce photocopy) 2. Barangay Clearanc	Simple Government-to-Cir Residents of the Mi REQUIREMENTS rtificate / Cedula (1 e (1 photocopy)	overnment-to-Citizens (G2C)         esidents of the Municipality of Jordan & its 14 barangays         IREMENTS       WHERE TO SECURE         te / Cedula (1       Barangay where client is registered         whotocopy)       Barangay where client is registered			
<ul><li>3. Police Clearance (1</li><li>4. Court Clearance (1</li></ul>	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 Mu	Resident of the Municipality who wish to become a tricycle			
	operator				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE					
1. Community Tax Ce	rtificate / Cedula (1	Barangay v	where client is reg	istered	
photocopy)					
2. Resolution granting	franchise to the	SB Office			
respective operator					
3. Actual tricycle unit	with corresponding				
color coding					
4. Motorcycle certifica	te of registration and	Land Trans	sportation Office		
official receipt					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE	
1. Client should	1. Office Clerk	Local	2 minutes	Office Clerk	
personally appear at	assigned will check	Revenue		Office of the	
the Office of the	and verify the	Code (as Municipal Mayo			
Municipal Mayor	documents and if	prescribed)			
with the required	found complete	. ,			
documents	request for Official				
	· ·				
	Receipt				
2. Client will get an	•	None	5 minutes	Office Clerk	
2. Client will get an Official Receipt	Receipt	None	5 minutes	Office Clerk Office of the	
_	Receipt 2. Office Clerk	None	5 minutes		
Official Receipt	Receipt 2. Office Clerk assigned will	None	5 minutes	Office of the	
Official Receipt issued by the	Receipt 2. Office Clerk assigned will prepare the MTOP	None	5 minutes	Office of the	
Official Receipt issued by the Municipal Treasurer's Office	Receipt 2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor			Office of the Municipal Mayor	
Official Receipt issued by the Municipal Treasurer's Office 2. Client will receive	Receipt 2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor 2. Office Clerk	None	5 minutes 2 minute	Office of the Municipal Mayor Office Clerk	
Official Receipt issued by the Municipal Treasurer's Office	Receipt 2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor 2. Office Clerk assigned will			Office of the Municipal Mayor Office Clerk Office of the	
Official Receipt issued by the Municipal Treasurer's Office 2. Client will receive	Receipt 2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor 2. Office Clerk assigned will release duly signed			Office of the Municipal Mayor Office Clerk	
Official Receipt issued by the Municipal Treasurer's Office 2. Client will receive	Receipt 2. Office Clerk assigned will prepare the MTOP to be signed by the Municipal Mayor 2. Office Clerk assigned will			Office of the Municipal Mayor Office Clerk Office of the	



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



#### **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 Munici	oal Mavor		
Classification:	Simple			
Type of Transaction	1: Government-to-Bu	siness Entity	/ (G2B)	
Who may avail:	Business Applicant			
	REQUIREMENTS	WHERE TO SECURE		
1. Community Tax C	ertificate / Cedula (1	Barangay v	where client is reg	gistered
photocopy)		_		
2. Barangay Clearan	Barangay v	where client is reg	gistered	
Original and 1 photo				
3. Police Clearance			nicipal Police Sta	
-	tion (DTI, SEC, DOLE,	•	DOLE, CDA) Wh	nere business is
CDA) (2 photocopies	,	registered		
5. Contract of Lease	(2 photocopies	Lessor		
6. Market Clearance	for JFTM & Rizal	JFTM / Riz	al Market	
Market lessee (1 orig	jinal & 1photocopy)			
7. Application Form t	o be given by the	Office of th	e Municipal Mayo	or
Licensing Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Client should	1. Office Clerk	None	5 minutes	Office Clerk
personally appear	assigned will check			Office of the
at the Office of the	and verify the			Municipal Mayor
Municipal Mayor	documents and duly			
with the required documents and	filled-up application form and if found			
duly filled-up	complete proceed for			
application form	encoding			
2. Client will fill-up	2. Office Clerk	None	3 minutes	Office Clerk
the printed out	assigned will release			Office of the
Annex 1 of the	printed out Annex 1			Municipal Mayor
business	of the business			
application form	application form to be			
given by the office	filled-up by the client			
clerk				
2 Client will accure	2 Office clark	None	2 minute	Office Clark
3. Client will secure all the needed	3. Office clerk	None	2 minute	Office Clerk
	assigned will release the Annex 1 of the			Office of the
regulatory				Municipal Mayor
requirements (refer to the attached	business application form with the			
route slip) to operate business	attached route slip for securing regulatory			
operate nusilless	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	Local Revenue Code (as indicated / prescribed)	2 minutes	<i>Office Clerk</i> Office of the Municipal Mayor
5. Client will receive duly signed Mayor's permit to operate (original copy)	Municipal Mayor 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 Munici	ipal Mayor			
Classification:	Simple				
Type of Transaction:		Government-to-Business Entity (G2B)			
Who may avail:					
		Derenerous	WHERE TO SE		
1. Community Tax Ce	rtificate / Cedula (1	Barangay	where client is reg	listered	
photocopy)	e and Cartification (4	Dereneration	uhana aliantia na a	viete ne d	
2. Barangay Clearanc	,	Barangay	where client is reg	listered	
Original and 1 photoco		lavdan Mu	nicinal Dalias Otor	liene	
3. Police Clearance (2			nicipal Police Stat		
4. Business Registrati	•		DOLE, CDA) Wh	ere business is	
DOLE, CDA) (2 photo	• •	registered			
5. Contract of Lease (	2 photocopies)	Lessor			
6. Market Clearance f	or JFTM & Rizal	JFTM / Riz	al Market		
Market lessee (1 origi	nal & 1photocopy)				
7. Sworn Statement of	Gross Receipt from	Applicant			
the previous year					
8. Application Form to	be given by the	Office of th	e Municipal Mayo	or	
Licensing Office					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
1. Client should	ACTIONS 1. Office Clerk	BE PAID None	<b>TIME</b> 5 minutes	RESPONSIBLE Office Clerk	
personally appear at	assigned will check	NOTE	5 minutes	Office of the	
the Office of the	and verify the			Municipal Mayor	
Municipal Mayor	documents and			Manicipal Mayor	
with the required	duly filled-up				
documents and duly	application form				
filled-up application	and if found				
form	complete proceed				
	for encoding				
2. Client will fill-up	2. Office Clerk	None	3 minutes	Office Clerk	
the printed out	assigned will	_		Office of the	
Annex 1 of the	release printed out			Municipal Mayor	
business application	Annex 1 renewal of				
form given by the	the business				
office clerk	application form to				
	be filled-up by the				
	client				
3. Client will secure	3. Office clerk	None	2 minute	Office Clerk	
all the needed	assigned will			Office of the	
regulatory	release the annex 1			Municipal Mayor	
requirements (refer	business				
to the attached route	application form				
slip) to operate	attached herewith				
	the route slip for				



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	<i>Office Clerk</i> 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the Mu	unicipality of	Jordan & its 14 b	arangays
CHECKLIST OF R			WHERE TO SEC	CURE
1. Valid ID (1 photocop		Any valid I		
2. Doctor's Prescription		• •	physician of the pa	
3. Medical Certificate (	(1 photocopy)	Hospital wh	nere the patient is	confined
4. Barangay Certificati photocopy)	on / Indigency (1	Barangay H	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	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 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the Mu	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photoco		Any Valid I		
2. Billing Statement (1			nere the patient is	
3. Medical Certificate	(1 photocopy)	Hospital whether	nere the patient is	confined
4. Barangay Certificati photocopy)	on / Indigency (1	Barangay I	Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol> <li>Client should personally appear at the Office of the Municipal Mayor with the required documents</li> <li>If documents are complete, client will wait for the</li> </ol>	<ol> <li>Office Clerk assigned will check the documents of the client</li> <li>Office Clerk assigned will draft the endorsement</li> </ol>	None	2 minutes 2 minutes	Office Clerk Office of the Municipal Mayor Office Clerk Office of the Municipal Mayor
endorsement duly signed by the Municipal Mayor	for the signature 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 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the Mu	unicipality of	Jordan & its 14 b	arangays
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photoco	•	Any Valid I		
2. Billing Statement (1	1 1 2 /		nere the patient is	
3. Medical Certificate	(1 photocopy)	Hospital wh	nere the patient is	confined
4. Barangay Certificati photocopy)	on / Indigency (1	Barangay I	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	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 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 Munici	pal Mayor		
Classification:	Simple	, ,		
Type of Transaction:	Government-to-Cit	tizens (G2C)	)	
Who may avail:	Residents of the Mu	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photoco		Any valid II		
2. Funeral Contract (1	1 1 2 /	Funeral ho	mes	
3. Certified True Copy	of the Death	Local Civil	Registrar	
Certificate (1 photocop	oy)			
4. Barangay Certificat	ion / Indigency (1	Barangay I	Hall	
photocopy)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Client should	1. Office Clerk	None	2 minutes	Office Clerk
personally appear at	assigned will check			Office of the
the Office of the	the documents of			Municipal Mayor
Municipal Mayor	the client			
with the required				
documents				
2. If documents are	2. Office Clerk	None	2 minutes	Office Clerk
complete, client will	assigned will draft	Nono	2 111110100	Office of the
wait for the	the endorsement			Municipal Mayor
cndorsement duly	for the signature of			Maniopa Mayor
signed by the	the Municipal			
Municipal Mayor	Mayor			
	ivia y Ol			
3. Endorsement duly	3. Office Clerk	None	1 minute	Office Clerk
signed by the	assigned will log			Office of the
Municipal Mayor will	the endorsement			Municipal Mayor
be logged and	prior its releasing			
forwarded to the				
Municipal Budget				
Office				
L	l	1	l	l



#### 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:	Residents of the Mu	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photoco		Any valid II		
2. Funeral Contract (1	photocopy)	Funeral pa		
3. Certified True Copy	of the Death	Local Civil	Registrar	
Certificate (1 photocop	by)			
4. Barangay Certificati	on / Indigency (1	Barangay I	Hall	
photocopy)				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Client should	1. Office Clerk	None	2 minutes	Office Clerk
personally appear at	assigned will check			Office of the
the Office of the	the documents of			Municipal Mayor
Municipal Mayor	the client			
with the required				
documents				
2. If documents are	2. Office Clerk	None	2 minutes	Office Clerk
complete, Client will	assigned will draft			Office of the
wait for the	the endorsement			Municipal Mayor
endorsement duly	for the signature of			
signed by the	the Municipal			
Municipal Mayor	Mayor			
3. Endorsement duly	3. Office Clerk	None	1 minute	Office Clerk
signed by the	assigned will log			Office of the
Municipal Mayor will	the endorsement			Municipal Mayor
be logged and	prior its releasing			
forwarded to the				
Office of the				
Congressman				
and/or the Governor				



### 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 Munici	ipal Mayor		
Classification:	Simple	. ,		
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:	Residents of the M	unicipality of	Jordan & its 14 b	arangays
CHECKLIST OF R	REQUIREMENTS		WHERE TO SEC	CURE
1. Valid ID (1 photocop	oy)	Any valid I	0	
2. Blood Request from	the Hospital (1	Hospital wh	nere the patient is	confined
photocopy)				
3. Personal Data Infor	mation of the Blood	Hospital wh	nere the patient is	confined
Donor (1 photocopy)				
4. Barangay Certificati	on / Indigency (1	Barangay H	Hall	
photocopy)	U V V	0,		
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Client should	1. Office Clerk	None	2 minutes	Office Clerk
personally appear at	assigned will check			Office of the
the Office of the	the documents of			Municipal Mayor
Municipal Mayor	the client			
with the required				
documents				
2. If documents are	2. Office Clerk	None	2 minutes	Office Clerk
complete, Client will	assigned will draft			Office of the
wait for the	the endorsement			Municipal Mayor
endorsement duly	for the signature of			
signed by the	the Municipal			
Municipal Mayor	Mayor			
3. Endorsement duly	3. Office Clerk	None	1 minute	Office Clerk
,		INUTIE		Office of the
signed by the	assigned will log			
Municipal Mayor will	the endorsement			Municipal Mayor
be released to the	prior its releasing			
client.				



#### 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:	Government-to-Go	overnment (0	G2G)	
Who may avail:	PG-LGU, LGUs, NO	GAs		
CHECKLIST OF R	REQUIREMENTS		WHERE TO SEC	CURE
1. Sangguniang Bayar	n Endorsements for	Office of th	e Sangguniang Ba	ayan
Resolution, MOA, MO	U and Ordinance			
2. Endorsement of red	commendation 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	1. Draft of	None	5 minutes	Executive
communication to be	communication /			Assistant
endorsed	endorsement letter			Office of the
	2. Approval of the			Municipal Mayor
	LCE of the draft			
	3. Finalization of			
	the endorsement			
	communication			



# 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:	Government-to-Go	overnment (0	G2G)	
Who may avail:	Government Owner	d and Contro	olled Corporation	
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
1. Application Letter		Client		
2. Curriculum Vitae		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse the	1. Draft	None	5 minutes	Executive
application letter and	appointment letter			Assistant
CV to the Office of	as decided by the			Office of the
the Mayor	LCE			Municipal Mayor
	2. Approval and			
	signature by the			
	LCE			



## 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 Munici	pal Mayor		
Classification:	Simple			
Type of Transaction:	Government-to-Pu	blic (G2C),		
	Government-to-Bu	siness Entit	y (G2B)	
Who may avail:	General Public and	/or Business	s Entity	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
1. Supporting documen	its on the requested	Client will h	nave to personally	appear to the
certification and/or auth	norization:	Office of th	e Mayor with the o	documents
a)Certification to Trave	I to Iloilo City	required fo	r certification and/	or authorization
(COVID-19),	•	•		
b) Certification to Resu	me Operations			
, (COVID-19),	I			
c) Authorization to Proc	cess Electricity in			
Food Stall				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
	1. Draft	None	5 minutes	Executive
11 5	authorization/			Assistant
documents to the	certification			Office of the
Office of the Mayor	2. Approval and			Municipal Mayor
	signature of the			
	LCE			



### 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 Munici	pal Mayor –	LYDC	
Classification:	Simple	, ,		
Type of Transaction:	Government-to-Go	overnment (	G2G)	
Who may avail:	LYDC			
CHECKLIST OF F			WHERE TO SEC	CURE
Schedule of meeting t	-	Not Applica	able	
letter to LYDC member	-			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Letter for the	1. Prepare letters	None	4 hours	LYDC Clerk
scheduled meeting				Office of the
				Municipal Mayor
	2. Sent letters to		1 day	LYDC Clerk
	members			Office of the
				Municipal Mayor
2. Attendance to the	3. Prepare the	None	1 hour	LYDC Clerk
meeting	venue for the			Office of the
	meeting			Municipal Mayor
	-			
	4. Prepare the		1 day	LYDC
	minutes of the		1 ddy	Designate
	meeting			Office of the
	5			Municipal Mayor
				· · · · · · · · · · · · · · · · · · ·
	5. Approval of			LYDC
	minutes		4 hours	Chairperson/
				Municipal Mayor
			1	



# 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 Munici	pal Mavor –	PESO	
Classification:	Simple			
Type of Transaction:	Government-to-Go	overnment (0	G2G)	
Who may avail:	Other Agencies/ Of	fices		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
Data / Information		Concerned	Agencies/ Offices	S
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Report	<ol> <li>Gather / consolidate reports</li> <li>Prepare report</li> </ol>	None	2 days 3 hours	PESO Clerk Office of the Municipal Mayor PESO Clerk/ PESO Designate Office of the Municipal Mayor
	3. Approval of the report		30 minutes	Municipal Mayor
	4. Submitted report		1 hour	PESO Designate 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 BayanClassification:Highly TechnicalType of Transaction:Government–to–Government (G2G)Who may avail:Barangay GovernmentCHECKLIST OF REQUIREMENTSWHERE TO SECURE1.Barangay OrdinanceBarangay Government2.Minutes of Public HearingBarangay GovernmentCLIENT STEPSAGENCY ACTIONSFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE1.Submit complete checklist documents1. Receive submitted complete checklist documents and attachmentsNone1 minuteClerk II Office of the Sangguniang Bayan
Who may avail:Barangay GovernmentCHECKLIST OF REQUIREMENTSWHERE TO SECURE1.Barangay OrdinanceBarangay Government2.Minutes of Public HearingBarangay Government3.Attendance of Public HearingCLIENT STEPSAGENCY ACTIONSFEES TO BE PAIDPROCESSING TIME1.Submit complete checklist documents1. Receive submitted complete checklist documentsNone1.Submit complete and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minuteClierk II Sangguniang BayanOffice of the Sangguniang Bayan
CHECKLIST OF REQUIREMENTSWHERE TO SECURE1.Barangay OrdinanceBarangay Government2.Minutes of Public HearingBarangay Government3.Attendance of Public HearingFEES TO ACTIONSPROCESSING BE PAIDCLIENT STEPSAGENCY ACTIONSFEES TO BE PAIDPROCESSING TIME1.Submit complete checklist documents and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minute0Clerk II Office of the Sangguniang Bayan
1.Barangay Ordinance 2.Minutes of Public Hearing 3.Attendance of Public HearingBarangay GovernmentCLIENT STEPSAGENCY ACTIONSFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE1.Submit complete checklist documents and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minuteClerk II Office of the Sangguniang Bayan
2.Minutes of Public Hearing 3.Attendance of Public HearingCLIENT STEPSAGENCY ACTIONSFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE1.Submit complete checklist documents and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minuteClerk II Office of the Sangguniang Bayan
3.Attendance of Public Hearing         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       Clerk II Office of the Sangguniang Bayan
CLIENT STEPSAGENCY ACTIONSFEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE1. Submit complete checklist documents and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minuteClerk II Office of the Sangguniang Bayan
CLIENT STEPSACTIONSBE PAIDTIMERESPONSIBLE1.Submit complete checklist documents and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minuteClerk II Office of the Sangguniang Bayan
1.Submit complete checklist documents and attachments1. Receive submitted complete checklist documents and attachmentsNone1 minuteClerk II Office of the Sangguniang Bayan
checklist documents and attachments documents and attachments
and attachments checklist documents and attachments attachments
documents and Bayan attachments
attachments
2 Mait far Isrielative 2 Deferred to the Name 2 weeks Committee
2 Mait for legislative 2. Deferred to the Name Ownedda Ownedda
2.Wait for legislative 2. Referral to the None 2 weeks <i>Committee</i>
action concerned Chairperson or
Committee Rules and
Privileges
Office of the
Sangguniang
Bayan
3.Attend Committee 3. *Ascertain the None 1 hour Concerned
Hearing validity of the Committee
ordinance and Office of the
appropriateness of Sangguniang
jurisdiction Bayan
4. Follow up 4. Advise client if None 1 minute Clerk II
still on process Office of the
Sangguniang
Bayan
5. Wait for legislative 5. *Render None 30 minutes Concerned
action committee report Committee
during SB session Office of the
*Agenda for second
reading 2 weeks Bayan
6.Claim Resolution 6. Release the None 5 minutes Clerk II
declaring the Resolution Office of the
Barangay Ordinance declaring the Sangguniang
valid Barangay Bayan
Ordinance valid



#### 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 Sangg	uniang Bava	n		
Classification:	Highly Technical				
Type of Transaction:	,	Government–to–Government (G2G)			
Who may avail:	Barangay Governm	1	/		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
1.Complete Propose Budget:		Barangay (	Government		
a. Endorsement fr	rom the Barangay				
b. Barangay Appr	opriation Ordinance				
c. Annual Investm	ent Program				
d. Annual Budget	Form				
e. Budget of Expe	enditures and				
Sources of Baran	gay				
f. Certified Statem	nent of Income				
g. Resolution App	roving the Annual				
Development Plar	ſ				
h. List of Projects	Funded Against				
20% Developmen	it Plan				
i. Plantilla of Pers	sonnel				
j. Statement of Inc	debtedness				
k. 20% Work and	Financial Plan				
I. Barangay Disas	ter Risk Reduction				
and Management	Work and Financial				
Plan					
m. Barangay Cou	ncil for Protection of				
Children Work an	d Financial Plan				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1.Submit complete	1. Receive	None	1 minute	Clerk II	
budget and	submitted complete			Office of the	
attachments	checklist			Sangguniang	
	documents and			Bayan	
	attachments				
				<b>0</b>	
2.Wait for legislative	2. Referral to the	None	1 week	Committee	
action	SB In-Charge of the			Chairperson on	
	district			Rules and	
				Privileges	
				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 BayanClassification:Highly TechnicalType of Transaction:Government-to-Government (G2G)Who may avail:Barangay Government			
Who may avail: Barangay Government			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
1. Cover Letter Barangay Government			
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)	<u></u>		
CLIENT STEPSAGENCYFEES TOPROCESSINGPERSEACTIONSBE PAIDTIMERESPON			
1.Submit complete         1. Receive         None         1 minute         Clerk			
checklist documents submitted complete Office o	f the		
and attachments checklist Sanggur	niang		
documents and Baya	-		
attachments			
2.Wait for legislative 2. Referral to the None 2 weeks Comm	ittee		
action SK Federation Chairpers	son on		
President Rules			
Privile	ges		
Office o	f the		
Sanggur	niang		
Baya	in -		
3.Attend Committee 3. Ascertain None 1 hour SK Fede	ration		
Hearing completeness of Presid	lent		
attachments/plans Office o	f the		
and compliance to Sanggur	niang		
statutory Baya	in -		
obligations and			
other issuances by			
DILG, DBM, COA,			
etc.			
4. Follow up 4. Advise client if None 1 minute Clerk	: //		
still on process Office o	f the		



				Sangguniang Bayan
5. Wait for legislative	5. *Render	None	30 minutes	SK Federation
action	committee report			President
	during SB session			Office of the
	*Agenda for second		2 weeks	Sangguniang
	reading		2 WEEKS	Bayan
6. Claim Resolution	6. Release the	None	2 minutes	Clerk II
declaring the SK	Resolution			Office of the
Budget operative	declaring the SK			Sangguniang
	Budget operative			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 SEC	CURE	
1. Application Form		Mayor's Office			
2. Official Receipt & C	ertificate of	Motorcycle Dealer			
Registration					
3. Community Tax Ce	rtificate	Municipal 7	Freasurer's Office		
4. Endorsement letter		Mayor's Office			
CLIENT STEPS	AGENCY	FEES TO PROCESSING PERSON			
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1.Submit complete	1. Receive	None	1 minute	Clerk II	
checklist documents	submitted complete			Office of the	
and attachments	checklist			Sangguniang	
	documents and			Bayan	
	attachments				
2.Wait for legislative	2. Referral to the	None	2 weeks	Committee	
action	Committee on	None		Chairperson on	
action	Transportation and			Rules and	
	Communication			Privileges	
	Communication			Office of the	
				Sangguniang	
3.Attend Committee	2 Orientation of the	None	1 hour	Bayan Committee	
	3. Orientation of the	None	1 hour		
Hearing	ordinance on			Chairperson on	
	tricycle operation			Transportation	
				and	
				Communication	
				Office of the	
				Sangguniang	
				Bayan	
4. Follow up	4. Advise client if	None	1 minute	Clerk II	
	still on process			Office of the	
				Sangguniang	
				Bayan	
5. Wait for legislative	5. *Render	None	30 minutes	Committee	
action	committee report			Chairperson on	
	during SB session			Transportation	
	*Agenda for second		2 weeks	and	
	reading			Communication	
				Office of the	
				Sangguniang	
				Bayan	



6. Claim Resolution	6. Release the	25.00	5 minutes	Clerk II
approving the	Resolution			Office of the
franchise applied for	approving the			Sangguniang
	franchise applied			Bayan
	for			



# 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 Sangg	uniang Bava	an		
Classification:	Highly Technical				
Type of Transaction:	Government-to-Client (G2C)				
Who may avail:	NGOs/POs/Civic Organizations/Coops				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC		
1.Letter of Application		NGOs/PO	s/Civic Organizati	ons/Coops	
2. Duly Accomplished Application Form					
3.List of Officers					
4.Board Resolution for the Accreditation					
5. Certificate of Regist	ration (SEC, CDA,	SEC / CDA	A / DOLE		
etc.)					
6. Annual Accomplish	ment Report for the	NGOs/POs	s/Civic Organizatio	ons/Coops	
past 3 years/current y	ear				
7.Financial Statement	for the past 3				
years/current year					
8.Articles of Incorpora	tion or Constitution				
and By-Laws (Optiona	l)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
1. Culture it communities	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1.Submit complete	1. Receive	None	1 minute	Clerk II	
checklist documents	submitted complete checklist			Office of the	
and attachments				Sangguniang	
	documents and attachments			Bayan	
	allachments				
2.Wait for legislative	2. Referral to the	None	2 weeks	Committee	
action	Committee on	NONE	Z WEEKS	Chairperson on	
action	Coops, POs and			Rules and	
	NGOs			Privileges	
	1003			Office of the	
				Sangguniang	
				Bayan	
3.Attend Committee	3. Ascertain	None	1 hour	Committee	
Hearing	completeness of			Chairperson on	
	requirements,			Coops, PO's	
	compliance and			and NGO's	
	nature of the			Office of the	
	applicant entity			Sangguniang	
				Bayan	
4. Follow up	4. Advise client if	None	1 minute	Clerk II	
	still on process	Office of the			
				Sangguniang	
				Bayan	



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



# 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 Munici	pal Planning	and Developmer	nt Office
Classification:	Simple		· ·	
Type of Transaction:	Government-to-Cit	tizens (G2C)		
Who may avail:	General Public of le	egal age (18	years old and abo	ove)
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
1. Any of the following	relative to right over	Lot Owner/	Registry of Deeds	3
land;				
*Certificate of title on c	ase registered in the			
name of the applicant				
*Duly notarized Deed	of Sale or Deed of			
Donation or Contract of	f lease or			
authorization to the us	e of land if the			
applicant is not the ow	ner of the lot applied			
(1 photocopy)				
2. Tax Declaration (1 p	hotocopy)	Municipal A	Assessor's Office	
3. Barangay Clearance	e (1 photocopy)	Barangay H	Hall	
4. Sketch Plan With Vi			Assessor's Office	
(1 photocopy)		manneipar /		
5.Tax Clearance/ Tax	Receint (1	Municipal 7	Freasurer's Office	
photocopy)				
рпотосору)	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Request for	1. Verify if all the	None	5 minutes	Utility Worker
Zoning Certification	requirements are			Municipal
	complied with. If			Planning and
	none, return to			Development
	applicant for			Office
	completion. If			
	complete, let the			
	applicant pay to the			
	Treasurer's Office			
	the specified			
	amount.			
2. Payment for	2. Receive the	P75.00	5 minutes	Cashier
Zoning Certification	payment for the			Municipal
	Zoning Certification			Treasurer's
	at the Cashier in			Office
	Treasurer's Office			2



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 Munic	pal Planning	Office or Division: Office of the Municipal Planning and Development Office			
Classification:	Complex	p === :				
Type of Transaction:	Government-to-Ci	tizens (G2C)				
Who may avail:	General Public of le	egal age (18				
CHECKLIST OF R			WHERE TO SEC			
1. Any of the following	relative to right over	Lot Owner/	Registry of Deeds	3		
land;						
	*Certificate of title on case registered in					
the name of the applic						
*Duly notarized Deed						
Donation or Contract of						
authorization to the us						
applicant is not the ow	ner of the lot applied					
(1 photocopy)						
2. Tax Declaration (1 p		•	ssessor's Office			
3. Barangay Clearance		Barangay H	lall			
4. Sketch Plan With Vi	cinity Location Map	Municipal A	ssessor's Office			
(1 photocopy)						
5.Tax Clearance/ Tax	Receipt (1	Municipal T	reasurer's Office			
photocopy)						
6. 1 set of plan with Bi	I of Materials, and	Project Ow	ner/Project Engin	eer		
Specifications (1 set	photocopy)					
7. Duly accomplished	and Notarized	Project Ow	ner			
Locational Clearance f	orm (5 Original					
copies)						
8. If not the owner; Au	thorization to	Project Ow	ner			
process from the owne	er (1 original copy)					
CLIENT STEPS	AGENCY	FEES TO				
	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Request for	2. Verify if all the	None	5 minutes	Utility Worker		
Zoning Clearance/	requirements are			Municipal		
Locational	complied with. If			Planning and		
Clearance	none, return to			Development		
	applicant for			Office		
	completion. If					
	complete, let the					
	applicant pay to the					
	Treasurer's Office					
	the specified					
	amount.					
2. Payment for	2. Receive the	Dependin	5 minutes	Cashier		
Locational	payment for the	g on Total		Municipal		
Clearance	Locational	Project		Treasurer's		
	Clearance at the	Cost and		Office		
	Cashier in	Project				



	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	Utility Worker / MPDC Municipal Planning and Development Office
4. Receive Locational Clearance	4. Release Locational Clearance	None	2 minutes	Utility Worker 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 Munici	pal Planning	and Developmer	nt Office
Classification:	Simple			
Type of Transaction:	Government-to-Bu	isiness Entity	y (G2B)	
Who may avail:	Business Entity	<b>1</b>		
CHECKLIST OF R			WHERE TO SEC	CURE
1. Duly accomplished	Business Permit	Mayor's Off	fice	
2. For New Business;	Skotch Plan With	Municipal A	ssessor's Office	
Vicinity Location Map				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	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	Utility Worker Municipal Planning and Development Office
2. Receive Zoning Certification	Release zoning certification for business permit	None	2 minutes	Utility Worker 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:	ce or Division: Office of the Municipal Civil Registrar				
Classification:	Simple		·····		
Type of Transaction:	Government-to-Cit	tizens (G2C)	)		
Who may avail:	General public of le	gal age (18	years old and abo	ove)	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE	
1. Marriage Contract	of Parents (optional)	MCRO/PS	A		
2. Valid ID		-		-	
A.) Principal (Documer Valid Identity Docu with CLEAR PHOT PRINT, SIGNATUF official authority (1	ment (ID) complete O, FULL NAME IN RE and issued by an	Organizatio Schools/Co (i.e., DFA,I Philpost, P	nt Agencies, Non- ons, Private entitie olleges/Universitie _TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	es, es SIS, SSS, EC, NBI, AFP,	
B.) Valid Identity Docu Document owner co PHOTO, FULL NAI SIGNATURE and is authority (1 original	omplete with CLEAR ME IN PRINT, ssued by an official	Philpost, P	Owner _TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Caj	EC, NBI, AFP,	
Valid Identity Docu authorized represe with CLEAR PHOT PRINT, SIGNATUF official authority (1 photocopy)	ntative complete O, FULL NAME IN RE and issued by an	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 Lette Special Power of A complying with the requirements:	ttorney (1 original)	Document	Owner		
<ol> <li>Written in a clear</li> <li>Indicates the typ document and the s document to be red</li> <li>Bears the fresh s document owner the ID</li> </ol>	e of transaction or specific details of the juested; and signature of the				
<b>Reminder:</b> 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	
<ol> <li>Accomplish information sheet</li> </ol>	1. Check requirements, review application and	None	25 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan,	



<b></b>				
	process documents for issuance of Live Birth			Guimaras / Asst. Registration Officer - Office
				of the Municipal Civil Registrar, Jordan,
				Guimaras / Municipal Civil
				<i>Registrar</i> - 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	None	10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan,
	Live Birth and register the			Guimaras / Asst.
	documents to Civil Registry Book of Live			Registration Officer - Office of the Municipal
	Births			Civil Registrar, Jordan,
				Guimaras / Municipal Civil
				<i>Registrar</i> - Office of the Municipal Civil
				Registrar, Jordan, Guimaras
3. Receive	3. Release	None	2 minutes	Clerk - Office of
documents	documents			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- C	itizens (G2C)			
Who may avail:		gal age (18 years old and above)			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Certificate of Live Birt		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 Represen	tative				
	complete with	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)			
with CLEAR PHO	entative complete	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 Lett notarized Special (1 original) comply following requiren	Power of Attorney ying with the	Document Owner			
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> </ol>					
<b>Reminder:</b> For A Letter/Special Pov received from abr owner should pro- scanned/photocop Valid ID.	wer of Attorney oad, document vide a				



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit COLB	1. Check COLB	None	25 minutes	Clerk - Office of
from hospital for	from the Hospital.			the Municipal
registration	If there is no			Civil Registrar,
	problem and all			Jordan,
	needed data are			Guimaras /
	complete, process			Asst.
	documents for			Registration
	issuance of Live			Officer - Office
	Birth.			of the Municipal
	Sign, assign			Civil Registrar,
	Registry No. and Register the			Jordan, Guimaras /
	documents to Civil			Municipal Civil
	Registry Book of			Registrar -
	Live Births			Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
2. Receive	2. Release	None	2 minutes	Clerk - Office of
documents	documents			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 Munic	cipal Civil Registrar
Classification:	Simple	
Type of Transaction:	Government-to-C	
Who may avail:		egal age (18 years old and above)
CHECKLIST OF RE		WHERE TO SECURE
1.) Certificate of Live Birl	h from birthing	Birthing center where the events occurred
center	Denente (entionel)	
2.) Marriage Contract of	Parents (optional)	MCRO/PSA
3.) Valid ID	Juparl	
A. Principal (Document C Valid Identity Docu complete with CLE FULL NAME IN PF SIGNATURE and official authority (1	iment (ID) EAR PHOTO, RINT, issued by an	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 Represent	ative	Document Owner
Valid Identity Docu Document owner of CLEAR PHOTO, F PRINT, SIGNATU an official authority photocopy)	complete with FULL NAME IN RE and issued by	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Docu authorized represe with CLEAR PHO IN PRINT, SIGNA by an official autho 1 photocopy)	entative complete	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 Lette notarized Special (1 original) comply following requirem	Power of Attorney ing with the	Document Owner
<ol> <li>Written in a clear</li> <li>Indicates the type or document and the of the document to and</li> <li>Bears the fresh document owner the his/her ID</li> </ol>	be of transaction he specific details be requested; signature of the	
Reminder: For Au Letter/Special Pow received from abro owner should prov scanned/photocop Valid ID.	ver of Attorney bad, document ide a	



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1.Submit COLB from	1. Check COLB	None	25 Minutes	Clerk - Office of
hospital for	from the Birthing			the Municipal
registration	Center.			Civil Registrar,
	If there is no			Jordan,
	problem and all			Guimaras /
	needed data are			Asst.
	complete, process			Registration
	documents for			Officer - Office
	issuance of Live			of the Municipal
	Birth.			Civil Registrar,
	Sign, assign			Jordan,
	Registry No. and			Guimaras /
	Register the			Municipal Civil
	documents to Civil			Registrar -
	Registry Book of			Office of the
	Live Births			Municipal Civil
				Registrar,
				Jordan, Guimaras
2. Receive	2. Release	None	2 minutes	Clerk - Office of
documents	documents	NONE	2 111110165	the Municipal
documento	documento			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 or Division: Office of the Municipal Civil Registrar					
Office or Division: Classification:		pai Civil Rec	jistrar			
	Simple					
Type of Transaction:	Government-to-Cit	izens (G2C)				
Who may avail:	General Public					
	QUIREMENTS		WHERE TO SEC	URE		
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)		Organizatio Schools/Co (i.e., DFA,L Philpost, Pa	nt Agencies, Non-6 ons, Private entitie olleges/Universities TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,		
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)		Philpost, Pa	Owner .TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	C, NBI, AFP,		
authorized repres with CLEAR PHO IN PRINT, SIGNA	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)		nt Agencies, Non- ons, Private entitie olleges/Universities .TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,		
Authorization Lett notarized Special (1 original) comply following requirem	Power of Attorney ying with the	Document	Owner			
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> </ol>						
Reminder: For A Letter/Special Pov received from abr owner should prov scanned/photocop Valid ID.	wer of Attorney oad, document vide a by of Passport as					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		



	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1.Accomplish Information Sheet	1. Check requirements, review application and process documents for issuance of Live Birth	None	15 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. 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 Munic	Office of the Municipal Civil Registrar		
Classification:	Simple		9	
Type of Transaction	Government-to-C	itizens (G2C	C)	
Who may avail:	General Public			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
1.Parents of Child				
A. Valid Identity D	ocument (ID)	Governme	nt Agencies, Non-	Government
complete with CL	EAR PHOTO, FULL	Organizatio	ons, Private entitie	s,
NAME IN PRINT,	SIGNATURE and	Schools/Co	olleges/Universitie	S
issued by an offic	al authority (1		_TO, PRC, IBP, G	
original)			ag-IBIG, COMELE	
		PNP, Offic	e of Barangay Cap	otain)
B. Valid Commun	ity Tax Certificate		Freasurer's Office	/ Barangay
(Cedula)		Treasurer's		
2. Affidavit to Use the			Civil Registrar's Of	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Accomplich	1. Check	None	25 minutes	<i>Clerk</i> - Office of
1.Accomplish Information Sheet	requirements,	NONE	25 minutes	the Municipal
Information Sheet	review application			Civil Registrar,
	and process			Jordan,
	documents for			Guimaras /
	issuance of Live			Asst.
	Birth			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	2. Sign Certificate	None	5 minutes	Clerk - Office of
COLB as informant	of Live Birth	1 tonio		the Municipal
and as				Civil Registrar,
acknowledging				Jordan,
parent.				Guimaras /
				Asst.
				Registration
				Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -



				Office of the Municipal Civil Registrar, Jordan,
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	Guimaras 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 documents	4. Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



#### 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-C	itizens (G2C)		
Who may avail:	General Public			
CHECKLIST OF RE		WHERE TO SECURE		
Certificate of Live Birth fr		Hospital where the events occurred		
1. Parents of the child				
A. Valid Identity Doc complete with CLEA NAME IN PRINT, SI issued by an official original)	R PHOTÓ, FULL GNATURE and authority (1	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 Representa				
Valid Identity Docum Document owner con CLEAR PHOTO, FU PRINT, SIGNATURE official authority (1 o photocopy)	mplete with LL NAME IN E and issued by an	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 Special Power of Att complying with the for requirements:	orney (1 original)	Document Owner		
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> </ol>				
<b>Reminder:</b> For Auth Letter/Special Power received from abroad owner should provid scanned/photocopy Valid ID	r of Attorney d, document e a			



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Submit COLB from hospital for registration	ACTIONS 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	<b>BE PAID</b> None	25 Minutes	RESPONSIBLE 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,
2. Receive documents	2. Release documents	None	2 minutes	Guimaras 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 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	<u> </u>	<b>y</b> · <b>u</b> · <b>u</b>	
Type of Transaction:	Government-to-Ci	tizens (G2C)	)	
Who may avail:	General Public	<b>x x</b>		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
1. Certificate of Live B	irth from Hospital	Hospital w	nere the event occ	curred
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)		Organizatio Schools/Co (i.e., DFA,I Philpost, P	nt Agencies, Non- ons, Private entitie olleges/Universitie _TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
B. Valid Communi (Cedula)	•	Treasurer's		
3. Affidavit to Use the			Civil Registrar's Of	
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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</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 Admissio n of Paternity -PHP 50.00	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
4. Receive documents	4. 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 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-C	itizens (G2C)		
Who may avail:	General Public			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Certificate of Live Birth fr Center	om Birthing	Birthing Center where the events occurred		
<ol> <li>Valid ID         <ul> <li>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)</li> <li>B. Authorized Representative</li> <li>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</li> </ul> </li> </ol>		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 (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
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		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		
Special Power of Att complying with the for requirements:	orney (1 original)			
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> </ol>				
Reminder: For Auth Letter/Special Power received from abroad owner should provid scanned/photocopy Valid ID	r of Attorney d, document e a			



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Submit COLB from	1. Check the	None	25 Minutes	Clerk - Office of
Birthing Center for	submitted COLB			the Municipal
registration	from client.			Civil Registrar,
	If there is no			Jordan,
	problem and all			Guimaras /
	needed data are			Asst.
	complete, process			Registration
	documents for			Officer - Office
	issuance of Live			of the Municipal
	Birth.			Civil Registrar,
	Sign, assign			Jordan,
	Registry No. and			Guimaras /
	Register the			Municipal Civil
	documents to Civil			Registrar -
	Registry Book of			Office of the
	Live Births			Municipal Civil
				Registrar,
				Jordan, Guimaras
		Nana	0 minutes	
2. Receive documents	2.Release documents	None	2 minutes	Clerk - Office of
documents	documents			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 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 Munic	Office of the Municipal Civil Registrar		
Classification:	Simple		9.0.0	
Type of Transaction:	Government-to-C	itizens (G2C	:)	
Who may avail:	General Public		7	
CHECKLIST OF R		WHERE TO SECURE		CURF
1. Certificate of Live B Center		Birthing Ce	nter where the ev	
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)		Organizatio Schools/Co (i.e., DFA,L Philpost, Pa	nt Agencies, Non- ons, Private entitie olleges/Universitie TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	es, s SIS, SSS, EC, NBI, AFP,
B. Valid Communi (Cedula)	-	Treasurer's		
3. Affidavit to Use the			Civil Registrar's Of	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1.Submit COLB from Birthing Center for registration	ACTIONS 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.	<b>BE PAID</b> None	<b>TIME</b> 25 minutes	RESPONSIBLE 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</i> <i>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 Admissio n of Paternity - PHP 50.00	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
4. Receive documents	4. Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



# 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-Cit	izens (G2C)	
Who may avail:		egal age (18 years old and above)	
CHECKLIST OF RE		WHERE TO SECURE	
<ul> <li>1. Any of the two (documents as proof of place and date of birth and name of parents)</li> <li>Baptismal</li> <li>School Records</li> <li>Income Tax Return of Parents</li> <li>Insurance Policy</li> <li>Medical Records</li> <li>Brgy. Captain Certification</li> <li>PhilHealth MDR</li> <li>SSS Records</li> <li>Voter's Registration Record</li> <li>Marriage Contract of Document</li> <li>Owner</li> <li>Passport</li> </ul>		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA, SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)	
<ul> <li>Others</li> <li>2. Negative Certification</li> </ul>	l	Philippine Statistics Authority	
<ol> <li>Affidavit of Two disint with cedula and valid ID</li> <li>Marriage contract of p</li> </ol>	•	Office of the Municipal Civil Registrar Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices 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)	
•	ument (ID) of the complete with	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
with CLEAR PHO	entative complete	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)	



<ul> <li>(1 original) com following require</li> <li>1. Written in a c</li> <li>2. Indicates the or document an of the document and</li> </ul>	al Power of Attorney plying with the	Document C	Dwner	
received from a owner should pu scanned/photoc Valid ID.	Authorization ower of Attorney broad, document	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Accomplish information/Applicati on 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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. Pay fees at the Municipal Treasurer's Office and present Official Receipt 3. Receive	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 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	Sworn Statemen t - PHP 50.00 Joint affidavit - 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 - PHP 55.00 For delay of more than 6 months but less than 1 year - PHP 82.50 For delay of 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	10 days and 10 minutes 2 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras Office of the Municipal Civil Registrar, Jordan, Guimaras
documents		INDITE		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 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-C	itizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Live Birth		Hospital where the event occurred		
2. Negative Certification		Philippine Statistics Authority		
2. Negative Certification		Office of the Municipal Civil Registrar		
3. Valid ID				
A. Principal (Document C	)wner)			
Valid Identity Docu complete with CLE FULL NAME IN PF SIGNATURE and official authority (1	iment (ID) EAR PHOTO, RINT, issued by an	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 Represent	ative	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
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)		Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Valid Identity Docu authorized represe with CLEAR PHOT IN PRINT, SIGNA by an official author 1 photocopy)	entative complete	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 Lette notarized Special I (1 original) comply following requirem	Power of Attorney ing with the	Document Owner		
<ol> <li>Written in a clear</li> <li>Indicates the type or document and the of the document to and</li> <li>Bears the fresh document owner the his/her ID</li> </ol>	be of transaction he specific details be requested; signature of the			
Reminder: For Au Letter/Special Pow received from abro owner should prov scanned/photocop Valid ID.	ver of Attorney bad, document ide a			



CLIENT STEPS	AGENCY	FEES TO	PROCESSING TIME	PERSON
1 Submit COLB from	ACTIONS	BE PAID		<b>RESPONSIBLE</b>
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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., advice 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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



		-		
	documents to Civil	PHP		
	Registry Book of	55.00		
	Live Births			
		For delay		
		of more		
		than 6		
		months		
		but less		
		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	4. Release	None	2 minutes	Clerk - Office of
documents	documents			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
				Guinaras



## 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-Cit			
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Live Bir		Birthing Center where the event occurred		
2. Negative Certification	1	Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Valid ID				
A. Principal (Document Valid Identity Doc complete with CL FULL NAME IN P SIGNATURE and official authority (	ument (ID) EAR PHOTO, PRINT, Fissued by an	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)		
with CLEAR PHO	entative complete	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 Lett notarized Special (1 original) compl following requiren	Power of Attorney ying with the	Document Owner		
2. Indicates the ty	the specific details o be requested; n signature of the			
<b>Reminder:</b> For A Letter/Special Por received from abr owner should pro scanned/photoco Valid ID.	wer of Attorney oad, document			



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID		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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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., advice 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 Statemen t - PHP 50.00 Affidavit of Delayed Registrati on - 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	for delay of more than 1 month and less than 6 months - PHP 55.00		
		For delay of more than 6 months but less 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		
3. Receive documents	Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



#### 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 Munici	nal Civil Red	nistrar	
Classification:	Complex		giotrai	
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:	General Public of le			nve)
· · · · · · · · · · · · · · · · · · ·				,
CHECKLIST OF R 1. Any of the two (docu place and date of birth parents) Baptismal School Records Income Tax Retu Insurance Policy Medical Records Brgy. Captain Ce PhilHealth MDR SSS Records Voter's Registrat Marriage Contra	EQUIREMENTS ments as proof of and name of urn of Parents sertification	WHERE TO SECURE Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA, SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
Owner Passport Others				
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disin with cedula and valid IE	)	Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
4. Parents of the child ( below 18 years old)				
complete with CLE. NAME IN PRINT, S	A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1		nt Agencies, Non- ons, Private entitie olleges/Universitie TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
B. Valid Community (Cedula)	y Tax Certificate	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	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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<ul> <li>3.Upon presentation of O.R., advice client to return after 10 days reglementary period</li> <li>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</li> </ul>	Sworn Statemen t - PHP 50.00 Affidavit of Delayed Registrati on - PHP 50.00 Joint affidavit - 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 - PHP	10 days and 10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



		55.00		
		For delay of more than 6 months but less 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</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



## 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 Municipa		listrar		
Classification:	Complex		listrai		
Type of Transaction:	Government-to-Citiz	rans (G2C)			
Who may avail:	General Public of leg		vears old and abo		
· · · · · · · · · · · · · · · · · · ·		ai aye (10			
CHECKLIST OF R 1. Any of the two (docu place and date of birth a > Baptismal > School Records > Income Tax Retu > Insurance Policy > Medical Records > Brgy. Captain Ce > PhilHealth MDR > SSS Records > Voter's Registrat > Marriage Contrac	ments as proof of and name of parents) urn of Parents ertification	WHERE TO SECURE           Government Agencies, Non-Government		n-Government ies, ies, Church, COMELEC,	
<ul><li>Passport</li><li>Others</li></ul>					
<ol> <li>Negative Certification</li> <li>Affidavit of Two disin cedula and valid ID</li> </ol>		Office of t Office of M	Statistics Author he Municipal Civi Municipal Civil Re	l Registrar gistrar, Public	
4. Parents of the child ( below 18 years old)		Attorney's Office, Law Offices			
A. Valid Identity Do complete with CLE NAME IN PRINT, S issued by an officia	AR PHOTO, FULL	Organizat Schools/C (i.e., DFA Philpost, I	ent Agencies, Nor ions, Private entit Colleges/Universit ,LTO, PRC, IBP, Pag-IBIG, COMEI ce of Barangay C	ies, ies GSIS, SSS, LEC, NBI, AFP,	
B. Valid Community (Cedula)	/ Tax Certificate		Treasurer's Offic	. ,	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Accomplish information/Applicatio n 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 /	



				Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB	2. Sign the prepared, received and subscription portion of COLB	None	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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.Pay fees at 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 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	Sworn Stateme nt- PHP 50.00 Joint affidavit - PHP 50.00 Affidavit of Delayed Registra tion - PHP 50.00 For delay of less than 1 month - PHP 27.50 for delay of more than 1 month and less than 6	10 days and 10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras





## 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 Municip	al Civil Re	aistrar	
Classification:	Complex		giotici	
Type of Transaction:	Government-to-Citi	zens (G2C	)	
Who may avail:	General Public of le		,	ove)
CHECKLIST OF R			<b>WHERE TO SE</b>	
<ul> <li>1. Any of the two (docurplace and date of birth a</li> <li>Baptismal</li> <li>School Records</li> <li>Income Tax Returns</li> <li>Insurance Policy</li> <li>Medical Records</li> <li>Brgy. Captain Ce</li> <li>Phil Health MDR</li> <li>SSS Records</li> <li>Voter's Registrate</li> <li>Marriage Contract</li> <li>Owner</li> <li>Passport</li> </ul>	ments as proof of and name of parents) urn of Parents ertification ion Record	Organizat Schools/C Hospitals (i.e., DFA	ent Agencies, Noi ions, Private entit Colleges/Universit ,SSS, Pag-IBIG, ( Barangay Captain	n-Government ties, ies, Church, COMELEC,
<ul><li>Others</li><li>2. Negative Certification</li></ul>	1		Statistics Author	
<ol> <li>Affidavit of Two disin cedula and valid ID</li> <li>Affidavit to Use the S</li> </ol>		Office of M Attorney's	he Municipal Civi Municipal Civil Re Office, Law Offic	gistrar, Public ces
the child was born on o 2004	r after March 19,	Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
5. Parents of the child ( 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)		Organizat Schools/C (i.e., DFA Philpost, I	ent Agencies, Noi ions, Private entit Colleges/Universit ,LTO, PRC, IBP, Pag-IBIG, COME ce of Barangay C	ies, ies GSIS, SSS, LEC, NBI, AFP,
B. Valid Community (Cedula)	/ Tax Certificate	Treasurer	Treasurer's Offic 's Office	e / Barangay
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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,



2. Review and sign	2. Sign the	None	5 minutes	Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras <i>Clerk</i> - Office of
COLB	prepared, received and subscription portion of the COLB			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., advice 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 Acknowl edgeme nt / Affidavit of Admissi on of Paternit y - PHP 50.00 - Affidavit of Delayed Registra tion - PHP 50.00 Sworn Stateme nt - PHP 50.00 Joint affidavit - PHP 50.00	10 days and 10 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



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



## 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 Muni	cipal Civil Registrar
Classification:	Complex	
Type of Transaction:	Government-to-C	itizens (G2C)
Who may avail:		legal age (18 years old and above)
CHECKLIST OF RE		WHERE TO SECURE
1. Certificate of Live Birth		Hospital where the event occurred
2. Negative Certification	Поптнозрна	Philippine Statistics Authority
		Office of the Municipal Civil Registrar
3. Parents of the child (d below 18 years old)	ocument owner is	
A. Valid Identity Doc complete with CLEA NAME IN PRINT, SI issued by an official original)	R PHOTO, FULL GNATURE and	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 (Cedula)	Tax Certificate	Municipal Treasurer's Office / Barangay Treasurer's Office
4. Authorized Represent	ative	
Valid Identity Docu Document owner of CLEAR PHOTO, F PRINT, SIGNATU an official authority photocopy)	complete with FULL NAME IN RE and issued by	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Docu authorized represe with CLEAR PHOT IN PRINT, SIGNAT by an official author and 1 photocopy)	entative complete TO, FULL NAME TURE 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)
Authorization Lette notarized Special I (1 original) comply following requirem	Power of Attorney ing with the	Document Owner
<ol> <li>Written in a clear</li> <li>Indicates the type or document and the document to and</li> <li>Bears the fresh document owner the his/her ID</li> </ol>	be of transaction he specific details be requested; signature of the	



Reminder: For A Letter/Special Po	ower of Attorney			
received from ab owner should pro scanned/photoco Valid ID.				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. Submit COLB from Hospital for registration	ACTIONS 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.	<b>BE PAID</b> None	20 minutes	RESPONSIBLE 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, Cuimaras
2. Review and sign COLB	2. Sign the received by item and subscription portion of COLB	None	5 minutes	Guimaras 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	<ul> <li>3.Upon presentation of</li> <li>O.R., advice client to return after 10 days reglementary period</li> <li>After 10 days posting period if no one opposes or complaints for pending application for</li> </ul>	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



	registration, Sign	than 1	[	Rogistrar
	Certificate of Live	month -		<i>Registrar</i> - Office of the
	Birth and assign	PHP		Municipal Civil
	Registry No. in the	27.50		Registrar,
	Certificate of Live			Jordan,
	Birth and Register	for delay		Guimaras
	the documents to	of more		
	Civil Registry	than 1		
	Book of Live	month		
	Births	and less		
		than 6 months -		
		PHP		
		55.00		
		00.00		
		For delay		
		of more		
		than 6		
		months but less		
		than 1		
		year -		
		PHP		
		82.50		
		For dolay		
		For delay of 1 year -		
		PHP		
		55.00		
		For delay		
		of over 1		
		year,		
		additional		
		fine per		
		year of		
		delay -		
		PHP		
3. Receive	Release	27.50 None	2 minutes	Clerk - Office of
documents	documents	None	2 minutes	the Municipal
doodmonto	doodmonto			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 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 Munic	ipal Civil Red	istrar	
Classification:	Complex	<b>_</b>		
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:	General Public of le	egal age (18	years old and abo	ove)
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	
1. Certificate of Live Bir	th from Hospital	Hospital wh	ere the event occ	curred
2. Negative Certification	n	Philippine S	Statistics Authority	/
		Office of the Municipal Civil Registrar		
3. Affidavit to Use the S			unicipal Civil Regi	
the child was born on o	r after March 19,	Attorney's C	Office, Law Office	S
2004				
4. Parents of the child (	document owner			
below 18 years old)			( A	0
A. Valid Identity Do			t Agencies, Non-	
		•	ns, Private entitie	-
NAME IN PRINT, S issued by an officia			lleges/Universitie TO, PRC, IBP, G	
original)	in authority (1		ag-IBIG, COMELE	
original)			of Barangay Cap	
			or Barangay Bar	
B. Valid Communit	v Tax Certificate	Municipal T	reasurer's Office	/ Barangay
(Cedula)		Treasurer's	Office	
(Cedula) CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE
CLIENT STEPS 1. Submit COLB from	ACTIONS 1. Check the	FEES TO	PROCESSING	<b>RESPONSIBLE</b> <i>Clerk</i> - Office of
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal
CLIENT STEPS 1. Submit COLB from	ACTIONS 1. Check the submitted COLB from client.	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar,
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client.	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan,
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras /
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst.
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan,
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras /
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE 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
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE 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
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE 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,
<b>CLIENT STEPS</b> 1. Submit COLB from Hospital for	ACTIONS 1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE 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



2. Review and sign COLB	2. Sign the received by item and subscription portion of the COLB	None	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. Pay fees at 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 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 Admission of Paternity - PHP 50.00 Affidavit of Delayed Registrati on - PHP 50.00 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 - PHP 55.00 For delay of more 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, Jordan, Guimaras



		but less 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		
4. Receive documents	Release documents	27.50 None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



#### 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-Ci	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Live Birt		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 (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) Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the		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. Indicates the ty	an sheet of paper; pe of transaction the specific details o be requested; signature of the			



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



			1	
	registration, Sign	than 1		<i>Registrar</i> - Office of the
	Certificate of Live	month - PHP		
	Birth and assign	27.50		Municipal Civil
	Registry No. in the Certificate of Live	27.50		Registrar,
		for dolay		Jordan, Guimaras
	Birth and Register the documents to	for delay of more		Guinaras
	Civil Registry	than 1		
	Book of Live	month		
	Births	and less		
	Dirtiis	than 6		
		months -		
		PHP		
		55.00		
		For delay		
		of more		
		than 6		
		months		
		but less		
		than 1		
		year -		
		PHP		
		82.50		
		For doloy		
		For delay		
		of 1 year - PHP		
		55.00		
		00.00		
		For delay		
		of over 1		
		year,		
		additional		
		fine per		
		year of		
		delay -		
		PHP		
		27.50		Olarita Officia af
4. Receive	4.Release	None	2 minutes	Clerk - Office of
documents	documents			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 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 Munic	ipal Civil Reg	istrar		
Classification:	Complex				
Type of Transaction:	Government-to-Ci	Citizens (G2C)			
Who may avail:	General Public of legal age (18 years old and above)				
CHECKLIST OF RE			WHERE TO SEC		
1. Certificate of Live Bir Center	th from Birthing	Birthing Cer	nter where the ev	ent occurred	
2. Negative Certification	١		tatistics Authority Municipal Civil F		
3. Affidavit to Use the S the child was born on o 2004	r after March 19,		unicipal Civil Regi Office, Law Office	-	
4. Parents of the child ( 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 (Cedula)	/ Tax Certificate	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	



2. Review and sign COLB	2. Sign received by and subscription portion of the COLB	None	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. Pay fees at the Municipal Treasurer's Office and present Official Receipt	<ul> <li>3. Upon presentation of O.R., advice client to return after 10 days reglementary period</li> <li>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</li> </ul>	Affidavit of Admission of Paternity - PHP 50.00 Affidavit of Delayed Registrati on - PHP 50.00 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 1 month and less than 6 months - PHP 55.00 For delay of more than 6 months but 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 Registrar, Jordan, Guimaras



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## 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-Ci	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Marriag		Office of/House of/Barangay/Church/Mosque where the event occurred		
2. Valid ID				
A. Principal (Document Valid Identity Doc complete with CL FULL NAME IN P SIGNATURE and official authority (	ument (ID) EAR PHOTO, PRINT, Fissued by an	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 Doc complete with CL FULL NAME IN P SIGNATURE and official authority (	EAR PHOTO, RINT, issued by an	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Authorized Represer	tative	Document Owner		
	complete with	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
with CLEAR PHO	entative complete TO, FULL NAME TURE and issued ority (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)		
(1 original) compl following requiren	Power of Attorney ying with the	Document Owner		
2. Indicates the ty	pe of transaction the specific details o be requested; signature of the			



Reminder: For A Letter/Special Po received from ab owner should pro scanned/photoco Valid ID.	ower of Attorney road, document			
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
2. Receive documents	Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



## 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 or Division: Office of the Municipal Civil Registrar				
Classification:					
Type of Transaction:	Government-to-Ci	tizen <u>s (</u> G2C)			
Who may avail:		ublic of legal age (18 years old and above)			
CHECKLIST OF RE			WHERE TO SEC	CURE	
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) Document Owner			
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)		Philpost, Pa	TO, PRC, IBP, Ga ag-IBIG, COMELE of Barangay Cap	C, NBI, AFP,	
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)		Organizatio Schools/Co (i.e., DFA,L Philpost, Pa	t Agencies, Non- ns, Private entitie lleges/Universities TO, PRC, IBP, G ag-IBIG, COMELE of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,	
notarized Special (1 original) compl	Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:		Dwner		
<ol> <li>Written in a cle</li> <li>Indicates the ty or document and of the document to and</li> <li>Bears the fresh document owner his/her ID</li> </ol>					
<b>Reminder:</b> 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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. 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-Ci	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Marriag		Office of/House of/Barangay/Church/Mosque where the event occurred		
2. Valid ID				
A. Principal (Document Valid Identity Doc complete with CL FULL NAME IN P SIGNATURE and official authority (	cument (ID) EAR PHOTO, PRINT, I issued by an	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 Doc complete with CL FULL NAME IN P SIGNATURE and official authority (	EAR PHOTO, PRINT, I issued by an	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Authorized Represer	ntative	Document Owner		
	complete with	(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 Lett notarized Special (1 original) compl following requiren	Power of Attorney ying with the	Document Owner		
2. Indicates the ty	the specific details to be requested; to signature of the			



Reminder: For A Letter/Special Po received from ab owner should pro scanned/photoco Valid ID.	ower of Attorney road, document			
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
2. Review and Sign Certificate of Marriage,	2. Sign received by portion of COm	None	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. Pay fees to the Municipal Treasurer's Office and present Official Receipt	<ul> <li>3.Upon presentation of</li> <li>O.R., advice client to return after 10 days reglementary period</li> <li>After 10 days posting period if no one opposes or complaints for pending application for</li> </ul>	Affidavit of delayed registratio n - 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 / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil



	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		Registrar - 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.</i> <i>Registration</i> <i>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



## 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				
Office or Division: Classification:				
	Simple			
Type of Transaction: Who may avail:	Government-to-Ci	egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Death		Hospital/RHU of the place where the event		
		occurred		
2. Valid ID				
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)		
<b>NOTE:</b> If the registrant i the kin, Affidavit of Kins	hip 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)		(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		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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
2. Receive documents	Release documents	None	2 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



# 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				
Office or Division: Classification:	Complex	ipai uivii registiai		
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:				
CHECKLIST OF RE		egal age (18 years old and above) WHERE TO SECURE		
1. Certificate of Death		Hospital/RHU of the place where the event		
1. Certificate of Deatri		occurred		
2. Valid ID				
A. Principal (Parents/Ch	hild/Noarost of the			
Kin of the deceased)		Government Agencies, Non-Government		
Valid Identity Doc	rument (ID)	Organizations, Private entities,		
complete with CL	· · · ·	Schools/Colleges/Universities		
FULL NAME IN F		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
SIGNATURE and		Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
official authority (	2	PNP, Office of Barangay Captain)		
	i oligiliai)			
NOTE: If the registrant	is the nearest of			
the kin, Affidavit of Kins				
,	1			
B. Authorized Represer	ntative	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
		Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
Valid Identity Doc	cument (ID) of the	PNP, Office of Barangay Captain)		
Document owner	complete with			
CLEAR PHOTO,	FULL NAME IN			
PRINT, SIGNATU	JRE and issued by			
an official authori	ty (1 original and 1			
photocopy)				
Valid Identity Doc		Government Agencies, Non-Government		
	entative complete	Organizations, Private entities,		
	TO, FULL NAME	Schools/Colleges/Universities		
	TURE and issued	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
by an official auth		Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
and 1 photocopy)		PNP, Office of Barangay Captain)		
Authorization Let	ter or duly	Parents/Child/Nearest of the Kin		
	Power of Attorney			
(1 original) compl	•			
following requirer				
	nonto.			
1. Written in a cle	an sheet of paper;			
2. Indicates the ty	• • •			
	the specific details			
of the document t	•			
and				
3. Bears the fresh	n signature of the			
document owner	0			
his/her ID				



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



	registration, Sign Certificate of Death, assign Registry No. in the Certificate of Death and Register the documents to Civil Registry Book of Death	Delay of more than 1 day but less than 5 days - PHP 11.00 Delay of more than 5 days to 15 days - PHP 16.50 Delay of more than 15 days to 30 days - PHP 22.00		Registrar - 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.</i> <i>Registration</i> <i>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



## 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:		egal age (18 years old and above)		
		WHERE TO SECURE		
CHECKLIST OF REQUIREMENTS1. Any of the two (documents as proof of place and date of birth and name of parents)> 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 DocumentOwner		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Church, Hospitals (i.e., DFA,SSS, Pag-IBIG, COMELEC, Office of Barangay Captain, PHIC)		
<ul> <li>Passport</li> <li>Others</li> </ul>				
2. Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disint	erested persons	Office of Municipal Civil Registrar		
with cedula and valid ID	•			
4. Marriage contract of p		Philippine Statistics Authority Office of the Municipal Civil Registrar		
5. Valid ID				
A. Principal (Document Valid Identity Doc complete with CL FULL NAME IN P SIGNATURE and official authority (1	ument (ID) EAR PHOTO, RINT, issued by an	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)		
-	ument (ID) of the complete with	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)		



<ul> <li>Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:</li> <li>1. Written in a clean sheet of paper;</li> <li>2. Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>3. Bears the fresh signature of the document owner that matches his/her ID</li> <li>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as</li> </ul>		Document Ow	ner	
Valid ID.	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1.Accomplish information/Applicatio n sheet	Check requirements, review application and process documents	None	30 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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
3. Pay fees and present Official Receipt	3.Upon presentation of O.R., prepare documents for mailing and 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) Registratio n Expenses to be sent to the Place of Registratio n of documents	20 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



## 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:	or Division: Office of the Municipal Civil Registrar				
Classification:	Complex	<u>,</u>			
Type of Transaction:	Government-to-Ci	tizens (G2C)			
Who may avail:	General Public of le	· /	years old and abo	ove)	
CHECKLIST OF RE		WHERE TO SECURE			
<ul> <li>1. Any of the two (documents as proof of place and date of birth and name of parents)</li> <li>Baptismal</li> <li>School Records</li> <li>Income Tax Return of Parents</li> <li>Insurance Policy</li> <li>Medical Records</li> <li>Brgy. Captain Certification</li> <li>PhilHealth MDR</li> <li>SSS Records</li> <li>Voter's Registration Record</li> <li>Marriage Contract of Document</li> <li>Owner</li> <li>Passport</li> </ul>		Organizatio Schools/Co Hospitals (i.e., DFA,S	it Agencies, Non- ns, Private entitie lleges/Universitie SS, Pag-IBIG, C( / Captain, PHIC)	es, s, Church,	
<ul> <li>Others</li> <li>2. Negative Certification</li> </ul>	1	Philippine Statistics Authority Office of the Municipal Civil Registrar			
3. Affidavit of Two disint with cedula and valid ID	-	Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices			
4. Parents of the child (or below 18 years old)					
A. Valid Identity Doo complete with CLEA NAME IN PRINT, S issued by an official original)	AR PHOTO, FULL IGNATURE and	Organizatio Schools/Co (i.e., DFA,L Philpost, Pa	It Agencies, Non- ns, Private entitie lleges/Universitie TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,	
B. Valid Community (Cedula)	Tax Certificate	Municipal Treasurer's Office / Barangay Treasurer's Office			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
1.Accomplish information/Applicatio n sheet	ACTIONS 1. Check requirements, review application and process documents	BE PAID None	TIME 30 minutes	RESPONSIBLE 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 by item 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
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</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



#### 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:	ice or Division: Office of the Municipal Civil Registrar				
Classification:	Complex				
Type of Transaction:	Government-to-Ci	tizens (G2C)			
Who may avail:	General Public of le	· /	years old and abo	ove)	
CHECKLIST OF RE			WHERE TO SECURE		
<ul> <li>1. Any of the two (documents as proof of place and date of birth and name of parents)</li> <li>Baptismal</li> <li>School Records</li> <li>Income Tax Return of Parents</li> <li>Insurance Policy</li> <li>Medical Records</li> <li>Brgy. Captain Certification</li> <li>PhilHealth MDR</li> <li>SSS Records</li> <li>Voter's Registration Record</li> <li>Marriage Contract of Document</li> <li>Owner</li> <li>Passport</li> </ul>		Organizatio Schools/Co Hospitals (i.e., DFA, \$	t Agencies, Non- ns, Private entitie lleges/Universitie	Government es,	
<ul> <li>Others</li> <li>2. Negative Certification</li> </ul>	I	Philippine Statistics Authority Office of the Municipal Civil Registrar			
3. Affidavit of Two disint with cedula and valid ID		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices			
4. Affidavit to Use the S the child was born on or 2004		Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices			
5. Parents of the child (d below 18 years old)	document owner is				
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Organizatio Schools/Co (i.e., DFA,L Philpost, Pa	it Agencies, Non- ns, Private entitie Ileges/Universitie TO, PRC, IBP, G ag-IBIG, COMELE of Barangay Cap	es, s SIS, SSS, EC, NBI, AFP,	
B. Valid Community (Cedula)		Treasurer's			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Accomplish information/Applicatio n 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.</i> <i>Registration</i> <i>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
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</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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. 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	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 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					
Office or Division: Classification:		pai uivii reyistiai			
Type of Transaction:	Simple Government-to-Ci	tizons (G2C)			
Who may avail:		egal age (18 years old and above)			
CHECKLIST OF RE		WHERE TO SECURE			
1. Valid ID		WHERE TO SECORE			
A. Principal (Document	Owner for Birth				
Certificate and Marriage					
Nearest of the kin with					
for Death Certificate)	Andani of Aniship				
Valid Identity Doc complete with CL FULL NAME IN P SIGNATURE and official authority (	EAR PHOTO, RINT, issued by an	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 Represer	itative	Document Owner			
	complete with	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)			
with CLEAR PHO	entative complete TO, FULL NAME TURE and issued ority (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)			
Authorization Lett notarized Special (1 original) compl following requiren	Power of Attorney ying with the	Document Owner			
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches</li> </ol>					
his/her ID <b>Reminder:</b> For A Letter/Special Por received from abr owner should pro scanned/photoco Valid ID.	uthorization wer of Attorney oad, document vide a				



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1.Accomplish request slip	1. Check requirements and accomplished request slip and prepare documents for endorsement	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., 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	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 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-Ci			
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Certificate of Live Bir	th or Baptismal	Philippine Statistics Authority, Municipal Civil Registrar's Office, Church		
2. Community Tax Cert	ificate (Cedula)	Municipal Treasurer's Office or Barangay Treasurer's Office where the contracting party habitually resides		
3. Certificate of No Mar	riage (CENOMAR)	Philippine Statistics Authority		
4. Valid Identity Docume with CLEAR PHOTO, F PRINT, SIGNATURE an official authority (1 origin	ULL NAME IN nd issued by an nal)	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 21 years old) A. Valid ID and Cor Certificate (Cedula)	nmunity Tax	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities		
Note: If the Father i nowhere can be fou execute the consen submit the Death C affidavit stating the absence of father	and, the mother will t and required to ertificate or facts about the	(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		
<ul> <li>6. Parental Advice (for a old)</li> <li>A. Valid ID and Corr Certificate (Cedula)</li> <li>Note: If the Parents nowhere can be fou will execute the corr to submit the Death parents or affidavit about the absence execute the Affidav</li> </ul>	nmunity Tax of Parents is deceased or und, the guardian isent and required certificate of stating the facts of parents and will	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		
		MSWDO		
<ul> <li>7. Certificate of Pre-Mail</li> <li>8. If the applicant is fore A. Certificate or Affinitiate of Affinitiate of Affinitiate Capacity to Marry B. Passport (1 photoriginal)</li> </ul>	eigner davit of Legal	Foreign Embassy in the Philippines		
9. If the applicant is Divorcee/Annulled/Lega through court decisions A. Court Decisions	or Court Order	Court		
10. If the applicant is W A. Death Certificate 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.</i> <i>Registration</i> <i>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
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	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 and present Official Receipt	3.Upon presentation of O.R., issue transaction slip and advice client to return after 10 days for the issuance of Marriage License due to 10 days posting period	Applicatio n of Marriage License (resident) - PHP200.0 0 (non- resident) - PHP 300.00 - If one of the applicant is foreigner -	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



		PHP		[]
		600.00		
		000.00		
		Parental		
		Advice -		
		PHP		
		50.00		
		Parental		
		Consent -		
		PHP		
		50.00		
		Marriage		
		License		
		Fee - PHP		
		2.00		
		Marriage		
		Counselin		
		g Fee -		
		PHP		
4. Dessive Marriage	1 After 10 days	50.00 None	12 Minutes	Clerk - Office of
4. Receive Marriage License	4. After 10 days posting period if	None	12 Minutes	the Municipal
License	there is no			Civil Registrar,
	complaints/objecti			Jordan,
	ons for the			Guimaras /
	application,			Asst.
	release the			Registration Officer - Office
	Marriage License to the Client			of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				<i>Registrar</i> - 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-Cit	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Valid ID				
A. For COLB				
a.) Principal (Doc				
Parents and Child	ntity Document (ID)	Government Agencies, Non-Government		
complete w		Organizations, Private entities,		
•	JLL NAME IN	Schools/Colleges/Universities		
	NATURE and	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
issued by a	n official authority	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
(1 original)		PNP, Office of Barangay Captain)		
	tificato cr	Dhilipping Statistics Authority/Lass Obvil		
2. Birth Cer Baptismal (	if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church		
the child)				
B. For COM				
a.) Principal (Doc	ument	Government Agencies, Non-Government		
Owner,child)		Organizations, Private entities,		
	ntity Document	Schools/Colleges/Universities		
	ete with CLEAR JLL NAME IN	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
	SNATURE and	PNP, Office of Barangay Captain)		
	n official authority	i i i i cinico ol Dalaligay Captally		
(1 original	,			
2. Birth Cer	tificato or	Philippine Statistics Authority/Local Civil		
	if the requester is	Registry Office/Church		
the child)				
C. For COD		Government Agencies, Non-Government		
a.) Principal (Nea		Organizations, Private entities,		
	ntity Document	Schools/Colleges/Universities		
· · ·	ete with CLEAR	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
		Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
	SNATURE and In official authority	PNP, Office of Barangay Captain)		
(1 original)	an onicial autionity			
(1 oliginar)				
2. Affidavit	of Kinship	Law Offices		
D. Authorized Repr	esentative	Document Owner		
Valid Identity Doc	ument (ID) of the	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
Document owner		Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
CLEAR PHOTO,		PNP, Office of Barangay Captain)		



	JRE and issued by			
	ty (1 original and 1	Governmen	t Agoncios Non	Government
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)		Organizatio Schools/Co (i.e., DFA,L Philpost, Pa	It Agencies, Non- ns, Private entitie Ileges/Universitie TO, PRC, IBP, G ag-IBIG, COMELE of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
Authorization Let notarized Special (1 original) compl following requirer	Power of Attorney lying with the	Document (	Dwner	
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> </ol>				
Reminder: For Aut Letter/Special Power received from abroa owner should provis scanned/photocopy Valid ID.	er of Attorney ad, document de a / of Passport as	Dhillion in a		
2. Negative Certification	AGENCY	FEES TO	Statistics Authority	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras /



	-			[]
	issuance of			Asst.
	certification			Registration
				Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
3. Receive	3. Release	None	2 Minutes	Clerk - Office of
Documents	Documents			the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Asst.
				Registration
				Officer - Office
				of the Municipal
				Guimaras /
				Municipal Civil
				-
				Office of the
				Municipal Civil
				-
				<b>u</b>
				Guimaras
Documents	Documents			Civil Registrat Jordan, Guimaras / Asst. Registration Officer - Office of the Municip Civil Registrat Jordan, Guimaras / Municipal Civ Registrar - Office of the Municipal Civ Registrar, Jordan,



# 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 Munic	ipal Civil Red	listrar	
Classification:	Complex			
Type of Transaction:	Governmen-to-Cit	izens (G2C)		
Who may avail:	General Public of le		years old and abo	ove)
CHECKLIST OF RI	QUIREMENTS		WHERE TO SEC	CURE
1. Certificate of Live Bir	th (PSA copy)	Philippine S	Statistics Authority	,
2. Certificate of Live Bir	th (LCRO copy)	Office of the	e Municipal Civil F	Registrar
3. Certificate of No Mar	riage/Advisory of	Philippine S	Statistics Authority	,
Marriages of Parents			-	
4. Affidavit of Legitimati	on	Office of the	e Municipal Civil F	Registrar
5. Certificate of Marriag	e of Parents	PSA/Office	of the Municipal (	Civil Registrar
6. Valid ID of Parents			t Agencies, Non-	
Valid Identity Docu	· / ·	•	ns, Private entitie	
with CLEAR PHOT	•		Ileges/Universitie	
PRINT, SIGNATUF	,		TO, PRC, IBP, G	
an official authority	(1 original)		ag-IBIG, COMELE	
			of Barangay Cap	
7. Community Tax Cert	ificate (Cedula) of		reasurer's Office/	Barangay
Parents		Treasurer's		
8. Affidavit of Admission	•	Office of the	e Municipal Civil F	Registrar
child was not acknowle	<u> </u>		DDOCECCINO	DEDCON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1.Submit	Received and		5 minutes	<i>Clerk</i> - Office of
requirements for	Check	None	5 minutes	the Municipal
checking and	requirements			Civil Registrar,
approval	requirements			Jordan,
appioval				Guimaras /
				Asst.
				Registration
				Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
		A <b>ff</b> : -116 6		Guimaras
2. Pay fees and	Upon presentation	Affidavit of	20 minutes	Clerk - Office of
present Official	of O.R.	Legitimati		the Municipal
Receipt	Prepare documents for	on - PHP 200.00		Civil Registrar, Jordan,
	transmittal to	200.00		Guimaras /
	Philippine	Courier		Asst.
	Statistics Authority	Mailing		Registration
	for Annotation of	Expenses		Officer - Office
	Certificate of Live	(Varries		of the Municipal
	Birth	on the		Civil Registrar,
			l	own registial,



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



#### 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 Munic	inal Civil Red	listrar		
Classification:	Simple				
Type of Transaction:	Government-to-Ci	tizens (G2C)			
Who may avail:			gal age (18 years old and above)		
CHECKLIST OF R			WHERE TO SEC		
1. Certificate of Live Bir		Philippine S	Statistics Authority		
2. Certificate of Live Bi	1.1.1				
	· · · · · · · · · · · · · · · · · · ·		e Municipal Civil F		
3. Affidavit of Suppleme			Statistics Authority		
4. Any two of documen			t Agencies, Non-		
information to be suppli		•	ns, Private entitie		
(i.e. Baptismal Certifica Contract, Voter;s Certif			lleges/Universitie TO, PRC, IBP, G		
Records, Phil Health M			ag-IBIG, COMELE		
etc)	DR, 333 Recolus,		of Barangay Cap		
5. Valid ID of Parents		FINE, Office	or Daranyay Cap	nain)	
	ment (ID) complete	Govornmon	t Agencies, Non-	Government	
with CLEAR PHOT			ns, Private entitie		
PRINT, SIGNATUR		•	lleges/Universitie	-	
an official authority	,		TO, PRC, IBP, G		
	(1 oliginal)		ag-IBIG, COMELE		
			of Barangay Cap		
6. Community Tax Cert	ificate (Cedula)		reasurer's Office/		
		Treasurer's		Barangay	
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE	
1.Submit	1. Received and	None	5 minutes	Clerk - Office of	
1.Submit requirements for	1. Received and Check				
				Clerk - Office of	
requirements for	Check			<i>Clerk</i> - Office of the Municipal	
requirements for checking and	Check			<i>Clerk</i> - Office of the Municipal Civil Registrar,	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst.	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan,	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras /	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil	
requirements for checking and	Check			Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -	
requirements for checking and	Check			<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the	
requirements for checking and	Check			<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the Municipal Civil	
requirements for checking and	Check			<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the Municipal Civil Registrar,	
requirements for checking and	Check			<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the Municipal Civil Registrar, Jordan,	
requirements for checking and approval	Check requirements	None	5 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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	
requirements for checking and approval 2. Pay fees and	Check requirements 2. Upon	None Affidavit of		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 Clerk - Office of	
requirements for checking and approval 2. Pay fees and present Official	Check requirements 2. Upon presentation of	None Affidavit of Suppleme	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 Clerk - Office of the Municipal	
requirements for checking and approval 2. Pay fees and	Check requirements 2. Upon presentation of O.R.	None Affidavit of Suppleme ntal	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 Clerk - Office of the Municipal Civil Registrar,	
requirements for checking and approval 2. Pay fees and present Official	Check requirements 2. Upon presentation of O.R. Prepare	None Affidavit of Suppleme ntal Report -	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 Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras	
requirements for checking and approval 2. Pay fees and present Official	Check requirements 2. Upon presentation of O.R. Prepare documents for	None Affidavit of Suppleme ntal Report - PHP	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 Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras /	
requirements for checking and approval 2. Pay fees and present Official	Check requirements 2. Upon presentation of O.R. Prepare	None Affidavit of Suppleme ntal Report -	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 Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras	



	Statistics Authority for Annotation of Certificate of Live Birth	Service Fee - PHP 30.00 Courier Mailing Expenses (Varries		<i>Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the
		on the actual courier		Municipal Civil Registrar, Jordan,
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	rates) None	10 Minutes	Guimaras 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 33. Issuance of Certified copies of Civil Registry Documents

Acceptance of requests and issuance of certified copies of registered Certificate of Live Birth, Certificate of Marriage and Certificate of Death.

Office or Division:	on: Office of the Municipal Civil Registrar				
Classification:	Simple				
Type of Transaction:	Government-to-Ci	tizens (G2C)			
Who may avail:		egal age (18 years old and above)			
CHECKLIST OF RE		WHERE TO SECURE			
1. Valid ID					
A. For COLB					
a.) Principal (Doc Parents and Child 1. Valid Ide complete w PHOTO, FU PRINT, SIG	d) ntity Document (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)			
2. Birth Cer Baptismal ( the child)	tificate or if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church			
(ID) comple PHOTO, FU PRINT, SIC	ument ntity Document ete with CLEAR JLL NAME IN SNATURE and in official authority	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. Birth Cer Baptismal ( the child)	tificate or if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church			
(ID) comple PHOTO, FU PRINT, SIG	rest of the kin) ntity Document ete with CLEAR JLL NAME IN SNATURE and In official authority	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. Affidavit	of Kinship	Law Offices			
D. Authorized Repr	esentative	Document Owner			
	complete with	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)			



Valid Identity Do authorized repres with CLEAR PHO IN PRINT, SIGN by an official auth and 1 photocopy	Organization Schools/Coll (i.e., DFA,LT	Agencies, Non-Go is, Private entities, eges/Universities O, PRC, IBP, GSIS OMELEC, NBI, AFI aptain)	S, SSS, Philpost,	
Authorization Let notarized Specia	Letter or duly Document Owner properties of Attorney properties of Attorney			
<ol> <li>Indicates the transition</li> <li>Indicates the transition</li> <li>Indicates the transition</li> <li>Indicates the freshold</li> </ol>	<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be requested; and</li> <li>Bears the fresh signature of the document owner that matches</li> </ol>			
<b>Reminder:</b> For Aut Letter/Special Pow received from abro owner should provi scanned/photocopy Valid ID.	er of Attorney ad, document de a			
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	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



2. Photocopy Civil Registry Document, 2. Stamp Certified Machine copy or Certified True Copy	pal trar, on fice cipal trar, Civil r - he
Certified True Copy Copy Copy Copy Copy Copy Copy Copy	frar, on fice cipal trar, S / Civil Civil
Copy Guimaras Asst. Registrati Officer - Of of the Munic Civil Regist Jordan, Guimaras Municipal O Registrati Office of t Municipal O Registra Jordan,	s / on fice cipal trar, s / Civil r - he
Guimaras Asst. Registrati Officer - Ot of the Munic Civil Regist Jordan, Guimaras Municipal O Registrat Office of t Municipal O Registra Jordan,	s / on fice cipal trar, s / Civil r - he
Asst. Registration Officer - Officer	on fice cipal trar, s / Civil c - he
Registration Officer - Officer - Off	fice cipal trar, S / C <i>ivil</i> C-
Officer - Of of the Munic Civil Regist Jordan, Guimaras <i>Municipal O</i> <i>Registrat</i> Office of t Municipal O Registra Jordan,	fice cipal trar, S / C <i>ivil</i> C-
of the Munic Civil Registration Guimaras <i>Municipal O</i> <i>Registrat</i> Office of t Municipal O Registration Registration Jordan,	cipal trar, s / C <i>ivil</i> r - he
Civil Regist Jordan, Guimaras <i>Municipal C</i> <i>Registrat</i> Office of t Municipal C Registra Jordan,	trar, S / Civil 7 - he
Jordan, Guimaras <i>Municipal O</i> <i>Registrat</i> Office of t Municipal O Registra Jordan,	s / Civil ^ - he
Municipal 0 Registrat Office of t Municipal 0 Registrat Jordan,	C <i>ivil</i> ^- he
Registrat Office of t Municipal ( Registra Jordan,	r- he
Office of t Municipal ( Registra Jordan,	he
Municipal ( Registra Jordan,	
Registra Jordan,	`I\/II
Jordan,	
l la	
3.Pay fees at the 3.Upon Certified 5 minutes Clerk - Office	
Municipal Treasurer's presentation of Machine the Munici	
Office and present O.R., Sign the Copy/ Civil Regist	
Official Receipt Civil Registry Certified Jordan,	-
Documents True Copy Guimaras	
- PHP Asst.	
25.00 Registrati	on
Officer - Of	fice
of the Munic	cipal
Civil Regis	rar,
Jordan,	
Guimaras	
Municipal (	
Registral	
Office of t	
Municipal ( Registra	
Jordan,	-
Guimara	
4. Receive 4. Release None 2 Minutes Clerk - Office	
Documents Documents the Munici	
Civil Regis	
Jordan,	
Guimaras	s /
Asst.	
Registrati	
Officer - Of	
of the Munic	
Civil Regist	
Jordan, Guimaras	
Municipal (	
Registral	
Office of t	
Municipal	
Registra	
Jordan,	
Guimara	



#### 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 Munici	ipal Civil Reg	istrar	
Classification:	Simple			
Type of Transaction:	Government-to-Ci			
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF R		Dhilin nin e O	WHERE TO SEC	
1. Certificate of Live Bi	th of Child		Statistics Authority Municipal Civil F	
2. Valid Id of Father			t Agencies, Non-	<u> </u>
			ns, Private entitie	
			lleges/Universitie	
			TO, PRC, IBP, G	
			ag-IBIG, COMELE	
			of Barangay Cap	
3. Cedula of Father			reasurer's Office/	Barangay
4. Presence of Father		Treasurer's	Office	
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Received and	None	20 minutes	Clerk - Office of
requirements for	Check			the Municipal
checking and	requirements			Civil Registrar,
approval	If the			Jordan,
	requirements are			Guimaras /
	complete, process			Asst.
	the documents for issuance of			<i>Registration</i> <i>Officer</i> - Office
	documents.			of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the Municipal Civil
				Registrar,
				Jordan,
				Guimaras
2. Pay fees at the	2.Upon	Affidavit of	10 minutes	Clerk - Office of
Municipal Treasurer's	presentation of	Acknowle		the Municipal
Office and present	O.R.,	dgement/		Civil Registrar,
Official Receipt	Assign Registry	Admission		Jordan,
	No. in the Affidavit	Of Determity		Guimaras /
		Paternity - PHP		Asst. Registration
		50.00		Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil



			Registrar -
			Office of the
			Municipal Civil
			Registrar,
			Jordan,
			Guimaras
	None	5 Minutes	Clerk - Office of
Documents and			the Municipal
Register			Civil Registrar,
documents to the			Jordan,
Civil Registry			Guimaras /
Books of Legal			Asst.
Instruments			Registration
			Officer - Office
			of the Municipal
			Civil Registrar,
			Jordan,
			Guimaras /
			Municipal Civil
			Registrar -
			Office of the
			Municipal Civil
			Registrar,
			Jordan,
			Guimaras
1 Release	None	2 Minutes	Clerk - Office of
	INDITE	2 Minutes	the Municipal
Documents			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
	Civil Registry Books of Legal	Documents and Register documents to the Civil Registry 	Documents and Register documents to the Civil Registry Books of Legal InstrumentsInstrumentsInstrumentsInstruments4. ReleaseNone2 Minutes



### 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 Munic	ipal Civil Reg	istrar	
Classification:	Simple			
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE			WHERE TO SEC	
1. Certificate of Live Birth of Child			tatistics Authority Municipal Civil F	
<ul> <li>2. Valid ID &amp; Community Tax Certificate (Cedula) <ul> <li>A. If the document owner is 6 years old - below <ul> <li>a) Valid ID and Cedula of Mother/Guardian</li> </ul> </li> <li>B. If the document owner is 7 - 17 years old <ul> <li>a) Valid ID and Cedula of Mother/Guardian</li> <li>b) Valid ID and Cedula of</li> <li>Mother/Guardian</li> <li>b) Valid ID of the document owner</li> </ul> </li> <li>C. If the document owner is 18 years old &amp; above <ul> <li>a) Valid ID and Cedula of Document</li> </ul> </li> </ul></li></ul>		Office of the Municipal Civil RegistrarGovernment Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Treasurer's Office, Barangay Treasurer's OfficeGovernment Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Treasurer's Office, Barangay Treasurer's OfficeGovernment Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Treasurer's OfficeGovernment Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities, Municipal Schools/Colleges/Universities, Municipal		
Owner NOTE: Authorized representative is not allowed to execute the Affidavit 3. AFFIDAVIT OF GUARDIANSHIP (if the guardian is the one who will execute the		Office Law Offices	Office, Barangay	Treasurers
affidavit to use the surn 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.</i> <i>Registration</i> <i>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.</i> <i>Registration</i> <i>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
4. Receive Documents	4. Release Documents	None	2 Minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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



### 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 Munici	icipal Civil Registrar		
Classification:	Simple			
Type of Transaction:	Government-to-Cit	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Valid ID				
A. For COLB				
complete wi PHOTO, FL PRINT, SIG issued by a (1 original)	d) ntity Document (ID) ith CLEAR JLL NAME IN WATURE and n official authority	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 Cer Baptismal ( the child)	tificate or if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church		
(ID) comple PHOTO, FU PRINT, SIG	ument ntity Document ete with CLEAR JLL NAME IN GNATURE and n official authority	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)		
4. Birth Cer Baptismal ( the child)	tificate or if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church		
(ID) comple PHOTO, FU PRINT, SIG	rest of the kin) ntity Document ete with CLEAR JLL NAME IN GNATURE and n official authority	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)		
4. Affidavit	of Kinship	Law Offices		
D. Authorized Repre	esentative	Document Owner		
-	complete with	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		



with CLEAR PHC IN PRINT, SIGN, by an official auth and 1 photocopy Authorization Let notarized Specia (1 original) comp following required 1. Written in a cle 2. Indicates the to or document and of the document and	sentative complete DTO, FULL NAME ATURE and issued hority (1 original ) ter or duly I Power of Attorney lying with the ments: ean sheet of paper; ype of transaction the specific details to be requested; h signature of the that matches thorization er of Attorney ad, document de a	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		S, SSS, Philpost,
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</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,



				Guimaras /
				Guimaras / Municipal Civil Registrar - 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	Certificate of Live Birth, Marriage, Death Certificate - PHP 155.00 Certificate of No Marriage - PHP 210.00 NOTE: Payment will be made at the Philippine Statistics Authority and Official Receipt will be issued together with the requested documents	7 days and 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
4. Receive	4. Release	None	2 Minutes	Clerk - Office of
Documents	Documents			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 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-Cit	tizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
1. Valid ID				
A. For COLB				
a.) Principal (Doc	ument owner.			
Parents and Child				
1. Valid Ide	ntity Document (ID)	Government Agencies, Non-Government		
complete w		Organizations, Private entities,		
	JLL NAME IN	Schools/Colleges/Universities		
-	SNATURE and	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
	n official authority	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
(1 original)		PNP, Office of Barangay Captain)		
2. Birth Cer	rtificate or	Philippine Statistics Authority/Local Civil		
	if the requester is	Registry Office/Church		
the child)		- g y		
,				
B. For COM				
a.) Principal (Doc	ument	Government Agencies, Non-Government		
Owner,child)		Organizations, Private entities,		
	entity Document	Schools/Colleges/Universities		
	nplete with CLEAR , FULL NAME IN	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
	SIGNATURE and	Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
	by an official	i i i i i i i i i i i i i i i i i i i		
	y (1 original			
2. Birth Ce		Philippine Statistics Authority/Local Civil		
•	nal (if the registrant	Registry Office/Church		
is the ch	nild)			
C. For COD				
a.) Principal (Nea	rest of the kin)			
,	entity Document	Government Agencies, Non-Government		
	ete with CLEAR	Organizations, Private entities,		
	ULL NAME IN	Schools/Colleges/Universities		
	SNATURE and	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
issued by a	an official authority	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
(1 original)		PNP, Office of Barangay Captain)		
3 Δffidavit	t of Kinshin	Law Offices		
3. Affidavit of Kinship				
D. Authorized Representative		Document Owner		
Valid Identity Doc	cument (ID) of the	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
Document owner		Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
CLEAR PHOTO,		PNP, Office of Barangay Captain)		
-	JRE and issued by			
	ty (1 original and 1			
photocopy)				



with CLEAR PHC IN PRINT, SIGNA by an official auth and 1 photocopy) Authorization Lett notarized Special (1 original) compl following requirem 1. Written in a cle 2. Indicates the ty or document and of the document to and 3. Bears the fresh document owner his/her ID <b>Reminder:</b> For Aut Letter/Special Power received from abroa	<ul> <li>3. Bears the fresh signature of the document owner that matches his/her ID</li> <li>Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as</li> </ul>		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	d Machine Copv)	Court			
4. Civil Registry docume		PSA/Office of the Municipal Civil Registrar			
discrepancy	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit Original Copy and Certified Machine copy of Court Order and	1. Check Requirements. If there is no	None	15 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar,	
Certificate of Finality	problem, process the documents for registration			Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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	



	court order and	PHP		Officer - Office
	issue Certificate of	1,000.00		of the Municipal
	Registration			Civil Registrar,
		Divorce or		Jordan,
		Legal		Guimaras /
		Separatio		Municipal Civil
		n - PHP		Registrar -
		1,000.00		Office of the
		1,000.00		Municipal Civil
		Naturaliza		Registrar,
		tion - PHP		Jordan,
		1,000.00	00	Guimaras
3. Pay Fees for	3.Receive	Courier	20 minutes	Clerk - Office of
Mailing of the	payment, issue	Mailing		the Municipal
Documents	transaction slip	Expenses		Civil Registrar,
	and prepare	(Varries		Jordan,
	documents for	on the		Guimaras /
	transmittal to	actual		Asst.
	Philippine	courier		Registration
	Statistics Authority	rates)		Officer - Office
	or LCRO of the	,		of the Municipal
	Place of	Registrati		Civil Registrar,
	Registration of	on		Jordan,
	Civil Registry	Expenses		Guimaras /
	documents	in the		Municipal Civil
	documento	place of		Registrar -
		registratio		Office of the
		n of the		
				Municipal Civil
		civil		Registrar,
		registry		Jordan,
		document		Guimaras
		S		
4. Receive copy of	4. Release	None	2 Minutes	Clerk - Office of
registered Court	Documents			the Municipal
Order				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 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-Cit	tizons (G2C)	
Who may avail: CHECKLIST OF RE		egal age (18 years old and above) WHERE TO SECURE	
1. Civil Registry Docum		Philippine Statistics Authority	
discrepancy (PSA copy		Office of the Municipal Civil Registrar	
2. Any two of the following		Government Agencies, Non-Government	
documents for the wron	•	Organizations, Private entities,	
(i.e. Baptismal Certificat		Schools/Colleges/Universities, Church	
Contract, Voter's Affida		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,	
MDR, Pag-IBIG MDF, S	-	Philpost, Pag-IBIG, COMELEC, NBI, AFP,	
Certifcate of Siblings, et		PNP, Office of Barangay Captain)	
3. Community Tax Cert	ificate (Cedula)	Municipal Treasure's Office/Barangay Treasurer's Office)	
4. Valid ID			
A. For COLB			
a.) Principal (Doc	-		
Parents and Child	d of Document		
owner)			
	ntity Document (ID)	Government Agencies, Non-Government	
complete w		Organizations, Private entities,	
	JLL NAME IN	Schools/Colleges/Universities	
	SNATURE and	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,	
issued by a	n official authority	Philpost, Pag-IBIG, COMELEC, NBI, AFP,	
(1 original)		PNP, Office of Barangay Captain)	
B. For COM			
a.) Principal (Spo		Covernment Agencies, Nen Covernment	
	ntity Document (ID)	Government Agencies, Non-Government	
complete w		Organizations, Private entities,	
		Schools/Colleges/Universities	
	GNATURE and	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,	
	an official authority	Philpost, Pag-IBIG, COMELEC, NBI, AFP,	
(1 original)		PNP, Office of Barangay Captain)	
2. Birth Cei	rtificate or	Philippine Statistics Authority/Local Civil	
Baptismal (	if the petitioner is	Registry Office/Church	
the child)			
C. For COD	<b>.</b>	Government Agencies, Non-Government	
a.) Principal (Nea	,	Organizations, Private entities,	
	entity Document	Schools/Colleges/Universities	
	ete with CLEAR	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,	
	ULL NAME IN	Philpost, Pag-IBIG, COMELEC, NBI, AFP,	
	GNATURE and	PNP, Office of Barangay Captain)	
-	an official authority		
(1 original)			
2. Affidavit	of Kinship	Law Offices	



D. Authorized Rep	resentative	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)		Philpost, Pa	TO, PRC, IBP, G g-IBIG, COMELE of Barangay Cap	EC, NBI, AFP,
with CLEAR PHO	sentative complete DTO, FULL NAME ATURE and issued hority (1 original	Organization Schools/Col (i.e., DFA,L <sup>-</sup> Philpost, Pa	t Agencies, Non- ns, Private entitie lleges/Universitie TO, PRC, IBP, G g-IBIG, COMELE of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
Duly notarized S Attorney (1 origir the following req	nal) complying with	Document C	Dwner	
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be corrected; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> <li>Reminder: Special Power of Attorney</li> </ol>				
received from abro owner should provi scanned/photocopy Valid ID.	ide a			
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.	BE PAIDTIMERESPONSIBLNone15 minutesClerk - Office of the Municipal Civil Registrar Jordan, Guimaras / Asst.Image: Construction of the Municipal Civil Registration Officer - Office of the Municipal Civil Registrar Jordan, Guimaras / Municipal Civil Registrar - Office of the		<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>Officer</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Municipal Civil</i> <i>Registrar</i> - Office of the Municipal Civil Registrar, Jordan,



	1		1	
2. Pay fees at the	2. Attached OR	Filing Fee	10 minutes	Clerk - Office of
Municipal Treasurer's	No., amount and	-		the Municipal
Office and present	date of issuance in	PHP1,000		Civil Registrar,
Official Receipt	the petition.	.00		Jordan,
				Guimaras /
		NOTE:		Asst.
		Filing Fee		Registration
		can be		Officer - Office
		waived if		of the Municipal
		the		Civil Registrar,
		Petitioner		Jordan,
		will		Guimaras /
		present		Municipal Civil
		Certificate		Registrar -
		of		Office of the
		Indigency		Municipal Civil
		from		Registrar,
		MSWDO		Jordan,
				Guimaras
3. Review and Sign	3.Receive	Courier	10 minutes	Clerk - Office of
Petition and Pay	payment, and	Mailing		the Municipal
Fees for Mailing of	advice to follow-up	Expenses		Civil Registrar,
the Documents	from time to time	(Varies on		Jordan,
	because it will be	the actual		Guimaras /
	mail to Philippine	courier		Asst.
	Statistics Authority	rates)		Registration
	for affirmation after			Officer - Office
	10 days posting			of the Municipal
	period and 5 days			Civil Registrar,
	decision period if			Jordan,
	there is no			Guimaras /
	objection or			Municipal Civil
	opposition in the			<i>Registrar</i> - Office of the
	petition.			
				Municipal Civil
				Registrar,
				Jordan, Guimaras
4. Receive copy of	4. Release	None	2 Minutes	Clerk - Office of
	Documents	INDITE	2 minutes	the Municipal
transaction slip and petition	Documents		15 days	Civil Registrar,
petition	After 15 days		15 uays	Jordan,
	reglementary			Guimaras /
	period and the			Asst.
	decision has been			Registration
	made, prepare			Officer - Office
	petition for			of the Municipal
	transmittal to			Civil Registrar,
	Philippine			Jordan,
	Statistics Authority			Guimaras /
	Legal Office			Municipal Civil
	Division for			Registrar -
	affirmation			Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
	1	1	l	



# 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-C	itizens (G2C)	
Who may avail:		egal age (18 years old and above)	
CHECKLIST OF RE		WHERE TO SECURE	
1. Civil Registry Docum	ents with	Philippine Statistics Authority	
discrepancy (PSA copy	& Local Copy)	Office of the Municipal Civil Registrar	
3. Any two of the followi	ing supporting	Government Agencies, Non-Government	
documents for the wron	• •	Organizations, Private entities,	
(i.e. Marriage Contract,		Schools/Colleges/Universities, Church (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
Phil Health MDR, Pag-I		Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of	
records, Birth Certifcate	of Siblings, etc)	Barangay Captain)	
3. Community Tax Certi	ficate (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 employ	ment or Affidavit of	Company or Agency, Attorney's Offices	
Non-employment			
7. Baptismal Certificate	-	Church	
8. Earliest School record		Elementary School	
9. Publication (2 succee	eding weeks		
publication)		Publishing company	
a) Affidavit of the F		Publishing company	
b) Newspaper Clip			
NOTE: MCRO is accept publication in the amount			
1,200.00 and the office			
publication (clients optic	-		
10. Valid ID	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
A. Principal (Doo	cument owner,		
Parents and Chil	d of Document	Government Agencies, Non-Government	
owner)		Organizations, Private entities,	
	ntity Document	Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
	te with CLEAR	Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of	
	JLL NAME IN	Barangay Captain)	
	NATURE and		
	n official authority		
(1 original)			
B. Authorized Re	presentative	Government Agencies, Non-Government Organizations, Private entities,	
Valid Identity Doc	ument (ID) of the	Schools/Colleges/Universities	
Document owner		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
CLEAR PHOTO,		Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of	
	JRE and issued by	Barangay Captain)	
an official authority (1 original and 1			
photocopy)			
Valid Identity Doc		Government Agencies, Non-Government	
	entative complete	Organizations, Private entities,	
	TO, FULL NAME	Schools/Colleges/Universities	
IN PRINT, SIGNA	TURE and issued	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
		Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of	



by an official authority (1 original and 1 photocopy)		Barangay C	aptain)	
<ul> <li>Duly notarized Special Power of Attorney (1 original) complying with the following requirements:</li> <li>1. Written in a clean sheet of paper;</li> <li>2. Indicates the type of transaction or document and the specific details of the document to be corrected; and</li> <li>3. Bears the fresh signature of the document owner that matches his/her ID</li> </ul>		Document (	Dwner	
received from abro owner should prov scanned/photocop Valid ID.	ide a			
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	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. Attached OR No., amount and date of issuance in the petition.	Filing Fee - PHP3,00 0.00 NOTE: Filing Fee can be waived if the Petitioner will present Certificat e of	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



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



#### 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 of the Municipal Civil Registrar			
	itizens (G2C)		
	egal age (18 years old and above)		
	WHERE TO SECURE		
	Philippine Statistics Authority		
& Local Copy)	Office of the Municipal Civil Registrar		
ng supporting	Government Agencies, Non-Government		
	Organizations, Private entities,		
	Schools/Colleges/Universities, Church		
	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
e of Siblings, etc)	Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
ficate (Cedula)	Municipal Treasure's Office/Barangay		
	Treasurer's Office)		
	National Bureau of Investigation		
	Municipal Police Station of Petitioner's Locality		
ment or Affidavit of	Company or Agency, Attorney's Offices		
	Church		
eding weeks			
	Publishing company		
-			
on)	Llagritala Olinica		
wana Dublia	Hospitals, Clinics		
	Public Hospital, Rural Health unit		
	Elementary School		
ulus			
ntity Document	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)		
esentative	Government Agencies, Non-Government		
	Organizations, Private entities,		
	Schools/Colleges/Universities		
	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,		
ument (ID) of the	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
. ,	PNP, Office of Barangay Captain)		
	,		
	Simple Government-to-C		



Asst.

Registration Officer - Office of the Municipal

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)		Organizatio Schools/Co (i.e., DFA,I Philpost, P	nt Agencies, Non- ons, Private entitie olleges/Universitie _TO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	es, s SIS, SSS, EC, NBI, AFP,
Duly notarized S Attorney (1 origin the following req	nal) complying with	Document	Owner	
<ol> <li>Written in a clean sheet of paper;</li> <li>Indicates the type of transaction or document and the specific details of the document to be corrected; and</li> <li>Bears the fresh signature of the document owner that matches his/her ID</li> </ol>				
<b>Reminder:</b> 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 requirements for checking	1. Check Requirements. If there is no problem, Prepare the petition for Correction of Clerical Error.	None	15 minutes	<i>Clerk</i> - Office of the Municipal Civil Registrar, Jordan, Guimaras / <i>Asst.</i> <i>Registration</i> <i>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
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	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras /

NOTE:

Filing Fee can

be



	1	1		
		waived if		Civil Registrar,
		the		Jordan,
		Petitioner		Guimaras /
		will		Municipal Civil
		present		Registrar -
		Certificat		Office of the
		e of		Municipal Civil
		Indigency		Registrar,
		from		Jordan,
		MSWDO		Guimaras
3. Review and Sign	3. Receive	Courier	10 minutes	Clerk - Office of
Petition and Pay Fees	payment, and	Mailing		the Municipal
for Mailing of the	advice to follow-	Expense		Civil Registrar,
Documents	up from time to	s (Varries		Jordan,
Docamonic	time because it	on the		Guimaras /
	will be mail to	actual		Asst.
	Philippine	courier		Registration
	Statistics	rates)		Officer - Office
	Authority for	Talesj		of the Municipal
	affirmation after			Civil Registrar,
				•
	the publication,			Jordan,
	10 days posting			Guimaras /
	period and 5 days			Municipal Civil
	decision period if			Registrar -
	there is no			Office of the
	objection or			Municipal Civil
	opposition in the			Registrar,
	petition.			Jordan,
				Guimaras
4. Receive copy of	4. Release	None	2 Minutes	Clerk - Office of
transaction slip and	Documents			the Municipal
petition				Civil Registrar,
	After 26 days		26 days	Jordan,
	reglementary		-	Guimaras /
	period and the			Asst.
	decision has			Registration
	been made,			Officer - Office
	prepare petition			of the Municipal
	for transmittal to			Civil Registrar,
	Philippine			Jordan,
	Statistics			Guimaras /
	Authority Legal			Municipal Civil
	Office Division for			Registrar -
	affirmation			Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
				Guinaras



## 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 Munici	pal Account	ant		
Classification:	Simple				
Type of Transaction:		overnment (0	G2G)		
Who may avail:	14 Barangay LGUs	14 Barangay LGUs, COA			
CHECKLIST OF F	REQUIREMENTS	۱ ۱	<b>NHERE TO SE</b>	CURE	
1. Barangay DVs, F	Reports, Journals	Barangay	<pre> / Treasurers // </pre>		
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	<i>Rev. Coll.</i> <i>Clerk/Mun.</i> <i>Accountant</i> 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 Munici	pal Account	ant	
Classification:	Complex			
Type of Transaction:	Government-to-Business Entity (G2B)			
Who may avail:	Suppliers and Serv	ice Provider	S	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
1. Disbursement Vouc	hers, Official	From Supp	liers, Service Prov	viders
Receipts				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver goods and	1. Prepare	None	10 minutes	End User
services	Disbursement			LGU JORDAN
	Voucher for			
	payment of goods			
	and services			
	2. Compute the	None	15 minutes	Bookkeeper/Re
	corresponding			v. Coll. Clerk
	withholding Tax			Office of the
	and prepare BIR			Municipal
	form 2306 and			Accountant
	2307			



## 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-Go	overnment (G2G)			
Who may avail:	All 14 Barangays				
CHECKLIST OF RE		WHERE TO SECURE			
(Barangay Ann	ual Budget)				
1. Budget Message		Barangay Secretary			
2. Certified Statement o		Barangay Treasurer			
3. Appropriation Ordina		Punong Barangay			
sealed and affixed signa	atures.				
4. Annual Investment P	rogram (AIP)	Barangay Council			
5. Budget of Expenditur	es and Sources of				
Financing 6. BBPF No. 2- Program	med Appropriation				
by PPA, Expense Class					
	, 00,000				
of Expenditure and Exp	ected Results				
7. BBPF No. 2A- List of					
Chargeable Against the	•				
Fund					
8. BBPF No. 3- Plantilla	of Personnel				
9. BBPF No. 4- Stateme	ent of Indebtedness				
10. Barangay Disaster F	Risk Reduction and				
Management Work and	Financial Plan				
11. Barangay Annual G					
Development (GAD) Pla	U				
12. Barangay Council fo	or the Protection of				
Children (BCPC) Plan					
13. Senior Citizens/PWI	DS WORK and				
Financial Plan	d Order Dien				
16. Barangay Peace an					
17. Barangay Anti- Drug 18. 20% Barangay Deve					
10. 20 /0 Daranyay Deve					
(Barangay Supplemen	tal Budget)				
1. Appropriation Ordinal					
sealed and affixed signa					
2. Sources of Fund Ava					
Appropriation certified I					
BarangayTreasurer, Mu	•				
and Municipal Accounta	•				



<ul> <li>(SK Annual Budget)</li> <li>1. Budget Message</li> <li>2. Comprehensive Barangay Youth</li> <li>Development Plan (CBYDP)</li> <li>3. Annual Barangay Youth Investment</li> <li>Program (ABYIP)</li> <li>4. Resolution Approving the SK Budget</li> <li>5. SK Budget- Annex A</li> <li>6. SK Resolution Approving the</li> <li>Comprehensive Barangay Youth</li> <li>Development Plan</li> <li>7. SK Resolution Approving the Annual</li> </ul>		SK Preside		
Barangay Youth Inves	mental Budget)			
	<b>C</b> ,			
1. Appropriation Ordin sealed and affixed sig				
	2. Sources of Fund Available for Appropriation certified by Barangay Treasurer and SK			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SB Office endorse Annual and Supplemental Budget of Barangay and SK	1.1 The Budget Office receives/ reviews attachment of Annual and Supplemental Budget.	None	20 minutes	<i>Budgeting</i> <i>Assistant</i> Office of the Municipal Budget Officer
	1.2 MBO reviews Annual/ Supplemental Budget of Barangay SK	None	5 days	<i>Municipal</i> <i>Budget Officer</i> Office of the Municipal Budget Officer
	1.3 The Budget Office submits the renewed annual Budget of Barangay/SK the Municipal Planning and Devt Office for the review of Annual Development Plan (ADP)	None	10 minutes	Budgeting Assistant Office of the Municipal Budget Officer
	1.4 The Budget Office received review attachment of the MPDC	None	10 minutes	Budgeting Assistant Office of the Municipal Budget Officer



1.5 The Budget	None	20 minutes	Budgeting
Office submits the			Assistant
reviewed			Office of the
Annual/Supplement			Municipal
al Budget of the			Budget Officer
Barangay/SK to the			
SB			
1.6 The Budget	None	10 minutes	Budgeting
Office receives SB			Assistant
Appropriation			Office of the
Ordinance/			Municipal
Resolution			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:		tizens (G2C)	)	
Who may avail:	Taxpayer	· · · · ·		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Certificate of Title (	with original copy	Owner/Reg	gistry of Deeds	
attached for verification	n) (2 machine/true			
copies)				
2. Realty tax receipt/T	ax clearance from	Owner/Mur	nicipal Treasurer's	Office
Mun. Treasurer (2 ma			·	
3. Transfer tax receipt		Municipal 1	Freasurer's Office	
	(	indinoipai i		
4. Sworn Statement (v	vith attached cedula	Municipal A	Assessor	
or TIN ID)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Submit all the	1. Check	None	40 mins	Municipal
required documents	completeness of			Assessor/LAOO
	the requirements.			I/ Assessment
				Clerk II
	Pull out old			Office of the
	property record			Municipal
	form/tax declaration			Assessor
	to effect simple			
	transfer of			
	ownership.			
	Prepare Field			
	Appraisal &			
	Assessment Sheet			
	(FAAS) and tax			
	declaration for			
	approval			
2. Pay to MTO	2. Annotate sworn	25% x	30 mins	LAOO  //
Sworn Statement	statement's O.R.	AV (1%)	00 111113	Assessment
Fee				Clerk II
	No. on the Property			
	Record Form			Office of the
	(PRF)/tax			Municipal
	declaration			Assessor



3. Receive certified	3. Release certified	None	10 mins	LAOO I/
machine/true copy of	machine/true copy			Assessment
tax declaration after	of tax declaration			Clerk II
payment of fee				Office of the
				Municipal
				Assessor



## 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 Munic	pal Assesso	or	
Classification:	Complex			
Type of Transaction:		tizens (G2C)	)	
Who may avail:	Taxpayer			
CHECKLIST OF F		WHERE TO SECURE Bureau of Lands		
1. Approved Subdivisi copies)	on Plan (2 blue print	Bureau or i	Lands	
2. Certificate of Title (v	with original conv	Owner/Rec	gistry of Deeds	
attached for verificatio	• • • •	Ownen/Reg	JISTLY OF DEEUS	
copies)				
3. Realty tax receipt/T	ax clearance from	Municipal 1	Freasurer's Office	
Municipal Treasurer (2		manneipar		
4. Transfer tax receipt	• •	Municipal 1	Freasurer's Office	
5. Sworn Statement (v or TIN ID)	vith attached cedula	Municipal A	Assessor	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Submit all the	1. Check	None	40 mins	Municipal
required documents	completeness of			Assessor/LAOO
	the requirements			I/ Assessment
				Clerk II
				Office of the
	Pull out old			Municipal
	property record			Assessor
	form for			
	cancellation			Municipal
				Assessor/LAOO
	Interview property			I/ Assessment
	owner/ conduct			Clerk II
	field ocular			Office of the
	inspection to reflect			Municipal
	lot improvements			Assessor
				Draftsman
	Reflect subdivision			Office of the
	plan on the Tax			Municipal
	Map and assign			Assessor
	new Property Index			
	Number (PIN) - to			Municipal
	(Prov'l Assessor's			Assessor/LAOO
	Office).			I/ Assessment
	,			Clerk II
	Prepare FAAS for			Office of the
	each sub lots with			Municipal
	assigned			Assessor
l	5	1	1	



	corresponding PIN Submit tax declarations and supporting documents to the Prov'I Assessor's Office for Approval declaration for approval			Provincial 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	LAOO I/ Assessment Clerk II Office of the Municipal Assessor
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	LAOO I/ Assessment Clerk II Office of the Municipal Assessor



### **Service 3. Issuance of Certification as to Assessment Records**

Certification for Landholdings and other assessment records as requested.

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

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

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



## 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 Munici	pal Assesso	r	
Classification:	Complex			
Type of Transaction:		tizens (G2C)		
Who may avail:	Taxpayer			
CHECKLIST OF F			WHERE TO SEC	CURE
None				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Request for	Verify records on	None	7 days	Municipal
inspection	tax map as per			Assessor
	request			Office of the
				Municipal
				Assessor
	Prepare FAAS and tax declaration based on data gathered and;			LAOO I/ Assessment Clerk II Office of the Municipal Assessor
	Submit FAAS and tax declaration to the Prov'l Assessor for approval			LAOO I/ Assessment Clerk II 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	pui / 1330330		
Type of Transaction:		tizens (G2C)	)	
Who may avail:	Taxpayer		1	
CHECKLIST OF R			WHERE TO SEC	CURE
None				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Request for	Conduct ocular	None	7 days	Municipal
inspection and	inspection on a			Assessor
submit Real	scheduled date and			Office of the
Property Tax	time			Municipal
Clearance to be				Assessor
annotated on the				
revised tax				
declaration	Prepare FAAS and			LAOO I/
deolaration	tax declaration			Assessment
	based on data			Clerk II
	gathered and;			Office of the
	gamereu anu,			Municipal
				Assessor
	Submit FAAS and tax declaration to the Prov'l Assessor for approval			LAOO I/ Assessment Clerk II 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 Munici	pal Treasure	er		
Classification:	Simple				
Type of Transaction:	Government-to-Bu Government-to-Cl		/ (G2B),		
Who may avail:	Corporations, indivi		usiness in the loc	ality	
CHECKLIST OF F			WHERE TO SEC		
1. Duly accomplished		BPLO – Off	fice of the Municip		
other documentary rec	••		, i	,	
investment (new) & Inc	• • • •				
(renew)					
(1011011)					
2. Barangay Business	Tax Clearance	Barangay w	here the busines	s is located	
	tificate 9 Drevi	Derenevi			
3. Community Tax Ce	•••	Barangay H	iall		
Business Tax Clearan	ce				
4. DTI		DTI Field Office			
5. Statement of Gross	Receipt	Taxpayer			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit all the	1. Assess business	Based on	5 minutes	LCRO II	
required documents	taxes, permits &	declared		Office of the	
stated above	other fees	capital		Municipal	
		investmen		Treasurer	
		t & gross sales			
		50165			
2. Pay the required	2. Prepares Official	Based on 2 minutes RCC I			
fees due	Receipt	declared		Office of the	
		capital		Municipal	
		investmen		Treasurer	
		t & gross			
		sales			



## 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 Munic	ipal Treasure	er	
Classification:	Simple			
Type of Transaction:	Government-to-Cl	ient (G2C)		
Who may avail:	Individual, corporations, business entity with Registered Business Establishment in the Municipality			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
1. Proof of payment/cu	urrent Mayor's	Owner's Pe	ersonal Copy	
permit				
2. Sworn statement of	the gross sales or	Taxpayers		
receipts of the current	year			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the	1. Verifies the	Based on	5 minutes	LCRO II
required documents	documents	declared		Office of the
stated above	presented	gross sales		Municipal
		Sales		Treasurer
2. Receive OR from	2. Issued OR &	Based on	2 minutes	RCC I
cashier(retirement/	received cash	declared		Office of the
certification fee)		gross		Municipal
		sales		Treasurer
3. Submit OR of	3. Issuance of	25.00	3 minutes	LCRO II
certification fee	certification			Office of the
				Municipal
				Treasurer
4. Receive	4. Release	None	2 minutes	LCRO II
certification	Certification			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 Munici	Office of the Municipal Treasurer			
Classification:	Simple	•			
Type of Transaction:	Government-to-Bu	isiness Entity	/ (G2B),		
	Government– to–Client (G2C)				
Who may avail:	All Individuals 18 ye	ears old and	above		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
1. Accomplish informa	tion slip	Office of the	e Municipal Treas	urer	
		·			
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Fill-up information	1. Encode data	Based on	5 minutes	RCC I	
slip		declared		Office of the	
		gross		Municipal	
		income		Treasurer	
2. Sign and pay the	2. Issue community	Based on	2 minutes	RCC I	
tax due	tax certificate	declared		Office of the	
		gross		Municipal	
		income		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 Munic	cipal Treasure	er		
Classification:	Simple		(		
Type of Transaction:			/ (G2B),		
	Government-to-C				
	Government-to-G		/		
Who may avail:	All owners of land,		-	U	
	within the jurisdicti	on of the mur	icipality or their re	epresentative	
CHECKLIST OF R			WHERE TO SEC		
1. Proof of last payme		Owner's Cor		JUNE	
	ni Onicial Receipt	Owner's Col	Jy		
Original /photocopy					
2. Tax Declaration Ori	ginal/Photocopy	Office of the	Municipal Assess	sor	
3. Notice of Assessme	ent and Tax Bill	Owner's Cop	ру		
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Approach MTO	1. Verify records	Based on	30 minutes	LCRO I/ RCC I	
personnel in charge	on file (Real	the		Office of the	
of RPT & present	Property Tax	assessed		Municipal	
either one of the	Register (RPTAR)	value		Treasurer	
requirements stated	and compute tax				
above	due				
abuve	uue				
2. Pay the	2. Issue official	Based on	3 minutes	LCRO I/ RCC I	
corresponding real	receipt and	the		Office of the	
property tax due	records on the	assessme		Municipal	
	RPTAR	nt		Treasurer	
3. Receive official		None			
receipt					
		1	1		



## 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 Munici	pal Treasure	er		
Classification:	Simple				
Type of Transaction:			/ (G2B),		
	Government- to-C	· · · ·			
	Government-to-Government (G2G)				
Who may avail:	All taxpayers who h	ave paid the	ir taxes		
CHECKLIST OF F	EQUIREMENTS WHERE TO SECURE				
1. Latest real property	tax payment official	Taxpayer/C	)wner		
receipts					
2. Tax Declaration/Lot	Number	Office of the	e Municipal Asses	ssor	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Present latest	1. Verifies the	None	10 minutes	LCRO I/ RCC I	
Official Receipt and	documents			Office of the	
wait for the request	presented			Municipal	
to be processed.				Treasurer	
2. Pay the	2. Issue official	Based on	5 minutes	LCRO I/ RCC I	
corresponding fees	receipt and	the		Office of the	
	received payments	approved		Municipal	
		revenue		Treasurer	
		code			
3. Receive official	3. File duplicate	None	5 minutes	LCRO I/ RCC I	
receipt & clearance	copy of tax	opy of tax Office of the			
and sign on the	clearance			Municipal	
logbook				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: Classification:	Office of the Munic	cipal Treasure	er	
	Simple Government-to-C	liont (C2C)		
Type of Transaction: Who may avail:	Taxpayers	lient (G2C)		
CHECKLIST OF R			WHERE TO SEC	
1. Death Certificate si			Municipal Health	
	Officer or attending Physician & Licensed		indinoipai ricaidi	
Embalmer				
2. Duly accomplished	form from person in	Cemetery Ca	arotakor	
charge in cemetery			aretaker	
3. For transfer, transfe	r pormit duly signed	Office of the	Municipal Health	Officer
			Municipai rieaitri	Onicei
by the attending physic		Office of the	Municipal Llochth	Officer
4. For exhumation, onl			Municipal Health	Onicer
for 7 years and above			DDOCESSING	DEBGON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1. Approach MTO	1. Assess & verify	None	30 minutes	LCRO I/ RCC I
personnel & submit	records on file			Office of the
the documents				Municipal
stated above				Treasurer
				riedsulei
2. Pay the	2. Issue official	Based on	10 minutes	LCRO I/ RCC I
corresponding	receipt	the		Office of the
amount assessed for		assessme		Municipal
the cemetery		nt		Treasurer
rental/renewal				
3. Pay for the Burial	3. Issue official	50.00	5 minutes	LCRO I/ RCC I
Permit	receipt			Office of the
				Municipal
				Treasurer
4. Receive official	4. Record payment	None	5 minutes	LCRO I/ RCC I
receipt				Office of the
				Municipal
				Treasurer
5. For issuance of	5. Issue official	50.00	5 minutes	LCRO I/ RCC I
exhumation permit	receipt and advise			Office of the
	client to proceed at			Municipal
	the MHO			Treasurer
6. Transfer of	6. Issue official	50.00	5 minutes	LCRO I/ RCC I
Cadaver	receipt and advise			Office of the
	client to proceed at			Municipal
	the MHO			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 or Division:	Office of the Munic	ipal Treasure	PL	
Classification:	Simple			
Type of Transaction:		lient (G2C)		
Who may avail:	All Individuals			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
1. Valid ID		Claimant		
2. Special power of att	orney/authorization	Owner		
3. Official Receipt(Sup	plier/Company)	Supplier/Cor	mpany	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol> <li>Approach MTO personnel in charge in the check issuance</li> <li>Present documents above</li> </ol>	<ol> <li>Asking client for the require documents stated above</li> <li>Release checks to client</li> </ol>	None	5 minutes 20 minutes	RCC I Office of the Municipal Treasurer RCC I Office of the
mention, issue Official/Collection Receipts & sign on the claimants logbook				Municipal Treasurer
3. Receive checks	3. File voucher	None	5 minutes	<i>RCC I</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	Diffice or Division: Office of the Municipal Treasurer			
Classification:	Highly Technical	ipai rieasule	51	
Type of Transaction:		overnment ((	G2G)	
Who may avail:	Collectors/Baranga	1	/	
CHECKLIST OF R		WHERE TO SECURE		
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Remit collections	1. Received	None	3 minutes	Municipal
	collections			Treasurer
				Office of the
				Municipal
				Treasurer
	2. Prepares Report	None	3 minutes	Municipal
	of Collections and			Treasurer
	Deposit			Office of the
				Municipal
				Treasurer
	3. Prepares	None	2 minutes	Municipal
	Deposit Slip			Treasurer
				Office of the
				Municipal
				Treasurer
	4. Deposit			Municipal
	collections			Treasurer
				Office of the
				Municipal
				Treasurer
	5. Records RCD at			Municipal
	corresponding			Treasurer
	Cash Book			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 Munic	Office of the Municipal Treasurer			
Classification:	Simple	Simple			
Type of Transaction:	Government-to-G	overnment (	G2G)		
Who may avail:	Collectors/Baranga	ay Treasurer/I	LBP		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
1. Requisition and Issu	ue Voucher (RIV)	Collectors/B	arangay Treasure	er	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present	1. Received RIV,	None	5 minutes	RCC II	
Requisition and	countercheck in			Office of the	
Issue Voucher (RIV)	the Logbook			Municipal	
	-			Treasurer	
2. Sign RIV	2. Issue	None	2 minutes	RCC II	
countersign by the	Accountable forms			Office of the	
Municipal Treasurer				Municipal	
and Accountable				Treasurer	
Officer					
3. Received	3. Sign control	None	2 minutes	RCC II	
accountable forms	logbook			Office of the	
	5			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.

		· <b>.</b>			
Office or Division:	Office of the Municipal Treasurer				
Classification:	Simple				
Type of Transaction:	Government-to-Client (G2C)				
Who may avail:	All Real Property 7	All Real Property Taxpayers			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1. Tax Declaration; Pre	evious Tax Receipt	Office of the	Office of the Municipal Treasurer		
2. Computer generate	d statement of	Office of the	Municipal Treasu	ırer	
account					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present tax	1. Verify on	None	10 minutes	RCC I	
declaration or	database, check			Office of the	
previous tax receipt	computations and			Municipal	
to request statement	print statement of			Treasurer	
of account as a pre-	account				
requisite for					
payment of real					
property tax.					
2. Taxpayer will		None	2 minutes	RCC I	
proceed to the				Office of the	
window collector for				Municipal	
payment.				Treasurer	



# Service 11. Payment of Compromise Penalties for Municipal Ordinance

Violation of Municipal Ordinance

		· . <del>.</del>				
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 R	WHERE TO SECURE					
1. Citation Ticket	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	1. Verifies	None	5 minutes	LCRO I		
violation Ticket	documents			Office of the		
	presented			Municipal		
	1			Treasurer		
2. Pay the tax	2. Received	Based on	2 minutes	LCRO I		
penalties	payment and issue	the		Office of the		
	OR	approved		Municipal		
	•••	Municipal		Treasurer		
		Ordinance		ricasurci		
3. Present the OR to	3. Log the OR	None		RCC I		
the issuing	number and			Office of the		
personnel	released the			Municipal		
	confiscated			Treasurer		
	id/documents					
4. Received the						
confiscated						
ID/documents						
1						



### 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 SEC	CURE	
Order of payment					
Birth, Marriage, Death Certificates, and others pertaining to Civil Registry Documents		Office of the Municipal Civil Registrar			
Certified true copies of tax declaration, and other certifications pertaining to real properties		Office of the Municipal Assessor			
Land Use and Zoning	fee		e Municipal Plann nt Coordinator	ing and	
Motorized Tricycle Fra	nchise	Office of the	e Mayor/Licensing	g Officer	
Building permit fee, Line and grade, Plumbing fee, Electrical fee, Fencing fee, Occupancy permit		Office of the Municipal Engineer			
CBC, Urinalysis, Fecalysis, Sputum, Health Certification and others pertaining to health documents		Office of the Municipal Health Officer Office of the Municipal Assessor			
2. Tax Declaration/lot	lumber	Office of the	•		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Order of	1. Issue Official	Refer to	5 minutes	LCRO I	
Payment and pay	Receipts and	transactio		Office of the	
the fees due	receives payment	n		Municipal	
				Treasurer	
2. Receive the	2. Issue official	None	5 minutes	LCR0 I	
Official Receipts	receipt and			Office of the	
	received payments			Municipal	
				Treasurer	
3. Proceed to the		None		Office of the	
Office concerned,				Civil Registrar,	
present Official				Office of the	
Receipt and receive				Mun. Assessor,	
the documents				Office of the	
requested				MPDC, Office of the Mun.	
			1	THE MILIN	
				Engineer, Office	



		of the MHO,
		Office of the
		Mayor/Licensing
		Officer



## 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.

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Office or Division: Office of the Municipal Engineer				
Classification:	Simple			
Type of Transaction: Government-to-Cl		lient (G2C)		
Who may avail: General Public				
CHECKLIST OF REQUIREMENTS		D	WHERE TO SEC	URE
1. Copy of Building Permit and Certificate of Occupancy/Use		Document Owner		
2. Certificate of Struct	ural Stability for	Registered Civil Engineer		
Buildings, signed & se	•			
Structural/Civil Engine	•			
3. Certificate of Electri	cal Safety in	Professional	Electrical Engine	er
Conformity to the lates	st edition of the		_	
Philippine Electrical C	ode, signed and			
sealed by a Profession	nal Electrical			
Engineer				
4. Mechanical Installa		Registered N	Mechanical Engin	eer
the substantially satisf	•			
the Engines/equipmer				
and operation, signed	•			
Professional Electrical 5. Contract of Lease for	<u> </u>	Building Ow	por	
authority to use the bu				
autionity to use the bu				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS				
CLIENT STEPS           1. Request for	ACTIONS 1. Schedule and	BE PAID None	TIME 2 days	RESPONSIBLE
	ACTIONS	BE PAID	TIME	
1. Request for	ACTIONS 1. Schedule and	BE PAID	TIME	RESPONSIBLE Engineer II
1. Request for	ACTIONS 1. Schedule and conduct ocular	BE PAID	TIME	<b>RESPONSIBLE</b> Engineer II Office of the
1. Request for	ACTIONS 1. Schedule and conduct ocular inspection to the	BE PAID	TIME	RESPONSIBLE Engineer II Office of the Municipal
1. Request for	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure	BE PAID	TIME	RESPONSIBLE Engineer II Office of the Municipal
1. Request for Inspection	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees	BE PAID None	TIME 2 days	RESPONSIBLE Engineer II Office of the Municipal Engineer
<ol> <li>Request for Inspection</li> <li>2. Payment of Fees</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive	BE PAID None (Schedule	TIME	RESPONSIBLE Engineer II Office of the Municipal Engineer
1. Request for Inspection	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive payment and Issue	BE PAID None (Schedule of Fees as	TIME 2 days	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the
<ol> <li>Request for Inspection</li> <li>2. Payment of Fees</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive	BE PAID None (Schedule of Fees as specified in	TIME 2 days	RESPONSIBLE Engineer II Office of the Municipal Engineer <i>RCC I</i> Office of the Municipal
<ol> <li>Request for Inspection</li> <li>2. Payment of Fees</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive payment and Issue	BE PAID None (Schedule of Fees as	TIME 2 days	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the
<ol> <li>Request for Inspection</li> <li>2. Payment of Fees</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive payment and Issue	BE PAID None (Schedule of Fees as specified in the NBCP	TIME 2 days	RESPONSIBLE Engineer II Office of the Municipal Engineer <i>RCC I</i> Office of the Municipal
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive payment and Issue Official Receipt	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive payment and Issue Official Receipt 3. Preparation of	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer Building Official
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS 1. Schedule and conduct ocular inspection to the building/structure applied. Assessment of fees 2. Receive payment and Issue Official Receipt 3. Preparation of Certificate of Operation for Combustible	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer Building Official Office of the
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS  1. Schedule and conduct ocular inspection to the building/structure applied.  Assessment of fees  2. Receive payment and Issue Official Receipt  3. Preparation of Certificate of Operation for Combustible Engines,	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer Building Official Office of the Municipal
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS  1. Schedule and conduct ocular inspection to the building/structure applied.  Assessment of fees  2. Receive payment and Issue Official Receipt  3. Preparation of Certificate of Operation for Combustible Engines, Machineries,	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer Building Official Office of the Municipal
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS  1. Schedule and conduct ocular inspection to the building/structure applied.  Assessment of fees  2. Receive payment and Issue Official Receipt  3. Preparation of Certificate of Operation for Combustible Engines, Machineries, Generators, Air-	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer Building Official Office of the Municipal
<ol> <li>Request for Inspection</li> <li>Payment of Fees and Charges</li> </ol>	ACTIONS  1. Schedule and conduct ocular inspection to the building/structure applied.  Assessment of fees  2. Receive payment and Issue Official Receipt  3. Preparation of Certificate of Operation for Combustible Engines, Machineries,	BE PAID None (Schedule of Fees as specified in the NBCP Fees.)	TIME 2 days 5 minutes	RESPONSIBLE Engineer II Office of the Municipal Engineer RCC I Office of the Municipal Treasurer Building Official Office of the Municipal



#### 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.

Office or Division: Office of the Municipal Engineer				
Classification:	Simple			
Type of Transaction:	Government-to-C	lient (G2C)		
Who may avail:	General Public			
CHECKLIST OF RE		WHERE TO SECURE		
<ol> <li>Proof of Lot Ownership;         <ol> <li>In case the applicant is the registered owner of the lot:</li></ol></li></ol>		Registry Of Deeds/Municipal Assessor's Office / Municipal Treasurers Office		
<ul> <li>II. In case the applicant is not the registered owner of the lot, in addition to the above: <ul> <li>a. Duly notarized copy of the</li> </ul> </li> <li>Contract of Lease; <ul> <li>b. Duly notarized copy of the Deed of Absolute Sale.</li> </ul> </li> </ul>		Document Owner		
2. Clearances from Othe	er	Government Agencies		
Agencies/Authorities exercising and enforcing regulatory functions affecting buildings/structure such as Municipal Zoning Clearance, RROW-Road Right of Way Clearance, ECC, ATO, etc.		(i.e., MPDO, DPWH, ATO, HLURB, LGU, DOT, DENR, DOTC, DILG, PPA, DepEd, DOH, PHILVOCS, NWRB, DAR, DA, DOLE, NHA, NCWDP)		
3. Five (5) Sets of accomplished prescribed forms Building Permit Application together with its Ancillary Permit Application for Architectural, Civil/Structural, Plumbing, Sanitary, Electrical, Electronics, Mechanical, Signage, and Fencing;		Office of the Building Official / Design Professionals		
4. Five (5) Sets of Building Plans;		Design Professionals		
5. Five (5) Sets of Bill of Materials and Estimates;		Design Professionals		
6. Five (5) Sets of Specifications;		Design Professionals		
7. Seismic Analysis (for Buildings);	2 or more Storey	Design Professionals		
8. Structural Design and	d Analysis;	Design Professionals		
<ul> <li>9. Soil Boring Investigation Test (for building of 7.50 meters in height or more).</li> </ul>		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	1 days	Engineer II Office of the Municipal Engineer
	Evaluate plans and its supporting documents if it conforms to its designed data and specifications.			
	Assessment of fees, charges and other ancillary permits fees.			
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)	<ul> <li>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.</li> <li>Approval of Plans and Permits.</li> </ul>	None	25 minutes	Engineer II Office of the Municipal Engineer Building Official 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-C	Client (G2C)			
Who may avail:	General Public				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
1. Three (3) copies of a	ccomplished &	Guimaras Electric Cooperative			
numbered Job Order fro	om the Local				
Electric Cooperative du	y signed and				
sealed by a Professiona	l/Registered				
Electrical Engineer					
2. Thee (3) copies of ac	complished	Guimaras Electric Cooperative			
sketch plan with schedu	le of loads and				
location/vicinity map du	y signed and				
sealed by a Professiona	ll/Registered				
Electrical Engineer					
3. Accomplished Electri	cal Permit duly	Office of the Building Official			
signed by a Professiona	ll/Registered				
Electrical Engineer					
4. Proof of Lot Owners	nip:	Document Owner			
a. Lot Title or Tax De	•				
b. In addition to the a	•				
- Deed of Sale du	ulv notarized				
- For Non owner	•				
Authority/Consent to					
construct/constructed					
a house noted b	ov the Punona				
Barangay.	, ,				
- For the Decease	ed Lot Owner ,				
duly Notarized Deed of					
with authority to	•				
the surviving heir/s.					
5. 3R Size full view of th	e structure for all	Document Owner			
sides (front, rear, left &					
6. Certificate of Road Ri	ght of.way.	Punong Barangay – if Barangay Road			
		Mun. Planning & Dev't Ofice – if Municipal			
		Road			
		Provincial Engineering Office – if Provincial			
		Road			
		DPWH (Guimaras Engineering District) – if			
		National Road			



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. Secure forms and checklist and submit all required documents.	ACTIONS <ol> <li>Check the         <pre>completeness of         the documents         required.</pre> </li> <li>Schedule and         conduct ocular         inspection of the         building/structure         applied.</li> <li>Assessment of</li> </ol>	BE PAID None	TIME 3 days	RESPONSIBLE Engineer II Office of the Municipal Engineer
2. Payment of Fees and Charges	fees 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	Building Official 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-Cl	ient (G2C)		
Who may avail:	General Public			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
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 Professional	Building Official /	′ Design
2. Four (4) copies Nota for Occupancy	arized Application	Office of the Professional	Building Official / s	<sup>/</sup> Design
3. Four (4) Copies Cer Electrical Inspection/C and sealed by the in-cl Electrical Engineer	ompletion, signed	Office of the Professional	Building Official /	<sup>/</sup> Design
4. Four (4) copies of C Plumbing Completion s by a Master Plumber;		Office of the Building Official / Design Professionals		
5. Sanitary Certificate Engineer (if any);	from a Sanitary	Design Professionals		
6. Logbook of Daily Ac sealed by the correspo in-charge of the constr installation and approv	nding Engineers uction and	Design Professionals		
7. 5R Size Photo of Bu for each sides (front, b 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	Engineer II Office of the Municipal Engineer



2. Payment of Fees and Charges	Schedule and conduct ocular inspection of the building/structure applied. Assessment of fees 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)	<ul> <li>4. Filling up of boxes with control numbers for electrical completion and prepare a copy of Certificate of Occupancy.</li> <li>Approval and recording of Occupancy Permit.</li> </ul>	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 Munic	cipal Agricultu	rist	
Classification:	Simple			
Type of Transaction:				
Who may avail:	Farmers, Dog Owr	ners		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal	1. Record the	None	3 minutes	Agricultural
Agriculture Office to	request in the			Technologist
request for anti-	logbook			Office of the
rabies vaccination				Municipal
and treatment	Sets schedule for		5 minutes	Agriculturist
	the conduct of the			
	activity			
2. Inform number of	2. Prepare vial of	None	3 minutes	Agricultural
dogs for vaccination	anti-rabies			Technologist
	vaccines and			Office of the
	record in the			Municipal
	logbook (if			Agriculturist
	available)			
3. Dog will be	3. Conduct anti-	None	3 minutes	Agricultural
injected with anti-	rabies vaccination			Technologist
rabies vaccines				Office of the
	Record data of		3 minutes	Municipal
	dogs vaccinated			Agriculturist



#### 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 Muni	cipal Agricultu	rist	
Classification:	Simple			
Type of Transaction:	Government-to-C	lient (G2C)		
Who may avail:	Fisher folks	, , , , , , , , , , , , , , , , , , ,		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
1. Barangay Clearance	e (Optional)	Respective I	Barangay	
2. Endorsement		BFARMC CI	nairman	
3. Residence Certifica	te	Municipal Tr	easurer's Office	
4. For renewal, bring t	he old Municipal	Fisher folks		
Fishing Permit/License				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit all	1. Check the	None	5 minutes	Agricultural
requirements for	requirements if			Technologist
issuance of	requirements are			Office of the
Municipal Fishing	complete			Municipal
License. If renewal,	•			Agriculturist
submit the old				0
Municipal fishing				
License				
2. Payment to the	2. Receive	Motorized	3 minutes	RCC I
Treasurer's Office	Payment and	Boat-		Office of the
	Issue Official	200.00/fish		Municipal
	Receipt	erman Non-		Treasurer
		Motorized-		
		100.00/unit		
		GillNet-		
		.50/meter		
		Fish Cage		
		-		
		20.00/sq.m		
		eter Filter Net-		
		150.00/unit		
		Hook &		
		Line-		
		100.00/fish		
		erman		
		Longline-		
		200.00/unit		
		Crab Pots - 5.00 unit		
		Fish		
		Corral-		
		400.00/unit		



3. Submit Official	3. Encode/prepare	Spear Fishing- 100.00/fish erman Tangkop - 200.00/unit None	5 minutes	Clerk/
receipt to Municipal Agriculture Office, specifically to the Agricultural Technologist on Fisheries	Municipal Fishing Permit/ Licenses			Agricultural Technologist 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	Clerk/ Agricultural Technologist 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:		lient (G2C)		
Who may avail:	Farmers			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
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</i> <i>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	Agricultural Technologist Office of the Municipal Agriculturist
3. Sign in the Master list of farmer Beneficiary From	<ul> <li>3. Prepare form for the signature of farmer beneficiary</li> <li>Weigh the corn seeds and release to farmer</li> <li>Render technical briefing to farmer/provide</li> </ul>	None	2 minutes 3 minutes 5 minutes	Agricultural Technologist Office of the Municipal Agriculturist
4. Receive the corn seeds	brochures/reading materials (if available) 4. Release the corn seeds	None	2 minutes	<i>Agricultural</i> <i>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 Munic	ipal Agricultu	rist	
Classification:	Simple			
Type of Transaction:		lient (G2C)		
Who may avail:	Farmers			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
None			1	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal	1. Record the	None	2 minutes	Agricultural
Agriculture Office	complaints on the			Technologist
and inform the staff	logbook			Office of the
with the problem				Municipal
regarding poultry				Agriculturist
and livestock				Ū.
2. Request for	2. Refer the client	None	3 minutes	Agricultural
treatment/	to Office of the	iterie		Technologist
vaccination or	Provincial			Office of the
deworming	Veterinarian for			Municipal
dewonning	proper diagnosis			Agriculturist
	of the disease			Agriculturist
3. Prepare	3. Set schedule for	None	2 minutes	Agricultural
veterinary	the conduct of the			Technologist
medicines/dewormer	activity			Office of the
/vaccines	-			Municipal
				Agriculturist
4. Poultry and	4. Conduct	None	5 minutes	Agricultural
livestock receive	vaccination,			Technologist
vaccination,	deworming and			Office of the
deworming and	treatments			Municipal
treatment				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 Munic	cipal Agricultu	rist	
Classification:	Simple	ipal / grioana		
Type of Transaction:		lient (G2C)		
Who may avail:	Farmers			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
Master list of Farmers		Office of the	Municipal Agricu	lturist
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal	1. Record in the	None	5 minutes	Agricultural
Agriculture Office	visitor's logbook			Technologist
and inquire for the				Office of the
availability of				Municipal
vegetable seeds				Agriculturist
2. Request for	2. Check for the	None	5 minutes	Agricultural
vegetable seeds	availability of			Technologist
preferred	vegetable seeds			Office of the
				Municipal
				Agriculturist
3. Sign in the	3. Provide form for	None	5 minutes	Agricultural
Redemption master	signature of farmer			Technologist
list	clients			Office of the
				Municipal
				Agriculturist
4. Receive	4. Release	None	5 minutes	Agricultural
vegetable seeds	vegetable seeds to			Technologist
	farmer clients			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.

		in al Annia, It		
Office or Division:	Office of the Munic	ipal Agricultu	rist	
Classification:	Simple			
Type of Transaction:		lient (G2C)		
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	JURE
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in and	1. Record the	None	3 minutes	Agricultural
present complaints	complaints			Technologist
				Office of the
			E reciperate e	Municipal
	Interview and		5 minutes	Agriculturist
	evaluate cases			
2. Schedule for farm/	2. Log in the	None	5 minutes	Agricultural
poultry/piggery/fishp	schedule and			Technologist
onds visitation	proceed to the site			Office of the
	for ocular			Municipal
	inspection together			Agriculturist
	with the client			C
3. Technical advise	3. Avail technology	None	5 minutes	Agricultural
	being introduced			Technologist
				Office of the
				Municipal
				Agriculturist
4. Receive	4. Release	None	15 minutes	Agricultural
vegetable seeds	vegetable seeds to			Technologist
	farmer clients			Office of the
				Municipal
				Agriculturist
				, ignoalitation



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

The client will apply for insurance of his/her crop livestock and fishing boat. After fillingup 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 Munic	cipal Agricultu	Office of the Municipal Agriculturist			
Classification:	Simple	ipar / griouna	not			
Type of Transaction:		lient (G2C)				
Who may avail:	Farmers & Fisher f					
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE		
1. RSBSA Registration	٦	Office of the	Municipal Agricu	lturist		
2. 1 pc. photo of Fishin insurance)	ng boat (fishing boat	Fisher folk				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Visit the Municipal	1. Validate the	None	3 minutes	Agricultural		
Agriculture Office for	name in the			Technologist		
Insurance	RSBSA master list			Office of the		
				Municipal		
				Agriculturist		
2. Fill-Up PCIC Form	2. Prepare PCIC	None	2 minutes	Agricultural		
	Form			Technologist		
				Office of the		
	Assist the client in		5 minutes	Municipal		
	filling-up of PCIC Forms			Agriculturist		
3. Sign in the PCIC	3. Review and file	None	2 minutes	Agricultural		
Form		None	2 minutes	Technologist		
				Office of the		
				Municipal		
				Agriculturist		
				, ignoutionst		



# 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-C	lient (G2C)			
Who may avail:	All				
CHECKLIST OF RE		WHERE TO SECURE			
For MEDICAL ASSISTANCE: *Medical Certificate/Medical Abstract (1 original & 2 photocopies) *Medical Prescriptions/Laboratory Requests (3 photocopies)		Hospital/Medical Clinic duly signed and with License Number of the			
*Hospital Bill/Statemer photocopies)	· ·	Attending Physician/Assigned Staff			
*Any Government ID ( *Barangay Indigency ( photocopies)	• • •	-Client will provide -Barangay Hall			
For BURIAL ASSISTAN *Death Certificate (Dul original & 2 photocopies	y Registered) (1	-Local Civil Registrar's Office			
*Funeral Contract (3 p *Any Government ID ( *Barangay Indigency ( photocopies)	3 photocopies)	-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 *Any Government ID *Barangay Indigency/ *Police Blotter/ Certific of Illegal Recruitment, P	Residency ation (for victims	-Client will provide -Barangay Hall -Police Station			
For FOOD ASSISTANCE: *Barangay Indigency/Residency *Any Government ID		-Barangay Hall -Client will provide			
For CERTIFICATE OF I *Barangay Indigency/F *Any Government ID *Certificate of Live Birt Certificate (for correction errors/LCR)	Residency h/Marriage	-Barangay Hall -Client will provide -Local Civil Registrar's Office			



*School Certificate and Student ID (for	-School/State Universities/Colleges where the
Educational Assistance within the school	student
who	is enrolled
requested/for Scholarship purposes)	
*Medical Certificate/Medical Abstract	-Hospital/Medical Clinic duly signed and with
and Quotation of Medical Treatment	License Number
(for Hemodialysis/Chemo Therapy	of the Attending Physician/Assigned Staff
patients)	-Police Station
*Blotter Report/Sworn	
Statement/Subpoena (for Court-related	
cases/PAO)	
,	

AGENCY		FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Client submit the required documents	1. Receive the required	None	5 minutes	<i>SWAide</i> Office of the
to the MSWD Staff	documents and			Municipal Social
for initial	check for			Welfare and
assessment and	completeness			Development
verification				Officer
2. To fill-in/Answer	2. Provide General	None	10 minutes	SWAide
the General Intake	Intake Sheet to the			Office of the
Sheet	client and review			Municipal Social
	the form for			Welfare and
	completeness of data needed			Development Officer
3. To answer the	3. Prepares Social	None	30 minutes	SWAide
queries of the Staff	Case Study	None	50 minutes	Office of the
for further data	Report/Make			Municipal Social
needed	Referral to other			Welfare and
	service agencies			Development
	Ũ			Officer
4. To receive the	4. Client shall sign	None	3 minutes	SWAide
requested	in the logbook			Office of the
document	upon receiving the			Municipal Social
	documents			Welfare and
				Development
				Officer
FOR CASH ASSISTA				<b>•</b> •••••
	Prepare and	None	3 days	SWAide
	process Obligation			Office of the
	Request with			Municipal Social
	Disbursement Voucher for			Welfare and
	Financial			Development Office
	Assistance			Once
1. Client will claim	1.Release the	None	1 day	SWAide
the Financial	Financial		l ddy	Office of the
Assistance upon the	Assistance to the			Municipal Social
Notice was received	clients			Welfare and
				Development Officer
L				Onicer



For CERTIFICATE OF INDIGENCY:				
1.Client submit the	1. Receive the	None	3 minutes	Clerk II
complete required	required			Office of the
documents	documents and			Municipal Social
	check for its			Welfare and
	completeness			Development
				Officer
2.To fill-in/Answer	2. Conduct	None	10 minutes	Clerk II
the General Intake	interview/assessm			Office of the
Sheet	ent for further data			Municipal Social
	to be needed			Welfare and
				Development
	Prepare Certificate	None	3 minutes	Officer
3. Receive the	3. Client shall sign	None	3 minutes	Clerk II
requested document	in the logbook			Office of the
	upon receiving the			Municipal Social
	documents			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) Abused women and children			
Who may avail:		ia chilaren			
CHECKLIST OF R		Delies Ctati	WHERE TO SEC	JURE	
*Blotter Report (1 pho		-Police Stati	-		
*Referral by Barangay		-Barangay H	· · ·		
*Referral by other age	ncy (both public or	-Governmen	it institutions		
private) (1 original)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1 Client submit conv		None		SWO I	
1. Client submit copy	1-Log in the	NONE	2 days	Office of the	
of their Referral (RA	Client's Logbook				
9262 or RA 7610)	-Immediate			Municipal Social	
	response to			Welfare and	
	clientele (RA 9262			Development	
	or RA 7610)			Officer	
2. Client undergo	2Log in the	None	3 hours	SWO I	
counselling	Client's Logbook			Office of the	
	-Interview the			Municipal Social	
	client			Welfare and	
	-Identify the			Development	
	problem			Officer	
	-Assessment of				
	client's problem				
	-Assist client in the				
	decision-making				
	-Referral of client				
	to other concerned				
	agency if the				
	problem needs				
	outside				
	intervention				
3. Case Conference		None	3 hours	SWO I	
	3-Log in the	indite		Office of the	
RA 9262 (victim and	Client's Logbook				
perpetrator)	-Interview the			Municipal Social	
				Welfare and	
	-Referral for			Development	
	medical and			Officer	
	psychological				
	assessment				
	-For Rape Case:				
	Counselling and				
	referral for medico				
	legal and				



psychologic	cal
assessmen	
placement	of the
child/victim	in l
institutions	if the
perpetrator	is a
member of	the
family	
-Refer to ot	her
institutions	for
temporary s	shelter



## 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					
Who may avail:					
CHECKLIST OF F			WHERE TO SEC		
*Referral Letter (1 orig		•••	Hall/Police Statior		
*Live Birth Certificate	of the minor (1	• •		(PSA)/ Municipal	
photocopy)		Civil Registra			
*School Record (1 ph		-School atte			
*Blotter Report (1 pho			all/Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the log	1. Give the log	None	5 minutes	SWAide	
book	book to client/s	None	5 minutes	Office of the	
DUUK	DOOK TO CHEMINS				
				Municipal Social Welfare and	
				Development Officer	
2. Cubrait required	2. Receive and	None	20 minutes	SWAide	
2. Submit required documents to Social		none	20 minutes	Office of the	
	review documents				
Worker handling the	for initial			Municipal Social	
case	assessment of the			Welfare and	
	case			Development	
O latelie interview	0 lateraieuu	Ness	00 minutes	Officer	
3. Intake interview	3. Interview	None	30 minutes	SWAide	
clients	CAR/CICL,			Office of the	
	guardian and			Municipal Social	
	complainant to establish			Welfare and	
				Development	
	information			Officer	
	-Prepare Social				
	Case Study Report				
4 0000	/Assessment	Nana	0 h e		
4. Case	4. Facilitate Case	None	3 hours	SWAide	
Conference/Settlem	Conference/Settle			Office of the	
ent	ment			Municipal Social	
				Welfare and	
				Development	
				Officer	
5. Counselling the	5. Conduct	None	2 days	SWAide	
CAR/CICL/ Parents/	counselling			Office of the	
Guardian	session			Municipal Social	
				Welfare and	
				Development	
				Officer /	



				WCPD in
				charge
				Jordan
				Municipal Police
				Station
6. Attend court	6. Assist	None	1 day	SWAide
hearings	CAR/CICL in court			Office of the
	hearings			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 Munic	vinal Social W	elfare and Develo	onment Officer	
Classification:	Highly Technical				
Type of Transaction:	Government-to-Client (G2C)				
Who may avail:	All				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
*Barangay Residency/	Indigency	- Barangay H	Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<ol> <li>Client fill-in         Disaster             Assessment Family             Access Card             (DAFAC)         </li> <li>Client receive             food and non-food</li> </ol>	<ol> <li>Issuance of DAFAC to the client</li> <li>2Distribution of food and non-food</li> </ol>	None	30 minutes	Municipal Social Welfare and Development Officer Office of the Municipal Social Welfare and Development Officer Municipal Social Welfare and	
items	items at the designated areas -Implementation of programs and services in accordance to standard set by the law			Development Officer 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	Municipal Social Welfare and Development Officer 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:						
Who may avail:		Disabled persons are those who are suffering from restriction of				
	different abilities,					
		impairment, in performing an activity in the manner or within the				
	range considered	normal for a h	iuman being.			
CHECKLIST OF R		Dhilinnin e C	WHERE TO SEC			
*Birth Certificate (1 ph	оюсору)	• •	Statistic Authority	· /		
		•	vil Registrar's Off	ice		
*Barangay Certificate	of Residency (1	-Barangay ⊦	lall			
photocopy)						
*1 x 1 ID picture (2 pie	eces)	-Client				
*1 whole body picture		-Client				
*Certificate on Disabili	ty	-Municipal H	lealth Office/ Priva	ate Physician		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE		
1. Secure PWD	1. Instruct the	None	3 minutes	Clerk II		
Registration Form	client on how to			Office of the		
from the MSWD	fill-in the			Municipal Social		
Office	Registration Form			Welfare and		
	and how to get the			Development		
	Certificate of			Officer		
	Disability			Childer		
	Disability					
2. Submit form with	2. Check/Receive	None	3 minutes	Clerk II		
all the required	the application			Office of the		
documents	form and the			Municipal Social		
accamente	requirements			Welfare and		
	submitted by the					
	Client	client Officer				
	Type PWD ID		5 minutes			
	Card and booklets					
	and to be					
	forwarded to the					
	Mayor's Office for					
	signature					



#### 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-C	lient (G2C)		
Who may avail:	Government-to-Client (G2C) *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. *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. *Senior Citizens sixty (60) years old and above who are: -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 RE	QUIREMENTS	WHERE TO SECURE		
*Birth Certificate (1 phot *Baptismal Certificate (1 *Barangay Certificate of photocopy) *Voter's ID or Voter's Ce *1 x 1 ID picture (2 piece *Latest Community Tax (Cedula)(1 photocopy) *Police Blotter Report of (if the ID card is lost) (1	photocopy) Residency (1 ertification es) Certificate	<ul> <li>Philippine Statistic Authority (PSA) or Municipal Civil Registrar's Office</li> <li>Parish Church</li> <li>Barangay Hall</li> <li>Jordan Commission on Election (COMELEC)</li> <li>Client</li> <li>Barangay Treasurer/Municipal Treasurer</li> <li>Police Station/PAO or any law offices</li> </ul>		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR SENIOR CITIZE				
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
	Feedback requiring answers are forwarded to the relevant offices and they are required to answer within (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the thru Cell No. 0917-			
2. Fill-in form and comply all required documents	1204-877 2. Check/Receive the application form and the requirements submitted by the client Type OSCA ID Card and booklets	None	3 minutes 5 minutes	OSCA Head Office of the Municipal Social Welfare and Development Officer
	for the signature of the Mayor			
FOR SOCIAL PENSIO	-			
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.

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PERSON
RESPONSIBLE
SWO I
Office of the
Municipal Social
Welfare and
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#### 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 Munic	cipal Social W	elfare and Develo	opment Officer
Classification:	Highly Technical			
Type of Transaction:	Government-to-C	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		
CHECKLIST OF R	abused, exploited,	neglected, tra	WHERE TO SEC	
For Educational Assist			WHERE TO SEC	JONE
undergone trainings:				
*Training Certificate (3	photocopies)	-Training ag	encv	
	,,		,	
*Barangay Residency	(1 original & 3	-Barangay H	lall	
photocopies)	( <b>5</b>	3,		
*Any government ID (3	3 photocopies)	-Client		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
For Educational Assist		5		
1.Client will prepare	1.Receive the	None	3 minutes	Municipal Social
and submit the	documents			Welfare and
needed documents	submitted and			Development
	review for			Officer
	completeness			Office of the
				Municipal Social
				Welfare and
				Development Officer
	0 Dravida Oanaral	Nega	10	
2. To fill-in/answer the General Intake	2. Provide General Intake Sheet to the	None	10 minutes	Municipal Social Welfare and
Sheet	client and review			
Sheet	the form for			Development Officer
	completeness of			Office of the
	data needed			Municipal Social
				Welfare and
	Prepares			Development
	Obligation		10 minutes	Officer
	Request and			
	Disbursement			
	Voucher			
	Process the			
	Financial/Educatio		3 days	
	nal Assistance			



3. Client will claim	3. Contact the	None	1 day	Municipal Social
the Educational	client to claim			Welfare and
Assistance upon	his/her			Development
notice received	Educational			Officer
	Assistance			Office of the
				Municipal Social
				Welfare and
				Development
				Officer



#### Service 9. Solo Parent Program

A program providing benefits/privileges to solo parents.

Office or Division:	Office or Division: Office of the Municipal Social Welfare and Development Officer			
Classification:	Complex			
Type of Transaction:	Government-to-C	ernment-to-Client (G2C)		
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
*Barangay Certificate	of Residency	-Barangay Hall		
*Certification as Solo	Parent	-Barangay Hall		
*1 x 1 ID picture (2 pie	<pre>&lt; 1 ID picture (2 pieces) -Client</pre>			
*Live Birth Certificates	of children below	-Philippine S	Statistic Authority	(PSA)/ Municipal
18 years old (1 photoc	copy)	Civil Registra	ar's Office	
*Live Birth Certificate	of Client/Marriage	-PSA/MCRC	)/Barangay or Mu	nicipal Treasurer
Contract/Death Certifie	-		0,	
Spouse/Cedula				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Sign in the log	1. Give the log	None	1 minute	SWAide
book (name &	book to client			Office of the
signature)				Municipal Social
				Welfare and
				Development
				Officer
2. Submit required	2. Receive and	None	2 minutes	SWAide
documents	review documents			Office of the
				Municipal Social
				Welfare and
				Development
				Officer
3. Fill-in the	3. Give application	None	3 minutes	SWAide
Application Form	form to client			Office of the
and sign				Municipal Social
				Welfare and
				Development
				Officer
4. Give documents	4. Type Solo	None	5 days	SWAide
to staff in-charge	Parent ID Card			Office of the
	and facilitate			Municipal Social
	signing to			Welfare and
	MSWDO and			Development
	Municipal Mayor			Officer
			1	



#### 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				opment Officer
Classification:	Simple			
Type of Transaction:	Government-to-Client (G2C)			
Who may avail:	Prioritized less fort			
CHECKLIST OF R			WHERE TO SEC	URE
*Certificate of Indigeno	су	-Barangay H	lall	
*Certification if the clie victim of abuse/circum	•	-Other gover	rnment agencies	
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. *For FORUMS/SYMPOSI UMS:	1. Grouping/ classify according to their category	None	10 minutes	SWO I Office of the Municipal Social
-Endorsement from the Punong Barangay	and update their schedule if when it be.			Welfare and Development Officer
<ul><li>2. *Livelihood</li><li>Training:</li><li>-Certificate of</li><li>Indigency</li></ul>	2. Grouping/ classify according to their skills and update their schedule if when it be.	None	10 minutes	SWO I Office of the Municipal Social Welfare and Development Officer
3. *Capability Building: -Endorsement from the Punong Barangay	<ul> <li>3Grouping and conduct meeting for acquaintances</li> <li>-Schedule for the upcoming capacity building</li> </ul>	None	10 minutes	SWO I Office of the Municipal Social Welfare and Development Officer
4. *Capability Building: -Regular and Casual Employees	<ul> <li>4Identify the place to be held</li> <li>-Find the Resource Person</li> <li>-Prepares for the upcoming activities</li> </ul>	None	1 week	SWO I 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:			and Balance		
Who may avail:         All couples applying for a marriage license           CHECKLIST OF REQUIREMENTS         WHERE TO SECURE					
		Office of the	Municipal Civil R		
Pre-Marriage Counsel would-be couples)		Office of the		egistrai	
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 I 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 I Office of the Municipal Social Welfare and Development Officer	
3. The would-be couples shall attend the PMC Session on time	<ul> <li>3Log in the PMC Logbook</li> <li>-The PM Counselor,</li> <li>PopCom</li> <li>Representative and Health Worker</li> <li>will orient the would-be couples</li> <li>-After the PMC, the would-be couples will</li> <li>receive their PMC Certificates</li> </ul>	None	10 minutes	SWO I Office of the Municipal Social Welfare and Development Officer	
4. *Capability Building: -Regular and Casual	4Identify the place to be held -Find the Resource Person	None	4 hours	PM Counselor, PopCom Representative & SWO I	



Employees	-Prepares for the	Office of the
	upcoming activities	Municipal Social
		Welfare and
		Development
		Officer



#### 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 Munic	cipal Social W	elfare and Develo	opment Officer
Classification:	Office of the Municipal Social Welfare and Development Officer 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 R			WHERE TO SEC	
*Master lists of 0 - 17	years old children	•••	Council for the Pro	otection of
		Children (BC	,	
*BCPC Project Propos	als	0,	Council for the Pro	otection of
		Children (BC	CPC)	
*Child Friendly Moven	nent Tool	-Data from E	Barangays, Health	Sector, Schools,
		PNP, Gover	nment agencies a	and POs/NGOs
		that supports	s children's welfa	re
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit Masterlist	1. Check and	None	3 minutes	Utility Worker II
of 0 - 17 years old	receive master list			Office of the
children	from the Barangay			Municipal Social
	Secretary for			Welfare and
	future			Development
	implementation of			Officer
	programs/activities			
	of LGUs for			
	children; send			
	letter of invitation			
	to Punong			
	Barangays when			
	the activity is to be			
	implemented			
	•			
2. Submit the	2. Check and	None	3 minutes	Utility Worker II
complied Child	receive the CFM			Office of the
Friendly Movement	Tool submitted by			Municipal Social
Tool provided by	the Barangay			Welfare and
the MCPC Secretary	Secretary			Development
				Officer
3Participate to	3Monitor and	None	7 days	Municipal
BCPC Functionality	gather data of the		, days	Assessment
Assessment	BCPCs; assessed			Team/
(Municipal &	the BCPC			Utility Worker II
Provincial Levels) by	Functionality of 14			Office of the
submitting Child-	barangays with the			Municipal Social
Friendly data from	Municipal			Welfare and
	Assessment Team			
				Development



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 Munic	sinal Social W	olfare and Dovel	opmont Officar
Classification:	Office of the Municipal Social Welfare and Development Officer Complex			
Type of Transaction:		Government–to–Client (G2C)		
Who may avail:	All PWUDs			
CHECKLIST OF R			WHERE TO SEC	CURF
For Financial Assistan				
*Any valid ID		-Client		
*Medical Certificate/Al	etract/Doath		vate Physician/M	unicipal Hoalth
Certificate	JSII ACI/DEAIII	Officer	vale r nysician/ivi	unicipal nealtri
*Hospital Bill		-Hospital	1.11	
*Certificate of Indigene	су	-Barangay H	iall	
			DDOOFOOINO	DEDOON
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1 Oliont cubrait	ACTIONS	BE PAID		RESPONSIBLE
1. Client submit	1. Staff receive the	None	10 minutes	SWAide
needed documents	documents and			Office of the
-Write name and	review			Municipal Social
signature in the log				Welfare and
book				Development
DOOK	-Give the log book			Officer
	to client		5 minutes	
2. Fill-in and sign the	2. Receive Intake	None	20 minutes	SWAide
General Intake	Sheet and			Office of the
Sheet and	Certificate of			Municipal Social
Certificate of	Eligibility			Welfare and
Eligibility				Development
				Officer
-Submit for interview	-Interview client		1 day	
	and prepare Social		,	
	Case Study Report			
	and process			
	Financial			
	Assistance for			
3. Client receive	approval 3. Release the	None		SWAide
		none	7 days	
Financial Assistance	Financial			Office of the
	Assistance to			Municipal Social
	client			Welfare and
				Development
				Officer
FOR PSYCHOSOCIA				
		Neres		
1.Attend After Care	1.Facilitate/conduc	None	2 hours	CSO
Sessions once a	t After Care			Representative/
month at the	Sessions			SWAide
				Office of the



barangay hall		Municipal Social
		Welfare and
		Development
		Officer



# 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 Munic Officer	Office of the Municipal Disaster Risk Reduction and Management Officer			
Classification:	Complex				
Type of Transaction:	Government-to-C	lient (G2C)			
Who may avail:	General Public				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
Call from folks - Medic	al/ Maternal	Not Applicat	ble		
Call from folks/ concerned citizen - Vehicular Accident					
Basic information of ca	Basic information of caller/ patient/ situation				
Severe Weather bullet DOST)	in (PAGASA/				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLILINI STEFS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Call Hotline	1. Response to	None	Near Areas	Nurse/ JERT	
	call in		15 minutes	team on duty	
			Far Areas 45 minutes	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 Munic Officer	Office of the Municipal Disaster Risk Reduction and Management Officer			
Classification:	Complex				
Type of Transaction:	Government-to-C	lient (G2C),			
	Government-to-B	usiness Entity	/ (G2B),		
	Government-to-G	overnment (C	G2G)		
Who may avail:	General Public				
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
Coordination		Not Applicat	ble		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Set Schedule of	1. Calendar the	None	1 hour	Nurse/ LDRRM	
drill	schedule			Assistant	
				Office of the	
				Municipal	
				Disaster Risk	
				Reduction and	
				Management	
				Officer	
				Onicer	
2. Confirm Schedule	2. Ocular/ Site visit	None	3 hours	Nurse	
	to confirm			Office of the	
	schedule,			Municipal	
	Invitation to			Disaster Risk	
	Evaluators			Reduction and	
				Management	
				Officer	
3. Actual Drill/	3. Conduct drill/	None	4 hours	Nurse	
SIMEX	SIMEX and			Office of the	
	Evaluate			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:		overnment (0	G2G)	
Who may avail:	MDRRMC			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
Schedule of meeting		Not Applica	able	
Letters to MDRRMC n				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter for scheduled meeting	<ol> <li>Prepare letters</li> <li>Send letters to members</li> </ol>	None	4 hours 1 day	<i>LDRRM</i> <i>Assistant</i> Office of the Municipal Disaster Risk Reduction and
	members			Management Officer
				LDRRM Assistant 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	LDRRM Assistant / Municipal Disaster Risk Reduction and Management Officer Office of the Municipal
				Disaster Risk Reduction and Management Officer



	Approval of minutes		4 hours	MDRRMC Chairperson / Municipal Mayor
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# Service 4. Submission of Reports

Incident Reports/ Accomplishment Reports

Office or Division:	Office of the Munici	nal Diagotar	Diak Daduction a	nd Managamant
Office of Division.	Office of the Munici Officer	pai Disaster	RISK REDUCTION a	no management
Classification:	Simple			
Type of Transaction:		vernment (	G2G)	
Who may avail:	Other Agencies/ Of	fices	,	
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
Data/ Information		Concerned	Agencies/ Offices	3
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Request Report	1.Gathered/	None	2 days	Nurse/ LDRRM
	consolidated report			Assistant
				Office of the
				Municipal
				Disaster Risk
				Reduction and
				Management
				Officer
	Duene and use aut		3 hours	LDRRM
	Prepared report		onours	Assistant
				Office of the
				Municipal
				Disaster Risk Reduction and
				Management Officer
				Officer
	Approval of report		30 minutes	Municipal
				Disaster Risk
				Reduction and
				Management
				Officer
				Office of the
				Municipal
				Disaster Risk
				Reduction and
				Management
				Officer
				/
				Municipal Mayor
	Submitted report			Municipal
	-		1 hour	Disaster Risk
				Reduction and
				Management
				Officer



# 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-Cl	ient (G2C)		
Who may avail:	General Public		_	-
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	
1.Patient number			lealth Office Fron	t Desk /
2.Philhealth Card or N		FEES TO	/ Triage Area PROCESSING	DEDGON
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	PERSON RESPONSIBLE
1. Secure priority	1. Encode patients	None	3 minutes	Clerk
number from RHU	name and give			Office of the
Clerk	priority number			Municipal
				Health Officer
2. Present priority	2. BHW to locate	None	5 minutes	BHW
number to BHW for	patient's old chart,			Office of the
filling up of Individual	Midwife to fill up			Municipal
Treatment Record to	ITR for new patient			Health Officer
include General	and take Vital signs			
Information and vital				
signs of patients				
Patient referred by	3. Assess patient	None		Durral Llasth
-BHW to RHM for	and manage / refer		15 minutes	Rural Health
First level	accordingly			Midwife
consultation or				Office of the
				Municipal Health Officer
				Health Officer
-RHM to PHN for				Public Health
Second level			10	Nurse
consultation or			10 minutes	Office of the
ourisultation of				Municipal
				Health Officer
				Treattin Officer
				Municipal
			10 minutes	Health Officer
-PHN to MHO for				Office of the
Third level				Municipal
consultation				Health Officer
4. Treatment /	4. Issue	None	5 minutes	Municipal
Prescription issued	prescription			Health Officer/
				Public Health
				Nurse
				Office of the
				Municipal
				Health Officer
L				



5. Present	5. Dispense	None	5 minutes	Pharmacist
Prescription at the	medication			Office of the
dispensing area for				Municipal
Free Medicines and				Health Officer
Instructions				



## 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-Bu	isiness Entit	y (G2B)	
Who may avail:	Business Establish	ments		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
1.Barangay Clearance	)	Barangay I	Hall	
2.Filled-up Business F	Permit Form	BPLO- Offi	ce of the Municipa	al Mayor
3.Official Receipt of H	ealth Certificate	Municipal H	Health Office Fron	t Desk /
4.Fecalysis result		Admission	/ Triage Area	
5.Xray / Sputum result				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Request for	1. Give laboratory	120.00	10 minutes	Sanitary
Laboratory	request, Interview			Inspector
Deserve Laboratory	and Fill up Health			Office of the
Receive Laboratory	Certificate Forms			Municipal
result				Health Officer
Submit				
Requirements				
rtoquironionito				
2. Refer Laboratory	2. Issuance of	None	5 minutes	Municipal
results to MHO	health certificate			Health Officer
				Office of the
				Municipal
				Health Officer
3. Receive confirmed	3. Print out Sanitary	None	15 minutes	Sanitary
laboratory result for	permit and typing			Inspector
issuance	of health certificate			Office of the
				Municipal
				Health Officer
4. Signing of	4. Sanitary Permit	75.00	5 minutes	Municipal
Documents	and Health			Health Officer
	Certificate forms			Office of the
	for signing to			Municipal
	Municipal Health			Health Officer
	officer			i loalar offioor
5. Received	5. Release Sanitary	None	5 minutes	Clerk
Documents	permit and Health			Office of the
	Certificate			Municipal
				Health Officer



## Service 3. Issuance of Death Certificate

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

Formulation of Certificate and burial related to death.



# 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-Cl	ient (G2C)		
Who may avail:	General Public			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	
Laboratory Request			lealth Office Mun	•
		Officer, Pul	blic Health Nurse,	Midwives
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Laboratory	1. Receive request	None	2 minutes	Medical
request (for	and issue charge			Technologist
Philhealth members	slip (for PHIC non-			Office of the
<ul> <li>present valid PHIC</li> </ul>	members only)			Municipal
ID)				Health Officer
2. Pay to Municipal	2. Receive	Urinalysis	5 minutes	RCC I
Treasurer's Office	Payment and Issue	:35.00 CBC:		Office of the
	O.R.	40.00		Municipal
		Platelet		Treasurer
		Count:		
		40.00		
		Fecalysis		
		: 35.00		
		Blood Typing:		
		80.00		
		Spetum		
		Exam:		
		50.00		
		Pregnanc		
		y Test:		
2 Submit angaiman	3. Collect	150.00 None	2 minutes	Medical
3. Submit specimen		NOTE		Technologist
	Specimen			Office of the
				Municipal
				Health Officer
4. Present Official	4 Examine	None	35 minutes	Medical
Receipt	specimen			Technologist
				Office of the
				Municipal
				Health Officer
5. Receive	5. Release	None	5 minutes	Medical
laboratory Results	laboratory results			Technologist
	and refer if there is			Office of the
	abnormal result			Municipal
				Health Officer



# Service 5. Dental Services

Delivery of Basic Oral Health Care (Dental Services)

Office or Division:	Division: Office of the Municipal Health Officer			
Classification:	Simple	parriealure	אוונפו	
Type of Transaction:		ent (G2C)		
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
ITR – Individual Treatment Record		Municipal H	lealth Office	
IPTR – Individual Patient Treatment Record				
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	BHWs/ Rural Health Midwife 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 Munici	pal Health C	Officer	
Classification:	Simple			
Type of Transaction:	Government-to-Cli	ent (G2C)		
Who may avail:	General Public	· · · ·		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	CURE
1. Filled up Individual treatment records(ITR)		Municipal H	lealth office	
2.Filled up Mother and	Child health booklet	Barangay I	Health Station (BH	IS)
3 Filled up. Child immu	inization record	Jordan Birt	hing Center	
4. Filled up Family Pla	nning Checklist	Community	/	
5. Filled up NTP Treat	ment Card			
6.Attend normal delive	ries			
7.BNS and BHW recor monitored and validate	•			
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	<i>Rural Health Midwife</i> Office of the Municipal Health Officer



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



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



Family Planning services	Listing of possible FP clients and vital sign taking Physical examination Issuance of FP commodities	None	30 minutes	Rural Health Midwife/ BNS Office of the Municipal Health Officer
	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	<i>Rural Health Midwife/ BHWs/ BNS</i> Office of the Municipal Health Officer
CPC Meeting Barangay Assembly Meeting	Nutrition Plans Presents health accomplishment and plan of action on health		2 hours	Rural Health Midwife/ Barangay Kagawad on Health



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