

#### I. MANDATE:

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

As per Section 2, Declaration of Policy, (a); "It is hereby declared the policy of the State that the territorial and political subdivisions of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goals. Toward this end, the State shall provide for a 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:

- 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.



#### LIST OF SERVICES

Office of the Municipal Mayor	8
Frontline Services	8
Service 1. Issuance of Mayor's Clearance and Certification	9
Service 2. Issuance of Tricycle Franchise (MTOP)	10
Service 3. Issuance of MTOP Renewal, Confirmation and Verification	11
Service 4. Issuance of Business Permit and Licenses	12
Service 5. Issuance of Renewal Business Permit and Licenses	14
Service 6. Financial Assistance from Office of the Congresswoman/ Governor to the Indig-	
Service 7. Financial Assistance to the Indigent Constituents (Admitted Patients)	17
Service 8. Financial Assistance from Office of the Congresswoman/ Governor to the Indigenous Constituents (Admitted Patients)	
Service 9. Financial Assistance to the Indigent Constituents (Burial)	19
Service 10. Financial Assistance from Office of the Congresswoman/ Governor to the India.	-
Service 11. Blood Request for Red Cross	21
Service 12. Endorsement of Communications	22
Service 13. Appointment of Board of Directors on Government Owned and Controlled Corporations	23
Service 14. Certification and/or Authorization	24
Service 15. Secretariat of the Local Youth Development Council	25
Service 16. Submission of Monthly Reports of the Public Employment Services Office	26
Office of the Sangguniang Bayan	27
Legislative Services	27
Service 1. Review of Barangay Ordinance	28
Service 2. Review of Barangay Budget	29
Service 3. Review of SK Budget	30
Service 4. Grant of Tricycle Franchise	32
Service 4. Accreditation of NGOs/POs/Civic Organizations/Coops	34
Office of the Municipal Planning and Development Coordinator	36
Frontline Services	36
Service 1. Issuance of Zoning Certification	37
Service 2. Issuance of Locational Clearance/Certificate of Zoning Compliance	39
Service 3. Issuance of Zoning Certification for Business Permit	41
Office of the Municipal Civil Registrar	42
Civil Registration Services	42
Service 1. Civil Registration-Timely Registration and Issuances of Birth Certificate (LEGITIMATE) - Home Delivery	43
Service 2. Civil Registration-Timely Registration and Issuances of Birth Certificate (LEGITIMATE) - Hospital Delivery	45
Service 3. Civil Registration-Timely Registration and Issuances of Birth Certificate (LEGITIMATE) - Birthing Center Delivery	47



Service 4. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Home Delivery	49
Service 5. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Home Delivery	51
Service 6. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGE BY THE FATHER) - Hospital Delivery	53
Service 7. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Hospital Delivery	55
Service 8. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGE BY THE FATHER) - Birthing Center Delivery	y. 57
Service 9. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Birthing Center Delivery	59
Service 10. Civil Registration-Delayed Registration and Issuances of Birth Certificate (LEGITIMATE) - Home Delivery	61
Service 11. Civil Registration-Delayed Registration and Issuances of Birth Certificate (LEGITIMATE) - Hospital Delivery	65
Service 12. Civil Registration-Delayed Registration and Issuances of Birth Certificate (LEGITIMATE) - Birthing Center Delivery	68
Service 13. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Home Delivery	71
Service 14. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Home Delivery	74
Service 15. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Home Delivery	77
Service 16. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Hospital Delivery	81
Service 17. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Hospital Delivery	84
Service 18. Civil Registration-Delayed Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER) - Birthing Center Delive	•
Service 19. Civil Registration-Delayed Registration and Issuances of Birth Certificate	
(ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Birthing Center Delivery Service 20. Civil Registration-Timely Registration of Marriage Certificate solemnized by Judge	ge,
Priest, Imam, Rabbeh	93
Municipal Mayor	95
Service 22. Civil Registration-Delayed Registration of Marriage Certificate Solemnized by Judge, Priest, Imam, Rabbeh	97
Service 23. Civil Registration-Timely Registration of Death Certificate	. 100
Service 24. Civil Registration-Delayed Registration of Certificate of Death	. 102
Service 25. Civil Registration-Out of Town Delayed Registration of Birth Certificate (LEGITIMATE)	. 105
Service 26. Civil Registration-Out of Town Delayed Registration of Birth Certificate (ILLEGITIMATE CHILD NOT ACKNOWLEDGED BY THE FATHER)	. 108
Service 27. Civil Registration-Out of Town Delayed Registration of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER)	. 110
Service 28 Endorsement of Civil Registry Records to Philippine Statistics Authority	112



Service 29. Issuance of Marriage License	114
Service 30. Issuance of Certification for Non availability of Birth, Marriage and Death Certifi	
Service 31. Legitimation of Illegitimate Children	
Service 32. Issuance of Supplemental Reports	122
Service 33. Issuance of Certified copies of Civil Registry Documents	124
Service 34. Civil Registration - Registration and Issuance of Legal Instruments (Affidavit of Acknowledgement and Affidavit of Admission of Paternity)	127
Service 35. Civil Registration - Registration and Issuance of Legal Instruments (Affidavit to the Surname of Father)	
Service 36. Batch Request Entry Query System (BREQS)	131
Service 37. Civil Registration - Registration of Court Order	134
Service 38. Correction of Clerical Error under RA 9048	137
Service 39. Petition for Change of First Name under R.A. 9048	140
Service 40. Petition for Correction of Clerical Error under R.A. 10172	143
Office of the Municipal Accountant	146
Frontline Services	146
Service 1. Barangay Accounting Services	147
Service 2. Withholding Tax Agent	148
Office of the Municipal Budget Officer	149
Frontline Services	149
Service 1. Review of Proposed Annual and Supplemental Budget of Barangay and SK	150
Office of the Municipal Assessor	153
Frontline Services	153
Service 1. Simple Transfer of Ownership (Tax Declaration)	154
Service 2. Issuance of New Tax Declaration based on Approved Subdivision Plan	156
Service 3. Issuance of Certification as to Assessment Records	158
Service 4. Issuance of Certified Copies of Tax Declarations	159
Service 5. Issuance of Certified Copy Sketch Plan/ Vicinity Map	160
Service 6. Ocular Inspection of New Building and Machinery as Per Requested	161
Service 7. Ocular Inspection of Land, New Building and Machinery for Reassessment as Po	
Office of the Municipal Treasurer	163
Frontline Services	163
Service 1. Business Tax Assessment (New & Renew)	164
Service 2. Retirement/Closure of Business and Issuance of Certification	
Service 3. Community Tax Certificate (Individual/Corporate)	
Service 4. Payments on Real Property Tax	
Service 5. Issuance of Real Property Tax Clearance/Cadastral Cost Clearance	
Service 6. Cemetery Fees/Burial Permit	
Service 7. Checks Disbursement	
Service 8. Collections/ Deposit/Recording	171
Service 9 Issuance of Accountable Forms to Barangay	172



Service 10. Issuance of Statement of Account (Real Property Tax)	173
Service 11. Payment of Compromise Penalties for Municipal Ordinance	174
Service 12. Payment of Fees with Order of Payment	175
Office of the Municipal Engineer	177
Frontline Services	177
Service 1. Issuance of Annual Inspection Certificate	178
Service 2. Issuance of Building Permit and Ancillary Permits for Electrical, Mechanical, Plumbing, Sanitary, Electronics, Fencing, Signage, etc.	179
Service 3. Issuance of Electrical Permit for Indigenous Structures	181
Service 4. Issuance of Occupancy Permit	183
Office of the Municipal Agriculturist	185
Frontline Services	185
Service 1. Anti-Rabies Vaccination for Dogs	186
Service 2. Issuance of Municipal Fishing Permit	187
Service 3. Assistance for the Availment of Hybrid and Glutinous Corn Seeds	189
Service 4. Poultry and Livestock, Deworming and Vaccination Treatment	190
Service 5. Vegetable Seed Dispersal to Vegetable Growers	191
Service 6. Agricultural Service Consultation	192
Service 7. Availment of Crop/ Livestock/ Fishing Boat Insurance	193
Office of the Municipal Social Welfare and Development Officer	194
Frontline Services	194
Service 1. Assistance to Individuals in Crisis Situations (AICS)	195
Service 2. Women and Children in need of Special Protection	198
Service 3. Children in Conflict with the Law (CICL) & Children at risk (CAR)	200
Service 4. Emergency/Disaster Assistance	202
Service 5. Persons with Disability (PWD)	203
Service 6. Senior Citizen's	204
Service 7. Day Care Program/Supplementary Feeding Program	206
Service 8. Youth Program	207
Service 9. Solo Parent Program	209
Service 10. Gender and Development (GAD) Program	210
Service 11. Pre Marriage Orientation and Counseling Program	211
Service 12. Municipal Council for the Protection of Children (MCPC)	213
Service 13. Persons who used Drugs (PWUD) Program	215
Office of the Municipal Disaster Risk Reduction and Management Officer	217
Service 1. Emergency Response	218
Service 2. Emergency Drill/ Simulation Exercise (SIMEX)	219
Service 3. Secretariat of MDRRMC	220
Service 4. Submission of Reports	
Office of the Municipal Health Officer	223
Service 1. Medical Consultation and Treatment of simple cases	224
Service 2. Issuance of Health Certificate and Sanitary Permit	226



Service 3. Issuance of Death Certificate	227
Service 4. Laboratory Services	228
Service 5. Dental Services	229
Service 6. Delivery of Basic Health Services	230



## 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:	ice or Division: Office of the Municipal Mayor			
Classification:	Simple	• • • • • • • • • • • • • • • • • • •		
Type of Transaction:	Government–to–Citizens (G2C)			
Who may avail:	Residents of the Mi	unicipality of		
CHECKLIST OF F	* =	_	WHERE TO SEC	
1. Community Tax Ce	rtificate / Cedula (1	Barangay v	where client is reg	istered
photocopy)				
2. Barangay Clearanc	· · · · · · · · · · · · · · · · · · ·	Barangay v	where client is reg	istered
3. Police Clearance (1	photocopy)	Jordan Mu	nicipal Police Stat	ion
4. Court Clearance (1	photocopy)	Municipal (	Circuit Trial Court	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Mayor
Municipal Mayor	documents and if	indicated /		
with the required	found complete	prescribed)		
documents	request for Official			
documento	Receipt			
2. Client will get an	2. Office Clerk	None	3 minutes	Office Clerk
Official Receipt	assigned will	110110	o minatoo	Office of the
issued by the	prepare a Mayor's			Municipal Mayor
Municipal	Clearance to be			Warnolpai Wayor
Treasurer's Office	signed by the client			
Treasurer's Office	signed by the client			
3. Client will receive	3. Office Clerk	None	1 minute	Office Clerk
duly signed Mayor's	assigned will			Office of the
Clearance by the	release duly signed			Municipal Mayor
Municipal Mayor	Mayor's Clearance			
	,			



#### **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 Munici	pal Mayor			
Classification:	Simple	Simple			
Type of Transaction:	Government-to-Citizens (G2C)				
Who may avail:		Resident of the Municipality who wish to become a tricycle			
	operator				
CHECKLIST OF F			WHERE TO SEC		
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	5		•		
	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		Municipal Mayor	
Municipal Mayor	documents and if	indicated /		, ,	
with the required	found complete	prescribed)			
documents	request for Official				
documento	Receipt				
2. Client will get an	2. Office Clerk	None	5 minutes	Office Clerk	
Official Receipt	assigned will	None	3 minutes	Office of the	
issued by the	prepare the MTOP			Municipal Mayor	
•	• •			Muriicipai Mayoi	
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			Municipal Mayor	
	MTOP			arnoipai mayor	



#### Service 3. Issuance of MTOP Renewal, Confirmation and Verification

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

Office or Division:	Office of the Munici	Office of the Municipal Mayor			
Classification:	Simple	Simple			
Type of Transaction:		Government–to–Citizens (G2C)			
Who may avail:		Resident of the Municipality who are granted MTOP			
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Community Tax Ce	tificate / 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 certificat	e of registration and	Land Trans	sportation Office		
official receipt	-				
CLIENT STEPS	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	presentedy			
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			Municipal Mayor	
	release duly signed MTOP			Municipal Mayor	



#### **Service 4. Issuance of Business Permit and Licenses**

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

Office or Division:	Office of the Municip	nal Mayor		
Classification:	Simple	Office of the Municipal Mayor		
Type of Transaction		usiness Entity (G2B)		
Who may avail:	Business Applicant			
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			CURE
1. Community Tax C	ertificate / Cedula (1	Barangay v	where client is reg	gistered
photocopy)				
	ce and Certification (1	Barangay v	where client is reg	gistered
Original and 1 photo				
3. Police Clearance			nicipal Police Sta	
4. Business Registra	tion (DTI, SEC, DOLE,	(DTI, SEC,	DOLE, CDA) Wh	nere business is
CDA) (2 photocopies	3)	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
Client should	1. Office Clerk	BE PAID None	TIME 5 minutes	RESPONSIBLE Office Clerk
personally appear	assigned will check	INOTIC	3 minutes	Office of the
at the Office of the	and verify the			Municipal Mayor
Municipal Mayor	documents and duly			Widilicipal Wayor
with the required	filled-up application			
documents and	form and if found			
duly filled-up	complete proceed for			
application form	encoding			
арриоапот тотт	onooding			
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				
3. Client will secure	3. Office clerk	None	2 minute	Office Clerk
all the needed	assigned will release	140110	Zimilato	Office of the
regulatory	the Annex 1 of the			Municipal Mayor
requirements (refer	business application			Warnelpar Wayor
to the attached	form with the			
route slip) to	attached route slip for			
operate business	securing regulatory			
oporato businoss	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 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	nal Mayor			
Classification:	Simple				
Type of Transaction:	-	Government–to–Business Entity (G2B)			
Who may avail:		Business Applicant			
	LIST OF REQUIREMENTS WHERE TO SECURE				
1. Community Tax Ce	rtificate / Cedula (1	Barangay v	where client is reg	istered	
photocopy)					
2. Barangay Clearanc	•	Barangay v	where client is reg	istered	
Original and 1 photoco					
3. Police Clearance (2	photocopies)	Jordan Mu	nicipal Police Stat	ion	
4. Business Registrati	on (DTI, SEC,	(DTI, SEC,	DOLE, CDA) Wh	ere business is	
DOLE, CDA) (2 photo	copies)	registered			
5. Contract of Lease (	2 photocopies)	Lessor			
6. Market Clearance for	or JFTM & Rizal	JFTM / Riz	al Market		
Market lessee (1 original	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	r	
Licensing Office					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Client should	1. Office Clerk	None	5 minutes	Office Clerk	
personally appear at	assigned will check			Office of the	
the Office of the	and verify the			Municipal Mayor	
Municipal Mayor	documents and				
with the required	duly filled-up				
documents and duly	application form				
filled-up application	and if found				
form	complete proceed				
0.00	for encoding	N 1		0.00	
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				
		i	•		



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



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

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

Office or Division:	Office of the Municipal Mayor				
Classification:	Simple				
Type of Transaction:					
Who may avail:	Residents of the Mo	unicipality of			
CHECKLIST OF F					
1. Valid ID (1 photoco	• /	Any valid ID			
2. Doctor's Prescriptio		Attending physician of the patient			
3. Medical Certificate	(1 photocopy)	Hospital wh	nere the patient is	confined	
4. Barangay Certificati	on / Indigency (1	Barangay I	Hall		
photocopy)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Client should personally appear at	Office Clerk     assigned will check	None	2 minutes	Office Clerk Office of the	
the Office of the	the documents of				
Municipal Mayor	the Client			Municipal Mayor	
' '	the Chefft				
with the required documents					
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				
	0.00			0.00	
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 7. Financial Assistance to the Indigent Constituents (Admitted Patients)**

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the Mu	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photocop	• •	Any Valid I		
2. Billing Statement (1	• • • • • • • • • • • • • • • • • • • •		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	FEES TO	PROCESSING	PERSON
1 Client should	ACTIONS  1. Office Clerk	<b>BE PAID</b> None	TIME	RESPONSIBLE Office Clerk
1. Client should		None	2 minutes	Office of the
personally appear at the Office of the	assigned will check 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				
Municipal Budget				
Office				



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

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the M	unicipality of		
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			CURE
	1. Valid ID (1 photocopy) An			
2. Billing Statement (1		Hospital where the patient is confined		
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  2. If documents are complete, client will wait for the endorsement duly signed by the Municipal Mayor	1. Office Clerk assigned will check the documents of the client  2. Office Clerk assigned will draft the endorsement for the signature of the Municipal Mayor	None	2 minutes 2 minutes	Office Clerk Office of the Municipal Mayor  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 Municipal Mayor			
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the M	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photocop		Any valid II		
2. Funeral Contract (1		Funeral ho		
3. Certified True Copy	of the Death	Local Civil	Registrar	
Certificate (1 photocop	oy)			
4. Barangay Certificati	on / Indigency (1	Barangay I	Hall	
photocopy)				
CLIENT STEDS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
Client should	<ol> <li>Office Clerk</li> </ol>	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
cndorsement duly	for the signature of			
signed by the	the Municipal			
Municipal Mayor	Mayor			
2 Endorsoment duly	3. Office Clerk	None	1 minute	Office Clerk
3. Endorsement duly signed by the	assigned will log	None	Tillillate	Office of the
,	J J			
Municipal Mayor will	the endorsement			Municipal Mayor
be logged and	prior its releasing			
forwarded to the				
Municipal Budget				
Office				



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

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the Mu	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photocop		Any valid II		
· ·	Contract (1 photocopy) Funeral parlor			
3. Certified True Copy	of the Death	Local Civil	Registrar	
Certificate (1 photocop	oy)			
4. Barangay Certificati	on / 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				
0 16 do o umo o máo o mo	O Office Clerk	Niene	0	Office Clerk
2. If documents are	2. Office Clerk	None	2 minutes	
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	processes and a contract of the contract of th			
Office of the				
Congressman				
and/or the Governor				
33, 31 4.13 33731101				



#### **Service 11. Blood Request for Red Cross**

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:				
Who may avail:	Residents of the M	unicipality of		
CHECKLIST OF F			WHERE TO SEC	CURE
1. Valid ID (1 photocop	Any valid II			
2. Blood Request from	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)				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	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				
doddinonto				
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			
Muriicipai Mayor	iviayoi			
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 released to the	prior its releasing			armorpar mayor
client.	phor its releasing			
GIIGHT.				



#### **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	Office of the Municipal Mayor			
Classification:	Simple	Simple			
Type of Transaction:	Government-to-Go	overnment (0	G2G)		
Who may avail:	PG-LGU, LGUs, NGAs				
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	3. Other documents to be endorsed as				
directed by the LCE					
	AGENCY FEES TO PROCESSING				
CLIENT STEPS				PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
CLIENT STEPS  1. Receipt of					
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Receipt of	ACTIONS  1. Draft of	BE PAID	TIME	RESPONSIBLE Executive	
Receipt of communication to be	ACTIONS  1. Draft of communication /	BE PAID	TIME	Executive Assistant	
Receipt of communication to be	ACTIONS  1. Draft of communication / endorsement letter	BE PAID	TIME	Executive Assistant Office of the	
Receipt of communication to be	ACTIONS  1. Draft of communication / endorsement letter 2. Approval of the	BE PAID	TIME	Executive Assistant Office of the	
Receipt of communication to be	ACTIONS  1. Draft of communication / endorsement letter 2. Approval of the LCE of the draft	BE PAID	TIME	Executive Assistant Office of the	
Receipt of communication to be	ACTIONS  1. Draft of communication / endorsement letter 2. Approval of the LCE of the draft 3. Finalization of	BE PAID	TIME	Executive Assistant Office of the	



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



#### Service 14. Certification and/or Authorization.

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

Office or Division:	Office of the Munici	pal Mayor			
Classification:	Simple	Simple			
Type of Transaction:	Government-to-Pu	Government-to-Public (G2C),			
	Government-to-Business Entity (G2B)				
Who may avail:	General Public and	or Business	Entity		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
1. Supporting docume	nts on the requested	Client will h	nave to personally	appear to the	
certification and/or aut	horization:	Office of th	e Mayor with the	documents	
a)Certification to Trave	el to Iloilo City	required fo	r certification and/	or authorization	
(COVID-19),	·				
,	Certification to Resume Operations				
(COVID-19),	'				
c) Authorization to Pro	cess Electricity in				
Food Stall	COOC Electricity in				
1 ood Otali	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Endorse	1. Draft	None	5 minutes	Executive	
supporting	authorization/			Assistant	
documents to the	certification			Office of the	
Office of the Mayor	2. Approval and			Municipal Mayor	
	signature of the				
	LCE				
1		) <u> </u>			



#### **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	Office of the Municipal Mayor – LYDC			
Classification:	Simple				
Type of Transaction:		overnment (0	G2G)		
Who may avail:	LYDC	1			
CHECKLIST OF R			WHERE TO SEC	CURE	
Schedule of meeting the	•	Not Applica	able		
letter to LYDC membe					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Letter for the scheduled meeting	1. Prepare letters	None	4 hours	LYDC Clerk Office of the Municipal Mayor	
	2. Sent letters to members		1 day	LYDC Clerk Office of the Municipal Mayor	
2. Attendance to the meeting	3. Prepare the venue for the meeting	None	1 hour	LYDC Clerk Office of the Municipal Mayor	
	4. Prepare the minutes of the meeting		1 day	LYDC Designate Office of the Municipal Mayor	
	5. Approval of minutes		4 hours	LYDC Chairperson/ Municipal Mayor	



### 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	Office of the Municipal Mayor – PESO			
Classification:	Simple				
Type of Transaction:			G2G)		
Who may avail:		Other Agencies/ Offices			
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE				
Data / Information		Concerned	Agencies/ Offices	3	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Request Report	1.Gather /	None	2 days	PESO Clerk	
	consolidate reports			Office of the Municipal Mayor  PESO Clerk/	
	2. Prepare report		3 hours	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 Bayan				
Classification:	Highly Technical	arnarig baye	A11	
Type of Transaction:	<u> </u>	overnment (	32G)	
Who may avail:	Barangay Governm		<u></u>	
CHECKLIST OF F			WHERE TO SEC	CURE
1.Barangay Ordinance	)	Barangay (	Government	
2.Minutes of Public He				
3.Attendance of Public				
	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	concerned			Chairperson on
dottorr	Committee			Rules and
	Committee			Privileges Privileges
				Office of the
				Sangguniang
				Bayan
3.Attend Committee	3. *Ascertain the	None	1 hour	Concerned
		None	i iloui	Committee
Hearing	validity of the ordinance and			
				Office of the
	appropriateness of			Sangguniang
4 5 11	jurisdiction	<b>.</b>	4	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		2 weeks	Sangguniang
	reading		Z WOORS	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			



Rules and Privileges Office of the Sangguniang Bayan

#### **Service 2. Review of Barangay Budget**

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

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	Government–to–Government (G2G)			
Who may avail:	Barangay Governm	ent		
CHECKLIST OF RE		_	WHERE TO SEC	CURE
1.Complete Propose Bu	•	Barangay (	Government	
a. Endorsement fro	• •			
b. Barangay Appro	priation Ordinance			
c. Annual Investme	ent Program			
d. Annual Budget F	orm			
e. Budget of Expen	ditures and			
Sources of Baranga	ay			
f. Certified Stateme	ent of Income			
g. Resolution Appro	oving the Annual			
Development Plan				
h. List of Projects F	unded Against			
20% Development Plan				
i. Plantilla of Personnel				
j. Statement of Indebtedness				
k. 20% Work and F				
I. Barangay Disaste				
• •	Work and Financial			
Plan	WORK AND I MANCIAL			
	oil for Drotootion of			
m. Barangay Coun				
Children Work and		EEEO TO	BBCCECONO	DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete	1. Receive	None	1 minute	Clerk II
•	submitted complete			Office of the
	checklist .			Sangguniang
	documents and			Bayan
	attachments			_ = =, = = =
<u> </u>				
2.Wait for legislative 2	2. Referral to the	None	1 week	Committee

district



#### Service 3. Review of SK Budget

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

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Highly Technical	Ţ,		
Type of Transaction:	Government-to-Go	overnment (G2G)		
Who may avail:	Barangay Governm	nent		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Cover Letter		Barangay Government		
2. Budget Message				
3. Comprehensive Bara	ngay Youth			
Development Plan (CB)	/DP)			
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)	-			

(ABYIP)					
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	
2.Wait for legislative action	2. Referral to the SK Federation President	None	2 weeks	Committee Chairperson on Rules and Privileges Office of the Sangguniang Bayan	
3.Attend Committee Hearing	3. Ascertain completeness of attachments/plans and compliance to statutory obligations and other issuances by DILG, DBM, COA, etc.	None	1 hour	SK Federation President Office of the Sangguniang Bayan	
4. Follow up	4. Advise client if still on process	None	1 minute	Clerk II Office of 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 or Division: Office of the Sangguniang Bayan				
Classification:	Highly Technical				
Type of Transaction	Government-to-Client (G2C)				
Who may avail:	Tricycle Operators				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
1. Application Form		Mayor's Of	fice		
2. Official Receipt & C	ertificate of	Motorcycle	Dealer		
Registration					
3. Community Tax Ce	rtificate	Municipal 7	Municipal Treasurer's Office		
4. Endorsement letter		Mayor's Of	fice		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	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			Chairperson on	
	Transportation and			Rules and	
	Communication			Privileges	
	Communication			Office of the	
				Sangguniang	
				Bayan	
3.Attend Committee	3. Orientation of the	None	1 hour	Committee	
Hearing	ordinance on	110110	Tilodi	Chairperson on	
Tiodinig	tricycle operation			Transportation	
	thoyolo oporation			and	
				Communication	
				Office of the	
				Sangguniang	
				Bayan	
4. Follow up	4. Advise client if	None	1 minute	Clerk II	
4.1 ollow up	still on process	INOTIC	Timilate	Office of the	
	Still Off process				
				Sangguniang	
				Bayan	
5. Wait for legislative	5. *Render	None	30 minutes	Committee	
action	committee report	140116	JO HIIIIULES	Chairperson on	
action	during SB session			Transportation	
				and	
	*Agenda for second		2 weeks	Communication	
	reading			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 Sangguniang Bayan			
Classification:	Highly Technical	<del> </del>		
Type of Transaction:	Government-to-Cli	ent (G2C)		
Who may avail:	NGOs/POs/Civic Org	anizations/Coops		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
1.Letter of Application		NGOs/POs/Civic Organizations/Coops		
2.Duly Accomplished Ap	oplication Form			
3.List of Officers				
4.Board Resolution for t	he Accreditation			
5. Certificate of Registration (SEC, CDA,		SEC / CDA / DOLE		
etc.)				
6. Annual Accomplishme	ent Report for the	NGOs/POs/Civic Organizations/Coops		
past 3 years/current year	ar			
7.Financial Statement for the past 3				
years/current year				
8.Articles of Incorporation or Constitution				
and By-Laws (Optional)				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Submit complete	1. Receive	None	1 minute	Clerk II	
checklist documents	submitted complete			Office of the	
and attachments	checklist			Sangguniang	
	documents and attachments			Bayan	
2.Wait for legislative	2. Referral to the	None	2 weeks	Committee	
action	Committee on			Chairperson on	
	Coops, POs and			Rules and	
	NGOs			Privileges	
				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			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 Municipal Planning and Development Office			nt Office
Classification:	Simple	-		
Type of Transaction:	Government-to-Cit	tizens (G2C)		
Who may avail:	General Public of le	gal 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 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	cinity Location Map	Municipal A	Assessor's Office	
(1 photocopy)	oninty Location Map	Widinoipai /	toooooo o omoo	
5.Tax Clearance/ Tax	Receint (1	Municipal 7	reasurer's Office	
photocopy)	rteceipt (1	ividi licipai i	reasurer's Office	
рпогосору)	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
9	Zoning Certification			Treasurer's
i				
	•			Office
	at the Cashier in Treasurer's Office			Office



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



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

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

Office or Division: Office of the Municipal Planning and Development Office				
Classification:	Complex	ipar i iarii iiig	and Developmen	it Office
Type of Transaction:		tizens (G2C)		
Who may avail:	General Public of le	· , ,	years old and abo	ove)
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	
1. Any of the following	relative to right over	Lot Owner/I	Registry of Deeds	;
land;				
*Certificate of title on case registered in				
the name of the applic	ant			
*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	e (1 photocopy)	Barangay F	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 Bil	I of Materials, and	Project Owner/Project Engineer		
Specifications (1 set	photocopy)			
7. Duly accomplished	and Notarized	Project Owi	ner	
Locational Clearance f	orm (5 Original			
copies)				
8. If not the owner; Aut	thorization to	Project Owi	ner	
process from the owner	er (1 original copy)			
CLIENT STEPS	AGENCY		PROCESSING	PERSON
	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		
		1		



	Treasurer's Office	Area		
3. Submit O.R. to	3. Zoning Officer	None	3-5 Working	Utility Worker /
MPDO for	will schedule		days	MPDC
processing	inspection on			Municipal
	project site.			Planning and
	Process issuance			Development
	of certification			Office
4. Receive	4. Release	None	2 minutes	Utility Worker
Locational	Locational			Municipal
Clearance	Clearance			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	<u> </u>	•	
Type of Transaction:	Government-to-Bu	isiness Entity	/ (G2B)	
Who may avail:	Business Entity			
CHECKLIST OF R	REQUIREMENTS		WHERE TO SEC	CURE
1. Duly accomplished	Business Permit	Mayor's Off	ice	
Form				
2. For New Business;	Sketch Plan With	Municipal A	ssessor's Office	
Vicinity Location Map	(1 photocopy)			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Request for	2. Verify if all the	None	5 minutes	Utility Worker
Zoning Certification	requirements are			Municipal
for Business Permit	complied with. If			Planning and
	none, return to			Development
	applicant for			Office
	completion. If			
	complete, let the			
	applicant fill up			
	business			
	information sheet.			
	Check business			
	compatibility with			
	the Comprehensive			
	Land Use Plan			
2. Receive Zoning		None	2 minutes	Utility Worker
Certification	Release zoning certification for	INOTIE	2 1111111111111111111111111111111111111	Municipal
Certification				Planning and
	business permit			Development
				Office



# Office of the Municipal Civil Registrar Civil Registration Services



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

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

Office or Division:	Office of the Munici	pal Civil Reg	gistrar	
Classification:	Simple			
Type of Transaction:		. ,		
Who may avail:	General public of le	gal age (18		
CHECKLIST OF R			WHERE TO SEC	CURE
Marriage Contract	of Parents (optional)	MCRO/PS/	Α	
2. Valid ID			. ( A NI	0
with CLEAR PHOT	ment (ID) complete O, FULL NAME IN RE and issued by an	Organization Schools/Co (i.e., DFA,L Philpost, P	nt Agencies, Non- ons, Private entitie olleges/Universitie LTO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	es, s SIS, SSS, EC, NBI, AFP,
B.) Valid Identity Docu Document owner of PHOTO, FULL NA SIGNATURE and if authority (1 original	Philpost, P	Owner LTO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	EC, 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)		Organization Schools/Co (i.e., DFA,L Philpost, P	nt Agencies, Non- ons, Private entitie olleges/Universitie LTO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	es, s SIS, SSS, EC, NBI, AFP,
Authorization Lette Special Power of A complying with the requirements:	ttorney (1 original)	Document	Owner	
1. Written in a clea 2. Indicates the typ document and the document to be red 3. Bears the fresh of document owner the ID				
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

requirements,

application and

1. Check

review

1. Accomplish

information sheet

None

25 minutes

Clerk - Office of

the Municipal

Civil Registrar, Jordan,



			1		
		process			Guimaras /
		documents for			Asst.
		issuance of Live			Registration
		Birth			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 Live Birth,	None	10 minutes	Clerk - Office of
۷.	COLB as	assign Registry	None	10 minutes	the Municipal
	informant	No. in the			Civil Registrar,
	miomiant	Certificate of			Jordan,
		Live Birth and			Guimaras /
		register the			Asst.
		documents to			Registration
		Civil Registry			Officer - Office
		Book of Live			of the Municipal
		Births			Civil Registrar,
		20			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
					Civil Registrar,
					Jordan,
					Guimaras /
					Municipal Civil
					Registrar - Office of the
					Municipal Civil
					Registrar,
					Jordan,
					Guimaras
					Guillalas



#### 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 Munici	ipal 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 Birth from Hospital		Hospital where the events occurred
2. Marriage Contract of	Parents (optional)	MCRO/PSA
3. Valid ID A. Principal (Document	Owner	
Valid Identity Document Valid Identity Document complete with CL FULL NAME IN F SIGNATURE and official authority (	cument (ID) LEAR PHOTO, PRINT, d 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 Represen	ntative	
Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:		Document Owner
2. Indicates the ty	the specific details to be requested; a signature of the	
Reminder: For A Letter/Special Por received from abrowner should proscanned/photocol Valid ID.	wer of Attorney oad, document	



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLILINI SILI S	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			Jordan,
	Register the			Guimaras /
	documents to Civil			Municipal Civil
	Registry Book of			Registrar -
	Live Births			Office of the
				Municipal Civil
				Registrar,
				Jordan,
2. Deceive	O Deleges	None	2 minutes	Guimaras  Clerk - Office of
2. Receive documents	2. Release	None	2 minutes	
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:		vernment-to-Citizens (G2C)				
Who may avail:		egal age (18 years old and above)				
CHECKLIST OF RE		WHERE TO SECURE				
1.) Certificate of Live Birt	h from birthing	Birthing center where the events occurred				
center	Doronto (ontional)	MCDO/DCA				
2.) Marriage Contract of 3.) Valid ID	Parents (optional)	MCRO/PSA				
A. Principal (Document C	)wner)					
Valid Identity Docu	•	Government Agencies, Non-Government				
complete with CLE	` ,	Organizations, Private entities,				
FULL NAME IN PF	RINT,	Schools/Colleges/Universities				
SIGNATURE and	•	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,				
official authority (1	original)	Philpost, Pag-IBIG, COMELEC, NBI, AFP,				
		PNP, Office of Barangay Captain)				
R Authorized Penrocent	ativo	Document Owner				
B. Authorized Represent	auvo	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,				
Valid Identity Docu	ment (ID) of the	Philpost, Pag-IBIG, COMELEC, NBI, AFP,				
Document owner of	` ,	PNP, Office of Barangay Captain)				
CLEAR PHOTO, F						
PRINT, SIGNATU	•					
an official authority	(1 original and 1					
photocopy)						
Valid Identity Docu	iment (ID) of	Government Agencies, Non-Government				
authorized represe	` ,	Organizations, Private entities,				
with CLEAR PHOT	•	Schools/Colleges/Universities				
IN PRINT, SIGNAT		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,				
•	ority (1 original and	Philpost, Pag-IBIG, COMELEC, NBI, AFP,				
1 photocopy)		PNP, Office of Barangay Captain)				
Authorization Lette	er or duly	Document Owner				
notarized Special I	•	Boodinent Owner				
(1 original) comply	,					
following requirem	ents:					
1. Written in a clea	• •					
2. Indicates the typer document and the						
or document and the	•					
of the document to be requested; and 3. Bears the fresh signature of the						
document owner th	•					
his/her ID						
Reminder: For Au	thorization					
Letter/Special Pow	er of Attorney					
received from abro						
owner should prov						
scanned/photocop	y of Passport as					
Valid ID.						



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	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 minutes	the Municipal
documents	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



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

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

Office or Division:	Office of the Munici	pal Civil Reg	jistrar	
Classification:	Simple			
Type of Transaction:	Government-to-Cit	tizens (G2C)		
Who may avail:	General Public	1		
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	URE
1.) Valid ID	<b>O</b>			
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)		Organization Schools/Co (i.e., DFA,L Philpost, Pa	nt Agencies, Non-Cons, Private entities olleges/Universities TO, PRC, IBP, GS ag-IBIG, COMELE of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
B. Authorized Represer	ntative	Document	-	
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, GS ag-IBIG, COMELE e 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)		Organization Schools/Co (i.e., DFA,L Philpost, Pa	nt Agencies, Non-Cons, Private entities of the state of Barangay Caper of Barangay Caper of Barangay Caper of Barangay Caper of Sarangay 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:		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 Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON



	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Accomplish Information Sheet	1. Check requirements, review application and process documents for issuance of Live Birth	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2.Review and sign COLB as informant	2. Sign Live Birth, assign Registry No. in the Certificate of Live Birth and register the documents to Civil Registry Book of Live Births	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras, 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 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			
Type of Transaction:	Government-to-C	itizens (G2C	<u>;</u> )	
Who may avail: CHECKLIST OF R	General Public		WHERE TO SE	NIDE .
1.Parents of Child	EQUIRENIENIS		WHERE TO SEC	JUKE
A. Valid Identity Do	ocument (ID)	Governme	nt Agencies, Non-	Government
	AR PHOTO, FULL		ons, Private entitie	
NAME IN PRINT,	·		olleges/Universitie	
issued by an officia			TO, PRC, IBP, G	
original)	• .	Philpost, P	ag-IBIG, COMELE	EC, NBI, AFP,
		PNP, Office	e of Barangay Caլ	otain)
5 1/ 11 6	· · · ·		- 1 0.65	
B. Valid Communit	ty Tax Certificate		Treasurer's Office	/ Barangay
(Cedula) 2. Affidavit to Use the S	Surname of Father	Treasurer's	S Office Divil Registrar's Of	ffice Law Offices
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Accomplish	1. Check	None	25 minutes	Clerk - Office of
Information Sheet	requirements,			the Municipal
	review application			Civil Registrar,
	and process			Jordan,
	documents for			Guimaras /
	issuance of Live Birth			Asst.
	DIIIII			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			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,
O Day face to the	O I Iman	۸ ۲۲: ما می باند	40	Guimaras
3. Pay fees to the	3. Upon	Affidavit	10 minutes	Clerk - Office of
Municipal	presentation of the	of		the Municipal
Treasurer's Office	Official Receipt	Admissio		Civil Registrar,
and present official	Assign Registry No.	n of		Jordan,
receipt	in the Certificate of	Paternity		Guimaras /
	Live Birth and	- PHP		Asst.
	register the	50.00		Registration
	documents to Civil			Officer - Office
	Registry Book of			of the Municipal
	Live Births			Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
4 Deseive	4 Deleges	Nana	0	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 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	npai Oivii Negistiai			
Type of Transaction:	Government-to-C	itizens (G2C)			
Who may avail:	General Public	mzena (Ozo)			
CHECKLIST OF RE		WHERE TO SECURE			
Certificate of Live Birth fr		Hospital where the events occurred			
Parents of the child	ommoopitar	Thospital where the events obtained			
A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)  2.Authorized Representative		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)			
Valid Identity Docum Document owner cor CLEAR PHOTO, FU PRINT, SIGNATURE official authority (1 or 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 of Special Power of Att complying with the forequirements:	orney (1 original)	Document Owner			
1. Written in a clean sheet of paper; 2. Indicates the type of transaction or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches his/her ID					
Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID					



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Submit COLB from	1. Check submitted	None	25 Minutes	Clerk - Office of
hospital for	COLB from client.			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, Jordan,
	Registry No. and Register the			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 7. Civil Registration-Timely Registration and Issuances of Birth Certificate (ILLEGITIMATE CHILD ACKNOWLEDGED BY THE FATHER) - Hospital Delivery

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

Office or Division:		Office of the Municipal Civil Registrar		
Classification:	Simple			
Type of Transaction:		Government-to-Citizens (G2C)		
Who may avail:	Who may avail: General Public CHECKLIST OF REQUIREMENTS		WHERE TO SEC	TIDE
Certificate of Live B		Hospital wh	nere the event occ	
	inti ironi i iospitai	1 lospital Wi	lete the event occ	Julieu
2. Parents of Child A. Valid Identity D	ocument (ID)	Covernmen	nt Agencies, Non-	Covernment
	EAR PHOTO, FULL SIGNATURE and	Organization Schools/Co (i.e., DFA,L Philpost, P	ons, Private entitiently bleges/Universitiently Grown To, PRC, IBP, Grown BIG, COMELE of Barangay Caper 1986	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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit COLB from hospital for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as acknowledging parent at the back of COLB,	2. Sign Certificate of Live Birth.	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil



				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
3. Pay fees to the	3. Upon	Affidavit	5 minutes	Clerk - Office of
Municipal	presentation of	of	J IIIIIIules	the Municipal
Treasurer's Office	Official Receipt,	Admissio		Civil Registrar,
and present Official	Assign Registry No.	n of		Jordan,
	in the Certificate of	Paternity		Guimaras /
receipt	Live Birth and	-PHP		Asst.
		50.00		
	register the	50.00		Registration Officer - Office
	documents to Civil			
	Registry Book of			of the Municipal
	Live Births			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 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		
1. Valid ID				
A. Parents of the child Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
B. Authorized Representative  Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
Authorization Letter of Special Power of Attacomplying with the forequirements:	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>				
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	FEES TO BE PAID	PROCESSING TIME	PERSON PESPONSIBLE
1.Submit COLB from	ACTIONS  1. Check the	None	25 Minutes	RESPONSIBLE  Clerk - Office of
Birthing Center for	submitted COLB	None	25 Milliules	the Municipal
registration	from client.			Civil Registrar,
registration	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			the Municipal
				Civil Registrar,
				Jordan,
				Guimaras / <i>Asst.</i>
				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	
Type of Transaction:		itizens (G2C	;)	
Who may avail:	General Public		/	
CHECKLIST OF R			WHERE TO SEC	CURE
Certificate of Live B     Center		Birthing Ce	nter where the ev	
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)		Organization 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 O	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Submit COLB from Birthing Center for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	25 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB as acknowledging parent at the back of COLB,	2. Sign Certificate of Live Birth	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,



	1			
				Jordan, Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
3. Pay fees to the	3. Upon	Affidavit	5 minutes	Clerk - Office of
Municipal	presentation of	of		the Municipal
Treasurer's Office	Official Receipt,	Admissio		Civil Registrar,
and present Official	Assign Registry No.	n of		Jordan,
receipt	in the Certificate of	Paternity		Guimaras /
•	Live Birth and	- PHP ´		Asst.
	register the	50.00		Registration
	documents to Civil			Officer - Office
	Registry Book of			of the Municipal
	Live Births			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 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		
Who may avail:		egal age (18 years old and above)	
		WHERE TO SECURE	
CHECKLIST OF REQUIREMENTS  1. 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 Document Owner		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 with cedula and valid ID	•	Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices	
4. Marriage contract of p	parents (Optional)	Philippine Statistics Authority Office of the Municipal Civil Registrar	
5. Valid ID			
A. Principal (Document Owner)  Valid Identity Document (ID)  complete with CLEAR PHOTO,  FULL NAME IN PRINT,  SIGNATURE and issued by an  official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
•	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 IN PRINT, SIGNA	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 Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:

Document Owner

- 1. Written in a clean sheet of paper;
- 2. Indicates the type of transaction or document and the specific details of the document to be requested;
- 3. Bears the fresh signature of the document owner that matches his/her ID

Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID

Valid ID.				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLILINI SILFS	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	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 / Office of the Municipal Civil Registrar, Jordan,



				Guimaras
3. Pay fees at the	3.Upon	Sworn	10 days and	Clerk - Office of
Municipal	presentation of	Statemen	10 minutes	the Municipal
Treasurer's Office	O.R., advice client	t - PHP		Civil Registrar,
and present Official	to return after 10	50.00		Jordan,
Receipt	days reglementary			Guimaras /
	period	Joint		Asst.
		affidavit -		Registration
	After 10 days	PHP		Officer - Office
	posting period if no	50.00		of the Municipal
	one opposes or			Civil Registrar,
	complaints for	For delay		Jordan,
	pending application	of less		Guimaras /
	for registration,	than 1		Municipal Civil
	Sign Certificate of	month -		Registrar -
	Live Birth and	PHP		Office of the
	assign Registry No.	27.50		Municipal Civil
	in the Certificate of			Registrar,
	Live Birth and	for delay		Jordan,
	Register the	of more		Guimaras
	documents to Civil	than 1		
	Registry Book of	month		
	Live Births	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	Release documents	None	2 minutes	Clerk - Office of
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 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	QUIREMENTS	WHERE TO SECURE			
1. Certificate of Live Birth	n from the Hospital	Hospital where the event occurred			
2. Negative Certification		Philippine Statistics Authority			
		Office of the Municipal Civil Registrar			
3. Valid ID					
A. Principal (Document C Valid Identity Docu complete with CLE FULL NAME IN PF 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)			
B. Authorized Represent  Valid Identity Document owner of CLEAR PHOTO, FOR PRINT, SIGNATUMENT on official authority photocopy)	ument (ID) of the 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, SIGNA- by an official autho 1 photocopy)	entative complete FO, FULL NAME	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			
1. Written in a cleated 2. Indicates the type or document and the document to and 3. Bears the fresh document owner the second and the second occument owner the second and the second occument owner the second and the second occument owner the second occument occurrence of the second occument occurrence occurre	be of transaction he specific details be requested; signature of the				
his/her ID  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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit COLB from	1. Check the	None	25 minutes	Clerk - Office of
hospital for	submitted COLB			the Municipal
registration	from client.			Civil Registrar,
	If there is no			Jordan, Guimaras /
	problem and all needed data are			Asst.
	complete, process			Registration
	documents for			Officer - Office
	issuance of Live			of the Municipal
	Birth.			Civil Registrar,
				Jordan, Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar, Jordan,
				Guimaras
2. Review and sign	2. Sign the	None	5 minutes	Clerk - Office of
Affidavit at the Back	Received by Item			the Municipal
of COLB	and Subscription			Civil Registrar,
	portion of COLB the			Jordan,
	COLB			Guimaras / <i>Asst.</i>
				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	3.Upon	Sworn	10 days and	Clerk - Office of
Municipal	presentation of	Statement	10 minutes	the Municipal
Treasurer's Office	O.R., advice client	- PHP		Civil Registrar,
and present Official Receipt	to return after 10 days reglementary	50.00		Jordan, Guimaras /
Recorpt	period	For delay		Asst.
	,	of less		Registration
	After 10 days	than 1		Officer - Office
	posting period if no	month -		of the Municipal
	one opposes or complaints for	PHP 27.50		Civil Registrar, Jordan,
	pending application	27.50		Guimaras /
	for registration,	for delay		Municipal Civil
	Sign Certificate of	of more		Registrar -
	Live Birth and	than 1		Office of the
	assign Registry No. in the Certificate of	month and less		Municipal Civil
	Live Birth and	than 6		Registrar, Jordan,
	Register the	months -		Guimaras



	documents to Civil	PHP		
	Registry Book of Live Births	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	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 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 Munici	e 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			
Certificate of Live Birt Center	in from the Birthing	Birthing Center where the event occurred			
Negative Certification		Philippine Statistics Authority Office of the Municipal Civil Registrar			
3. Valid ID					
A. Principal (Document Valid Identity Doc complete with CLI FULL NAME IN P SIGNATURE and official authority (**	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)			
with CLEAR PHO IN PRINT, SIGNA	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; signature of the				
Reminder: For All Letter/Special Power should prospect to scanned/photocopy Valid ID.	wer of Attorney oad, document vide a				



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. Submit COLB	1. Check the	<b>BE PAID</b> None	TIME 25 minutes	RESPONSIBLE  Clerk - Office of
from Birthing Center	submitted COLB	None	25 111110165	the Municipal
for registration	from client.			Civil Registrar,
To region and r	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,
				Jordan, Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
2. Review and sign	2. Sign the	None	5 minutes	Clerk - Office of
Affidavit at the Back	Received Item and			the Municipal
of COLB	Subscription Portion of the			Civil Registrar, Jordan,
	COLB			Guimaras /
	OOLD			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	3.Upon	Sworn	10 days and 10	Clerk - Office of
Municipal	presentation of	Statemen	minutes	the Municipal
Treasurer's Office	O.R., advice client to return after 10	t - PHP 50.00		Civil Registrar, Jordan,
and present Official Receipt	days reglementary	50.00		Guimaras /
receipt	period	Affidavit		Asst.
	politica	of		Registration
	After 10 days	Delayed		Officer - Office
	posting period if no	Registrati		of the Municipal
	one opposes or	on - PHP		Civil Registrar,
	complaints for	50.00		Jordan,
	pending application	Familial:		Guimaras /
	for registration,	For delay of less		Municipal Civil
	Sign Certificate of Live Birth and	than 1		Registrar - Office of the
	assign Registry No.	month -		Municipal Civil
	in the Certificate of	PHP		Registrar,
	Live Birth and	27.50		Jordan,
	Register the			Guimaras



	documents to Civil	for delay		
	Registry Book of Live Births	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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras



## 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 of the Municipal Civil Registrar

Office or Division:

Classification:	Complex	pa. 0.1 1.0.	,		
Type of Transaction:	Government-to-Citizens (G2C)				
Who may avail:	General Public of le	egal age (18			
CHECKLIST OF R			WHERE TO SEC	CURE	
1. Any of the two (docu place and date of birth parents)  Baptismal School Records Income Tax Rete Insurance Policy Medical Records Brgy. Captain Co PhilHealth MDR SSS Records Voter's Registrat Marriage Contra Owner Passport	urn of Parents ertification	Organization Schools/Control Hospitals (i.e., DFA,	nt Agencies, Non- ons, Private entitie olleges/Universitie SSS, Pag-IBIG, C y Captain, PHIC)	es, s, Church,	
> Others				_	
2. Negative Certification	1		Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disin	terested persons	Office of Municipal Civil Registrar, Public			
with cedula and valid ID	)	Attorney's Office, Law Offices			
4. Parents of the child (	document owner is				
below 18 years old)  A. Valid Identity Document (ID) complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original)		Organization Schools/Co (i.e., DFA,L Philpost, P	nt Agencies, Non- ons, Private entitie olleges/Universitie LTO, PRC, IBP, G ag-IBIG, COMELE e of Barangay Cap	es, s SIS, SSS, EC, NBI, AFP,	
B. Valid Community	y Tax Certificate	Municipal Treasurer's Office / Barangay Treasurer's Office			
(Cedula)	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1.Accomplish information/Application sheet	Check requirements, review application and process documents for issuance of Live Birth	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar -	



				Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and sign COLB	2. Sign the received item and subscription portion of COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras
3. Pay fees at the Municipal Treasurer's Office and present Official Receipt	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  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	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



		· · · · · · · · · · · · · · · · · · ·		
		55.00		
		For delay of more than 6 months but less than 1 year - PHP 82.50		
		of 1 year - PHP 55.00		
		For delay of over 1 year, additional fine per year of delay - PHP		
4. Receive documents	4. Release documents	None 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 Guimaras, 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 of the Municipa	al Civil Reg	istrar	
Complex			
Government-to-Citiz	ens (G2C)		
	al age (18	years old and abo	ove)
EQUIREMENTS		WHERE TO SE	CURE
ments as proof of		_	
and name of parents)	-		
		Colleges/Universit	ies, Church,
	•		
	(i.e., DFA, SSS, Pag-IBIG, COMELEC,		
,	Office of E	Barangay Captain	, PHIC)
ertification			
ion Record			
າ	Philippine	Statistics Author	ity
	Office of the Municipal Civil Registrar		
terested persons with	Office of N	Municipal Civil Re	gistrar, Public
	Attorney's	Office, Law Office	es
document owner is			
			_
	Government Agencies, Non-Government		
	Organizations, Private entities,		
	Schools/C	colleges/Universit	ies
raumonty ( ronginal)	(io DEA	I TO DDC IRD	CSIS SSS
	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
	PNP, Office of Barangay Captain)		
	1 1 1 , Oill	oo or bararigay o	apiani)
v Tax Certificate	Municipal	Treasurer's Offic	e / Barangav
(Cedula)			3 7
	FEES	PPOCESSING	PERSON
AGENCY ACTIONS	TO BE		RESPONSIBLE
	None	30 minutes	Clerk - Office of
•			the Municipal
			Civil Registrar,
•			Jordan,
			Guimaras /
			Asst.
ווטו			Registration Officer - Office
			of the Municipal
			Civil Registrar,
			Jordan,
			Guimaras /
	Complex Government—to—Citiz General Public of leg EQUIREMENTS ments as proof of and name of parents)  urn of Parents cion Record ct of Document  terested persons with document owner is cument (ID) AR PHOTO, FULL SIGNATURE and I authority (1 original)	Government—to—Citizens (G2C) General Public of legal age (18  EQUIREMENTS ments as proof of and name of parents)  urn of Parents  certification  The philippine of terested persons with document owner is  cument (ID) AR PHOTO, FULL SIGNATURE and I authority (1 original)  I authority (1 original)  Tax Certificate  AGENCY ACTIONS  1. Check requirements, review application and process documents for issuance of Live  Requirements (G2C) Government (Organization Schools/College (i.e., DFA) Philippine Office of It (i.e., DFA) Philipost, I PNP, Office (i.e., DFA) PNP, Office (i.e., DF	Government—to—Citizens (G2C) General Public of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties of legal age (18 years old and about the properties, nor Organizations, Private entity Schools/Colleges/University of legal age (18 years old and about the properties, nor Organizations, Private entity Schools/Colleges/University of legal age (18 years old and about the properties, nor Organizations, Private entity Schools/Colleges/University of legal age (18 years old and about the properties, nor Organizations, Private entity Schools/Colleges/University of legal age (18 years old and about the properties, nor Organizations, Private entity Schools/Colleges/University of legal age (18 years old and about the properties, nor Organizations, Private entity Schools/Colleges/University of legal age (18 years) of legal age (18



	T	1	T	· · · · · · · · · · · · · · · · · · ·
				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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras / Guimaras
3.Pay fees at the Municipal Treasurer's Office and present Official Receipt	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	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



		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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras



# 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	gistrar	
Classification:	Complex			
Type of Transaction:	Government-to-Citi			
Who may avail:	General Public of leg	gal age (18		
CHECKLIST OF F			WHERE TO SE	
1. Any of the two (docu	•		ent Agencies, Nor	
place and date of birth	and name of parents)		ions, Private entit	
➤ Baptismal			Colleges/Universit	ies, Church,
<ul><li>School Records</li><li>Income Tax Ret</li></ul>	urn of Parante	Hospitals	,SSS, Pag-IBIG, (	COMELEC
<ul><li>Insurance Policy</li></ul>		-	Barangay Captain	
<ul><li>Medical Records</li></ul>			sarangay captain	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Brgy. Captain Co				
Phil Health MDR				
SSS Records				
Voter's Registration				
Marriage Contra	ct of Document			
Owner				
<ul><li>Passport</li><li>Others</li></ul>				
Negative Certification	 n	Philippine	Statistics Author	itv
2. Nogativo Continoation	•	Philippine Statistics Authority Office of the Municipal Civil Registrar		
3. Affidavit of Two disin	terested persons with		Municipal Civil Re	
cedula and valid ID		Attorney's Office, Law Offices		
4. Affidavit to Use the S		Office of Municipal Civil Registrar, Public		
the child was born on o	r after March 19,	Attorney's	office, Law Office	ces
2004	(1			
5. Parents of the child (	document owner is			
below 18 years old)  A. Valid Identity Do	ocument (ID)	Governme	ant Agencies No	n-Covernment
complete with CLE	` ,	Government Agencies, Non-Government Organizations, Private entities,		
NAME IN PRINT, S		_	Colleges/Universit	-
- I	al authority (1 original)		,LTŎ, PRC, IBP,	
		Philpost, I	Pag-IBIG, COME	LEC, NBI, AFP,
		PNP, Offi	ce of Barangay C	aptain)
D. Varia	TO(f)	NA	T 1 000	- / D
B. Valid Community	y rax Certificate	Municipal   Treasurer	Treasurer's Offic	e / Barangay
(Cedula)		FEES	S Office	
CLIENT STEPS	AGENCY ACTIONS	TO BE	PROCESSING	PERSON
02.2.1.	AGENOT AGENORE	PAID	TIME	RESPONSIBLE
1.Accomplish	Check	None	30 minutes	Clerk - Office of
information/Applicatio	requirements,			the Municipal
n sheet	review application			Civil Registrar,
	and process			Jordan,
	documents for			Guimaras /
	issuance of Live Birth			Asst. Registration
	וווט			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 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 Guimaras, 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	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



		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	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 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 Munic	cipal Civil Registrar
Classification:	Complex	Signi Orth Moglotical
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 Birtl		Hospital where the event occurred
2. Negative Certification	,	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Parents of the child (d 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 Represent  Valid Identity Document owner of CLEAR PHOTO, FPRINT, SIGNATU an official authority photocopy)  Valid Identity Document owner of CLEAR PHOTO, FPRINT, SIGNATU an official authorized represent with CLEAR PHOTON PRINT, SIGNATON OFFICIAL AUTHORIZATION Letter notarized Special (1 original) comply following requirements.	ument (ID) of the complete with FULL NAME IN RE and issued by (1 original and 1 ument (ID) of entative complete FO, FULL NAME TURE and issued ority (1 original er or duly Power of Attorney ing with the ents:	Document Owner (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)  Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)  Document Owner
1. Written in a clear 2. Indicates the type or document and to of the document to and 3. Bears the fresh document owner the his/her ID	be of transaction he specific details be requested; signature of the	



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. Submit COLB from	1. Check the	BE PAID None	TIME 20 minutes	RESPONSIBLE  Clerk - Office of
Hospital for	submitted COLB	INOTIC	20 111111111111111111111111111111111111	the Municipal
registration	from client.			Civil Registrar,
rogionanon	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,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
2. Povious and sign	2 Sign tha	None	5 minutes	Guimaras  Clerk - Office of
2. Review and sign COLB	2. Sign the received by item	None	5 minutes	the Municipal
COLB	and subscription			Civil Registrar,
	portion of COLB			Jordan,
	portion of GGLB			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	3.Upon	Affidavit of	10 days and	Clerk - Office of
Municipal Treasurer's	presentation of	Delayed	10 minutes	the Municipal
Office and present	O.R., advice client	Registrati		Civil Registrar,
Official Receipt	to return after 10	on - PHP		Jordan,
	days reglementary	50.00		Guimaras /
	period			Asst.
	A # 4 O ! -	Sworn		Registration
	After 10 days	Statement		Officer - Office
	posting period if	- PHP		of the Municipal
	no one opposes	50.00		Civil Registrar,
	or complaints for pending	For delay		Jordan, Guimaras /
	application for	of less		Municipal Civil
	αρριτοατίστι 101	01 1000		iviuriicipai Civil



	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	than 1 month - PHP 27.50  for delay of more than 1 month and less than 6 months - PHP 55.00		Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
		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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras, Guimaras, 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 Reg	istrar	
Classification:	Complex			
Type of Transaction:	Government-to-Ci	tizens (G2C)		
Who may avail:	General Public of le	egal age (18		
CHECKLIST OF R		WHERE TO SECURE		
Certificate of Live Bir		Hospital where the event occurred		
2. Negative Certification	n	Philippine Statistics Authority		
			Municipal Civil F	<u> </u>
3. Affidavit to Use the Surname of Father if			unicipal Civil Regi	
the child was born on o	r after March 19,	Attorney's C	Office, Law Office	S
2004	door moont our			
4. Parents of the child (	document owner			
below 18 years old)  A. Valid Identity Do	ocument (ID)	Governmen	t Agencies, Non-	Covernment
complete with CLE	` ,		ns, Private entitie	
NAME IN PRINT, S			lleges/Universitie	,
issued by an officia			TO, PRC, IBP, G	
original)			ag-IBIG, COMELE	
		PNP, Office	of Barangay Cap	otain)
B. Valid Communit	y Tax Certificate	•	reasurer's Office	/ Barangay
(Cedula)	AOFNOV	Treasurer's		DEDCON
(Cedula)  CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING	PERSON RESPONSIBLE
	AGENCY ACTIONS  1. Check the		PROCESSING TIME	PERSON RESPONSIBLE Clerk - Office of
CLIENT STEPS	ACTIONS	FEES TO BE PAID	PROCESSING	RESPONSIBLE
CLIENT STEPS  1. Submit COLB from	ACTIONS  1. Check the	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of
CLIENT STEPS  1. Submit COLB from Hospital for	1. Check the submitted COLB from client. If there is no	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE Clerk - Office of the Municipal Civil Registrar, Jordan,
CLIENT STEPS  1. Submit COLB from Hospital for	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 /
CLIENT STEPS  1. Submit COLB from Hospital for	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.
CLIENT STEPS  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
CLIENT STEPS  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
CLIENT STEPS  1. Submit COLB from Hospital for	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
CLIENT STEPS  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,
CLIENT STEPS  1. Submit COLB from Hospital for	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,
CLIENT STEPS  1. Submit COLB from Hospital for	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 /
CLIENT STEPS  1. Submit COLB from Hospital for	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 -
CLIENT STEPS  1. Submit COLB from Hospital for	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
CLIENT STEPS  1. Submit COLB from Hospital for	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
CLIENT STEPS  1. Submit COLB from Hospital for	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, Registrar,
CLIENT STEPS  1. Submit COLB from Hospital for	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	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 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	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



		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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras



### 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 Munici	ipal Civil Registrar
Classification:	Complex	
Type of Transaction:	Government-to-Ci	tizens (G2C)
Who may avail:	General Public of le	egal age (18 years old and above)
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
Certificate of Live Bird Center	th from Birthing	Birthing Center where the event occurred
2. Negative Certification	1	Philippine Statistics Authority Office of the Municipal Civil Registrar
3. Parents of the child (	document owner is	3
below 18 years old)		
A. Valid Identity Doc complete with CLEA NAME IN PRINT, S issued by an official original)	AR PHOTO, FULL SIGNATURE 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 Represen	tative	
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 following requirements:		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	the specific details to be requested; a signature of the	



Vallu ID.	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
Submit COLB from Birthing for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras, Guimaras, Guimaras
2. Review and sign COLB	2. Sign received by and subscription portion of the COLB	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras, 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	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 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	than 1 month - PHP 27.50  for delay of more than 1 month and less than 6 months - PHP 55.00		Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
		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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras



## 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 Red	istrar	
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 SEC	
Certificate of Live Bir Center	th from Birthing	Birthing Cer	nter where the ev	ent occurred
2. Negative Certification	1		Statistics Authority Municipal Civil F	
3. Affidavit to Use the S the child was born on o 2004		Office of Mu	unicipal Civil Regi Office, Law Office	strar, Public
4. Parents of the child (below 18 years old)	document owner			
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- ns, Private entitie lleges/Universitie TO, PRC, IBP, Gag-IBIG, COMELE 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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit COLB from Birthing Center for registration	1. Check the submitted COLB from client. If there is no problem and all needed data are complete, process documents for issuance of Live Birth.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras, Guimaras



O. Davidson v. Lut	0.0:	None	5 minutes	Clerk - Office of
2. Review and sign COLB	2. Sign received by and subscription portion of the COLB		C minutes	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, Coffice 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 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 - Office of the Municipal Civil Registrar, Jordan, Guimaras



		than 1 year - PHP 82.50  For delay of 1 year - PHP 55.00  For delay of over 1		
		year, additional		
		fine per year of delay - PHP		
4. Receive	4. Release	27.50 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 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 Munic	inal Civil Registrar
Classification:	Simple	<u> </u>
Type of Transaction:	Government-to-Ci	tizens (G2C)
Who may avail:		egal age (18 years old and above)
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE
Certificate of Marriag	е	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
Document owner CLEAR PHOTO, PRINT, SIGNATU	-	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
with CLEAR PHC	sentative complete DTO, FULL NAME ATURE and issued nority (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
2. Indicates the ty	the specific details to be requested;	



Valid ID.			FEED TO DECOMPO DEPOSIT			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Submit Marriage	1. Receive and	None	15 minutes	Clerk - Office of		
Certificate for	check Marriage			the Municipal		
registration	Certificate of			Civil Registrar,		
	Marriage.			Jordan,		
	If there is no			Guimaras /		
	problem and all			Asst.		
	needed data are			Registration		
	complete, process			Officer - Office		
	documents for			of the Municipal		
	issuance of			Civil Registrar,		
	Certificate of			Jordan,		
	Marriage.			Guimaras /		
	Sign, assign			Municipal Civil		
	Registry No. and			Registrar -		
	Register the			Office of the		
	documents to Civil			Municipal Civil		
	Registry Book of			Registrar,		
	Marriage			Jordan,		
	D 1			Guimaras		
2. Receive	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		
				<i>Registrar</i> - Office of the		
				Municipal Civil		
				Registrar, Jordan,		
				Guimaras		
				Guimaras		



### Service 21. Civil Registration-Timely Registration of Marriage Certificate solemnized by Municipal Mayor

Acceptance, Registration and Issuance of Certificate of Marriage

Office or Division:	Office of the Munici	ipal Civil Reg	jistrar	
Classification:	Simple			
Type of Transaction:	Government-to-Ci			
Who may avail:	General Public of le	egal age (18		
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SEC	URE
1. Valid ID	<b>^</b>			
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-ons, Private entitie lleges/Universities TO, PRC, IBP, Gag-IBIG, COMELE of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
B. Authorized Represer			<b>5</b> 11.101	
Document owner CLEAR PHOTO, PRINT, SIGNATU	•	Philpost, Pa	TO, PRC, IBP, Gag-IBIG, COMELE e 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	nt Agencies, Non- ons, Private entitie of the state of the of PRC, IBP, Gag-IBIG, COMELE of Barangay Cap	s, s SIS, SSS, EC, NBI, AFP,
Authorization Let notarized Special (1 original) compl following requirer	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 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



Check Certificate of marriage for registration	1. Check Certificate of Marriage. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Marriage.	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay Fees at the Municipal Treasurer's Office	2. Sign, assign Registry No. and Register the documents to Civil Registry Book of Marriage	If the Marriage will be solemnize by the Municipal Mayor - PHP 300.00	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras, 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 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	QUIREMENTS	WHERE TO SECURE			
Certificate of Marriage	e for Registration	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	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 ATURE 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 nents:	Document Owner			
2. Indicates the ty	the specific details to be requested; a signature of the				



Valid ID.	1071107		DD 0 CE 0 CH	DEDAC:
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Marriage Certificate for registration	1. Receive and check Marriage Certificate of Marriage. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Marriage.	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras / Guimaras / Guimaras / Control Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Review and Sign Certificate of Marriage,	2. Sign received by portion of COm	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras, Guimaras
3. Pay fees to the Municipal Treasurer's Office and present Official Receipt	3.Upon presentation of O.R., advice client to return after 10 days reglementary period  After 10 days posting period if no one opposes or complaints for pending application for	Affidavit of delayed 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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras



#### Service 23. Civil Registration-Timely Registration of Death Certificate

Acceptance, Registration and Issuance of Certificate of Death

Office or Division: Office of the Municipal Civil Registrar				
Classification:	Simple	pai Civii itogiotidi		
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 Death		Hospital/RHU of the place where the event occurred		
2. Valid ID				
A. Principal (Parents/Child/Nearest of the Kin of the deceased)  Valid Identity Document (ID)  complete with CLEAR PHOTO,  FULL NAME IN PRINT,  SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
NOTE: If the registrant is the nearest of the kin, Affidavit of Kinship is required  B. Authorized Representative  Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
photocopy)  Valid Identity Doc authorized repres with CLEAR PHO IN PRINT, SIGNA by an official auth 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 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		



Valid ID.					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
Check Certificate	1. Check	None	15 minutes	Clerk - Office of	
of Death for	Certificate of			the Municipal	
registration	Death.			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 /	
	Sign, assign				
	Registry No. and Register the			Municipal Civil Registrar -	
	documents to Civil			Office of the	
	Registry Book of			Municipal Civil	
	Death			Registrar,	
				Jordan,	
				Guimaras	
2. Receive	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	
	<u> </u>		<u> </u>	Cannarao	



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

Acceptance, Registration and Issuance of Certificate of Death

Office or Division: Office of the Municipal Civil Registrar				
Classification:	Complex			
Type of Transaction:	Government-to-Ci			
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Certificate of Death		Hospital/RHU of the place where the event occurred		
2. Valid ID		occurred		
A. Principal (Parents/Child/Nearest of the Kin of the deceased)  Valid Identity Document (ID)  complete with CLEAR PHOTO,  FULL NAME IN PRINT,  SIGNATURE and issued by an official authority (1 original)		Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
NOTE: If the registrant in the kin, Affidavit of Kins				
1	ument (ID) of the 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) complifollowing requiren  1. Written in a cle 2. Indicates the ty	Power of Attorney ying with the nents:  an sheet of paper; the of transaction the specific details to be requested;  a signature of the	Parents/Child/Nearest of the Kin		



valid ID.	AOFNOV	EEEO TO	BBOOFOOINO	DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Death Certificate for registration	1. Receive and check Death Certificate. If there is no problem and all needed data are complete, process documents for issuance of Certificate of Death.	None	10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras, Guimaras
2. Review and Sign Certificate of Death	2. Sign received by and subscription portion of the COD	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras / Guimaras / Guimaras / Control Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Pay fees to the Municipal Treasurer's Office and present Official Receipt	3. Upon presentation of O.R., advice client to return after 10 days reglementary period  After 10 days posting period if no one opposes or complaints for pending application for	Affidavit of delayed registratio n - PHP 50.00  Delay for more than 12 hours but less than 1 day - PHP 5.50	10 days and 10 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil



	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	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, 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)		
CHECKLIST OF RE		WHERE TO SECURE		
CHECKLIST OF REQUIREMENTS  1. 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 Document Owner > Passport		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>Negative Certification</li></ul>	<u> </u>	Philippine Statistics Authority		
		Office of the Municipal Civil Registrar		
3. Affidavit of Two disint with cedula and valid ID	•	Office of Municipal Civil Registrar		
4. Marriage contract of p	parents (Optional)	Philippine Statistics Authority		
5. Valid ID		Office of the Municipal Civil Registrar		
A. Principal (Document Valid Identity Doc complete with CL FULL NAME IN P SIGNATURE and official authority (**  B. Authorized Represent	eument (ID) EAR PHOTO, PRINT, I issued by an 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 (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of		
1	complete with	Barangay Captain)		
with CLEAR PHO	entative complete TO, FULL NAME ATURE 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 Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: **Document Owner** 

- 1. Written in a clean sheet of paper;
- 2. Indicates the type of transaction or document and the specific details of the document to be requested; and
- 3. Bears the fresh signature of the document owner that matches his/her ID

Valid ID.				
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1.Accomplish information/Application sheet	Check requirements, review application and process documents	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras 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 / Office of the Municipal Civil Registrar, Jordan, Jordan,



				Guimaras
3. Pay fees and present Official Receipt	3.Upon presentation of O.R., prepare documents for	Sworn Statement - PHP 50.00	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan,
	mailing and advice client to follow up from	Joint affidavit - PHP 50.00		Guimaras / Asst. Registration
	time to time because it will be forwarded to the MCRO/CCRO of	Service Fee - PHP30.00		Officer - Office of the Municipal Civil Registrar, Jordan,
	the Place of Birth	Courier Mailing		Guimaras / Municipal Civil Registrar -
		Expenses (Varries on the actual courier		Office of the Municipal Civil Registrar, Jordan,
		rates) Registratio		Guimaras
		n Expenses to be sent to the Place		
		of Registratio n of		
		documents		



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

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

Office or Division:	Office or Division: Office of the Municipal Civil Registrar				
Classification:	Complex				
Type of Transaction:	Government-to-Ci				
	Who may avail: General Public of lega				
CHECKLIST OF RE			WHERE TO SEC		
1. Any of the two (docur place and date of birth a parents)  Baptismal  School Records  Income Tax Retu  Insurance Policy  Medical Records  Brgy. Captain Ce  PhilHealth MDR  SSS Records  Voter's Registrat  Marriage Contract  Owner  Passport	Organizatio Schools/Co Hospitals (i.e., DFA,S	t Agencies, Non- ns, Private entitie lleges/Universitie SSS, Pag-IBIG, CO y Captain, PHIC)	Government s, s, Church,		
Others					
2. Negative Certification		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 (delow 18 years old)		-			
A. Valid Identity Doc 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	at 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)	_	Treasurer's			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Accomplish information/Application n sheet	1. Check requirements, review application and process documents	None	30 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras /	



				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
2. Review and sign	2. Sign Prepared	None	10 minutes	Clerk - Office of
COLB and other	by item and			the Municipal
supporting	subscription			Civil Registrar,
documents,	portion of the			Jordan,
	COLB			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	3. Upon	Sworn	20 minutes	Clerk - Office of
present Official	presentation of	Statement	20 1111110100	the Municipal
Receipt	O.R., advice	- PHP		Civil Registrar,
·	client to follow up	50.00		Jordan,
	from time to time			Guimaras /
	because it will be	Joint		Asst.
	forwarded to the	affidavit -		Registration
	MCRO/CCRO of	PHP		Officer - Office
	the Place of Birth	50.00		of the Municipal
				Civil Registrar,
		Service		Jordan,
		Fee –		Guimaras /
		PHP		Municipal Civil
		30.00		Registrar -
		0		Office of the
		Courier		Municipal Civil
		Mailing		Registrar,
		Expenses (Varries		Jordan, Guimaras
		on the		Guillialas
		actual		
		courier		
		rates)		
		,		
		Registrati		
		on		
		Expenses		
		to be sent		
		to the		
		Place of		
		Registrati		
		on of		
		documents		



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

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

Office or Division:	Office of the Munici	ipal Civil Reg	jistrar	
Classification:	Complex			
Type of Transaction:	Government-to-Ci	· · · · · · · · · · · · · · · · · · ·		
Who may avail:	General Public of le	egal age (18	years old and abo	ove)
			WHERE TO SEC	
CHECKLIST OF REQUIREMENTS  1. 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		Organizatio Schools/Co Hospitals (i.e., DFA, S	nt Agencies, Non- ns, Private entitie lleges/Universitie SSS, Pag-IBIG, C y Captain, PHIC)	s, Church,
<ul><li>Marriage Contract</li><li>Owner</li><li>Passport</li></ul>				
<ul><li>Others</li><li>Negative Cortification</li></ul>		Dhilipping C	Statistics Authority	,
2. Negative Certification		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	urname of Father if	Office of Municipal Civil Registrar, Public Attorney's Office, Law Offices		
5. Parents of the child (obelow 18 years old)	document owner is			
A. Valid Identity Doc complete with CLEA NAME IN PRINT, S issued by an official original)	AR PHOTÓ, FULL IGNATURE 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)		s, s SIS, SSS, EC, NBI, AFP,
B. Valid Community (Cedula)	Tax Certificate	Municipal T Treasurer's	reasurer's Office Office	/ Barangay
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1.Accomplish information/Application sheet	1. Check requirements, review application and process documents	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 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 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 Munici	ipal Civil Registrar
Classification:	Simple	
Type of Transaction:	Government-to-Ci	
Who may avail: CHECKLIST OF RE		egal age (18 years old and above) WHERE TO SECURE
1. Valid ID	EQUIREMENTS	WHERE TO SECURE
A. Principal (Document	Owner for Rirth	
Certificate and Marriage		
Nearest of the kin with		
for Death Certificate)	·	
Valid Identity Doc	` ,	Government Agencies, Non-Government
complete with CL		Organizations, Private entities,
FULL NAME IN P	•	Schools/Colleges/Universities
SIGNATURE and official authority (	,	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP,
omolal authority (	i original)	PNP, Office of Barangay Captain)
		True, Chies of Darangay Captain,
B. Authorized Represer	ntative	Document Owner
\/alid Idaa+!# : D = =	numant (ID) at the	(i.e. DEALTO DDC IDD COIC CCC
Valid Identity Doc Document owner	` ,	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP,
CLEAR PHOTO,	•	PNP, Office of Barangay Captain)
*	JRE and issued by	Trus on Darangay Captain,
an official authori	ty (1 original and 1	
photocopy)		
Valid Identity Doc	nument (ID) of	Government Agencies, Non-Government
	sentative complete	Organizations, Private entities,
	TO, FULL NAME	Schools/Colleges/Universities
· ·	ATURE 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 Lett	ter or duly	Document Owner
·	Power of Attorney	
(1 original) compl		
following requirer	nents:	
1. Written in a cle	an sheet of paper;	
2. Indicates the ty		
or document and	the specific details	
of the document t	to be requested;	
and	oignoture of the	
Bears the fresh signature of the document owner that matches		
his/her ID	mat materies	
Reminder: For A	uthorization	
Letter/Special Po	-	
received from abr		
owner should pro		
	py of Passport as	
Valid ID.		



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Accomplish request	1. Check	None	10 minutes	Clerk - Office of
slip	requirements and			the Municipal
	accomplished			Civil Registrar,
	request slip and			Jordan,
	prepare documents for			Guimaras / Asst.
	endorsement			Registration
	endorsement			Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
2. Pay fees and	2. Upon	Service	7 days and 10	Clerk - Office of
present Official	presentation of	Fee –	minutes	the Municipal
Receipt	O.R., issue	PHP		Civil Registrar,
	transaction slip	30.00		Jordan,
	and advice client			Guimaras /
	to check to the			Asst.
	Philippine			Registration
	Statistics Authority			Officer - Office
	after 3 weeks			of the Municipal
	Notes			Civil Registrar,
	Note: Endorsement of			Jordan, Guimaras /
	documents to			Municipal Civil
	PSA is every			Registrar -
	Friday of the week			Office of the
	I Hady of the Week			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 Munic	ipal 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
Certificate of Live Birt		Philippine Statistics Authority, Municipal Civil Registrar's Office, Church
2. Community Tax Certi	ficate (Cedula)	Municipal Treasurer's Office or Barangay Treasurer's Office where the contracting party habitually resides
3. Certificate of No Mari	riage (CENOMAR)	Philippine Statistics Authority
4. Valid Identity Docume with CLEAR PHOTO, F PRINT, SIGNATURE ar 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 Con Certificate (Cedula)	nmunity Tax	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities
Note: If the Father is deceased or nowhere can be found, the mother will execute the consent and required to submit the Death Certificate or affidavit stating the facts about the absence of father		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain) Municipal Treasurer's Office or Barangay Treasurer's Office where he/she habitually resides
6. Parental Advice (for a old)  A. Valid ID and Con Certificate (Cedula)  Note: If the Parents nowhere can be fou will execute the conto submit the Death parents or affidavit about the absence execute the Affidavit 7. Certificate of Pre-Mar 8. If the applicant is fore A. Certificate or Affi Capacity to Marry B. Passport (1 photooriginal)  9. If the applicant is Divorcee/Annulled/Legathrough court decisions	nmunity Tax of Parents  is deceased or and, the guardian sent and required Certificate of stating the facts of parents and will t of Guardianship riage Counselling signer davit of Legal o copy and 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) Municipal Treasurer's Office or Barangay Treasurer's Office where he/she habitually resides  MSWDO  Foreign Embassy in the Philippines  Court
A. Court Decisions  10. If the applicant is W A. Death Certificate Spouse	idow/Widower	Philippine Statistics Authority Municipal Civil Registrar's Office



CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	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	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, 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, 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	Application of Marriage License (resident) - PHP200.00 (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, Jordan, Guimaras



	1	DUD		<u> </u>
		PHP		
		600.00		
		Parental		
		Advice -		
		PHP		
		50.00		
		00.00		
		Parental		
		Consent -		
		PHP		
		50.00		
		Morriogo		
		Marriage License		
		Fee - PHP		
		2.00		
		2.00		
		Marriage		
		Counselin		
		g Fee -		
		PHP		
	1.16: 12.1	50.00	4.5.5.1	0 0.0
4. Receive Marriage	4. After 10 days	None	12 Minutes	Clerk - Office of
License	posting period if			the Municipal
	there is no			Civil Registrar,
	complaints/objecti			Jordan,
	ons for the			Guimaras /
	application, release the			Asst. Registration
	Marriage License			Officer - Office
	to the Client			of the Municipal
	to the olient			Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras



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

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

Office or Division:	Office of the Munici	pal Civil Registrar
Classification:	Simple	(000)
Type of Transaction:	Government-to-Ci	\ '
Who may avail: CHECKLIST OF RE		egal age (18 years old and above) WHERE TO SECURE
1. Valid ID	Legonicimiento	WHERE TO SECORE
A. For COLB		
a.) Principal (Doc		
Parents and Child	,	O
1. Valid ide complete w	ntity Document (ID)	Government Agencies, Non-Government 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 Dirth Co.	rtificata ar	Philipping Statistics Authority/Local Civil
2. Birth Cei	(if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church
the child)	iii iiio roquootorio	Trogion y Cinco, Charon
,		
B. For COM		
a.) Principal (Doc	ument	Government Agencies, Non-Government
Owner,child)  1 Valid Ide	entity Document	Organizations, Private entities, Schools/Colleges/Universities
	ete with CLEAR	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,
1	ULL NAME IN	Philpost, Pag-IBIG, COMELEC, NBI, AFP,
1	SNATURE and	PNP, Office of Barangay Captain)
(1 original	an official authority	
(1 Original		
2. Birth Cei		Philippine Statistics Authority/Local Civil
	if the requester is	Registry Office/Church
the child)		
C. For COD		Government Agencies, Non-Government
a.) Principal (Nea	rest of the kin)	Organizations, Private entities,
	entity Document	Schools/Colleges/Universities
` ,	ete with CLEAR	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,
,	ULL NAME IN SNATURE and	Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)
1	an official authority	This, Office of Barangay Captain)
(1 original)		
	(12: 1:	
2. Affidavit	ot Kinsnip	Law Offices
D. Authorized Repr	esentative	Document Owner
	cument (ID) of the	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,
Document owner	•	Philpost, Pag-IBIG, COMELEC, NBI, AFP,
CLEAR PHOTO,	FULL NAME IN	PNP, Office of Barangay Captain)



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) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)

Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements: **Document Owner** 

- 1. Written in a clean sheet of paper;
- 2. Indicates the type of transaction or document and the specific details of the document to be requested; and
- 3. Bears the fresh signature of the document owner that matches his/her ID

**Reminder:** For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.

2. Negative Certification	Philippine Statistics Authority			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish	1. Received and	None	10 minutes	Clerk - Office of
Request Slip	Check			the Municipal
	accomplished			Civil Registrar,
	request slip			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	2. Upon	Service	10 minutes	Clerk - Office of
present Official	presentation of	Fee - PHP		the Municipal
Receipt	O.R.	30.00		Civil Registrar,
	Process			Jordan,
	documents for			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
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras



### Service 31. Legitimation of Illegitimate Children

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

Office or Division:	Office of the Munic	ipal Civil Reg	istrar	
Classification:	Complex	(000)		
Type of Transaction:				
Who may avail:	General Public of le	egai age (18		
CHECKLIST OF RI		DI III e i e G	WHERE TO SEC	
1. Certificate of Live Bir			Statistics Authority	
2. Certificate of Live Bir	, , ,		Municipal Civil F	
3. Certificate of No Mar Marriages of Parents	riage/Advisory of	Philippine S	Statistics Authority	,
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		Governmen	t Agencies, Non-	Government
Valid Identity Docu	ment (ID) complete	Organizatio	ns, Private entitie	s,
with CLEAR PHOT	O, FULL NAME IN	Schools/Co	lleges/Universitie	S
PRINT, SIGNATUR	RE and issued by	(i.e., DFA,L	TO, PRC, IBP, G	SIS, SSS,
an official authority	(1 original)	Philpost, Pa	ag-IBIG, COMELE	EC, NBI, AFP,
			of Barangay Cap	
7. Community Tax Cert	ificate (Cedula) of	•	reasurer's Office/	Barangay
Parents		Treasurer's		
8. Affidavit of Admission child was not acknowle	• `	Office of the	e Municipal Civil F	Registrar
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Submit	Received and	None	5 minutes	Clerk - Office of
requirements for	Check			the Municipal
checking and	requirements			Civil Registrar,
approval				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	Unon precentation	Affidavit of	20 minutes	Clerk - Office of
2. Pay fees and present Official	Upon presentation of O.R.	Legitimati	ZU IIIIIIUIUS	the Municipal
Receipt	Prepare	on - PHP		Civil Registrar,
recorpt	documents for	200.00		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,
	DII (1)	on the		Divir Nogistial,



		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**

Office or Division: Office of the Municipal Civil Registrar

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	ipal Civil Reg	jistrar	
Classification:	Simple			
Type of Transaction:				
Who may avail:	General Public of le	egal age (18		
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Certificate of Live Bir	rth (PSA copy)	Philippine Statistics Authority		
2. Certificate of Live Birth (LCRO copy)		Office of the	e Municipal Civil F	Registrar
3. Affidavit of Suppleme	ental Reports	Philippine S	Statistics Authority	,
4. Any two of documen	ts to support the	Governmen	t Agencies, Non-	Government
information to be suppl	ied		ns, Private entitie	
(i.e. Baptismal Certifica	te, Marriage	Schools/Co	lleges/Universitie	S
Contract, Voter;s Certif		,	TO, PRC, IBP, G	T
Records, Phil Health M	DR, SSS Records,	•	ag-IBIG, COMELE	
etc)		PNP, Office	of Barangay Car	otain)
5. Valid ID of Parents				
•	ment (ID) complete		t Agencies, Non-	
with CLEAR PHOT		•	ns, Private entitie	-
PRINT, SIGNATUR			lleges/Universitie	
an official authority	(1 original)		TO, PRC, IBP, G	
		•	ag-IBIG, COMELE	
			of Barangay Car	
6. Community Tax Cert	ificate (Cedula)		reasurer's Office/	Barangay
	4.0.511.01/	Treasurer's		D=D001
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
4 Ordersit	ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Submit	1. Received and	None	5 minutes	Clerk - Office of
requirements for	Check	None	5 minutes	the Municipal
requirements for checking and		None	5 minutes	the Municipal Civil Registrar,
requirements for	Check	None	5 minutes	the Municipal Civil Registrar, Jordan,
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras /
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst.
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar,
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan,
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras /
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan,
requirements for checking and	Check	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil
requirements for checking and	Check	None	5 minutes	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	None	5 minutes	the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the
requirements for checking and	Check	None	5 minutes	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
requirements for checking and approval	Check	None	5 minutes	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,
requirements for checking and	Check requirements  2. Upon	Affidavit of	5 minutes	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 /
requirements for checking and approval	Check requirements			the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras / Guimaras /
requirements for checking and approval  2. Pay fees and	Check requirements  2. Upon	Affidavit 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	2. Upon presentation of O.R. Prepare	Affidavit of Suppleme ntal Report -		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 Clerk - Office of the Municipal Civil Registrar, Jordan,
requirements for checking and approval  2. Pay fees and present Official	2. Upon presentation of O.R.	Affidavit of Suppleme ntal		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	2. Upon presentation of O.R. Prepare	Affidavit of Suppleme ntal Report -		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 Clerk - Office of the Municipal Civil Registrar, Jordan,



	Statistics Authority for Annotation of Certificate of Live Birth	Service Fee - PHP 30.00  Courier Mailing Expenses (Varries on the		Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil
		actual courier		Registrar, Jordan,
O. Danaina	O Dalana	rates)	40 Minutes	Guimaras
3. Receive Documents	3. Release Documents, issue transaction slips, and advice clients to check from time to time in the Philippine Statistics Authority for the availability of annotated Certificate of Live Birth	None	10 Minutes	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, 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:	Office of the Munici	pal Civil Registrar	
Classification:	Simple		
Type of Transaction:	Government-to-Cit		
Who may avail: CHECKLIST OF RE		egal age (18 years old and above)  WHERE TO SECURE	
1. Valid ID	EQUIREINIENIS	WHERE TO SECURE	
A. For COLB			
a.) Principal (Doc	ument owner.		
Parents and Child	d)	Government Agencies, Non-Government	
	ntity Document (ID)	Organizations, Private entities,	
complete w		Schools/Colleges/Universities	
*	JLL NAME IN SNATURE and	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
The state of the s	n official authority	Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
(1 original)	omelar admienty	Barangay Captain)	
2. Birth Cei		Philippine Statistics Authority/Local Civil Registry	
•	(if the requester is	Office/Church	
the child)			
B. For COM			
a.) Principal (Doc	ument	Government Agencies, Non-Government	
Owner,child)		Organizations, Private entities, Schools/Colleges/Universities	
	entity Document	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
` '	ete with CLEAR	Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of	
1	ULL NAME IN GNATURE and	Barangay Captain)	
1	an official authority		
(1 original)	ar omolar addrority		
, ,		Philippine Statistics Authority/Legal Civil Begintry	
3. Birth Cei		Philippine Statistics Authority/Local Civil Registry Office/Church	
•	(if the requester is	5.1150/ 5.1141511	
the child)			
C. For COD		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, Philpost,	
,	ULL NAME IN GNATURE and	Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)	
•	an official authority	Darangay Capiani,	
(1 original)	ar omolar addronly		
,			
3. Affidavit	of Kinship	Law Offices	
D. Authorized Repr	esentative	Document Owner	
Valid Identity Doo	cument (ID) of the	(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost,	
Document owner	-	Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of	
CLEAR PHOTO,		Barangay Captain)	
•	JRE and issued by ty (1 original and 1		
photocopy)	ty (1 Original allu 1		
F.101000PJ/			



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)

Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)

Government Agencies, Non-Government

Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:

**Document Owner** 

- Written in a clean sheet of paper;
   Indicates the type of transaction or document and the specific details of the document to be requested;
- 3. Bears the fresh signature of the document owner that matches his/her ID

and

Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Accomplish	1. Received	None	10 minutes	Clerk - Office of
Request Slip	request slip and			the Municipal
	Check for			Civil Registrar,
	availability of			Jordan,
	Documents			Guimaras /
				Asst.
				Registration
				Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras



2. Photocopy Civil Registry Document,	2. Stamp Certified Machine copy or Certified True Copy	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 Guimaras
3.Pay fees at the Municipal Treasurer's Office and present Official Receipt	3.Upon presentation of O.R., Sign the Civil Registry Documents	Certified Machine Copy/ Certified True Copy - PHP 25.00	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras
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 / Guimaras / Guimaras / Control Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras



# 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 Munic	Office of the Municipal Civil Registrar		
Classification:	Simple	Simple		
Type of Transaction:	Government-to-Citizens (G2C)			
Who may avail:	General Public of le	egal age (18		
CHECKLIST OF R			WHERE TO SEC	
Certificate of Live Bir	rth of Child		Statistics Authority	
			Municipal Civil F	•
2. Valid Id of Father			t Agencies, Non-	
		_	ns, Private entitie	
			lleges/Universitie TO, PRC, IBP, G	
			ag-IBIG, COMELE	
			of Barangay Cap	
3. Cedula of Father			reasurer's Office/	
o. Coddia or ration		Treasurer's		Barangay
4. Presence of Father		1111111111		
CLIENT STEPS	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 the documents for			Asst. Registration
	issuance of			Officer - Office
	documents.			of the Municipal
	decament.			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	10 minutes	the Municipal
Office and present	O.R.,	dgement/		Civil Registrar,
Official Receipt	Assign Registry	Admission		Jordan,
r	No. in the Affidavit	of		Guimaras /
		Paternity -		Asst.
		PHP		Registration
		50.00		Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil



	1			De sie tue u
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
				Guimaras
3. Review and sign	3. Sign	None	5 Minutes	Clerk - Office of
documents	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,
4 Deceive	4 Dalassa	Nana	O Missurface	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 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 Munici	ipal Civil Reg	istrar	
Classification:	Simple			
Type of Transaction:	Government-to-Ci			
Who may avail:	General Public of le	egal age (18		
CHECKLIST OF RE			WHERE TO SEC	
Certificate of Live Bir	Certificate of Live Birth of Child		tatistics Authority Municipal Civil F	
Valid ID & Communit (Cedula)     A. If the document ow below     a) Valid ID and Communit ow Mother/Guardian	ner is 6 years old -	Organizatio Schools/Co	t Agencies, Non- ns, Private entitie lleges/Universitie Office, Barangay	es, s, Municipal
B. If the document ow old a) Valid ID and C Mother/Guardian b) Valid ID of the	edula of	Organizatio Schools/Co	t Agencies, Non- ns, Private entitie lleges/Universitie Office, Barangay	es, s, Municipal
Ówner	edula of Document	Organizatio Schools/Co	t Agencies, Non- ns, Private entitie lleges/Universitie Office, Barangay	es, s, Municipal
NOTE: Authorized represallowed to execute the	Affidavit			
3. AFFIDAVIT OF GUA guardian is the one who affidavit to use the surn	will execute the	Law Offices		
CLIENT STEPS				PERSON RESPONSIBLE
1. Submit requirements for checking and approval	1. Received and Check requirements If the requirements are complete, process the documents for issuance of documents.	None	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Registrar, Coffice 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	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
3. Review and sign documents	3. Sign Documents and Register documents to the Civil Registry Books of Legal Instruments	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
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 / 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	pal Civil Registrar
Classification:	Simple	(200)
Type of Transaction:	Government-to-Cit	
Who may avail: CHECKLIST OF RE	General Public of 16	egal age (18 years old and above)  WHERE TO SECURE
1. Valid ID	EQUINEMENTO	WHERE TO DECORE
A. For COLB		
a.) Principal (Doc		
complete w PHOTO, FL PRINT, SIG	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, FI PRINT, SIG	ument Intity Document Interest with CLEAR ULL NAME IN INTERESTRACT 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)
4. Birth Cer Baptismal ( the child)	rtificate or if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church
(ID) comple PHOTO, FI PRINT, SIG	rest of the kin) Intity Document Ite with CLEAR ULL NAME IN INATURE 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)
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)



Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)

Authorization Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:

**Document Owner** 

- 1. Written in a clean sheet of paper;
- 2. Indicates the type of transaction or document and the specific details of the document to be requested; and
- 3. Bears the fresh signature of the document owner that matches his/her ID

Reminder: For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.

CLIENT STERS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
Accomplish OCRG     Application Form and submit together with requirements	1. Check Requirements and Review application	None	5 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras
2. Pay fees at the Municipal Treasurer's Office 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, Jordan,



		<u> </u>		Cuimaraa /
				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 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 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			
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
A. For COLB				
a.) Principal (Doc	ument owner,			
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)	rtificate or (if the requester is	Philippine Statistics Authority/Local Civil Registry Office/Church		
(ID) con PHOTO PRINT, issued b	ument entity Document nplete with CLEAR ), FULL NAME IN SIGNATURE and by an official y (1 original	Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)		
2. Birth Ce Baptism is the ch	nal (if the registrant	Philippine Statistics Authority/Local Civil Registry Office/Church		
(ID) comple PHOTO, FI PRINT, SIC	erest of the kin) Entity Document Ete with CLEAR ULL NAME IN ENATURE and En 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. Affidavi	t of Kinship	Law Offices		
D. Authorized Repr	esentative	Document Owner		
<u> </u>	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 Letter or duly notarized Special Power of Attorney (1 original) complying with the following requirements:

**Document Owner** 

- 1. Written in a clean sheet of paper;
- 2. Indicates the type of transaction or document and the specific details of the document to be requested; and
- 3. Bears the fresh signature of the document owner that matches his/her ID

**Reminder:** For Authorization Letter/Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as

Valid ID.

Court Court

- 2. Certificate of Finality 3. Court Order (Certified Machine Copy)
- 4. Civil Registry document with discrepancy

PSA/Office of the Municipal Civil Registrar

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STELS	ACTIONS	BE PAID	TIME	RESPONSIBLE
Submit Original	1. Check	None	15 minutes	Clerk - Office of
Copy and Certified	Requirements. If			the Municipal
Machine copy of	there is no			Civil Registrar,
Court Order and	problem, process			Jordan,
Certificate of Finality	the documents for			Guimaras /
	registration			Asst.
				Registration
				Officer - Office
				of the Municipal
				Civil Registrar,
				Jordan,
				Guimaras /
				Municipal Civil
				Registrar -
				Office of the
				Municipal Civil
				Registrar,
				Jordan,
O. Davida a at the	0.115.55	A dantian	40	Guimaras
2. Pay fees at the	2.Upon	Adoption -	10 minutes	Clerk - Office of
Municipal Treasurer's	presentation of	PHP		the Municipal
Office and present	O.R., assign	500.00		Civil Registrar,
Official Receipt	registry number,	Annulmen		Jordan,
	register			Guimaras / <i>Asst.</i>
	documents to	t of		
	registry book of	Marriage -		Registration



	court order and issue Certificate of Registration	PHP 1,000.00		Officer - Office of the Municipal Civil Registrar,
		Divorce or Legal Separatio n - PHP 1,000.00		Jordan, Guimaras / Municipal Civil Registrar - Office of the
		Naturaliza tion - PHP 1,000.00		Municipal Civil Registrar, Jordan, Guimaras
3. Pay Fees for Mailing of the Documents	3.Receive payment, issue transaction slip and prepare documents for transmittal to Philippine Statistics Authority or LCRO of the Place of Registration of Civil Registry documents	Courier Mailing Expenses (Varries on the actual courier rates)  Registrati on Expenses in the place of registratio n of the civil registry document s	20 minutes	Clerk - Office of the Municipal Civil Registrar, Jordan, Guimaras / Asst. Registration Officer - Office of the Municipal Civil Registrar, Jordan, Guimaras / Municipal Civil Registrar - Office of the Municipal Civil Registrar, Jordan, Guimaras Guimaras Civil Registrar, Jordan, Guimaras
4. Receive copy of registered Court Order	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 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	F		
Type of Transaction:		nent-to-Citizens (G2C)		
Who may avail:		egal age (18 years old and above)		
CHECKLIST OF RE		WHERE TO SECURE		
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	0 0	Organizations, Private entities,		
(i.e. Baptismal Certificat	<b>O</b> ,	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,		
Certificate of Siblings, et		PNP, Office of Barangay Captain)		
3. Community Tax Certi		Municipal Treasure's Office/Barangay		
3. Community Tax Certi	ilicale (Cedula)	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,		
_	n official authority	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
(1 original)		PNP, Office of Barangay Captain)		
B. For COM				
a.) Principal (Spo	uses child)			
, , , , ,	ntity Document (ID)	Government Agencies, Non-Government		
complete w	• • • • • • • • • • • • • • • • • • • •	Organizations, Private entities,		
•	ULL 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)	in official additionty	PNP, Office of Barangay Captain)		
(1 original)		Title, office of Barangay Captain,		
2. Birth Cer	rtificate or	Philippine Statistics Authority/Local Civil		
Baptismal (	if the petitioner is	Registry Office/Church		
the child)	•	G ,		
0.5.00=				
C. For COD		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,		
1	ULL NAME IN	Philpost, Pag-IBIG, COMELEC, NBI, AFP,		
-	SNATURE and	PNP, Office of Barangay Captain)		
_	n official authority			
(1 original)				
2. Affidavit	of Kinshin	Law Offices		
Z. AIIIUdVII	oi miigilih	Law Offices		



#### D. Authorized Representative

Valid Identity Document (ID) of the Document owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)

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)

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 corrected; and
- 3. Bears the fresh signature of the document owner that matches his/her ID

**Reminder:** Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.

#### **Document Owner**

(i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)

Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)

**Document Owner** 

valid iD.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements for checking the protection co	Check equirements. If ere is no oblem, Prepare e petition for orrection of erical.	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 Guimaras



	0.44   1.00		40 : .	01 1 0111 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,
the Decaments	because it will be	the actual		Guimaras /
	mail to Philippine	courier		Asst.
	Statistics Authority	rates)		Registration
	for affirmation after	Tales)		Officer - Office
	10 days posting			of the Municipal
	period and 5 days			<u> </u>
	decision period if			Civil Registrar,
	there is no			Jordan, Guimaras /
	objection or			Municipal Civil
	opposition in the			Registrar - Office of the
	petition.			
				Municipal Civil
				Registrar,
				Jordan,
	4.5.1		0.14:	Guimaras
4. Receive copy of	4. Release	None	2 Minutes	Clerk - Office of
transaction slip and	Documents			the Municipal
petition			15 days	Civil Registrar,
	After 15 days			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



# 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 Munic	ffice 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	QUIREMENTS	WHERE TO SECURE		
1. Civil Registry Docum	ents with	Philippine Statistics Authority		
discrepancy (PSA copy		Office of the Municipal Civil Registrar		
3. Any two of the following		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-II		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		
4. NBI Clearance		Office) National Bureau of Investigation		
5. Police Clearance		Municipal Police Station of Petitioner's Locality		
6. Certificate of employr	ment or Affidavit of	Company or Agency, Attorney's Offices		
Non-employment	or / illidavit of			
7. Baptismal Certificate		Church		
8. Earliest School record	ds	Elementary School		
9. Publication (2 succeed		,		
publication)	amig meens			
a) Affidavit of the F	Publisher	Publishing company		
b) Newspaper Clip	pings			
NOTE: MCRO is accept	. •			
publication in the amour				
1,200.00 and the office	will process the			
publication (clients option	on)			
10. Valid ID				
A. Principal (Dod	•	Occupant America New Occupant		
Parents and Chil	d of Document	Government Agencies, Non-Government Organizations, Private entities,		
owner)		Schools/Colleges/Universities		
	ntity Document	(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 Rep	oresentative	Government Agencies, Non-Government Organizations, Private entities,		
Valid Identity Doc	nument (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)		
	ty (1 original and 1			
photocopy)	., ( . o.i.giriai aria i			
F.10.000pJ/				
Valid Identity Doc	cument (ID) of	Government Agencies, Non-Government		
-	entative complete	Organizations, Private entities,		
with CLEAR PHO	•	Schools/Colleges/Universities		
	ATURE 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 Captain)
Duly notarized Special Power of Attorney (1 original) complying with the following requirements:	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>	
Reminder: Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.	

Vallu ID.	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check	None	15 minutes	Clerk - Office of
requirements for	Requirements. If			the Municipal
checking	there is no			Civil Registrar,
	problem, Prepare			Jordan,
	the petition for			Guimaras /
	Change of First			Asst.
	Name.			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	2. Attached OR	Filing	10 minutes	Clerk - Office of
Municipal Treasurer's	No., amount and	Fee -	10 minutes	the Municipal
Office and present	date of issuance	PHP3,00		Civil Registrar,
Official Receipt	in the petition.	0.00		Jordan,
Omolai Rodolpt	in the potition.	0.00		Guimaras /
		NOTE:		Asst.
		Filing		Registration
		Fee can		Officer - Office
		be		of the Municipal
		waived if		Civil Registrar,
		the		Jordan,
		Petitioner		Guimaras /
		will		Municipal Civil
		present		Registrar -
		Certificat		Office of the
		e of		Municipal Civil



	1	La altar con		Danieler
		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



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

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

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

Office or Division:	Office of the Municipal Civil Registrar				
Classification:	Simple				
Type of Transaction:	Government-to-Citizens (G2C)				
Who may avail:		gal age (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Civil Registry Documents with		Philippine Statistics Authority			
discrepancy (PSA copy & Local Copy)		Office of the Municipal Civil Registrar			
2. Any two of the following supporting		Government Agencies, Non-Government			
documents for the wrong entry		Organizations, Private entities,			
(i.e. Marriage Contract, Voter's Affidavit,		Schools/Colleges/Universities, Church			
Phil Health MDR, Pag-IBIG MDF, SSS		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,			
records, Birth Certificate of Siblings, etc)		Philpost, Pag-IBIG, COMELEC, NBI, AFP,			
1000140, Bitti Oortinoato of Olbinigo, etc)		PNP, Office of Barangay Captain)			
3. Community Tax Certificate (Cedula)		Municipal Treasure's Office/Barangay			
o. command, rax commodic (coddia)		Treasurer's Office)			
4. NBI Clearance		National Bureau of Investigation			
5. Police Clearance		Municipal Police Station of Petitioner's			
o. i olioo ologianoo		Locality			
6. Certificate of employment or Affidavit of		Company or Agency, Attorney's Offices			
Non-employment					
7. Baptismal Certificate		Church			
8. Publication (2 succeed	eding weeks				
publication)	5				
c) Affidavit of the F	Publisher	Publishing company			
d) Newspaper Clippings					
NOTE: MCRO is accepting payment for					
publication in the amour	nt of PHP				
1,200.00 and the office will process the					
publication (clients option)					
9. Medical Records		Hospitals, Clinics			
10. Medical Certificate from Public		Public Hospital, Rural Health unit			
Physician (for Change of Sex only)					
11. Earliest School Records		Elementary School			
12. Valid ID					
a.) Principal					
<ol> <li>Valid Identity Document</li> </ol>		Government Agencies, Non-Government			
(ID) complete with CLEAR		Organizations, Private entities,			
PHOTO, FULL NAME IN		Schools/Colleges/Universities			
PRINT, SIGNATURE and		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,			
issued by an official authority		Philpost, Pag-IBIG, COMELEC, NBI, AFP,			
(1 original)		PNP, Office of Barangay Captain)			
b.) Authorized Representative		Government Agencies Non-Government			
(Applicable for correction of Date		Government Agencies, Non-Government Organizations, Private entities,			
of Birth only)		Schools/Colleges/Universities			
or Birth Grily)		(i.e., DFA,LTO, PRC, IBP, GSIS, SSS,			
Valid Identity Document (ID) of the		Philpost, Pag-IBIG, COMELEC, NBI, AFP,			
Document owner complete with		PNP, Office of Barangay Captain)			
CLEAR PHOTO, FULL NAME IN		Trans of Barangay Captain			



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)

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 corrected; and
- 3. Bears the fresh signature of the document owner that matches his/her ID

Reminder: Special Power of Attorney received from abroad, document owner should provide a scanned/photocopy of Passport as Valid ID.

Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e., DFA,LTO, PRC, IBP, GSIS, SSS, Philpost, Pag-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain)

**Document Owner** 

OLIENT OTERO	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit	1. Check	None	15 minutes	Clerk - Office of
requirements for	Requirements. If			the Municipal
checking	there is no			Civil Registrar,
	problem, Prepare			Jordan,
	the petition for			Guimaras /
	Correction of			Asst.
	Clerical Error.			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	2. Attached OR	PHP3,00	10 minutes	Clerk - Office of
Municipal Treasurer's	No., amount and	0.00 -		the Municipal
Office and present	date of issuance	Filing		Civil Registrar,
Official Receipt	in the petition.	Fee		Jordan,
		NOTE		Guimaras /
		NOTE:		Asst.
		Filing Fee can		Registration Officer - Office
		be		of the Municipal
		l ne		or the Mullicipal



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



## Office of the Municipal Accountant Frontline Services



## **Service 1. Barangay Accounting Services**

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

Office or Division:	Office of the Munici	Office of the Municipal Accountant				
Classification:	Simple	,				
Type of Transaction:		Government–to–Government (G2G)				
Who may avail:	<u> </u>	14 Barangay LGUs, COA				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	CURE		
1. Barangay DVs, F	Reports, Journals	•	Treasurers			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submission of	1. Checking of	None	10 minutes	Office Clerk		
reports.	reports			Office of the		
				Municipal		
				Accountant		
	2. Receiving the	None	2 minutes	Office Clerk		
	reports			Office of the		
				Municipal		
				Accountant		
	3. Prepare	None	3 days	Rev. Coll.		
	financial statements			Clerk/Mun.		
				Accountant		
				Office of the		
				Municipal		
				Accountant		
	4. Submit to COA	None		Office Clerk		
	the required			Office of the		
	financial reports			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	Office of the Municipal Accountant			
Classification:	Complex	Complex			
Type of Transaction:	Government–to–Business Entity (G2B)				
Who may avail:	Suppliers and Serv	ice Provider	S		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE	
1. Disbursement Vouc	hers, Official	From Supp	liers, Service Pro	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	WILEDE TO OFFILE				
CHECKLIST OF RE		WHERE TO SECURE				
(Barangay Ann	uai Budget)	Parangay Carretory				
<ol> <li>Budget Message</li> <li>Certified Statement or</li> </ol>	f Incomo	Barangay Secretary				
3. Appropriation Ordinal		Barangay Treasurer				
sealed and affixed signa		Punong Barangay				
Sealed and anixed signs	atures.					
4. Annual Investment P	rogram (AIP)	Barangay Council				
5. Budget of Expenditur	es and Sources of					
Financing						
6. BBPF No. 2- Program	nmed Appropriation					
by PPA, Expense Class						
	•					
of Expenditure and Exp	ected Results					
7. BBPF No. 2A- List of	Projects					
Chargeable Against the	20% Development					
Fund						
8. BBPF No. 3- Plantilla	of Personnel					
9. BBPF No. 4- Stateme	ent of Indebtedness					
10. Barangay Disaster F						
Management Work and						
11. Barangay Annual G						
Development (GAD) Pla	•					
12. Barangay Council fo	or the Protection of					
Children (BCPC) Plan	Do Morte and					
13. Senior Citizens/PWI	DS WORK AND					
16. Barangay Peace an	d Order Plan					
17. Barangay Anti- Drug						
18. 20% Barangay Deve	•					
. S. 20,0 Barangay Bove						
(Barangay Supplemen	tal Budget)					
Appropriation Ordinal	= :					
sealed and affixed signatures.						
2. Sources of Fund Ava						
Appropriation certified I	оу					
BarangayTreasurer, Mu						
and Municipal Accounta	nnt					



(SK Annual Budget)	
Budget Message	SK President
2. Comprehensive Barangay Youth	
Development Plan (CBYDP)	
3. Annual Barangay Youth Investment	SK Council
Program (ABYIP)	
4. Resolution Approving the SK Budget	
5. SK Budget- Annex A	
6. SK Resolution Approving the	
Comprehensive Barangay Youth	
Development Plan	
7. SK Resolution Approving the Annual	
Barangay Youth Investment Program	
(SK Supplemental Budget)	
Appropriation Ordinance/Resolution-	
sealed and affixed signatures.	
2. Sources of Fund Available for	
Appropriation certified by Barangay	
Treasurer and SK	

Heasurer and SK					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. SB Office endorse	1.1 The Budget	None	20 minutes	Budgeting	
Annual and	Office receives/			Assistant	
Supplemental	reviews attachment			Office of the	
Budget of Barangay	of Annual and			Municipal	
and SK	Supplemental Budget.			Budget Officer	
	1.2 MBO reviews	None	5 days	Municipal	
	Annual/			Budget Officer	
	Supplemental			Office of the	
	Budget of Barangay			Municipal	
	SK			Budget Officer	
	1.3 The Budget	None	10 minutes	Budgeting	
	Office submits the			Assistant	
	renewed annual			Office of the	
	Budget of			Municipal	
	Barangay/SK the			Budget Officer	
	Municipal Planning				
	and Devt Office for				
	the review of				
	Annual				
	Development Plan (ADP)				
	1.4 The Budget	None	10 minutes	Budgeting	
	Office received			Assistant	
	review attachment			Office of the	
	of the MPDC			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		(5)	WHERE TO SEC	CURE
1. Certificate of Title (with original copy		Owner/Reg	gistry of Deeds	
attached for verification) (2 machine/true				
copies)				
2. Realty tax receipt/T	ax clearance from	Owner/Mui	nicipal Treasurer's	Office
Mun. Treasurer (2 ma				
3. Transfer tax receipt	(2 machine copies)	Municipal 7	Freasurer's Office	
4. Sworn Statement (v	vith attached cedula	Municipal A	Assessor	
or TIN ID)	4.05.1.07			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the	1. Check	None	40 mins	Municipal
required documents	completeness of	None	40 1111113	Assessor/LAOO
required documents	the requirements.			I/ Assessment
	the requirements.			Clerk II
	Pull out old			Office of the
	property record form/tax declaration			Municipal Assessor
				ASSESSOI
	to effect simple			
	transfer of			
	ownership.			
	Danas Field			
	Prepare Field			
	Appraisal &			
	Assessment Sheet			
	(FAAS) and tax			
	declaration for			
	approval			
2. Pay to MTO	2. Annotate sworn	25% x	30 mins	LAOO I/
Sworn Statement	statement's O.R.	AV (1%)		Assessment
Fee	No. on the Property			Clerk II
	Record Form			Office of the
	(PRF)/tax			Municipal
	declaration			Assessor



3. Receive certified	3. Release certified	None	10 mins	LA00 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	nal Assesso	r	
Classification:	Complex	pai 7 1000000		
Type of Transaction:		tizens (G2C)		
Who may avail:	Taxpayer			
CHECKLIST OF R	REQUIREMENTS	WHERE TO SECURE		
1. Approved Subdivision	on Plan (2 blue print	Bureau of Lands		
copies)				
2. Certificate of Title (v	= : :	Owner/Reg	gistry of Deeds	
attached for verificatio	n) (2 machine/true			
copies)				
3. Realty tax receipt/T		Municipal 1	reasurer's Office	
Municipal Treasurer (2	<u> </u>			
4. Transfer tax receipt	(2 machine copies)	│Municipal ٦	reasurer's Office	
5. Sworn Statement (wor TIN ID)	vith attached cedula	Municipal A	Assessor	
,	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	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			7 1000001
	cancellation			Municipal
				Assessor/LAOO
	Interview property			I/ Assessment
	owner/ conduct			Clerk II
	field ocular			Office of the
	inspection to reflect			Municipal
	lot improvements			Assessor
	iot improvomonto			7.0000001
				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



	corresponding PIN  Submit tax declarations and supporting documents to the Prov'l 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	Office of the Municipal Assessor			
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	
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			I/ Assessment	
	records			Clerk II	
				Office of the	
				Municipal	
				Assessor	
3. Receive	3. Release	None	10 mins	LA00	
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	Office of the Municipal Assessor			
Classification:	Simple				
Type of Transaction:	Government-to-Cit	izens (G2C)			
Who may avail:	Taxpayer				
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE	
None	_	_		_	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Fill up request slip	<ol> <li>Verify tax</li> </ol>	None	5 mins	LAOO	
from the Municipal	declaration as per			Assessment	
Assessor's Office	request			Clerk II	
				Office of the	
				Municipal	
				Assessor	
2. Pay to MTO	2. Prepare and	25.00	30 mins	Municipal	
certified copy fee	issue certified copy			Assessor/LAOO	
	of Tax Declarations			I/ Assessment	
				Clerk II	
				Office of the	
				Municipal	
				Assessor	
3. Receive certified	3. Release certified	None	10 mins	LAOO I/	
copy of Tax	machine copy /			Assessment	
Declaration	ETRACs generated			Clerk II	
	copy of tax			Office of the	
	declaration			Municipal	
				Assessor	



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

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

Office or Division:	Office of the Munici	Office of the Municipal Assessor			
Classification:	Simple				
Type of Transaction:	Government-to-Cit	izens (G2C)			
Who may avail:	Taxpayer		_		
CHECKLIST OF F	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	2 Dalagas soutificat	None	10 mins	LAOO I/	
	3. Release certified	None	10 mins		
copy of sketch plan/	copy of sketch plan/			Assessment	
vicinity map	vicinity map			Clerk II	
				Office of the	
				Municipal	
				Assessor	



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

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

Office or Division:	Office of the Munici	pal Assesso	or	
Classification:	Complex			
Type of Transaction:		tizens (G2C)	)	
Who may avail:	Taxpayer	,		
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
None				
OLIENT OTERO	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Request for	Verify records on	None	7 days	Municipal
inspection	tax map as per			Assessor
·	request			Office of the
	'			Municipal
				Assessor
				7.0000001
	Dropara EAAS and			LAOO
	Prepare FAAS and			Assessment
	tax declaration			Clerk II
	based on data			Office of the
	gathered and;			Municipal
				Assessor
				ASSESSUI
	Submit FAAS and			LAOO
	tax declaration to			Assessment
	the Prov'l Assessor			Clerk II
	for approval			Office of the
				Municipal
				Assessor
				Maacaaui



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

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

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	Government-to-Cit	izens (G2C)		
Who may avail:	Taxpayer			
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	CURE
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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
acolar allori	tax declaration			Assessment
	based on data			Clerk II
	gathered and;			Office of the
	gathered and,			Municipal
				Assessor
	Submit FAAS and			
	tax declaration to			LAOO I/
	the Prov'l Assessor			Assessment
				Clerk II
	for approval			Office of the
				Municipal
				Assessor



## Office of the Municipal Treasurer Frontline Services



#### **Service 1. Business Tax Assessment (New & Renew)**

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

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	•	siness Entity	/ (G2B),	
	Government-to-Cl	ient (G2C)	· ,	
Who may avail:	Corporations, indivi	dual doing b		
CHECKLIST OF R			WHERE TO SEC	
Duly accomplished	• •	BPLO – Off	fice of the Municip	oal Mayor
other documentary red	• • •			
investment (new) & Inc	come Statement			
(renew)				
2. Barangay Business	Tax Clearance	Barangay w	here the busines	s is located
3. Community Tax Cer	tificate & Brgy.	Barangay F	lall	
Business Tax Clearance				
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
		t & gross		Treasurer
		sales		
		3 3 11 3 3		
2. Pay the required	2. Prepares Official	Based on	2 minutes	RCC I
fees due	Receipt	declared		Office of the
		capital investmen		Municipal
		t & gross		Treasurer
		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	Office of the Municipal Treasurer			
Classification:	Simple	•			
Type of Transaction:	Government-to-Bu		y (G2B),		
Who may avail:	Individual, corporations, business entity with Registered Business Establishment in the Municipality				
CHECKLIST OF F	EQUIREMENTS		WHERE TO SEC	CURE	
Proof of payment/cupermit	ırrent Mayor's	Owner's Pe	ersonal Copy		
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		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	siness Entity	/ (G2B),		
	Government- to-C	lient (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	
CLIENT CTEDS	AGENCY FEES TO PROCESSING PERSO			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,			
	within the jurisdicti	on of the mur	nicipality or their re	epresentative
CHECKLIST OF R			WHERE TO SEC	URE
1. Proof of last payme	nt Official Receipt	Owner's Cop	ру	
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	оу	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Approach MTO	1. Verify records	Based on	30 minutes	LCR0 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			
above	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
proporty tax ddo	RPTAR	nt		Treasurer
	INI I <i>T</i> IIN	110		ricasuici
3. Receive official		None		
receipt				



## **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	Office of the Municipal Treasurer			
Classification:	Simple	•			
Type of Transaction:	Government-to-Bu	isiness Entity	/ (G2B),		
	Government– to–C	lient (G2C),			
	Government-to-Go	· · · · · · · · · · · · · · · · · · ·	,		
Who may avail:	All taxpayers who have paid their taxes				
CHECKLIST OF F	KLIST OF REQUIREMENTS WHERE TO SECURE				
		Taveravar/C		JUKE	
1. Latest real property	tax payment official	Taxpayer/C	wner		
receipts	receipts				
2. Tax Declaration/Lot	Number	Office of the	e Municipal Asses	ssor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
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	
la sa processa.					
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	
0.5		code			
3. Receive official	3. File duplicate	None	5 minutes	LCRO I/ RCC I	
receipt & clearance	copy 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: Office of the Municipal Treasurer				
Classification:	Simple	.,, a. 1100001C		
Type of Transaction:		lient (G2C)		
Who may avail:	Taxpayers	,		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE
Death Certificate si	gned by the Health	Office of the	Municipal Health	Officer
Officer or attending Ph	ysician & Licensed			
Embalmer				
2. Duly accomplished form from person in		Cemetery C	aretaker	
charge in cemetery				
3. For transfer, transfer	r permit duly signed	Office of the	Municipal Health	Officer
by the attending physi	cian			
4. For exhumation, on	ly Death Certificate	Office of the	Municipal Health	Officer
for 7 years and above	shall be approved		•	
CLIENT STEDS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	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
O. Davida	0 1	Danadan	40	1000 1/000 1
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
100041				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	00.00	o minutes	Office of the
Jauavei	client to proceed at			Municipal
	the MHO			Treasurer
	uie ivino			rreasulei



#### **Service 7. Checks Disbursement**

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

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



## Service 8. Collections/ Deposit/Recording

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

Office or Division:	Office of the Munic	Office of the Municipal Treasurer			
Classification:	Highly Technical	•			
Type of Transaction:	Government-to-G	overnment (	G2G)		
Who may avail:	Collectors/Baranga	ay Treasurer/			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
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	Government-to-Government (G2G)			
Who may avail:		Collectors/Barangay Treasurer/LBP			
CHECKLIST OF R			WHERE TO SECURE		
Requisition and Issu	ue Voucher (RIV)		Collectors/Barangay Treasurer		
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	
				Municipal	
				Treasurer	



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

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

Office or Division:	Office of the Munic	cipal Treasure	er		
Classification:	Simple	Simple			
Type of Transaction:	Government-to-C	Government-to-Client (G2C)			
Who may avail:	All Real Property 7	Taxpayers			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1. Tax Declaration; Pr	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	
		1			



## **Service 11. Payment of Compromise Penalties for Municipal Ordinance**

Violation of Municipal Ordinance

Office or Division:	Office of the Munic	Office of the Municipal Treasurer			
Classification:	Simple				
Type of Transaction:		Government-to-Client (G2C)			
Who may avail:	Citizens with Viola	tions			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
1. Citation Ticket		Personal Co	py Issued by PNF	P/Task force	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present the	1. Verifies	None	5 minutes	LCR0 I	
violation Ticket	documents			Office of the	
	presented			Municipal	
				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 Ordinance		Treasurer	
		Ordinance			
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					



## **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:					
Classification:  Type of Transaction:	Simple Government–to–Client (G2C)				
Who may avail: Citizens		1011t (O2O)			
CHECKLIST OF F			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			
2. Tax Declaration/lot	number	Office of the	e Municipal Asses	ssor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Present Order of	1. Issue Official	Refer to	5 minutes	LCR0 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	LCRO 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.	
				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.

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	QUIREMENTS	WHERE TO SECURE	
1. Copy of Building Per	mit and Certificate	Document Owner	
of Occupancy/Use			
2. Certificate of Structur	al Stability for	Registered Civil Engineer	
Buildings, signed & seal	ed by a licensed	-	
Structural/Civil Engineer			
3. Certificate of Electricate	al Safety in	Professional Electrical Engineer	
Conformity to the latest edition of the			
Philippine Electrical Cod	de, signed and		
sealed by a Professiona	l Electrical		
Engineer			
4. Mechanical Installation	n Certificate for	Registered Mechanical Engineer	
the substantially satisfac	ctory condition of		
the Engines/equipment for its safe use			
and operation, signed and sealed by a			
Professional Electrical Engineer			
5. Contract of Lease for Lessee / Letter or		Building Owner	
authority to use the building		-	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Request for	1. Schedule and	None	2 days	Engineer II	
Inspection	conduct ocular			Office of the	
	inspection to the			Municipal	
	building/structure			Engineer	
	applied.				
	Assessment of				
	fees				
2. Payment of Fees	2. Receive	(Schedule	5 minutes	RCC I	
and Charges	payment and Issue	of Fees as		Office of the	
	Official Receipt	specified in the NBCP		Municipal	
		Fees.)		Treasurer	
		,			
3. Submit O.R.	3. Preparation of	None	20 minutes	Building Official	
	Certificate of			Office of the	
	Operation for			Municipal	
	Combustible			Engineer	
	Engines,				
	Machineries,				
	Generators, Air-				
	Con and the like (if				
	any)				



## 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	QUIREMENTS	WHERE TO SECURE			
Proof of Lot Ownership;     I. In case the applicant is the registered owner of the lot:         a. Certified True Copy of OCT/TCT on file with the Registry of Deeds;         b. Tax Declaration;         c. Current Real Property Tax Receipt.		Registry Of Deeds/Municipal Assessor's Office / Municipal Treasurers Office			
II. In case the application registered owner of the to the above:  a. Duly notarized Contract of Lease; b. Duly notarized of Absolute Sale.	lot, in addition	Document Owner			
2. Clearances from Other	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 Build	ing 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 2 or more Storey Buildings);		Design Professionals			
8. Structural Design and	d Analysis;	Design Professionals			
9. Soil Boring Investigation Test (for building of 7.50 meters in height or more).		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	RCC 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	Engineer II Office of the Municipal Engineer
4. Submit Fire Safety Evaluation Certificate (FSEC) to the Office of the Building Official (OBO)	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.  Approval of Plans and Permits.	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	Engineer II 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 Munic	cipal Engineer
Classification:	Simple	(000)
Type of Transaction:	Government-to-C	Client (G2C)
Who may avail:	General Public	
CHECKLIST OF RE		WHERE TO SECURE
1. Three (3) copies of a	•	Guimaras Electric Cooperative
numbered Job Order from	om the Local	
Electric Cooperative du	ly signed and	
sealed by a Professiona	al/Registered	
Electrical Engineer		
2. Thee (3) copies of ac	complished	Guimaras Electric Cooperative
sketch plan with schedu	•	·
location/vicinity map dul		
sealed by a Professiona		
Electrical Engineer	an i togiotorou	
	aal Darmit duly	Office of the Duilding Official
3. Accomplished Electric		Office of the Building Official
signed by a Professiona	al/Registered	
Electrical Engineer		
4. Proof of Lot Ownersl	hip:	Document Owner
a. Lot Title or Tax De	eclaration,	
b. In addition to the a	above	
- Deed of Sale du	uly notarized	
- For Non owner	•	
Authority/Consent to	,	
construct/constructed		
a house noted b	ov the Punona	
Barangay.	sy the randing	
- For the Decease	ed Lot Owner	
duly Notarized Deed of		
	•	
with authority to	Construct from	
the surviving heir/s.		D 10
5. 3R Size full view of th		Document Owner
sides (front, rear, left &	rignt sides);	
6. Certificate of Road Ri	ight of way	Punong Barangay – if Barangay Road
J. Commodition of Model M	.g.n. oay.	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
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure forms and	1. Check the	None	3 days	Engineer II
checklist and submit	completeness of			Office of the
all required	the documents			Municipal
documents.	required.			Engineer
	Schedule and			
	conduct ocular			
	inspection of the			
	building/structure			
	applied.			
	Assessment of			
	fees			
2. Payment of Fees	2. Receive	Fees vary	5 minutes	RCC I
and Charges	payment and Issue	depending		Office of the
	Official Receipt	on area of		Municipal
		the		Treasurer
		structure &		
		connected		
		load.		
3. Submit O.R.	3. Approval of	None	15 minutes	Building Official
	applications and			Office of the
	endorsement to			Municipal
	the Bureau of Fire			Engineer
	Protection with two			
	(2) sets of Job			
	Order & Sketch			
	Plan			



### **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 Munic	cipal Engineer	•	
Classification:	Simple			
Type of Transaction:		ient (G2C)		
Who may avail:	General Public			
CHECKLIST OF R			WHERE TO SEC	
1. Four (4) Copies of N			Building Official /	Design
of Completion signed	•	Professional	S	
corresponding Engine				
charged in the constru				
designer of Plans and	Specifications;			
2. Four (4) copies Nota	arized Application	Office of the	Building Official /	Design
for Occupancy		Professional	s	_
3. Four (4) Copies Cer	tificate of Final	Office of the	Building Official /	/ Design
Electrical Inspection/C		Professional	•	Design
and sealed by the in-c		1 Tolessional		
Electrical Engineer	narged i for.			
Liectifical Engineer				
4. Four (4) copies of C	ertificate of	Office of the	Building Official /	Design
Plumbing Completion	Plumbing Completion signed and sealed		s	
by a Master Plumber;				
5. Sanitary Certificate	from a Sanitary	Design Professionals		
Engineer (if any);				
6. Logbook of Daily Ad	tivities signed and	Design Profe	essionals	
sealed by the correspond	•	- congress of the control of the congress of t		
in-charge of the consti				
installation and approv				
7. 5R Size Photo of Bu	•	Document Owner		
for each sides (front, b	ack, right and left			
sides);				
8. As-built Plans- if in	case there are	Design Profe	essionals	
additional or changes	in the	_		
building/structure as to	the original plan			
signed and sealed by	a corresponding			
Engineers in-charge d	uring construction &			
_ =	conformed by the owner.			
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure forms and	Check the	None	2 days	Engineer II
checklist and submit	submitted			Office of the
all required	requirements and			Municipal
documents.	receive if			Engineer
	complete.			



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	(Schedule of Fees as specified in the NBCP Fees.)	15 minutes	RCC I Office of the Municipal Treasurer
3. Endorsement to the Bureau of Fire Protection	Applicant/owner.  3. Prepare 1 set of document & plans and endorsed to the Bureau of Fire Protection for their review, evaluation and recommendations.	None	10 minutes	Engineer II Office of the Municipal Engineer
4. Submit Fire Safety Evaluation Certificate (FSEC) to the Office of the Building Official (OBO)	4. Filling up of boxes with control numbers for electrical completion and prepare a copy of Certificate of Occupancy.  Approval and recording of Occupancy Permit.	None	15 minutes	Engineer II Office of the Municipal Engineer  Building Official Office of the Municipal Engineer
5. Issuance of Occupancy Permit	5. Issuance of Certificate of Occupancy.	None	5 minutes	Engineer II Office of the Municipal Engineer  Building Official 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	Office of the Municipal Agriculturist			
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 Munic	Office of the Municipal Agriculturist			
Classification:	Simple	Simple			
Type of Transaction:		lient (G2C)			
Who may avail:	Fisher folks				
CHECKLIST OF R			WHERE TO SEC	URE	
Barangay Clearance	e (Optional)	Respective I			
2. Endorsement		BFARMC CI	nairman		
3. Residence Certifica	te	Municipal Tr	easurer's Office		
4. For renewal, bring t	ne old Municipal	Fisher folks			
Fishing Permit/License	es				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	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					
Municipal fishing					
License					
2. Payment to the	2. Receive	Motorized	3 minutes	RCC I	
Treasurer's Office	Payment and	Boat-	o minatos	Office of the	
Treasurer 5 5 mes	Issue Official	200.00/fish		Municipal	
	Receipt	erman		Treasurer	
	rtocolpt	Non-		110000101	
		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			



		Spear Fishing- 100.00/fish erman Tangkop - 200.00/unit		
3. Submit Official receipt to Municipal Agriculture Office, specifically to the Agricultural Technologist on Fisheries	3. Encode/prepare Municipal Fishing Permit/ Licenses	None	5 minutes	Clerk/ 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	Clerk 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	<u>.                                     </u>		
Type of Transaction:	Government-to-C	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	1. Record in the	None	2 minutes	Agricultural
availability of corn	visitors logbook			Technologist
seeds				Office of the
				Municipal
				Agriculturist
2. Declare the	2. Record in the	None	2 minutes	Agricultural
quantity needed and	master list the			Technologist
the area to be	quantity, area and			Office of the
planted	the barangay to be			Municipal
	planted			Agriculturist
3. Sign in the Master	3. Prepare form for	None	2 minutes	Agricultural
list of farmer	the signature of			Technologist
Beneficiary From	farmer beneficiary			Office of the
	•		3 minutes	Municipal
	Weigh the corn		O minutes	Agriculturist
	seeds and release			
	to farmer			
	Render technical briefing to		5 minutes	
	farmer/provide			
	brochures/reading			
	materials (if			
	available)			
4. Receive the corn	4. Release the	None	2 minutes	Agricultural
seeds	corn seeds			Technologist
				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	Office of the Municipal Agriculturist			
Classification:	Simple	ipai Agricultu	1131		
Type of Transaction:	-	lient (G2C)			
Who may avail:	Farmers	iicht (GZG)			
CHECKLIST OF R			WHERE TO SEC	URF	
None					
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	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					
2. Dogwoot for	2. Refer the client	None	2 minutes	A amia, ultural	
2. Request for		None	3 minutes	Agricultural	
treatment/	to Office of the			Technologist	
vaccination or	Provincial			Office of the	
deworming	Veterinarian for			Municipal	
	proper diagnosis			Agriculturist	
	of the disease				
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	<del>-</del>			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	ipal Agricultu	rist	
Classification:	Simple	,		
Type of Transaction:	Government-to-C	lient (G2C)		
Who may avail:	Farmers			
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	
Master list of Farmers			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.

Office or Division:	Office of the Munic	Office of the Municipal Agriculturist			
Classification:	Simple	npai rigiloalia	1100		
Type of Transaction:		lient (G2C)			
Who may avail:	Farmers	(020)			
CHECKLIST OF R			WHERE TO SEC	URE	
None					
OLIENT OTERO	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Walk-in and	1. Record the	None	3 minutes	Agricultural	
present complaints	complaints			Technologist	
				Office of the	
	latam dave an al		5 minutes	Municipal	
	Interview and		o mindree	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				
3. Technical advise	3. Avail technology	None	5 minutes	Agricultural	
	being introduced			Technologist	
	•			Office of the	
				Municipal	
				Agriculturist	
4 Danier	4 Dalassi	NI - · ·	45	A sout so the sout	
4. Receive	4. Release	None	15 minutes	Agricultural	
vegetable seeds	vegetable seeds to			Technologist	
	farmer clients			Office of the	
				Municipal	
				Agriculturist	



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

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

Office or Division:	Office of the Munic	cipal Agricultu	rist	
Classification:	Simple			
Type of Transaction:	Government-to-C	lient (G2C)		
Who may avail:	Farmers & Fisher	folks		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	
1. RSBSA Registration		Office of the	Municipal Agricu	lturist
2. 1 pc. photo of Fishing boat (fishing boat insurance)		Fisher folk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the Municipal	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		3 minutes	Agriculturist
	Forms			
3. Sign in the PCIC	3. Review and file	None	2 minutes	Agricultural
Form				Technologist
				Office of the
				Municipal
				Agriculturist



# Office of the Municipal Social Welfare and Development Officer Frontline Services



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

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

Office or Division:	Office of the Munic	Office of the Municipal Social Welfare and Development Officer				
Classification:	Complex					
Type of Transaction:	Government-to-C	lient (G2C)				
Who may avail:	All	WILEDE TO OFFILIDE				
CHECKLIST OF RE		WHERE TO SECURE				
*Medical Certificate/Medical & 2 photocopies  *Medical Prescriptions	edical Abstract (1 s)	Hospital/Medical Clinic duly signed and with License Number of the				
Requests (3 photocopie *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 *Funeral Contract (3 p *Any Government ID (3 *Barangay Indigency ( photocopies)	ly Registered) (1 s) hotocopies) 3 photocopies)	-Local Civil Registrar's Office -Funeral Homes -Client will provide -Barangay Hall				
For EDUCATIONAL ASSISTANCE:  *Registration Form/Certificate of Enrollment  *Validated School ID  *Any Government ID (for guardians of students below 18 y. o.)  *Barangay Indigency		School/State Universities/Colleges where the student is enrolled -Client will provide -Barangay Hall				
For TRANSPORTATION ASSISTANCE:  *Any Government ID  *Barangay Indigency/ Residency  *Police Blotter/ Certification (for victims of Illegal Recruitment, Pick Pockets, etc.)		-Client will provide -Barangay Hall -Police Station				
For FOOD ASSISTANCE:  *Barangay Indigency/Residency  *Any Government ID		-Barangay Hall -Client will provide				
*Barangay Indigency/F *Any Government ID *Certificate of Live Birt Certificate (for correctio errors/LCR)	Residency h/Marriage	-Barangay Hall -Client will provide -Local Civil Registrar's Office				



\*School Certificate and Student ID (for Educational Assistance within the school who

requested/for Scholarship purposes)

\*Medical Certificate/Medical Abstract and Quotation of Medical Treatment (for Hemodialysis/Chemo Therapy patients)

\*Blotter Report/Sworn Statement/Subpoena (for Court-related cases/PAO) -School/State Universities/Colleges where the student is enrolled

-Hospital/Medical Clinic duly signed and with License Number

of the Attending Physician/Assigned Staff
-Police Station

,				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Client submit the	1. Receive the	None	5 minutes	SWAide
required documents	required			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			Development
	data needed			Officer
3. To answer the	3. Prepares Social	None	30 minutes	SWAide
queries of the Staff	Case Study			Office of the
for further data	Report/Make			Municipal Social
needed	Referral to other			Welfare and
	service agencies			Development
				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	NCE CLIENTS:			
	Prepare and	None	3 days	SWAide
	process Obligation			Office of the
	Request with			Municipal Social
	Disbursement			Welfare and
	Voucher for			Development
	Financial			Office
	Assistance			
Client will claim	1.Release the	None	1 day	SWAide
the Financial	Financial			Office of the
Assistance upon the	Assistance to the			Municipal Social Welfare and
Notice was received	clients			Development
				Officer



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	None	3 minutes	Office of the
requested document	upon receiving the			Municipal Social
	documents			Welfare and
	GOCGITICITES			
				Development Officer
				Onicei



### 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:				
Who may avail:	Abused women an			
CHECKLIST OF RI		WHERE TO SECURE		
*Blotter Report (1 photo		-Police Stati		
*Referral by Barangay	` ,	-Barangay Hall (BCPC)		
*Referral by other ager	ncy (both public or	-Governmen	t institutions	
private) (1 original)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Client submit copy	1-Log in the	None	2 days	SWO I
of their Referral (RA	Client's Logbook			Office of the
9262 or RA 7610)	-Immediate			Municipal Social
				Welfare and
	response to			Development
	clientele (RA 9262			Officer
	or RA 7610)			
2. Client undergo	2Log in the	None	3 hours	SWO I
counselling	Client's Logbook			Office of the
3	-Interview the			Municipal Social
	client			Welfare and
	-Identify the			Development
	problem			Officer
	-Assessment of			Onloci
	client's problem			
	-Assist client in the			
	decision-making			
	-Referral of client			
	to other concerned			
	agency if the			
	problem needs			
	outside			
	intervention			014/0-7
3. Case Conference	3-Log in the	None	3 hours	SWO I
RA 9262 (victim and	Client's Logbook			Office of the
perpetrator)	-Interview the			Municipal Social
	clients			Welfare and
	-Referral for			Development
	medical and			Officer
	psychological			
	assessment			
	-For Rape Case:			
	Counselling and			
	referral for medico			
	legal and			



no	wohological		
II -	sychological		
as	ssessment and		
pl	acement of the		
ch	nild/victim in		
in	stitutions if the		
pe	erpetrator is a		
m	ember of the		
fa	mily		
-F	Refer to other		
in	stitutions for		
te	mporary 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 Munic	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple				
Type of Transaction:					
Who may avail:	CICL/ CAR clients	and Parents/			
CHECKLIST OF R		WHERE TO SECURE			
*Referral Letter (1 orig	•	- Barangay Hall/Police Station			
*Live Birth Certificate	of the minor (1	-Philippine Statistic Authority (PSA)/ Municipal			
photocopy)		Civil Registrar's Office			
*School Record (1 pho	1 7 /	-School atte			
*Blotter Report (1 phot	1 7 /		lall/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			Office of the	
				Municipal Social	
				Welfare and	
				Development	
				Officer	
2. Submit required	2. Receive and	None	20 minutes	SWAide	
documents to Social	review documents			Office of the	
Worker handling the	for initial			Municipal Social	
case	assessment of the			Welfare and	
ddo	case			Development	
	0000			Officer	
3. Intake interview	3. Interview	None	30 minutes	SWAide	
clients	CAR/CICL,	140110	oo miinates	Office of the	
Ollotto	guardian and			Municipal Social	
	complainant to			Welfare and	
	establish			Development	
	information			Officer	
	-Prepare Social			Onicei	
	Case Study Report				
	/Assessment				
4 Cooo	4. Facilitate Case	None	3 hours	SWAide	
4. Case Conference/Settlem	Conference/Settle	INOTIE	3 HOUIS	Office of the	
ent	ment			Municipal Social Welfare and	
				Development	
F. Oatus = 111:- 111:-	F. Candinat	Nino-	0 -1	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	rinal Social W	elfare and Develo	nment Officer	
Classification:		Highly Technical			
Type of Transaction:		lient (G2C)			
Who may avail:	All	110111 (020)			
CHECKLIST OF R			WHERE TO SEC	URE	
*Barangay Residency/		- Barangay I		_	
	5 ,				
CLIENT STEDS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Client fill-in	1. Issuance of	None	30 minutes	Municipal Social	
Disaster	DAFAC to the			Welfare and	
Assessment Family	client			Development	
Access Card				Officer	
(DAFAC)				Office of the	
- /				Municipal Social	
				Welfare and	
				Development	
				Officer	
2. Client receive	2Distribution of	None	1 hour	Municipal Social	
		inone	i nour	•	
food and non-food	food and non-food			Welfare and	
items	items at the			Development	
	designated areas			Officer	
	-Implementation of			Office of the	
	programs and			Municipal Social	
	services in			Welfare and	
	accordance to			Development	
	standard set by			Officer	
	the law				
3. Client avail	3. Establishment	None	15 minutes	Municipal Social	
women and children	of Women and			Welfare and	
friendly space and	Children Friendly			Development	
also the other	Space and special			Officer	
vulnerable sectors	spaces for PWDs,			Office of the	
such PWD, IPs and	IPs and Senior			Municipal Social	
Senior Citizens	Citizens			Welfare and	
23.110. 31.120110	5.1120110			Development	
				Officer	
				Omoo!	



### 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 Munic	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple	Simple			
Type of Transaction:	Government-to-C	lient (G2C)			
Who may avail:	Disabled persons	are those wh	no are suffering f	from restriction of	
	different abilities,	as a result	of mental, phy	sical or sensory	
	impairment, in per			nner or within the	
	range considered	normal for a h			
CHECKLIST OF R			WHERE TO SEC		
*Birth Certificate (1 ph	otocopy)		Statistic Authority	` ,	
		Municipal Ci	vil Registrar's Off	ice	
*Barangay Certificate	of Residency (1	-Barangay H	łall		
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	
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	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			<b>GG</b> .	
	Diodomity				
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	
	requirements			Welfare and	
	submitted by the			Development	
	client			Officer	
	Cilcrit			Onioci	
	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

Office or Division:		cipal Social Welfare and Development Officer		
Classification:	Simple			
Type of Transaction:	Government-to-C	Client (G2C)		
Who may avail:	*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		WHERE TO SECURE		
		-Philippine Statistic Authority (PSA) or		
*Birth Certificate (1 photocopy)  *Baptismal Certificate (1 photocopy)  *Barangay Certificate of Residency (1 photocopy)  *Voter's ID or Voter's Certification  *1 x 1 ID picture (2 pieces)  *Latest Community Tax Certificate (Cedula)(1 photocopy)  *Police Blotter Report or Affidavit of Loss (if the ID card is lost) (1 photocopy)		Municipal Civil Registrar's Office -Parish Church -Barangay Hall  -Jordan Commission on Election (COMELEC) -Client -Barangay Treasurer/Municipal Treasurer  -Police Station/PAO or any law offices		



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. 0917-1204-877			
2. Fill-in form and comply all required documents	2. Check/Receive the application form and the requirements submitted by the client	None	3 minutes	OSCA Head Office of the Municipal Social Welfare and Development Officer
	Type OSCA ID Card and booklets for the signature of the Mayor		5 minutes	
FOR SOCIAL PENSION				
1. The Barangay Senior Citizens Association will submit the potential list of beneficiaries to the OSCA Head and the MSWD Office.	1. The OSCA Head shall consolidate the List of all potential beneficiaries certified by the MSWD Officer for submission to the DSWD RO6.	None	1 day	OSCA Head/ Municipal Social Welfare and Development Officer Office of the Municipal Social Welfare and Development Officer



### **Service 7. Day Care Program/Supplementary Feeding Program**

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

Office or Division:	Office of the Municipal Social Welfare and Development Officer				
Classification:	Simple				
Type of Transaction:		lient (G2C)			
Who may avail:	Children ages 0 to	· · · · · · · · · · · · · · · · · · ·			
CHECKLIST OF R		j	WHERE TO SECURE		
Enrolment:					
*Live Birth Certificate	(1 photocopy)		Statistic Authority	` '	
		-	ivil Registrar's Off	ice	
*ECCD Card		-Health Cen	ter		
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
Enrollment:	AGIIGI	521745	111112	ILLOI ONOIDEE	
	4. Descive the	None	20 minutes	SWO I	
1. Submit the	1. Receive the	None	30 minutes		
required documents	documents and			Office of the	
	give the			Municipal Social	
	registration form to			Welfare and	
	parent/guardian			Development	
	and fill-in the Child			Officer	
	Profile.				
Supplementary Feeding	l ng:				
1. Attend sessions	1.Conduct master	None	2 hours	SWO I	
regularly	listing and			Office of the	
	weighing of			Municipal Social	
	children and			Welfare and	
	submit to DSWD.			Development	
	Cubilitie to BOVID.			Officer	
	Receive			Ciliodi	
	goods/cash				
	assistance from				
	DSWD.				
2. Parent prepares	2. Assist the	None	30 minutes	SWO I	
and cook food for	parents and guide			Office of the	
their children based	the children			Municipal Social	
on the Menu given				Welfare and	
by the DSWD				Development	
				Officer	



#### **Service 8. Youth Program**

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

Office or Division: Office of the Municipal Social Welfare and Development Officer					
Classification:		Highly Technical			
Type of Transaction:	<u> </u>	lient (G2C)			
Who may avail:	Youth beneficiarie	s aged 15 to			
	School or At-risk				
CUECKLIST OF F		abused, exploited, neglected, trafficked and youth with disability).  QUIREMENTS WHERE TO SECURE			
CHECKLIST OF R For Educational Assis			WHERE TO SEC	JUKE	
undergone trainings:	lance to OST who				
diacigone trainings.					
*Training Certificate (3	photocopies)	-Training ag	ency		
*Barangay Residency	(1 original & 3	-Barangay H	łall		
photocopies)					
*Any government ID (	' '	-Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
For Educational Assis				RESPONSIBLE	
1.Client will prepare	1.Receive the	None	3 minutes	Municipal Social	
and submit the	documents	INOTIE	3 minutes	Welfare and	
needed documents	submitted and			Development	
needed documents	review for			Officer	
	completeness			Office of the	
	Completeness			Municipal Social	
				Welfare and	
				Development	
				Officer	
2. To fill-in/answer	2. Provide General	None	10 minutes	Municipal Social	
the General Intake	Intake Sheet to the			Welfare and	
Sheet	client and review			Development	
	the form for			Officer	
	completeness of			Office of the	
	data needed			Municipal Social	
	Prepares			Welfare and	
	Obligation		10 minutes	Development	
	Request and		10 111111000	Officer	
	Disbursement				
	Voucher				
	Process the		3 days		
	Financial/Educatio				
	nal Assistance				
			1	1	



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 of the Municipal Social Welfare and Development Officer						
Classification:	Complex					
Type of Transaction:		-to-Client (G2C)				
Who may avail:		All solo parents				
CHECKLIST OF R		WHERE TO SECURE				
*Barangay Certificate	of Residency	-Barangay H	łall			
*Certification as Solo F		-Barangay H	łall			
*1 x 1 ID picture (2 pie	ces)	-Client				
*Live Birth Certificates	,	-Philippine S	Statistic Authority	(PSA)/ Municipal		
18 years old (1 photoc	opy)	Civil Registra	<del>_</del>			
*Live Birth Certificate			)/Barangay or Mu	nicipal Treasurer		
Contract/Death Certific	_		0 7	•		
Spouse/Cedula						
	AGENCY	FEES TO	PROCESSING	PERSON		
CLIENT STEPS	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		



### 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 Munic	Office of the Municipal Social Welfare and Development Officer			
Classification:	Simple				
Type of Transaction:		rnment-to-Client (G2C)			
Who may avail:	Prioritized less fort	unate clients			
CHECKLIST OF R		D	WHERE TO SEC	URE	
*Certificate of Indigeno	<sup>S</sup> y	-Barangay F	lall		
*Certification if the clie victim of abuse/circum	•	-Other gove	rnment agencies		
CLIENT STEDS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. *For FORUMS/SYMPOSI UMS: -Endorsement from the Punong Barangay	1. Grouping/ classify according to their category and update their schedule if when it be.	None	10 minutes	SWO I Office of the Municipal Social Welfare and Development Officer	
2. *Livelihood Training: -Certificate of Indigency	2. Grouping/ classify according to their skills and update their schedule if when it be.	None	10 minutes	SWO I Office of the Municipal Social Welfare and Development Officer	
3. *Capability Building: -Endorsement from the Punong Barangay	3Grouping and conduct meeting for acquaintances -Schedule for the upcoming capacity building	None	10 minutes	SWO I Office of the Municipal Social Welfare and Development Officer	
4. *Capability Building: -Regular and Casual Employees	4Identify the place to be held -Find the Resource Person -Prepares for the upcoming activities	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:		Government-to-Client (G2C)			
Who may avail: All couples applying for a marriage license					
CHECKLIST OF R	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
Pre-Marriage Counsell	ing (PMC) Stub	Office of the	Municipal Civil R	egistrar	
would-be couples)					
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-	None	3 minutes	SWO I Office of the Municipal Social Welfare and Development	
	in/answer the questionnaires			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	3Log in the PMC Logbook  -The PM Counselor, PopCom Representative and Health Worker will orient the would-be couples  -After the PMC, the would-be couples will receive their PMC Certificates	None	10 minutes	SWO 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	sinal Casial W	Inliana and David	anmont Officer		
Office or Division: Classification:	Office of the Municipal Social Welfare and Development Officer					
	Simple	Government-to-Client (G2C),				
Type of Transaction:		Government_to_Government (G2G)				
Who may avail:		Children ages below 18 years old, Barangay CPC, other				
willo illay avail.		government agencies				
CHECKLIST OF R			WHERE TO SEC	URF		
*Master lists of 0 - 17		-Barangay C	Council for the Pro			
	y care ora ormanorn	Children (BC				
*BCPC Project Propos	eale	,	Council for the Pro	staction of		
DOI OTTOJECT TOPOS	sais			nection of		
*OL'ILE : II M		Children (BC	,	0		
*Child Friendly Moven	nent I ooi			Sector, Schools,		
			nment agencies a			
			s children's welfa			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
	ACTIONS	BE PAID	TIME	RESPONSIBLE		
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	Hility Markor II		
		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	INOIIC	, days	Assessment		
Assessment	•			Team/		
	BCPCs; assessed					
(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		



different sectors	(MAT) and give		Officer
-Prepare and submit BCPC Project Proposals	incentives to Top 5 Ideal Barangay Council for the Protection of Children (BCPCs)  -Receive the Project Proposals and prepare/process Disbursement Vouchers for the releasing of their incentives		



Office of the

### 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	Office of the Municipal Social Welfare and Development Officer				
Classification:	Complex					
Type of Transaction:		Government-to-Client (G2C)				
Who may avail:	All PWUDs					
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			URE			
For Financial Assistance:						
*Any valid ID		-Client				
*Medical Certificate/Al	ostract/Death	•	vate Physician/M	unicipal Health		
Certificate		Officer				
*Hospital Bill		-Hospital				
*Certificate of Indigend	СУ	-Barangay F	lall			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON		
OLILIAI STEI S	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Client submit	1. Staff receive the	None	10 minutes	SWAide		
needed documents	documents and			Office of the		
Myrita nama and	review			Municipal Social		
-Write name and				Welfare and		
signature in the log				Development		
book	-Give the log book			Officer		
	to client		5 minutes			
	to onorit					
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					
	approval					
3. Client receive	3. Release the	None	7 days	SWAide		
Financial Assistance	Financial	140110	r days	Office of the		
T ITIATICIAI / (33)3tarice	Assistance to			Municipal Social		
	client			Welfare and		
	CIIGITE			Development		
				Officer		
				Onicei		
FOR PSYCHOSOCIA	L ACTIVITY:	<u> </u>	I	l		
1.Attend After Care	1.Facilitate/conduc	None	2 hours	CSO		
Sessions once a	t After Care			Representative/		
month at the	Sessions			SWAide		
İ		Ī	I	İ		



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 Municipal Disaster Risk Reduction and Management Officer			
Classification:	Complex				
Type of Transaction:		lient (G2C)			
Who may avail:	General Public				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Call from folks - Medic	Call from folks - Medical/ Maternal		ole		
Call from folks/ concer	ned citizen -				
Vehicular Accident					
Basic information of casituation	Basic information of caller/ patient/ situation				
Severe Weather bullet DOST)	in (PAGASA/				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Call Hotline	<ol> <li>Response to</li> </ol>	None	Near Areas	Nurse/ JERT	
	call in		15 minutes	team on duty	
			<b>5</b> A	Office of the	
			Far Areas	Municipal	
			45 minutes	Disaster Risk	
				Reduction and	
				Management	
				Officer	



#### Service 2. Emergency Drill/ Simulation Exercise (SIMEX)

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

Office or Division:	Office of the Municipal Disaster Risk Reduction and Management Officer				
Classification:	Complex				
Type of Transaction:	Government-to-C	lient (G2C),			
	Government-to-B	•	, , ,		
	Government-to-G	overnment (G	32G)		
Who may avail:	General Public				
CHECKLIST OF R	EQUIREMENTS		WHERE TO SEC	URE	
Coordination		Not Applicat	ole		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
OLILIAI OTLI O	ACTIONS	BE PAID	TIME	RESPONSIBLE	
Set Schedule of	<ol> <li>Calendar the</li> </ol>	None	1 hour	Nurse/ LDRRM	
drill	schedule			Assistant	
				Office of the	
				Municipal	
				Disaster Risk	
				Reduction and	
				Management	
				Officer	
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:	Government-to-Go	overnment (0	G2G)	
Who may avail:	MDRRMC	•	,	
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
Schedule of meeting	ule of meeting		able	
Letters to MDRRMC n	etters to MDRRMC members			
CLIENT STEPS	AGENCY	FEES TO PROCESSING PERSON		
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Letter for	<ol> <li>Prepare letters</li> </ol>	None	4 hours	LDRRM
scheduled meeting				Assistant
				Office of the
				Municipal
	Send letters to		1 day	Disaster Risk
	members			Reduction and
				Management
				Officer
				LDRRM
				Assistant
				Office of the
				Municipal
				Disaster Risk
				Reduction and
				Management
				Officer
2. Attendance to	2. Prepare venue	None	1 hour	Nurse
meeting	,			Office of the
9				Municipal
				Disaster Risk
				Reduction and
				Management
				Officer
				Gillooi
	Prepare minutes of		1 day	LDRRM
	the meeting			Assistant /
	and moduling			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	Office of the Municipal Disaster Risk Reduction and Management			
Classification:	Simple				
Type of Transaction:		overnment (0	G2G)		
Who may avail:	Other Agencies/ Of	fices	,		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE			
Data/ Information		Concerned Agencies/ Offices			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
Request Report	ACTIONS 1.Gathered/	<b>BE PAID</b> None	TIME 2 days	RESPONSIBLE Nurse/LDRRM	
1. Request Report	consolidated report	INOTIC	Z days	Assistant	
	consolidated report			Office of the	
				Municipal	
				Disaster Risk	
				Reduction and	
				Management	
				Officer	
				Omoci	
				LDRRM	
	Prepared report		3 hours	Assistant	
	-			Office of the	
				Municipal	
				Disaster Risk	
				Reduction and	
				Management	
				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	
	r		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 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 SECURE		
1.Patient number		Municipal Health Office Front Desk /		
2.Philhealth Card or MI	DR	Admission / Triage Area		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
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	and tank than eight			
signs of patients				
or patients				
Patient referred by	3. Assess patient	None		
	and manage / refer			Rural Health
-BHW to RHM for	accordingly		15 minutes	Midwife
First level				Office of the
consultation or				Municipal
				Health Officer
-RHM to PHN for				Public Health
Second level			10 minutes	Nurse
consultation or			10 minutes	Office of the
				Municipal
				Health Officer
				nealth Officer
				Municipal
			10 minutes	Municipal
-PHN to MHO for				Health Officer
Third level				Office of the
consultation				Municipal
				Health Officer
4. Treatment /	4. Issue	None	5 minutes	Municipal
Prescription issued	prescription			Health Officer/
				Public Health
				Nurse
				Office of the
				Municipal
				Health Officer



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	<u> </u>		
<b>Type of Transaction:</b>			y (G2B)	
Who may avail:	Business Establish	ments		
CHECKLIST OF R			WHERE TO SEC	CURE
1.Barangay Clearance		Barangay I		
2.Filled-up Business P			ce of the Municipa	
3.Official Receipt of He	ealth Certificate	Municipal H	Health Office Fron	t Desk /
4.Fecalysis result		Admission	/ Triage Area	
5.Xray / Sputum result				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for	<ol> <li>Give laboratory</li> </ol>	120.00	10 minutes	Sanitary
Laboratory	request, Interview			Inspector
	and Fill up Health			Office of the
Receive Laboratory	Certificate Forms			Municipal
result				Health Officer
Submit				
Requirements				
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			
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**

Formulation of Certificate and burial related to death.

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



#### **Service 4. Laboratory Services**

Rendering basic and fasting blood exam for the clients of Jordan

Office or Division:	Office of the Munic	inal Haalth C	Officer		
Classification:	Simple	ipai neaiin C	ZIIICEI		
Type of Transaction:		ient (G2C)			
Who may avail:	General Public	10111 (020)			
CHECKLIST OF F			WHERE TO SECURE		
Laboratory Request		Municipal Health Office Municipal Health			
			Officer, Public Health Nurse, Midwives		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	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		Office of the	
	O.Ř.	CBC:		Municipal	
		40.00		Treasurer	
		Platelet			
		Count:			
		40.00 Fecalysis			
		: 35.00			
		Blood			
		Typing:			
		80.00			
		Spetum			
		Exam:			
		50.00			
		Pregnanc			
		y Test: 150.00			
3 Submit specimen	3. Collect	None	2 minutes	Medical	
3. Submit specimen		INOHE	Z 111111111111111111111111111111111111		
	Specimen			Technologist	
				Office of the	
				Municipal	
4.5			<u> </u>	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	
	l	L		1.12	



### **Service 5. Dental Services**

Delivery of Basic Oral Health Care (Dental Services)

Office or Division:	Office of the Municipal Health Officer			
Classification:	Simple	Simple		
Type of Transaction:	Government-to-Cli	ent (G2C)		
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ITR – Individual Treatme		Municipal Health Office		

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
GEIENT GTELG	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure Priority	1. List Patient	None	2 minutes	BHWs/ Rural
number/Consultation	name/ give priority			Health Midwife
number/ ITR with	number/ BHW to			Office of the
Vital Signs	locate chart/			Municipal
	Midwife to fill up			Health Officer
	ITR and vital signs			
2. Present number	2. Dental Aide to fill	None	2 minutes	Dental Aide
to Dental Aide for	up IPTR/ Give			Office of the
filling up of Individual	prescription of			Municipal
Patient Treatment	materials to be			Treasurer
Record/ IPTR	used			
3. Proceed to	3. Dentists to	None	15 minutes	Dentist
Consultation, oral	perform dental			Office of the
examinations,	services			Municipal
treatment as soon				Health Officer
as number is called				
4. Prescribe	4 Issue	None	5 minutes	Dentist
medicines and refer	Prescriptions/			Office of the
complicated cases	referral			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	Office of the Municipal Health Officer			
Classification:	Simple	Simple			
Type of Transaction:		Government-to-Client (G2C)			
Who may avail:		General Public			
CHECKLIST OF F		WHERE TO SECURE			
1. Filled up Individual	reatment	Municipal Health office			
records(ITR)					
2.Filled up Mother and Child health booklet		Barangay Health Station (BHS)			
		, ,			
3 Filled up. Child imm	3 Filled up. Child immunization record		Jordan Birthing Center		
4. Filled up Family Pla	4. Filled up Family Planning Checklist		Community		
5. Filled up NTP Trea	5. Filled up NTP Treatment Card				
6.Attend normal delive	ries				
7 DNC and DUW reco	rdo and ranart				
monitored and validate	7.BNS and BHW records and report				
monitored and validate					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
First level	Assess patient	None	5 minutes	Rural Health	
consultation	chief complaints			Midwife	
	and vital sign taking			Office of the	
	_			Municipal	
	Conduct first level			Health Officer	
	consultation				
		i			
	Referral of cases to				
	Referral of cases to 2nd level of				



Maternal care				
Prenatal consultation	Listing of pregnant women, vital signs & history taking.  Physical and abdominal examination  Tetanus diphtheria(TD) injection	None	20 minutes	Rural Health Midwife Office of the Municipal Health Officer
Normal Deliveries	Referral of high risk cases  Giving of health education advices  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	None	4 hours	Nurse/ Rural Health Midwife Office of the Municipal Health Officer
	Vit.a & ferrous sulphate supplementation		2 hours	Rural Health Midwife Office of the Municipal Health Officer
Child care and Nutrition services	Listing and vital sign taking of 0-12 mos.old children  Conduct immunization services at birth to 1 year old.	None	3 minutes	Rural Health Midwife Office of the Municipal Health Officer  Rural Health
	Micronutrient supplementation  Vitamin A supplementation to 6 mos. Old children 12 mos. Old children	None	5 minutes	Midwife Office of the Municipal Health Officer
	(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	None	3 minutes	Rural Health Midwife/ BNS Office of the
	clients for compliance		5 minutes	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	Rural Health Midwife/ BHWs/ BNS 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: municipalityofjordan@gmail.com 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: municipalityofjordan@gmail.com FB Page: @JordanLocalGovernmentUnit Address: Poblacion, Jordan, Guimaras 5045