

1. ISSUANCE OF CERTIFICATE OF NON-EMPLOYMENT

Ang katibayang ito ay para sa mga humihiling na residente upang maging kapupunan sa mga kinakailangang dokumento para sa Scholarship Program ng mga pribadong paaralan.

Office:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Barangay Clearance (1 original copy)		Tanggapan ng Punong Barangay		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	1 minuto	<i>Public Relation Officer / Legal Office</i>
	1.1. Ihanda ang kaukulang dokumento	Wala	2 minuto	<i>Public Relation Officer / Legal Office</i>
	1.2. Aprubahan ang dokumentong inihanda	Wala	3 minuto	<i>Municipal Mayor Mayor's Office</i>
2. Tanggapin ang Certificate of Non-Employment	2. I-isyu ang Certificate of Non-Employment at ibalik ang Barangay Clearance ng kliyente	Wala	1 minuto	<i>Public Relation Officer / Legal Office</i>
TOTAL		Wala	7 minuto	

2. ISSUANCE OF CERTIFICATIONS/ENDORSEMENT (CERTIFICATE OF APPEARANCE, CERTIFICATION FOR BRGY. TANOD, CERTIFICATION FOR POSTING OF CASES ON MUNICIPAL BULLETIN BOARD, CERTIFICATION FOR PNP ENLISTMENT, ENDORSEMENT FOR PROVISION OF BLOOD BAG FROM RED CROSS)

Ang mga katibayang ito ay ibinibigay sa mga residenteng humihiling nito bilang kapupunan sa mga kinakailangan nilang dokumento para sa mga pansibikong benepisyo.

Office:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	For Certificate of Appearance and Posting: All For Certification of Deceased Brgy. Tanod: Citizens of Guiguinto (Family Member of the deceased Brgy. Tanod) For Certification for PNP Enlistment and Endorsement to Red Cross: Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CERTIFICATE OF APPEARANCE:				
1. Valid Company/Agency/School ID (1 original)		Affiliated company/agency/school		
CERTIFICATION FOR DECEASED BRGY. TANOD:				
1. Barangay Certification with indicated period of service of the deceased Brgy. Tanod (1 original copy & 1 photocopy)		Tanggapan ng Punong Barangay		
2. Death Certificate (1 original copy & 1 photocopy)		Office of the Municipal Civil Registrar		
CERTIFICATION FOR POSTING OF CASES ON MUNICIPAL BULLETIN BOARD:				
1. Letter of request (1 original copy)		Requesting company/person		
CERTIFICATION FOR PNP ENLISTMENT:				
1. Valid Barangay Clearance (1 original & 1 photocopy)		Tanggapan ng Punong Barangay		
2. Valid ID (1 original & 1 photocopy)		Any government agencies		
ENDORSEMENT FOR PROVISION OF BLOOD BAG FROM RED CROSS:				
1. Valid Barangay Clearance (1 original copy)		Tanggapan ng Punong Barangay		
2. Request Form		Affiliated Hospital		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Itala ang pangalan sa Visitor's Logbook	1. Gabayan ang kliyente sa pagtatala nito sa Visitor's Logbook	Wala	1 minuto	<i>Administrative Assistant II</i> Administrator's Office
2. Isumite ang mga kinakailangang dokumento	2. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	1 minuto	<i>Administrative Assistant II</i> Administrator's Office
	2.1. Ihanda ang kaukulang dokumento	Wala	2 minuto	<i>Administrative Assistant II</i> Administrator's Office
	2.2. Aprubahan ang dokumentong inihanda	Wala	3 minuto	<i>Municipal Mayor</i> Mayor's Office at <i>Municipal Administrator</i> Mayor's Office
3. Tanggapin ang Certification	3. I-isyu ang Certification at ibalik ang mga orihinal na dokumento sa kliyente	Wala	1 minuto	<i>Administrative Assistant II</i> Administrator's Office
TOTAL		Wala	8 minuto	

3. RETIREMENT BENEFITS UNDER MUNICIPAL ORDINANCE NO. 155 SERIES OF 2012

Ito ay ibinibigay sa mga retiradong residente na nagsilbi bilang Barangay Health Worker, Mother Leader, Lingkod Lingap sa Nayon, Day Care Workers and Aides, and Barangay Training and Employment Coordinator.

Office:	Office of the Municipal Administrator			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 original copy)		Retiree		
2. Valid Barangay Clearance (1 original copy)		Tanggapan ng Punong Barangay		
3. Barangay Certification of Service (1 original copy)		Tanggapan ng Punong Barangay		
4. Certification of Service (1 original copy)		For BHW - Municipal Health Office For Mother Leader and LLN - Municipal Nutrition Office For BTEC - Public Employment and Services Office For Day Care Workers and Aides - Municipal Social Welfare and Development Office		
5. Resume/Biodata/Personal Data Sheet (1 original copy)		Retiree		
6. For BHW: Certification of Service from Provincial Health Office (1 original copy)		Provincial Health Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	5 minuto	<i>Public Relation Officer / Legal Office</i>
	1.1. I-proseso ang pag-isyu ng Retirement Benefits	Wala	1 taon	<i>Municipal Mayor Mayor's Office at Municipal Administrator Mayor's Office at OIC-Municipal Budget Officer Office of the Municipal Budget Officer at Municipal Accountant Office of the Municipal Accountant at OIC-Municipal Treasurer Office of the Municipal Treasurer</i>
2. Maghintay ng anunsyo kung kailan maibibigay ang Retirement Benefits	2. Ipaalam sa retiree na maaari nang makuha ang Retirement Benefits	Wala	1 minuto	<i>Public Relation Officer / Legal Office</i>
TOTAL			1 taon at 6 na minuto	

4. HANDLING OF COMPLAINTS

Ito ay proseso ng pagresolba sa mga problemang nababatid ng mga nagmamalasakit na mamamayan.

Office:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter or any Document (1 original copy)		Sending person/institution		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1. Tanggapin ang dokumento	Wala	1 minuto	<i>Administrative Assistant II</i> Administrator's Office
	1.1. Itala ang dokumento sa Complaint Monitoring Sheet	Wala	2 minuto	<i>Records Officer I</i> Administrator's Office
	1.2. I-analisa ang dokumento at bigyan ng aksyon	Wala	5 minuto	<i>Municipal Administrator</i> Mayor's Office
	1.3. Ibigay sa nararapat na Tanggapan ang dokumento para sa pagsasagawa ng aksyon	Wala	2 minuto	<i>Records Officer I</i> Administrator's Office
	1.4. Bigyan ng aksyon ang inilapit na complaint	Wala	3 araw	<i>Head</i> Concerned Office/Department
2. Maghintay ng kasagutan sa inilapit na complaint	2. Ipaalam sa complainant ang aksyon sa inilapit niyang complaint	Wala	1 minuto	<i>Administrative Assistant II</i> Administrator's Office
TOTAL		Wala	3 araw at 11 na minuto	

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