



MUNICIPALITY OF GUIGUINTO

Citizen's Charter

2019 (1st Edition)



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I. Mandate

Every local government unit created or recognized under this Code is a body politic and corporate endowed with powers to be exercised by it in conformity with law. As such, it shall exercise powers as a political subdivision of the national government and as a corporate entity representing the inhabitants of its territory.

Every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants.

II. Vision

The Garden Capital of the Philippines serving as a business gateway to the north and providing its empowered citizenry a diversified economy, well-planned and safe environment managed by a responsive and transparent local government unit under the guidance of the Almighty.

III. Mission

Sustain economic growth;
Improve access to quality basic social services;
Promote a community resilient to disaster and adaptive to climate change;
Maintain adequate infrastructure, clean, and safe environment; and
Continue the culture of excellence in local governance.



IV. Service Pledge

We are committed to good governance to make the Municipality of Guiguinto a livable place and the “Garden Capital of the Philippines”. We shall provide our constituents and stakeholders with services characterized by transparency, accountability, and efficiency through effective implementation of our Quality Management System compliant with the requirements of the standard, as well as with relevant statutory and regulatory requirements. This Quality Policy shall be communicated and understood by the employees, and it shall be pursued by adopting the following principles:

1. Maintain an effective and efficient organization staffed with experienced and qualified department heads and personnel;
2. Provide all the resources needed and ensure IT-enabled and systematic services to ensure that the needs and expectations of our constituents and stakeholders are complied with;
3. Promote people’s participation in the governance and administration of our Municipality;
4. Conduct audits to measure the actual service performance against standards, enabling the identification and rectification of the weakness of the QMS; and
5. Implement a framework for the establishment and review of quality objectives, thus ensuring stability and continual improvement of the Municipality’s governance and administration.

I, the Municipal Mayor of the Municipality of Guiguinto, do hereby commit the Municipality’s resources and Assume full responsibility for the implementation of the Quality Management System and in the conduct of a periodic review to continually improve the effectiveness of the QMS.



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Accounting Office

External Services

1. Paggawa ng sertipikasyon para sa kabuuang bayad ng GK at SMPK Official Lists

Ang paggawa ng sertipikasyon ay nauukol sa mga miyembro ng Gawad Kaling (GK) at Samahan ng Mahihirap Para sa Kinabukasan (SMPK).

Office:	PAMBAYANG TANGGAPAN NG TAGA-TUOS			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens			
Who may avail:	All GK and SMPK members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts of Previous Payments (1 photocopy)		GK and SMPK members		
2. Certificate of Award given to GK/SMPK member (1 photocopy)		GK and SMPK members		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Document Request Form.	1. Tanggapin at suriin ang Document Request Form.	Wala	2 minutes	<i>Accounting Clerk III</i> Accounting Office
2. Ibigay ang kopya ng mga resibo na katibayan ng bayad at sertipikasyon.	2. Suriin ang mga ipinasang dokumento.	Wala	10 minutes	<i>Accounting Clerk III</i> Accounting Office
	2.1. Iprint ang Subsidiary Ledger ng GK/SMPK member mula sa E-NGAS (Accounting System)	Wala	3 minutes	<i>Accounting Clerk III</i> Accounting Office
	2.2. Gawin ang Certificate of Full Payment.	Wala	5 minutes	<i>Accounting Clerk III</i> Accounting Office
	2.3. Hanapin ang TCT number at eksaktong bilang ng tirahan ng GK/SMPK member sa GK and SMPK Official List	Wala	3 minutes	<i>Accounting Clerk III</i> Accounting Office
	2.4. I-print at papirmahan ang certificate.	Wala	2 minutes	<i>Accountant III</i> Accounting Office
	2.5. Suriin at pirmahan ang certificate.	Wala	3 minutes	<i>Municipal Accountant</i> Accounting Office
3. Tanggapin ang orihinal na kopya ayon sa request.	3. Ibigay sa member ang hinihiling na certificate.	Wala	2 minutes	<i>Accountant III</i> Accounting Office
TOTAL		Wala	30 minutes	



Accounting Office

Internal Services

2. Paggawa ng sertipikasyon para sa pagtatama ng pangalan sa Pag-Ibig, Philhealth, GSIS at SSS.

Ang paggawa ng sertipikasyon ay para sa mga kasalukuyan at nagbitiw sa posisyon na empleyado ng Munisipyo.

Office:	PAMBAYANG TANGGAPAN NG TAGA-TUOS			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens			
Who may avail:	All current and resigned employees of the Municipality of Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card (1 original)		current or resigned employees		
2. Valid Identification Card (1 photocopy)		current or resigned employees		
3. Proof of having incorrect name on a National Government Agency (1 photocopy)		current or resigned employees		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Employee's Document Request Form.	1. Tanggapin at suriin ang Document Request Form	Wala	2 minutes	<i>Accounting Clerk III</i> Accounting Office
2. Ipasa ang mga dokumentong nagpapatunay ng pagkakakilanlan at katayuan sa munisipyo.	2. Suriin ang mga ipinasang dokumento.	Wala	5 minutes	<i>Accounting Clerk III</i> Accounting Office
	2.1. Gawin ang Certificate of Correction of Names on Pag-Ibig/Philhealth/GSIS/SSS	Wala	5 minutes	<i>Accounting Clerk III</i> Accounting Office
	2.2. Suriin at pirmahan ang certificate.	Wala	3 minutes	<i>Municipal Accountant</i> Accounting Office
3. Tanggpin ang orihinal na kopya ayon sa request.	3. Ibigay sa kliyente ang hinihiling na certificate.	Wala	2 minutes	<i>Accounting Clerk III</i> Accounting Office
TOTAL		Wala	17 minutes	

3. Paggawa ng sertipikasyon ng kontribusyon sa Pag-Ibig, Philhealth, GSIS at SSS

Ang paggawa ng sertipikasyon ay para sa mga empleyado ng Munisipyo na naguupdate ng kontribusyon o nais magloan sa iba't ibang ahensya ng pamahalaan.

Office:	PAMBAYANG TANGGAPAN NG TAGA-TUOS			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens			
Who may avail:	All current and resigned employees of the Municipality of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card (1 original)		Current or resigned employees		
2. Valid Identification Card (1 photocopy)		Current or resigned employees		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Employee's Document Request Form.	1. Tanggapin at suriin ang Document Request Form	Wala	2 minutes	Accounting Clerk II Accounting Office o Accounting Clerk III Accounting Office
2. Ipasa ang mga dokumentong nagpapatunay ng pagkakakilanlan at katayuan sa munisipyo.	2. Suriin ang mga ipinasang dokumneto.	Wala	5 minutes	Accounting Clerk II Accounting Office o Accounting Clerk III Accounting Office
	2.1. Gawin ang Certificate of Contributions on Pag-Ibig/Philhealth/GSIS/SSS	Wala	5 minutes	Accounting Clerk II Accounting Office o Accounting Clerk III Accounting Office
	2.2. I-print ang Subsidiary Ledger ng employee mula sa E-NGAS(Accounting System)	Wala	3 minutes	Accounting Clerk II Accounting Office o Accounting Clerk III Accounting Office
	2.3. Suriin at pirmahan ang Certificate of Contributions on Pag-Ibig/Philhealth/GSIS/SSSCertificate of Correction of Names on Pag-Ibig/Philhealth/GSIS/SSS	Wala	3 minute	Municipal Accountant Accounting Office
3. Tanggpin ang orihinal na kopya ayon sa request.	3. Ibigay sa empleyado ang hinihiling na certificate.	Wala	2 minutes	Accounting Clerk III Accounting Office
TOTAL		Wala	20 minutes	



Administrator's Office

External Services

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 isinuniteng dokumento	Wala	1 minuto	Public Relation Officer I Legal Office
	1.1. Ihanda ang kaukulang dokumento	Wala	2 minuto	Public Relation Officer I Legal Office
	1.2. Aprubahan ang dokumentong inihanda	Wala	3 minuto	Municipal Mayor Mayor's Office
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	Public Relation Officer I Legal Office
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	Administrative Assistant II Administrator's Office
2. Isumite ang mga kinakailangang dokumento	2. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	1 minuto	Administrative Assistant II Administrator's Office
	2.1. Ihanda ang kaukulang dokumento	Wala	2 minuto	Administrative Assistant II Administrator's Office
	2.2. Aprubahan ang dokumentong inihanda	Wala	3 minuto	Municipal Mayor Mayor's Office at Municipal Administrator Mayor's Office
3. Tanggapin ang Certification	3. I-isyu ang Certification at ibalik ang mga orihinal na dokumento sa kliyente	Wala	1 minuto	Administrative Assistant II 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)		Retiree		
2. Valid Barangay Clearance (1 original copy)		Tanggapan ng Punong Barangay		
3. Barangay Certification of		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	Public Relation Officer I Legal Office
	1.1. I-proseso ang pag-isyu ng Retirement Benefits	Wala	1 taon	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
2. Maghintay ng anunsyo kung kailan maibibigay ang Retirement Benefits	2. Ipaalam sa retiree na maaari nang makuha ang Retirement Benefits	Wala	1 minuto	Public Relation Officer I Legal Office
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	Administrative Assistant II Administrator's Office
	1.1. Itala ang dokumento sa Complaint Monitoring Sheet	Wala	2 minuto	Records Officer I Administrator's Office
	1.2. I-analisa ang dokumento at bigyan ng aksyon	Wala	5 minuto	Municipal Administrator Mayor's Office
	1.3. Ibigay sa nararapat na Tanggapan ang dokumento para sa pagsasagawa ng aksyon	Wala	2 minuto	Records Officer I Administrator's Office
	1.4. Bigyan ng aksyon ang inilapit na complaint	Wala	3 araw	Head Concerned Office/Department
2. Maghintay ng kasagutan sa inilapit na complaint	2. Ipaalam sa complainant ang aksyon sa inilapit niyang complaint	Wala	1 minuto	Administrative Assistant II Administrator's Office
TOTAL		Wala	3 araw at 11 na minuto	



Assessor's Office

External Services



1. PAGKUHA NG:
- ♦ CERTIFIED TRUE COPY NG TAX DECLARATION / SIMPLE COPY OF TAX DECLARATION
 - ♦ CERTIFICATE OF NON-IMPROVEMENT (SERTIPIKASYON NA WALANG KAGALINGAN) / CERTIFICATE OF WITH IMPROVEMENT (SERTIPIKASYON NA MAY KAGALINGAN)
 - ♦ CERTIFICATE OF PROPERTY/LAND HOLDINGS (SERTIPIKASYON NG LAHAT NG ARI-ARIAN)

Ginagamit sa “transfer of ownership” ng titulo, loan at iba pang legal na dahilan

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer, Kumpanya, Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Amilyar o Buwis / Real Property Tax (RPT) ng ari-arian sa kasalukuyang taon (1 Orihinal o 1 photocopy)		File ng kliyente o sa Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan at ipakita ang resibo ng amilyar o buwis / Real Property Tax (RPT).	1. Suriin ang resibo ng Buwis o Amilyar na ipinakita at tukuyin kung ito ay bayad sa taong kasalukuyan.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Request Slip Form (Form no. ASS- 002-01)	2. Bigyan ng Request Slip ang kliyente.	Wala	1 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
4. Ibigay ang Request Slip sa Window 4.	4.Kunin ang Request Slip upang i-input sa Treasury Information System (TIS)	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
	4.1 Iprint at ibigay ang resibo sa Window 5.	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
5. Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad.	5. Pindutin ang queuing system para lumabas sa TV screen ang number o tawagin ang pangalan ng kliyente.	Wala	1 minuto	Cashier I Treasurer's Office
6. Bayaran ang kaukulang halaga sa Window 5 at kunin ang orihinal na kopya ng resibo.	6. Tanggapin ang kaukulang halaga at ibigay ang orihinal na resibo.	Certified Copy of Tax Declaration- PHP 100.00 Simple Copy of Tax Declaration- PHP 50.00 Certificate-PHP 100.00	1 minuto	Cashier I Treasurer's Office
7. Bumalik sa frontline officer ng Assessor's Office at ipakita anf resibo kalakip anf mga nasuring dokumentong kailangan.	7. Suriin ang resibo at i-proseso ang request.	Wala	1 minuto	Frontline Officer Assessor's Office

	7.1. <u>Para sa Certified True Copy ng Tax Declaration:</u> Tatakan ng Assessor's Office Official Seal ang na-iprint na tax declaration upang iberipika at aprubahan. <u>Para sa Simple Copy ng Tax Declaration:</u> Tatakan ng "Owner's Copy only. Pl present this when paying your Tax" <u>Para sa Certificate of Non-Improvement / With Improvement:</u> Tatakan ng Assessor's Official Seal anf na-ipirnt na Certification upang iberipika at aprubahan. <u>Para sa Certificate of Land Holdings:</u> Tatakan ng Assessor's Official Seal ang na-ipint na Certification upang iberipika at aprubahan.	Wala	3 minuto	<i>Officer of the Day</i> Assessor's Office <i>Assessment Clerk /</i> Assessor's Office <i>Municipal Assessor</i> Assessor's Office
8. Hintayin tawagin upang kuhanin ang request.	8.1 <u>Para sa Certified Tru Copy ng Tax Declaration of Non-Improvement / With Improvement, Certificate of Land Holdings:</u> Tawagin ang kliyente at isulat ang pag-release ng tax declaration / certification. Papirmahin ang kliyente sa logbook upang patunay na ito ay kanyang natanggap o nakuha. <u>Para sa Simple Copy ng Tax Declaration:</u> Tawagin ang kliyente at ibigay ang tax declaration.	Wala	1 minuto	<i>Officer of the Day</i> Assessor's Office
Total: (Para sa Certified True Copy ng Tax Declaration)		PHP100.00	9 minuto	
Total: (Para sa Simple Copy ng Tax Declaration)		PHP 50.00	8 minuto	
Total: (Para sa Certificate of Non-Improvement / With Improvement)		PHP 100.00	7 minuto	
Total: (Para sa Certificate of Land Holdings:)		PHP 100.00	9 minuto	

Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.

2. PAGKUHA NG CERTIFICATE OF NO PROPERTY (SERTIPIKASYONG WALANG NAKADEKLARANG ARI-ARIAN)

Ginagamit ito ng mga pasyente, iskolar at NHA applicants

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer, Kumpanya, Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Buong pangalan ng ikukuha ng certification		File ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan at sabihin ang buong pangalan ng ikukuha ng Certificate of No Property.	1. Tingnan sa Computer System (Real Property Information System) kung mayroong nakadeklarang ari-arian sa pangalang nabanggit.	Wala	1 minuto	Frontline Officer Assessor's Office
	1.1 Kung wala, ay maaari nang bigyan ng Request Slip.	Wala	1 minuto	Frontline Officer Assessor's Office
	1.2 Kung mayroon, ang dokumentong kailangang kunin ay Tax Declaration. (Tingnan ang mga hakbang sa <i>Service #1. Pagkuha ng Certified True Copy ng Tax Declaration/Simple Copy ng Tax Declaration</i>)	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Request Slip Form (Form no. ASS- 002-01)	2. Bigyan ng Request Slip ang kliyente.	Wala	1 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
4. Ibigay ang Request Slip sa Window 4.	4. Kunin ang Request Slip upang i-input sa Treasury Information System (TIS)	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
	4.1 Iprint at ibigay ang resibo sa Window 5.	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
5. Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad.	5. Pindutin ang queuing system para lumabas sa TV screen ang number o tawagin ang pangalan ng kliyente.	PHP 100.00	1 minuto	Cashier I Treasurer's Office
6. Bayaran ang kaukulang halaga sa Window 5 at kunin ang orihinal na kopya ng resibo	6. Tanggapin ang kaukulang halaga at ibigay ang orihinal na resibo.	Certification of No Property - PHP100.00	1 minuto	Cashier I Treasurer's Office
7. Bumalik sa frontline officer ng Assessor's Office at ipakita ang resibo.	7. Suriin ang resibo at i-print ang Certification of No Property.	Wala	1 minuto	Frontline Officer Assessor's Office
	7.1 Tatakan ng Assessor's Office Official Seal ang na-i-print na Certification upang iberipika at aprubahan.	Wala	3 minuto	Officer of the Day Assessor's Office Assessment Clerk I Assessor's Office Municipal Assessor Assessor's Office
8. Hintaying tawagin upang kuhanin ang Certification of NoProperty.	8. Tawagin ang kliyente at isulat ang pag-release ng Certification. Papirmahin ang kliyente sa logbook upang patunay na ito ay kanyag natanggap o nakuha.	Wala	1 minuto	Officer of the Day Assessor's Office

Total:	Certification of No Property - PHP 100.00	14 minuto	
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Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.

3. PAGSASALIN NG ARI-ARIAN (TRANSFER OF OWNERSHIP)

Ginagamit upang masalin sa bagong may-ari ang isang ari-arian na nabenta (sale), namana (inherit) o ipinagkaloob (donate)

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True Copy o Orihinal na kopya ng Titulo (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
2. Notaryadong Kasulatan sa Paglilipat (2 photo copies) Alinman sa mga sumusunod: (a) Deed of Sale (kung bentahan) (b) Deed of Donation (kung ipinagkaloob) (c) Deed of Extra-Judicial Settlement of Estate o Affidavit of Self-Adjudication at Affidavit of Publication (kung pamana o namayapa na ang orihinal na may-ari) (d) Deed of Subdivision with Sale; Deed of Consolidation and Subdivision with Sale (kung bentahan at isusubdivide ang ari-arian) (e) Dacion en Pago; Certificate of Sale: Affidavit of Consolidation (kung galing sa auction) (f) o iba pang kontratang may kaugnayan (deemed relevant)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Certificate Authorizing Registration (CAR) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
4. Buwis sa Paglilipat (Transfer Tax) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch) o Land Tax Office (Provincial Capitol)		
5. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		file ng kliyente o sa Municipal Treasurer's Office		
6. Sertipikasyon ng Kalihim (Secretary Certificate) / Board Resolution (kung ang nagbenta o bumili ay isang corporation o incorporation) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
7. DAR Clearance/Certificate o Notaryadong Affidavit of Non-Tenancy (kung lupang agricultural) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
8. DENR / PENRO Certificate (kung lupang agricultural, alienable and disposable) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan. Ipakita ang mga isusumiteng dokumento	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Request Slip Form (Form no. ASS- 002-01)	2. Bigyan ng Request Slip ang kliyente.	Wala	1 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
4. Ibigay ang Request Slip sa Window 4.	4.Kunin ang Request Slip upang i-input sa Treasury Information System (TIS)	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
	4.1 Iprint at ibigay ang resibo sa Window 5.	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
5.Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad.	5. Pindutin ang queuing system para lumabas sa TV screen ang number o tawagin ang pangalan ng kliyente.	Wala	1 minuto	Cashier I (Window 5) Treasurer's Office
6. Bayaran ang kaukulang halaga sa Window 5 at kunin ang orihinal na kpyan ng resibo.	6. Tanggapin ang kaukulang halaga at ibigay ang orihinal na resibo.	PHP 100.00	1 minuto	Cashier I Treasurer's Office

7. Bumalik sa frontline officer ng Assessor's Office at ipakita ang resibo	7. Suriin ang resibo at mga nasuring dokumento at tatakan ng "Document Presented by:" stamp ang bawat pahina nito.	Wala	1 minuto	Frontline Officer Assessor's Office
8. Sulatan ng pangalan, lagda at petsa ang bawat dokumentong may tatak at ibalik ang mga dokumento sa Officer of the Day.	8. Papirmahan sa kliyente ang mga ipinasang dokumento at tingnan kung ang lahat ng dokumento ay may pangalan, lagda at petsa.	Wala	3 minuto	Officer of the Day Assessor's Office
9. Hintaying tawagin upang kuhanin ang bagong Tax Declaration.	9. Magtalaga ng bagong ARP (Assessment of Real Property) Number para sa pag-eencode.	Wala	1 minuto	Municipal Assessor Assessor's Office
	9.1. I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office
	9.2.I-print ang Transferred Tax Declaration, suriin at aprubahan.	Wala	2 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office Municipal Assessor Assessor's Office
	9.3.Tawagin ang kliyente para sa pag-release ng bagong Tax Declaration.	Wala	1 minuto	Officer of the day Assessor's Office
10. Lumagda sa logbook, patunay na ito ay natanggap o nakuha.	10. Ibigay ang aprubado at pirmedong Transferred Tax Declaration, kalakip ang resibo.	Wala	1 minuto	Officer of the day Assessor's Office
Total:		PHP 100 .00	21 minuto	

Paalala: Ang oras at halaga ay para sa bawat isang ari-arian lamang.

4. PAGTATAMA SA NILALAMAN NG OHA / TAX DECLARATION

Kapag may nakitang error o mali sa OHA o tax declaration, kailangang ipatama ito

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original na kopya ng Titulo (kung titled property)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
2. Approved plan (kung untitled property) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Affidavit/Sworn Statement ng owner/requesting party (2		File ng kliyente		
4. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng		File ng kliyente o sa Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan. Ipakita ang mga isusumitang dokumento	1. Tanggapin at suriin ang mga isinunitang dokumento kung ito ay tama at kumpleto at tatakan ng "Document Presented by:" stamp ang bawat pahina nito.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sulatan ng pangalan, lagda at petsa ang bawat dokumentong may tatak at ibalik ang mga dokumento sa Officer of the Day.	2. Papirmahan sa kliyente ang mga ipinasang dokumento at tingnan kung ang lahat ng dokumento ay may pangalan, lagda at petsa.	Wala	2 minuto	Officer of the Day Assessor's Office
3. Hintaying tawagin upang kuhanin ang bagong Tax Declaration.	3. Magtatalaga ng bagong ARP (Assessment of Real Property) Number para sa pag-eencode.	Wala	1 minuto	Municipal Assessor Assessor's Office
	3.1. I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide II Assessor's Office Assesment Clerk I Assessor's Office
	3.2. I-print ang bagong Tax Declaration, suriin at aprubahan.	Wala	2 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office Municipal Assessor Assessor's Office
	3.3. Tawagin ang kliyente para sa pag- release ng bagong Tax Declaration.	Wala	1 minuto	Officer of the day Assessor's Office
4. Lumagda sa logbook, patunay na ito ay natanggap o nakuha.	4. Ibigay ang aprubado at pirmedong bagong Tax Declaration, kalakip ang resibo.	Wala	1 minuto	Officer of the day Assessor's Office
Total:		Wala	13 minuto	

Paalala: Ang oras ay para sa bawat isang ari-arian lamang.

5. Pagsasalin na may pagbuo (consolidation) at paghahati (subdivision) ng ari-arian (transfer with consolidation-subdivision of property)

Pangkaraniwang ginagamit ng mga developers at land owners sa pagbuo at pagbubuklod/paghahati ng mga ari-arian

Office or Division:	Municipal Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter para sa Partition/Subdivision/ Consolidation – Subdivision (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
2. Certified True Copy o Orihinal na kopya ng mga Titulo (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Aprubadong Plano (Approved Subdivision Plan) mula sa LRA / DENR / LMB (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
4. Technical Description mula sa LRA / DENR / LMB (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
5. Notaryadong Kasunduan ng Hatian (Partition Agreement) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
6. Notaryadong Kasulatan sa Paglilipat (2 photo copies) Alinman sa mga sumusunod: (a) Deed of Sale (kung bentahan) (b) Deed of Donation (kung ipinagkaloob) (c) Deed of Extra-Judicial Settlement of Estate o Affidavit of Self-Adjudication at Affidavit of Publication (kung pamana o namayapa na ang orihinal na may-ari) (d) Deed of Subdivision with Sale; Deed of Consolidation and Subdivision with Sale (kung bentahan at isusubdivide ang ari-arian) (e) Dacion en Pago; Certificate of Sale: Affidavit of Consolidation (kung galing sa auction) (f) o iba pang kontratang may kaugnayan (deemed relevant)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
7. Certificate Authorizing Registration (CAR) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
8. Buwis sa Paglilipat (Transfer Tax) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch) o Land Tax Office (Provincial Capitol)		
9. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		file ng kliyente o sa Municipal Treasurer's Office		
10. Sertipikasyon ng Kalihim (Secretary Certificate) / Board Resolution (kung ang nagbenta o bumili ay isang corporation o incorporation) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
11. DAR Clearance/Certificate o Notaryadong Affidavit of Non-Tenancy (kung lupang agricultural) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
12. DENR / PENRO Certificate (kung lupang agricultural, alienable and disposable) (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan. Ipakita ang mga isusumiteng dokumento	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Request Slip Form (Form no. ASS- 002-01)	2. Bigyan ng Request Slip ang kliyente.	Wala	1 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
4. Ibigay ang Request Slip sa Window 4.	4.Kunin ang Request Slip upang i-input sa Treasury Information System (TIS)	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
	4.1 Iprint at ibigay ang resibo sa Window 5.	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
5.Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad.	5. Pindutin ang queuing system para lumabas sa TV screen ang number o tawagin ang pangalan ng kliyente.	Wala	1 minuto	Cashier I (Window 5) Treasurer's Office

6. Bayaran ang kaukulang halaga sa Window 5 at kunin ang orihinal na kopya ng resibo.	6. Tanggapin ang kaukulang halaga at ibigay ang orihinal na resibo.	Inspection Fee– PHP 200.00 Bawat ari-arian – PHP 100.00	1 minuto	Cashier I (Window 5) Treasurer's Office
7. Bumalik sa frontline officer ng Assessor's Office at ipakita ang resibo.	7. Suriin ang resibo at mga nasuring dokumento at tatakan ng "Document Presented by:" stamp ang bawat pahina nito.	Wala	1 minuto	Frontline Officer Assessor's Office
8. Sulatan ng pangalan, lagda at petsa ang bawat dokumentong may tatak at ibalik ang mga dokumento sa Officer of the Day.	8. Papirmahan sa kliyente ang mga ipinasang dokumento at tingnan kung ang lahat ng dokumento ay may pangalan, lagda at petsa.	Wala	2 minuto	Officer of the Day Assessor's Office
9. Hintayin ang resulta ng inyong request upang malaman ang araw ng inspeksyon.	9. Tawagin ang kliyente at ipaalam ang araw ng inspeksyon.	Wala	2 minuto	Frontline Officer Assessor's Office Tax Mapper Assessor's Office
10. Sa araw ng inspeksyon, samahan ang mga Tax Mapper sa isasagawang ocular inspection. Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.	10. Inspeksyunin ang ari-ariang uuriin.	Wala	30 minuto	Tax Mappers Assessor's Office
	4.1 Ipaalam sa kliyente kung kailan ang araw ng pagkuha ng bagong Tax Declaration.	Wala	1 minuto	Tax Mappers Assessor's Office
	10.1 Gawin ang inspeksyon Report ng ari-ariang sinuri.	Wala	5 minuto	Tax Mappers Assessor's Office
	10.2 I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode.	Wala	10 minuto	Municipal Assessor Assessor's Office
	10.3 I-encode sa Real Property Information System (RPTIS)	Wala	5 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office
	10.4. I-print ang bagong Tax Declaration	Wala	2 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office
	10.5 Suriin at aprubahan	Wala	3 araw	Municipal Assessor Assessor's Office

12. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	12. Isulat ang pag-release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	1 minuto	Officer of the Day Assessor's Office
Total:		Inpection Fee– PHP 200.00 Bawat ari-arian – PHP 100.00	3 araw, 1 oras, at 6 na minuto	

Paalala:

- Ang oras at halaga ay para sa bawat isang ari-arian lamang.

6. PAGPAPATALA NG MGA BAGONG ARI-ARIAN
(NEW DECLARATION OF BUILDING / MACHINERY / LAND)

Ipapatala ang mga gusali, makina o lupa sa unang pagkakataon para makapagbayad ng kaukulang buwis

Office or Division:	Municipal Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Para sa Pagdeklara ng Building: (2 photocopies) 1. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng lote kung saan itatayo ang building 2. Building Permit		1. file ng kliyente o sa Municipal Treasurer's Office 2. file ng kliyente o sa Municipal Engineering Office		
Para sa Pagdeklara ng Machinery: (2 photocopies) 2. Kopya ng Resibo ng acquisition cost, installation cost, hauling/transportation cost 3. Listahan ng machinery (itemized list) 4. Notaryadong Sworn Statement of ownership (Form No. ASS-008-Ø)		1. file ng kliyente o sa Municipal Treasurer's Office 2. file ng kliyente 3. file ng kliyente 4. Form sa Municipal Assessor's Office; notaryadong kopya sa kahit saang otorisadong Notary Public		
Para sa Pagdeklara ng Lote: (2 photocopies) 1. Aprubadong Lot Plan 2. Lot Data Computation 3. Certified True Copy o Orihinal na kopya ng Titulo (or any document showing proof of ownership) 4. DAR clearance (kung lupang agricultural) 5. DENR Certification (kung lupang agricultural, alienable and disposable)		file ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan. Ipakita ang mga isusumiteng dokumento	1. Tanggapin at suriin ang mga isinumiteng dokumento kung ito ay tama at kumpleto.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Field Inspection Request form (Form No. ASS-001-01)	2. Bigyan ng Field Inspection Request form ang kliyente at pasagutan ang mga kinakailangang impormasyon.	Wala	1 minuto	Frontline Officer Assessor's Office
3. Hintayin ang resulta ng iyong request at sasabihin ng frontline officer kung kailan magsasagawa ng inspeksyon.	3. Hingin ang contact number ng kliyente o sinomang maaring contact person para sa pag-iinspeksyon.	Wala	2 minuto	Frontline Officer Assessor's Office Tax Mapper Assessor's Office
4. Sa araw ng inspeksyon, hintayin ang tawag mula sa tanggapan para sa pagsasagawa ng ocular inspection. Paalala: Ang araw ng inspeksyon ay Martes at Huwebes lamang.	4. Inspekyunin ang ari-ariang uriin	Wala	30 minuto	Tax Mappers Assessor's Office
	4.1 Ipaalam sa kliyente kailan ang araw ng pagkuha ng bagong Tax Declaration.	Wala	1 minuto	Tax Mappers Assessor's Office
	4.2 Gawin ang inspeksyon report ng ari-ariang sinuri.	Wala	5 minuto	Tax Mappers Assessor's Office
	4.3 I-assess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assesment of Real Property) number para sa pag-eencode.	Wala	10 minuto	Municipal Assessor Assessor's Office

	4.4 I-encode sa Real Property Infomation System (RPTIS)	Wala	5 minuto	<i>Administrative Aide III</i> Assessor's Office <i>Assesement Clerk I</i> Assessor's Office
	4.5 I-print anf bagong Tax Declaration	Wala	2 minuto	<i>Administrative Aide III</i> Assessor's Office <i>Assesement Clerk I</i> Assessor's Office
	4.6 Suriin at aprubahan	Wala	2 minuto	<i>Municipal Assessor</i> Assessor's Office
5. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	5. Isulat pag–release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	1 minuto	<i>Officer of the Day</i> Assessor's Office
Total:		Wala	3 araw at 58 minuto	

Paalala:

Ang oras ay para sa bawat isang ari-arian lamang.

7. PAGBABAGO NG KLASIPIKASYON (RECLASSIFICATION OF LAND)

Ginagamit kapag ang nabiling lupa ay may klasipikasyong hindi naaayon sa uri ng kanilang paggagamitan

Office or Division:	Municipal Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter para sa Reclassification (2 photocopies)		File ng kliyente		
2. Certified True Copy o Orihinal na kopya ng Titulo (2 photocopies)		File ng kliyente o sa Registry of Deeds (Sta. Rita Guiguinto, Bulacan branch)		
3. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
4. Aprubadong kasulatan mula sa Kagawaran ng Repormang Pansakahan/ Department of Agrarian Reform (kapag ang irereclass ay mula sa bukid na sinasaka) (2 photocopies)		File ng kliyente o sa DAR		
5. Resolusyon ng pag-uuri mula sa Sangguniang Panlalawigan, Pambayan at Pambarangay. (kapag ang irereclass ay lupang agrikultural patungo sa Commercial o Industrial classification) (2 photocopies)		File ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan. Ipakita ang mga isusumiteng dokumento	1. Tanggapin at suriin ang mga isinuniteng dokumento kung ito ay tama at kumpleto.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Request Slip Form (Form no. ASS- 002-01)	2. Bigyan ng Request Slip ang kliyente.	Wala	1 minuto	Frontline Officer Assessor's Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
4. Ibigay ang Request Slip sa Window 4.	4.Kunin ang Request Slip upang i-input sa Treasury Information System (TIS)	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
	4.1 Iprint at ibigay ang resibo sa Window 5.	Wala	1 minuto	Revenue Collection Clerk Treasurer's Office
5.Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad.	5. Pindutin ang queuing system para lumabas sa TV screen ang number o tawagin ang pangalan ng kliyente.	Wala	1 minuto	Cashier I (Window 5) Treasurer's Office
6. Bayaran ang kaululang halaga sa Window 5 at kunin ang orihinal na kopya ng resibo	6. Tanggapin ang kaukulang halaga at ibigay ang orihinal na resibo.	Inspection Fee - PHP 200.00	1 minuto	Cashier I (Window 5) Treasurer's Office
		Reclassifica-tion fee (to Residential) - PHP 100.00		
		Reclassifica-tion fee (to Commercial / Industrial) - PHP 2,000.00		
7. Bumalik sa frontline officer ng Assessor's Office at ipakita ang resibo.	7. Suriin ang resibo at mga nasuring dokumento at tatakan ng "Document Presented by:" stamp ang bawat pahina nito.	Wala	1 minuto	Officer of the Day Assessor's Office
8. Sulatan ng pangalan, lagda at petsa ang bawat dokumentong may tatak at ibalik ang mga dokumento sa Officer of the Day.	8. Papirmahan sa kliyente ang mga ipinasang dokumento at tingnan kung ang lahat ng dokumento ay may pangalan, lagda at petsa.	Wala	2 minuto	Officer of the Day Assessor's Office

9. Hintayin ang resulta ng iyong request at sasabihin ng frontline officer kung kailan magsasagawa ng inspeksyon.	9. Tawagin ang kliyente at ipaalam ang araw ng inspeksyon.	Wala	1 minuto	Frontline Officer Assessor's Office Tax Mappe, Assessor's Office
10. Sa araw ng inspeksyon, hintayin ang tawag mula sa tanggapan para sa pagsasagawa ng ocular inspection. Paalala: Ang araw ng inspeksyonay Martes at Huwebes lamang.	10. Inspeksyunin ang ari-ariang uuriin.	Wala	30 minuto	Tax Mappers Assessor's Office
	10.1 Ipaalam sa kliyente kung kailan ang araw ng pagkuha ng bagong Tax Declaration.	Wala	1 minuto	Tax Mappers Assessor's Office
	10.2 Gawin ng Inspection Report ang ari-ariang sinuri.	Wala	5 minuto	Tax Mapper Assessor's Office
	10.3. I-aassess ang ari-ariang sinuri upang magkaroon ng kaukulang Assessed Value at magtatalaga ng ARP (Assessment of Real Property) number para sa pag-eencode	Wala	10 minuto	Municipal Assessor Assessor's Office
	10.4 I-encode sa Real Property Information System (RPTIS).	Wala	5 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office
	10.5 I-print ang bagong Tax Declaration.	Wala	2 minuto	Administrative Aide III Assessor's Office Assessment Clerk I Assessor's Office
	10.6. Suriin at aprubahan	Wala	3 araw	Municipal Assessor Assessor's Office
	11.4 Kontakin ang kliyente para sa pag-release ng bagong Tax Declaration	Wala	1 minuto	Officer of the Day Assessor's Office
11. Magtungo sa opisina para sa pagkuha ng bagong Tax Declaration.	11. Isulat ang pag-release ng aprubado at pirmadong bagong Tax Declaration. Ibigay ito kalakip ang resibo at papirmahin ang kliyente sa logbook.	Wala	1 minuto	Officer of the Day Assessor's Office

		Inspection Fee - PHP200.00	3 araw, 1 oras at 5 minuto	
	Total:	Reclassifica-tion fee (to Residential) - PHP 100.00		
		Reclassifica-tion fee (to Commercial / Industrial) - PHP 2,000.00		

- Paalala:
- Ang oras ay para sa bawat isang ari-arian lamang.
 - Ang araw ng inspeksyon ay Martes at Huwebes lamang.

8. PAGBUBURA O PAGKAKANSELA NG NAKADEKLARANG ARI-ARIAN
(CANCELLATION OF TAX DECLARATION)

Ginagawa ito kapag ang building ay nagiba na (demolished), ang machinery ay inalis na at ang lupa ay na-consolidate or na-subdivide.

Office or Division:	Municipal Assessor's Office			
Classification:	Complex Transaction			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Taxpayer , Kumpanya , Government Agency o Representative nito			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (2 photocopies)		file ng kliyente		
2. Resibo ng buwis o amilyar/Real Property Tax (RPT) ng kasalukuyang taon (2 photocopies)		File ng kliyente o sa Municipal Treasurer's Office		
3. Demolition Permit o Sertipikasyon galing Barangay Captain (kung demolished building) (2 photocopies)		File ng kliyente		
4. Sworn Affidavit of owner (kung machinery/ies na naalis na) (2 photocopies)		File ng kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa frontline officer para sa talaan. Ipakita ang mga isusumiteng dokumento	1. Tanggapin at suriin ang mga isinuniteng dokumento kung ito ay tama at kumpleto at tatakan ng "Document Presented by:" stamp ang bawat pahina nito.	Wala	1 minuto	Frontline Officer Assessor's Office
2. Sagutan ang Field Inspection Request form (Form No. ASS-001-01)	2. Bigyan ng Field Inspection Request form ang kliyente at pasagutan ang mga kinakailangang impormasyon.	Wala	2 minuto	Officer of the Day Assessor's Office
3. Hintayin ang resulta ng iyong request at sasabihin ng frontline officer kung kailan magsasagawa ng inspeksyon.	3. Tawagin ang kliyente at ipalam ang araw ng inspeksyon.	Wala	1 minuto	Frontline Officer Assessor's Office Tax Mapper Assessor's Office
4. Sa araw ng inspeksyon, samahan ang mga Tax Mapper sa isasagawang ocular inspekyon.	4. Inspeksyunin ang ari-ariang uuriin.	Wala	15 minuto	Tax Mappers Assessor's Office
	4.1. Gawin ang Inspeksyon Report ng ari-ariang sinuri.	Wala	5 minuto	Tax Mappers Assessor's Office
	4.2. Ika-cancel sa Real Property Information System (RPTISS) ang record ayon sa nagawang Inspection Report.	Wala	5 minuto	Administrative Aide II Assessor's Office Assessment Clerk I Assessor's Office
	4.3. I-print ang Notice of Cancellation at Cancelled Tax Declaration, suriin at aprubahan.	Wala	2 minuto	Administrative Aide II Assessor's Office Assessment Clerk I Assessor's Office Municipal Assessor Assessor's Office
5. Magtungo sa opisina para sa pagkuha ng Cancelled Tax Declaration at Notice of Cancellation.	5. Isulat pag-release bg aprubado at pirmadong Cancelled Tax Declaration at Notice of Cancellation. Papirmahin ang kliyente sa logbook.	Wala	1 minuto	Officer of the Day Assessor's Office
Total:		Wala	32 minuto	

Paalala:
Ang oras ay para sa bawat isang ari-arian lamang.

· Ang araw ng inspeksyon ay Martes at Huwebes lamang.



Business Permit and Licensing Office

External Services

1. RENEWAL OF BUSINESS PERMIT FOR TRADING, MANUFACTURING AND SERVICES

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

Office:	Business Permit and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens Government to Business Government to Government			
Who may avail:	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Unified Application Form (1 Original Copy)		Business Permit and Licensing Office and Website		
2. Barangay Business Clearance (1 Photocopy)		Business Permit and Licensing Office		
3. Gross Receipt of previous year (Financial Statements and VAT/Non-Vat Returns) (1 Photocopy)		BIR/Client or Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang Accomplished Unified Application Form at ang mga kailangang dokumento sa pagkuha ng business permit at hintayin tawagin para sa pagbabayad.	1. Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante at ipasa para sa Assessment	Wala	4 minute/s	Officer of the Day Business Permit and Licensing Office
	1.1 I-encode at i-print ang Assessment	Wala	10 minute/s	Clerk Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
	1.2 Ibalik sa aplikante ang mga dokumento kasama ang Assessment	Wala	1 minute/s	Officer of the Day Business Permit and Licensing Office
2. Magbayad ng Fire Safety Inspection Certificate at Assessment Fees at hintayin tawagin para sa pag-release ng Permit, Plate at Sticker.	2. Suriin ang assessment form, i-proseso at tanggapin ang bayad para sa Fire Safety Inspection Certificate	Halagang nakasaad	5 minute/s	SFO1 Bureau of Fire Protection Cashier Bureau of Fire Protection
	2.1 Tanggapin ang bayad para sa Assessment ng Business Permit at ibigay ang orihinal na resibo sa aplikante.	Halagang nakasaad	3 minute/s	Cashier Municipal Treasurer's Office
	2.2 Kuhanin ang dokumento at ibigay sa releasing section	Wala	2 minute/s	Officer of the Day Business Permit and Licensing Office
	2.3 Isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	5 minute/s	Officer of the Day Business Permit and Licensing Office Clerk Business Permt and Licensing Office
TOTAL		Halagang nakasaad	30 minute/s	

2. PAGKUHA NG SERTIPIKO PARA SA PAGSASARA NG NEGOSYO

Mga kumpanya at indibidwal na nagmamay-ari ng negosyo sa Bayan ng Guiguinto na nagnanais na isara ang kanilang negosyo.

Office:	Business Permit and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens Government to Business Government to Government			
Who may avail:	Ito ay para sa mga kumpanya at indibidwal na nagmamay-ari ng negosyo sa Bayan ng Guiguinto na nagnanais ng magsara.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of Closure (1 Original Copy)		Sinumpaang Salaysay ng aplikante mula sa Abogado		
2. Certificate of Business Closure from Barangay (1 Photocopy)		Barangay kung saan nakatayo ang negosyo		
3. Inspection Report issued by the Municipal Engineering Office (1Photocopy)		Municipal Engineering's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magpunta sa tanggapan ng Business Permit and Licensing Office upang makakuha ng listahan ng mga kinakailangan dokumento sa pagsasara ng negosyo.	1. Bigyan ng listahan ang kliyente para sa mga kailangan dokumento.	Wala	1 minute/s	Clerk Business Permit and Licensing Office
2. Ipasa ang kumpletong dokumento at magantay upang malaman ang kaukulang bayarin.	2. I-verify sa Business Permit and Licensing System ang record ng kliyente kung may balanse pa na dapat bayaran, I-encode at i-print ang assessment.	Wala	5 minute/s	Clerk Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
3.Magpunta sa Treasurer's Office (Window 4) upang bayaran ang halagang nakasaad.	3. Tanggapin ang bayad para sa Assessment Fee ng Business Closure at ibigay ang orihinal na resibo sa kliyente	Halagang nakasaad	3 minute/s	Cashier Municipal Treasurer's Office
4. Bumalik sa Business Permit and Licensing Office at ipasa ang lahat ng dokumento kasama ng orihinal na resibong pinagbayaran. At magantay upang makuha ang sertipiko.	4. Kuhanin sa kliyente ang mga dokumento kasama ang resibo na pinagbayaran.I-encode at I-print ang sertipiko ng pagkakasara ng negosyo.	Wala	5 minute/s	Clerk Business Permit and Licensing Office
	4.1 Isulat sa logbook at at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	1 minute/s	Officer of the Day Business Permit and Licensing Office Clerk Business Permt and Licensing Office
TOTAL		Halagang nakasaad	15 minute/s	

3. PAGKUHA NG SERTIPIKO PARA SA WALANG NEGOSYO

Sertipiko na ibinibigay sa kliyente na katunayan na walang negosyo sa Bayan ng Guiguinto.

Office:	Business Permit and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens			
Who may avail:	Ito ay para sa mga indibidwal na nangangailangan ng sertipiko na nagpapatunay na walang negosyo sa Bayang ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of No Business (1 Original Copy)		Sinumpaang Salaysay ng aplikante mula sa Abogado		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magpunta sa tanggapan ng Business Permit and Licensing Office upang makakuha ng listahan ng mga kinakailangan dokumento sa para sa pagkuha ng sertipiko ng walang negosyo	1. Bigyan ng listahan ang kliyente para sa mga kailangan dokumento	Wala	1 minute/s	Clerk Business Permit and Licensing Office
2. Ipasa ang kumpletong dokumento at magantay	2. I-check sa Business Permit and Licensing System ang record ng kliyente at I-proseso ito.	Wala	4 minute/s	Clerk Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
	2.1 Ibigay ang Order of Payment para sa kaukulang bayarin	Wala	1 minute/s	Clerk Business Permit and Licensing Office
3. Magpunta sa Treasurer's Office (Window 4) para magbayad	3. Tanggapin ang bayad at ibigay ang orihinal na resibo sa kliyente	Certificate of No Business - PHP 200.00	3 minute/s	Cashier Municipal Treasurer's Office
4. Bumalik sa Business Permit and Licensing Office at ipasa ang lahat ng dokumento kasama ng orihinal na resibong pinagbayaran. At magantay upang makuha ang sertipiko.	4. Kuhanin sa kliyente ang mga dokumento kasama ang resibo na pinagbayaran, I-encode at I-print ang sertipiko.	Wala	5 minute/s	Clerk Business Permit and Licensing Office
	4.1 Isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	1 minute/s	Clerk Business Permit and Licensing Office
TOTAL		Certificate of No Business - PHP 200.00	15 minute/s	

4. PAGKUHA NG SERTIPIKO NG WALANG NEGOSYO PARA SA PAGPAPAGAMOT

Sertipiko na ibinibigay sa kliyente na katunayan na walang anumang negosyo pagmamayari sa Bayan ng Guiguinto.

Office:	Business Permit and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens Government to Business Government to Government			
Who may avail:	Ito ay para sa mga indibidwal na nangangailangan ng sertipiko na katunayan na walang negosyo pagmamayari sa Bayang ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip from the Hospital		Request slip galing sa ospital		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng sulat galing sa ospital at ipasa sa Business Permit and Licensing Office	1. Kuhanin sa kliyente ang sulat kahilingan na galing sa ospital..	Wala	1 minute/s	Clerk Business Permit and Licensing Office
	1.1 I-check sa Business Permit and Licensing System kung mayroon record ng pagkakarehistro ng negosyo sa pangalan ng kliyente.	Wala	5 minute/s	Clerk Business Permit and Licensing Office
	1.2 I-encode at I-print ang sertipiko.	Wala	3 minute/s	Clerk Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
	1.3 Isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	1 minute/s	Clerk Business Permit and Licensing Office
TOTAL		Wala	10 minute/s	

5. PAGKUHA NG PERMISO PARA SA PERYA/MOTORCADE AT PEDDLER

Sertipiko na ibinibigay sa kliyente na permiso para magtayo ng perya, motorcade at peddler..

Office:	Business Permit and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens Government to Business Government to Government			
Who may avail:	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng perya, mag motorcade at peddler sa Bayan ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter signed by the Owner/President/Administrator of the Business		Owner/Client/Applicant		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magpunta sa tanggapan ng Business Permit and Licensing Office at ipasa ang sulat kahilingan at kumuha ng order of payment.	1. Bigyan ng order of payment para sa pagbabayad, habang pinoproseso ang permit.	Wala	2 minute/s	Clerk Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
2. Magbayad sa Treasurer's Office (Window 4/Cashier) at bumalik sa Business Permit and Licensing Office upang ipasa ang lahat ng dokumento kasama ng orihinal na resibo.	2.Tanggapin ang bayad at ibigay ang orihinal na resibo sa kliyente	Permit to Operate - PHP 500 kada araw	3 minute/s	Cashier Municipal Treasurer's Office
3. Bumalik sa Business Permit and Licensing Office at ipasa ang lahat ng dokumento kasama ng orihinal na resibong pinagbayaran. At magantay upang makuha ang sertipiko.	4. I-encode at i-print ang sertipikong permiso para sa perya, motorcade o peddler at ipaliwanag sa kliyente na magbigay ng kopya ng sertipiko sa ahensya ng MDRRMO para sa assistance ng trapiko.	Wala	5 minute/s	Clerk Business Permit and Licensing Office
	4.1 Isulat sa logbook at papirmahin ang kliyente bago i-release ang sertipiko..	Wala	2 minute/s	Clerk Business Permit and Licensing Office
TOTAL		Permit to Operate - PHP 500 kada araw	10 minute/s	

6. APPLICATION OF NEW BUSINESS PERMIT FOR MANUFACTURING

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

Office:	Business Permit and Licensing Office			
Classification:	Highly Transaction			
Type of Transaction:	Government to Citizens Government to Business Government to Government			
Who may avail:	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Unified Application Form (1 Original Copy)		Business Permit and Licensing Office and Website		
2. DTI Registration if Single Proprietorship (1 Photocopy)		DTI- Malolos or any DTI Negosyo Center		
SEC Registration if Corporation and Partnership (1 Photocopy)		Securities and Exchange Commission Main Office Metro Manila / Any Satellite Office		
3. Barangay Business Clearance (1 Photocopy)		Business Permit and Licensing Office		
4. Occupancy Permit (1 Photocopy)		Municipal Engineering Office		
5. Picture and Sketch of Business Location (1 Original Copy)		Client or Applicant's Business Location		
6. Contract of Lease (If Lessee) (1 Photocopy)		Lessor		
7. Inspection Report by BPLO Head		Business Permit and Licensing Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang Accomplished Unified Application Form at ang mga kailangang dokumento sa pagkuha ng business permit at hintayin tawagin para sa pagbabayad.	1. Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante at ipasa para sa Assessment	Wala	4 minute/s	Officer of the Day Business Permit and Licensing Office
	1.1 I-encode at i-print ang Assessment	Wala	10 minute/s	Clerks Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
	1.2 Ibalik sa aplikante ang mga dokumento kasama ang Assessment	Wala	1 minute/s	Officer of the Day Business Permit and Licensing Office
2. Magbayad ng Fire Safety Inspection Certificate at Assessment Fees at hintayin tawagin para sa pag-release ng Permit, Plate at Sticker.	2. Suriin ang assessment form, i-proseso at tanggapin ang bayad para sa Fire Safety Inspection Certificate	Halagang nakasaad	5 minute/s	SFO1 Bureau of Fire Protection Cashier Bureau of Fire Protection
	2.1 Tanggapin ang bayad para sa Assessment ng Business Permit at ibigay ang orihinal na resibo sa aplikante.	Halagang nakasaad	3 minute/s	Cashier Municipal Treasurer's Office
	2.2 Kuhanin ang dokumento at ibigay sa releasing section	Wala	2 minute/s	Officer of the Day Business Permit and Licensing Office
	2.3 Isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	5 minute/s	Officer of the Day Business Permit and Licensing Office Clerk Business Permt and Licensing Office
TOTAL		Halagang nakasaad	30 minute/s	

7. APPLICATION OF NEW BUSINESS PERMIT FOR TRADING AND SERVICES

Ang pagkuha ng Business Permit ay para sa mga indibidwal at kumpanya na nagnanais na magtayo ng negosyo sa Bayan ng Guiguinto.

Office:	Business Permit and Licensing Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen Government to Business Government to Government			
Who may avail:	Ito ay para sa Indibidwal o kumpanya na gustong magtayo ng negosyo sa Bayan ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Unified Application Form (1 Original Copy)		Business Permit and Licensing Office and Website		
2. DTI Registration if Single Proprietorship (1 Photocopy)		DTI- Malolos or any DTI Negosyo Center		
SEC Registration if Corporation and Partnership (1 Photocopy)		Securities and Exchange Commission Main Office-Metro Manila or Any Satellite Office		
3. Barangay Business Clearance (1 Photocopy)		Business Permit and Licensing Office		
4. Occupancy Permit (1 Photocopy)		Municipal Engineering Office		
5. Picture and Sketch of Business Location (1 Original Copy)		Client or Applicant's Business Location		
6. Contract of Lease (If Lessee) (1 Photocopy)		Lessor		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang Accomplished Unified Application Form at ang mga kailangang dokumento sa pagkuha ng business permit at hintayin tawagin para sa pagbabayad.	1. Tanggapin at suriin ang mga dokumentong ipinasa ng aplikante para sa Assessment	Wala	4 minute/s	Officer of the Day Business Permit and Licensing Office
	1.1 I-encode at i-print ang Assessment	Wala	10 minute/s	Clerk Business Permit and Licensing Office Licensing Officer Business Permit and Licensing Office
	1.2 Ibalik sa aplikante ang mga dokumento kasama ng Assessment	Wala	1 minute/s	Officer of the Day Business Permit and Licensing Office
2. Magbayad ng Fire Safety Inspection Certificate at Assessment Fees at hintayin tawagin para sa pag-release ng Permit, Plate at Sticker.	2. Suriin ang assessment form, i-proseso at tanggapin ang bayad para sa Fire Safety Inspection Certificate	Halagang nakasaad	5 minute/s	SFO1 Bureau of Fire Protection Cashier Bureau of Fire Protection
	2.1 Tanggapin ang bayad para sa Assessment ng Business Permit at ibigay ang orihinal na resibo sa aplikante.	Halagang nakasaad	3 minute/s	Cashier 4 Municipal Treasurer's Office
	2.2 Kuhanin ang dokumento at ibigay sa releasing section	Wala	2 minute/s	Officer of the Day Business Permit and Licensing Office
	2.3 Isulat sa logbook at papirmahin ang kliyente bago i-release ang Business Permit, Plate at Sticker	Wala	5 minute/s	Officer of the Day Business Permit and Licensing Office
TOTAL		Halagang nakasaad	30 minute/s	



Engineering Office

External Services



1. PAGKUHA NG BUILDING PERMIT

Ang lote o lupa ay kinakailangang ikuha ng Building Permit bago magsimula ng konstruksyon, ang hindi pagkuha ng permit ay paglabag sa batas (SECTION 301 National Building Code PD 1096). Ang hindi pagsunod dito ay magsisilbing dahilan upang ang aming tanggapan ay magbigay ng karampatang legal na aksyon.

Office:	MUNICIPAL ENGINEER'S OFFICE
Classification:	Highly Technical Applications
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Six (6) sets of PLANS (SCALE 1:100) a. Architectural b. Structural c. Plumbing / Sanitary d. Electrical e. Mechanical f. Lot plan g. Electronics h. Excavation	Project Engineer and Architect
2. Specifications (6 Original copy)	Project Engineer and Architect
3. Cost Estimate or Bill of Materials (6 Original copy)	Project Engineer and Architect
4. Structural design analysis / calculation (6 Original copy)	Project Engineer
5. Electrical design analysis, short circuit calculation & voltage drop (6 Original copy)	Project Engineer
6. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Professional Electrical Engineer d. Registered Electrical Engine e. Sanitary Engineer f. Master Plumber g. Professional Mechanical Engineer h. Geodetic Engineer i. Professional Electronics Engineer	Project Engineer's and Architect
7. Duly accomplished Application for Building Permit Form (DULY NOTARIZED) (Form No. Engr-003) 5 original copies	Municipal Engineering Office
8. Duly accomplished Application for Electrical Permit Form (DPWH Form No. 96-001-E) 5 original copies	Municipal Engineering Office
9. Duly accomplished Sanitary/Plumbing Permit Form 5 original copies	Municipal Engineering Office
10. Duly accomplished Mechanical Permit Form (Form No. MEO-011-Ø) 5 original copies	Municipal Engineering Office
11. Duly accomplished Electronics Permit Form (NBC FORM NO.A-07) 5 original copies	Municipal Engineering Office
12. Duly accomplished Excavation and Ground Preparation Permit Form (Form No. MEO-009-Ø) 5 original copies	Municipal Engineering Office
13. Zoning/Locational Clearance (1 photocopy)	Municipal Planning Development Office
14. Barangay Clearance / Certificate for Building Permit (original copy)	Barangay Hall
15. Home Owners Association Clerance (1 photocopy or Developer's Clearance (1 photocopy)	Home owner's association President or Developer's office of Village / Subdivision.
16. Transfer Certificate of Title (TCT) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)	Client / Applicant
17. Latest Land tax declaration and Current Real property tax receipt (1 photocopy)	Municipal Assessor's Office

18. Fire Safety Evaluation Clearance (1 photocopy) or Fire Safety Inspection Certificate (1 photocopy)		Guiguinto, Municipal Fire Marshal Bureau of Fire Protection (BFP)		
19. Authorization letter from the owner-in the absence of the owner (1 photo copy) Secretary Certificate- (For Corporation) (1 photocopy)		Client / Applicant		
20. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
21. Approved Construction Safety & Health Program (C.S.H.P. DO13) (1 photocopy)		Department of Labor & Employment (DOLE)		
22. FOR CELLSITE & TELECOMMUNICATION TOWER: a. Environmental Compliance Certificate (ECC) (1 photocopy) b. Certification from the office of Agrarian Reform (1 photocopy) c. Air Transportation Office (ATO) Clearance (1 photocopy) d. Health Clearance from the Department of Health (1 photocopy)		a. Department of Environment and Natural Resources b. Department of Agrarian Reform c. Civil Aviation Authority of the Philippines d. Department of Health		
23. FOR COMMERCIAL & INDUSTRIAL BUILDING: a. Environmental Compliance Certificate (ECC) (1 photocopy) b. Accessibility Plans (Batas Pambansa 344) (1 photocopy)		a. Department of Environment and Natural Resources b. National Council on Disability Affairs		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	<i>Constructions & Maintenance</i> <i>General Foreman</i> <i>Engineering Office</i> <i>Engineering Aide</i> <i>Engineering Office</i>
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	<i>Constructions & Maintenance</i> <i>General Foreman</i> <i>Engineering Office</i> <i>Engineering Aide</i> <i>Engineering Office</i>
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	<i>Constructions & Maintenance</i> <i>General Foreman</i> <i>Engineering Office</i> <i>Engineering Aide</i> <i>Engineering Office</i>
2. Pumunta sa Clients' Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawaging ang Numero	Halagang nakasaad	10 minute/s	<i>Cashier</i> <i>Treasurer's Office</i>
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	<i>Cashier</i> <i>Treasurer's Office</i>
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Bldg. Permit.	Wala	5 minute/s	<i>Constructions & Maintenance</i> <i>General Foreman</i> <i>Engineering Office</i> <i>Engineering Aide</i> <i>Engineering Office</i>

	4.1. Aprubahan ang Building Permit	Wala	3 Days	<i>Planning Officer</i> Planning & Development Office <i>Construction & Maintenance Foreman</i> Engineering Office <i>Municipal Assessor</i> Assessor Office <i>Engineer IV</i> Engineering Office <i>Electrical Inspector</i> Engineering Office <i>Municipal Engineer / Building Official</i> Engineering Office
5. Kunin ang aprubadong Building Permit	5. Ibigay ang aprubadong Building Permit	Wala	5 minute/s	<i>Constructions & Maintenance General Foreman</i> Engineering Office <i>Engineering Aide</i> Engineering Office
TOTAL		Halagang nakasaad	3 Days and 50 minute	

2. PAGKUHA NG FENCING PERMIT

Ang lote o lupa ay kinakailangang ikuha ng Fencing Permit bago magsimulang bakuran, ang hindi pagkuha ng permit ay paglabag sa batas (SECTION 301 National Building Code PD 1096). Ang hindi pagsunod dito ay magsisilbing dahilan upang ang aming tanggapan ay magbigay ng karampatang legal na aksyon.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Fencing Permit Form (DULY NOTARIZED) (Form No. MEO-010-Ø)		Municipal Engineering Office		
2. Fencing Plan (3 Sets)		Project Engineer and Architect		
3. Bill of Materials and Cost Estimate (5 Original Copies)		Project Engineer and Architect		
4.Specifications (5 Original Copies)		Project Engineer and Architect		
5.Lot plan (3 Sets)		Project Engineer		
6. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
7. Transfer Certificate of Title (T.C.T.) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales		Client / Applicant		
8. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photocopy)		Municipal Assessor's Office		
9. Barangay Clearance / Certificate for Fencing Permit (original copy)		Barangay Hall		
10. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawaging ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Fencing Permit.	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office

	4.1. Aprubahan ang Fencing Permit	Wala	2 Days	<i>Construction & Maintenance Foreman</i> Engineering Office <i>Municipal Assessor</i> Assessor Office <i>Engineer IV</i> Engineering Office <i>Municipal Engineer / Building Official</i> Engineering Office
5. Kunin ang aprubadong Building Permit	5. Ibigay ang aprubadong Fencing Permit	Wala	5 minute/s	<i>Constructions & Maintenance General Foreman</i> Engineering Office <i>Engineering Aide</i> Engineering Office
TOTAL		Halagang nakasaad	2 Days and 50 minutes	

3. PAGKUHA NG DEMOLITION PERMIT

Ang mga gusali o istruktura bago i-demolish o tibagin ay kinakailangan na ikuha ng Demolition Permit.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Demolition Permit Form (DULY NOTARIZED) (NBC FORM NO. B-08)		Municipal Engineering's Office		
2. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
3.Sketch/Lot Plan showing the area to be demolished (3 Sets)		Project Engineer and Architect		
4.Transfer Certificate of Title (TCT) showing that the applicant is the owner of the building to be demolished (1 photocopy)		Client / Applicant		
5. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photocopy)		Municipal Assessor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggaping at suriin ang mga dokumento	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office

4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Demolition Permit.	Wala	5 minute/s	<i>Constructions & Maintenance General Foreman Engineering Office</i> <i>Engineering Aide Engineering Office</i>
	4.1. Aprubahan ang Demolition Permit	Wala	2 Days	<i>Construction & Maintenance Foreman Engineering Office</i> <i>Engineering Aide Engineering Office</i> <i>Municipal Engineer / Building Official Engineering Office</i>
5. Kunin ang aprubadong Building Permit	5. Ibigay ang aprubadong Demolition Permit	Wala	5 minute/s	<i>Constructions & Maintenance General Foreman Engineering Office</i> <i>Engineering Aide Engineering Office</i>
TOTAL		Halagang nakasaad	2 Days and 50 minutes	

4. PAGKUHA NG SIGN PERMIT

Ang Sign Permit ay kinukuha ng mga kliyente, negosyante o kumpanya na gustong ma-advertise ang kanilang produkto / serbisyo. Ito ay hindi maaring itayo sa lugar na makakaharang o makakaapekto sa mga official traffic sign, signal o device.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Business Owner's, Advertiser's, Contractor's, Developer's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Sign Permit Form (NBC FORM NO. B-07)		Municipal Engineering's Office		
2. Complete Signage Detailed Plan (5 Sets)		Project Engineer and Architect		
3. Bill of Materials and Cost Estimate (3 Original Copies)		Project Engineer and Architect		
4. Specifications (3 Original Copies)		Project Engineer and Architect		
5. Structural Design Analysis / Computation (3 Original Copies)		Project Engineer		
6. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
7. Transfer Certificate of Title (T.C.T.) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)		Client / Applicant		
8. Approved Construction Safety & Health Program (C.S.H.P. DO13) (1 photocopy)		Department of Labor & Employment (DOLE)		
9. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photocopy)		Municipal Assessor's Office		
10. Barangay Clearance/Certificate for Sign Permit (original copy)		Barangay Hall		
11. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggaping at suriin ang mga dokumento	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office

2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawaging ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Sign Permit.	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	4.1. Aprubahan ang Sign Permit	Wala	2 Days	Construction & Maintenance Foreman Engineering Office Engineer IV Engineering Office Municipal Engineer / Building Official Engineering Office
5. Kunin ang aprubadong Building Permit	5. Ibigay ang aprubadong Sign Permit	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
TOTAL		Halagang nakasaad	2 Days and 50 minutes	

5. PAGKUHA NG ELECTRICAL / ELECTRICAL PERMIT AT CERTIFICATE OF FINAL ELECTRICAL INSPECTION / COMPLETION (C.F.E.I)

Klase ng Electrical Permit na maaaring makuha:
New Connection / Reconnection / Relocation / Remodel / Transfer of Service / Upgrading / Down grading / Change of rate; (a) 3Phase to Single Phase, (b) Commercial to Residential or vise versa.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer, Caretaker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Building Permit (P.D. 1096) (1 photocopy)		Applicant / Client		
2. Duly accomplished Application for Electrical Permit Form (NBC FORM NO. 96-001-E) and Certificate of Final Electrical Inspection / COMPLETION (Form No. MEO-007-Ø)		Municipal Engineering's Office		
3. Electrical Plan, Schedule of Loads, Electrical Design Analysis, Short Circuit Calculation & Voltage Drop (3 sets) NOTE: Standard Electrical Plan: a.) 760 mm. x 1000mm., 600mm. x 900mm. 500mm x 760 mm. b.) Exemption of the Standard drawing sheets may be granted for large magnitude project. c.) 297mm x 420mm. or A3 size for dwelling unit of not more than 50sqm. Of floor area or total loads of not more than exceeding 3680 VA or 16 A. Main disconnected means. PEC ART. 1.3.1.1 (a.) (b.) (c.)		Project Engineer		
4. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Professional Electrical Engineer b. Registered Electrical Engineer c. Registered Master Electrician		Project Engineer		
5. Barangay Clearance / Certificate for Electrical Permit. (Original Copy)		Barangay Hall		
6. Meralco Yellow Card (Inspection Report) (Original Copy)		MERALCO		
7. Perspective or Picture of House/Establishment/ Structure (2 Copies)		Client / Applicant		
8. Transfer Certificate of Title (T.C.T.) (1 photo copy) In case the applicant is not the registered owner of the lot, 1 Photo copy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)		Client / Applicant		
9. Latest Land tax declaration & Current Real property tax receipt (1 photocopy)		Municipal Assessor's Office		
10. For Certificate of Final Electrical Inspection / Completion (CFEI) Approved Electrical/Wiring Permit (Owner's copy GREEN or 1 photocopy)		Applicant / Client		
11. For Informal Settlers or Government Property a. Urban Poor Association Certificate (1 photocopy) b. NHA Certificate (1 photocopy) c. Mayor's Certificate (1 photocopy) d. P.N.R Certification (1 photocopy)		a. Guiguinto Urban Poor Association (GUPA) - Malis Guiguinto Bulacan b. National Housing Authority c. Mayor's Office (Brgy.Action Center) d. Philippine National Railway		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Municipal Electrical Inspector Engineering Office Municipal Electrician Engineering Office Electrical Permits Record Officer Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Municipal Electrical Inspector Engineering Office Municipal Electrician Engineering Office Electrical Permits Record Officer Engineering Office

	1.2. Ibigay ang Order of payment	Wala	5 minute/s	<i>Municipal Electrical Inspector</i> Engineering Office <i>Municipal Electrician</i> Engineering Office <i>Electrical Permits Record Officer</i> Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawaging ang Numero	Halagang nakasaad	10 minute/s	<i>Cashier</i> Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	<i>Cashier</i> Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Electrical Permit.	Wala	5 minute/s	<i>Municipal Electrical Inspector</i> Engineering Office <i>Municipal Electrician</i> Engineering Office <i>Electrical Permits Record Officer</i> Engineering Office
5. Mag-schedule para mainspeksyon ng Electrical Inspector	5. Inspeksiyunin ang ginawang electrical installation.	Wala	120 minute/s	<i>Municipal Electrical Inspector</i> Engineering Office <i>Municipal Electrician</i> Engineering Office
	5.1 Aprubahan ang Electrical / CFEI Permit	Wala	15 minute/s	<i>Municipal Electrical Inspector</i> Engineering Office <i>Municipal Electrician</i> Engineering Office <i>Municipal Engineer / Building Official</i> Engineering Office
6. Kunin ang aprubadong Electrical / CFEI Permit	6. Ibigay ang aprubadong Electrical / CFEI Permit	Wala	5 minute/s	<i>Municipal Electrical Inspector</i> Engineering Office <i>Municipal Electrician</i> Engineering Office <i>Electrical Permits Record Officer</i> Engineering Office
TOTAL		Halagang nakasaad	3 hours and 5 minutes	

6. PAGKUHA NG OCCUPANCY PERMIT

Ang Occupancy Permit ay kinukuha kapag ang gusali ay tapos ng gawin o itayo at pwede ng okupahan. Kung ang gusali o istruktura ay iibahin ang klasipikasyon ng paggamit dito (Residential, Commercial, Industrial etc.) ay kinakailangan na iapply ng panibagong Occupancy Permit.

Office:	MUNICIPAL ENGINEER'S OFFICE				
Classification:	Highly Technical Applications				
Type of Transaction:	G2C, G2B, G2G				
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Approved Building Permit, Electrical Permit , Sanitary / Plumbing Permit, Mechanical Permit, Electronics Permit (1 photocopy each)			Client / Applicant		
2. Duly accomplished Certificate of COMPLETION Form (DULY NOTARIZED) (Form No. MEO-006-Ø)			Municipal Engineering's Office		
3. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Professional Electrical Engineer d. Registered Electrical Engine e. Sanitary Engineer f. Master Plumber g. Professional Mechanical Engineer h. Professional Electronics Engineer			Project Engineer's and Architect		
4. Approved Set of Plans (if changes have made submit, of AS-BUILT PLAN) (2 sets)			Client / Applicant		
5. Fire Safety Inspection Certificate (For Occupancy) (1 photocopy)			Guiguinto, Municipal Fire Marshal Bureau of Fire Protection (BFP)		
6. Newly Applied Building Tax Declaration			Municipal Assessor's Office		
7. Printed picture of interior & exterior of Building / Structure (2 sets)			Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggaping at suriin ang mga dokumento	Wala	5 minute/s		Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s		Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s		Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawaging ang Numero	Residential Occupancy - PHP 200.00 per unit Commercial Occupancy - PHP 500.00 per unit Industrial Occupancy - PHP 1,000.00 per unit	10 minute/s		Cashier Treasurer's Office

3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Occupancy Permit.	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
5. Mag-schedule para mainspeksyon ng Engineering Team	5. Inspeksiyunin ang gusali o istruktura.	Wala	2 oras	Construction & Maintenance Foreman Engineering Office Engineer IV Engineering Office Electrical Inspector Engineering Office Municipal Engineer / Building Official Engineering Office
	5.1 Aprubahan ang Certificate of Occupancy	Wala	15 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office Municipal Engineer / Building Official Engineering Office
6. Kunin ang aprubadong Certificate of Occupancy.	6. Ibigay ang aprubadong Certificate of Occupancy.	Wala	5 minute/s	Constructions & Maintenance General Foreman Engineering Office Engineering Aide Engineering Office
TOTAL		Residential Occupancy - PHP 200.00 per unit Commercial Occupancy - PHP 500.00 per unit Industrial Occupancy - PHP 1,000.00 per unit	3 oras at 5 minuto	



General Services Office

External Services

1. PAGPAPA-RESERVE NG GUIGUINTO MUNICIPAL ATHLETIC AND CULTURAL CENTER (GMACC)

Pagpapa-reserve ng Guiguinto Municipal Athletic and Cultural Center (GMACC). Ito ay pwedeng magamit ng mga mamamayang sakop ng Bayan ng Guiguinto, mga kalapit bayan at business owner.

Office:	General Services Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Government, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (nakasulat kung anong araw at ilang oras gagamitin ang Guiguinto Municipal Athletic and Cultural Center) (1 original copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalin ang request letter sa Tanggapan ng General Services.	1. Tanggapin at suriin ang request letter.	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
	1.1 Tignan ang availability of schedule ng Guiguinto Municipal Athletic and Cultural Center (GMACC)	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
	1.2 Kung ang araw na napili ay bakante, itala ito sa schedule of calendar. Kung hindi bakante ang napiling araw ay sasabihan ang kliyente.	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
2. Kunin ang Order of Payment	2. Ibigay ang Order of Payment	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	<i>Revenue Collection Clerk</i> Treasurer's Office
4. Pumunta sa cashier upang bayaran ang order of payment	4. Tanggapin ang bayad at bigyan ng official receipt	Order of Payment - halagang nakasaad	1 minuto	<i>Cashier</i> Municipal Treasurer's Office
5. Bumalik sa Tanggapan ng General Services (ipa-photocopy ng 1 kopya ang official receipt	5. Kunin ang 1 photocopy ng official receipt	Wala	1 minuto	<i>Clerk I</i> General Services Office or <i>Administrative Officer I</i> General Services Office
TOTAL		Order of Payment - halagang nakasaad	7 minuto	

2. PAGPAPAHIRAM NG TENT

Pagpapahiram ng tent sa mga mamamayang sakop ng Bayan ng Guiguinto.

Office:	General Services Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen, Government to Government, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter(nakasulat kung anong araw at kung saan dadalin ang tent) (1 original copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dalin ang request letter sa Tanggapan ng General Services	1. Tanggapin at suriin ang request letter.	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	1.1 Tignan ang availability of schedule	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	1.2 Kung ang araw na napili ng kliyente ay bakante, itala ito sa schedule of calendar. Kung hindi bakante ang napiling araw ay sasabihan ang kliyente.	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
2. Sagutan at ipasa ang Tent Request Form	2. Tanggapin ang Tent Request Form	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	2.1 Itala sa schedule of calendar.	Wala	1 minuto	<i>Motorpool Supervisor</i> General Services Office
	2.2 Ihatid ang tent ayon sa ibinigay na lugar at petsa (sa hapon bago ang araw na ipinatala)	Wala	30 minuto	<i>Driver</i> General Services Office <i>Helper</i> General Services Office
TOTAL		Wala	35 minuto	



Housing and Resettlement Office

External Services

1. Application for Housing Project

Proseso para sa mga aplikante ng programang pabahay ng pamahalaang bayan ng Guiguinto.

Office:	Housing and Resettlement Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizens			
Who may avail:	Mga informal settler (ISF), Residente ng Bayan ng Guiguinto sa loob ng 10 taon o higit pa, Rehistradong Botante sa Bayan ng Guiguinto sa loob ng 10 taon o higit pa, wala pang pag-aaring lupa o bahay. May kakayanang magbayad ng murang pabahay, may trabaho o pinagkakakitaan. Hindi pa naging benepisyaryo ng kahit anong programang pabahay ng pamahalaan, 20 to 50 years old.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully Accomplished Application Form (1 original copy)		Housing and Resettlement Office		
2. Barangay Clearance na nagpapakita kung ilan taon na naninirahan sa Guiguinto.1 kopya		Barangay Hall		
3. Cedula (1 photocopy)		Municipal Treasurer's Office o sa Barangay.		
4. Latest Police/NBI Clearance (1 photocopy)		Guiguinto Police Station or NBI Office		
5. Family Picture (sa labas ng bahay) (1 original copy)		Client		
6. Marriage Contract (1 photocopy)		Client, Municipal Civil Registrar o Philippine Statistics Authority		
7. Birth Certificate (lahat ng miyembro ng pamilya) (1 photocopy bawat miyembro)		Client, Municipal Civil Registrar o Philippine Statistics Authority		
8. Certificate of Employment with details on compensation/salary (Photocopy o Original) 1 kopya		Client (Employer/Company)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application form at ipasa ang mga kaukulang dokumento.	1. Suriin ang kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipoproceso.	Wala	10 minute/s	Assistant Engineer Housing & Resettlement Office or Administrative Aide VI Housing & Resettlement Office
	1.1. Itakda ang petsa ng inspeksyon kung kinakailangan.	Wala	5 minute/s	Assistant Engineer Housing & Resettlement Office or Administrative Aide VI Housing & Resettlement Office
	1.2. Gawin ang naitakdang inspeksyon	Wala	2 oras	Assistant Engineer Housing & Resettlement Office or Administrative Aide VI Housing & Resettlement Office
2. Sumadya sa tanggapan ng Housing & Resettlement Office every 5th of the month upang malaman kung qualified.	2. Ipaskil sa tanggapan ng Housing ang mga qualified applicants (pinto).	Wala	30 days	Assistant Engineer Housing & Resettlement Office or Administrative Aide VI Housing & Resettlement Office
TOTAL		Wala	30 araw, 2 oras at 15 minuto	

2. Payment Monitoring and Evaluation of Gawad Kalinga (GK) & Samahan ng Mahihirap Para sa Kinabukasan (SMPK) Beneficiaries

Proseso para sa pagtatala ng mga beneficiaries na nagbabayad sa proyektong pabahay.

Office:	Housing and Resettlement Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	GK and SMPK Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy ng resibo (1 kopya)		Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa tanggapan ng HARO at ipasa ang kopya ng resibo.	1. Suriin ang ipinasa na photocopy ng beneficiary. (resibo)	Wala	5 minute	Assistant Engineer Housing & Resettlement Office or Administrative Aide VI Housing & Resettlement Office
	1.1. I-encode ang kaukulang halaga na ibinayad ng client.	Wala	5 minute/s	Assistant Engineer Housing & Resettlement Office
2. Sumulat sa logbook para sa mga recorded payments.	2.1. Hanapin ang folder/file ng beneficiary	Wala	5 minute/s	Assistant Engineer Housing & Resettlement Office
	2.1. I-file sa folder ng beneficiary ang photocopy na resibo.	Wala	5 minute/s	Assistant Engineer Housing & Resettlement Office
TOTAL		Wala	15 minute/s	



Human Resource Management Office

External Services

1. SCREENING OF APPLICATION

Ang paraan ng pagsasala sa mga aplikante na nais mag-apply ng trabaho sa Munisipalidad ng Guiguinto.

Office:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Lahat ng Guiguinteros na nasa legal na edad sa pagkakaroon ng trabaho			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume (1 original copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang resume o biodata	1. Tanggapin ang resume.	Wala	1 minute/s	Administrative Officer I Human Resource Managment Office o Private Secretary II Human Resource Managment Office o Clerk III Human Resource Managment Office
	1.2. Suriin ang resume at i-schedule ang araw ng pagsusulit.	Wala	2 minute/s	Administrative Officer I Human Resource Managment Office
	1.3. Tawagan ang kliyente upang ipagbigay alam ang examination date	Wala	2 minute/s	Administrative Officer I Human Resource Managment Office
2. Pumunta sa itinakdang araw sa Tanggapan ng Karapatang Pantao upang kumuha ng pagsusulit.	2. Ibigay ang pagsusulit	Wala	1 minute/s	Private Secretary II Human Resource Managment Office
	2.1. I-check ang pagsusulit	Wala	5 minute/s	Private Secretary II Human Resource Managment Office
	2.2. Kausapin ang mga nakapasang aplikante upang maiwan para sa interbyu.	Wala	2 minute/s	Private Secretary II Human Resource Managment Office
	2.3. Kung ang aplikante ay hindi nakapasa, kausapin ito at ipaalam ang kinalabasan ng pagsusulit.	Wala	2 minute/s	Administrative Officer I Human Resource Managment Office
3. Magpa-interbyu	3. Interbyuhin ang aplikante.	Wala	10 minute/s	Administrative Officer I Human Resource Managment Office
4. Hintayin ang tawag sa naging resulta ng interbyu	4. Ipasa ang resulta ng pagsusulit at interbyu sa tanggapan ng Administrator.	Wala	2 minute/s	Administrative Officer I Human Resource Managment Office
	4.1. Pagbigay ng pinal na desisyon	Wala	1 day	Municipal Administrator Human Resource Managment Office
	4.2. Tawagan ang aplikante.	Wala	2 minute/s	Administrative Officer I Human Resource Managment Office
	4.3. Ipagbigay alam ang resulta ng interbyu at ang pinal na desisyon ng administrasyon.	Wala	2 minute/s	Administrative Officer I Human Resource Managment Office
TOTAL		Wala	32 minute/s	



Human Resource Management Office

Internal Services

2. Pagkuha ng Certificate of Employment, Service Record

Para sa mga dating empleyado na kailangan kumuha ng kopya ng katibayan na sila ay nag-trabaho sa Municipalidad ng Guiguinto.

Office:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	Current and former municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Request Slip (Form No. HRM-013)	1. Ibigay ang Request Slip	Wala	1 minute/s	Administrative Officer I Human Resource Managment Office o Data Encoder IV Human Resource Management Office o Private Secretary II Human Resource Managment Office o Clerk III Human Resource Managment Office
	1.1 Gawin ang dokumentong nakasaad sa request slip	Wala	5 minute/s	Clerk III Human Resource Managment Office
	1.2 Pirmahan ang nagawang request	Wala	2 minute/s	Municipal Administrator Office of the Municipal Administrator
2. Pumirma sa request slip bilang katibayan na natanggap ang hinihingi na katibayan.	2. Ibigay ang hinihiling na katibayan at papirmahin sa request slip.	Wala	2 minute/s	Clerk III Human Resource Managment Office
TOTAL		Wala	10 minute/s	



Legal Office

External Services



1. PAGBIBIGAY NG LIBRENG KONSULTA O PAYONG LEGAL

Ito ay para sa mga residenteng nangangailangan ng konsultasyon at payong-legal upang masolusyunan ang kanilang idinudulog na kaso o paksain.

Office:	OFFICE OF THE MUNICIPAL LEGAL OFFICER			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa Front Desk ng Tanggapan ng Punong Bayan upang humingi ng tulong	1. Kunin ang buong pangalan, tirahan at detalye ng paksa o kaso na hihingan ng konsulta o payo	Wala	5 minutes	Public Relations Officer I Legal Office
2. Hintaying tawagin upang makausap ang Pambayang Tagapagtanggol	2. Pagaanalisa o pagsusuri ng paksa o kaso	Wala	10 minutes	Legal Officer V Mayor's Office
	2.1. Tatawagin ang kliyente	Wala	1 minute	Public Relations Officer I Legal Office
TOTAL		Wala	16 minutes	



Municipal Agriculture Office

External Services

1. Pagbibigay ng Plant Shipping Permit

Lahat ng produktong halaman na buhat sa bayan ng Guiguinto na ibabyahe sa pamamagitan ng sasakyang panghimpapawid o pantubig ay dapat mayroong permiso buhat sa Pambayang Tanggapan ng Pagsasaka upang masigurong walang peste o sakit ang mga ito.

Office:	Municipal Agriculture Office (Ornamental Division)			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Lahat ng magbabyahe ng halaman na binili buhat sa Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of purchase (1 original copy)		Guiguinto Gardeners		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang Plant Shipping Request Form (MAO 007-01)	1. Suriin ang mga halamang nakalista sa Plant Shipping Request Form	Wala	5 minute/s	Agricultural Technician Municipal Agriculture Office
2. Pumunta sa Treasurer's Office upang bayaran ang kaukulang halaga.	2. Isyuhan ng kaukulang resibo	Plant Shipping Permit- PHP100.00	2 minute/s	Cashier (Window 5) Municipal Treasurer's Office
3. Ipakita sa Tanggapan ng Agrikultura ang Opisyal na resibo ng binayaran.	3. Gawin ang kaukulang Plant Shipping Permit (MAO-004-Θ) ayon sa mga aprubadong halaman na ibibyahe. Ang validity ng bawat permit ay hanggang 5 araw lamang mula sa araw na ito ay na-issue.	Wala	3 minute/s	Agricultural Technician Municipal Agriculture Office
	3.1 Pirmahan ang permit	Wala	2 minute/s	Agricultural Technician Municipal Agriculture Office Municipal Agriculture Officer Municipal Agriculture Office
	3.2 Itala ang Official Number at Permit No. ng Plant Shipping Permit na in-issue kalakip ng pirma ng kliyente katunayan ng kanilang pagtanggap.	Wala	1 minute/s	Agricultural Technician Municipal Agriculture Office
4. Sagutan ang Client's Satisfation/ Feedback Form at ihulog sa nakalaang Suggestion box.	4. Ibigay ang Client's Survey Form.	Wala	1 minute/s	Agricultural Technician Municipal Agriculture Office
TOTAL		Plant Shipping Permit- PHP100.00	14 minute/s	

2. PAGPAPAMIGAY NG MGA AGRICULTURAL INPUTS
(buto ng gulay, binhi ng palay, Zinc Phosphide, Zinc Sulfate, Organic Fertilizer, bakuna sa aso, atbp.)

May mga ayudang binibigay ang Pamahalaang Lokal at Nasyonal sa mga magsasaka, mag-gugulay at may alagang hayop upang paliitin ang kanilang gastusin sa bukid, pagandahin ang kanilang ani at maging maayos ang kanilang mga alagang hayop. Ito ay ayudang ibinibigay, maaaring libre o may subsidy sa mga taga-Guiguinto.

Office:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Lahat ng rehistradong magsasaka at lehitimong taga-Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of residency (1 original ID)		Government-issued ID		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang Request Slip form.	1. Suriin kung ang kliyente ay nakatala sa listahan ng mga magsasaka base sa Farmers' Masterlist o residente ng Guiguinto.	Wala	2 minute/s	Agricultural Technician Agriculture Office
	1.1. Kung ang kliyente ay hindi nakatala, kailangang magpakita ng Proof of Residency at sagutan ang Farmer's Profile Form.	Wala	3 minute/s	Agricultural Technician Agriculture Office
	1.2. Itala ang pangalan ng kliyente at ang inputs na tatanggapin.	Wala	2 minute/s	Agricultural Technician Agriculture Office
2. Tanggapin ang mga inputs	2. Ipagkaloob ang kahilingang agricultural inputs.	Wala	2 minute/s	Agricultural Technician Agriculture Office
3. Pirmahan ang Issuance slip at ang Client's feedback form katunayan ng pagtanggap ng mga agricultural inputs.	4. Ibigay ang Client's Survey Form.	Wala	1 minute/s	Agricultural Technician Municipal Agriculture Office
TOTAL		Wala	10 minute/s	

3. Pagtanggap sa mga Surrendered na Alagang Aso't Pusa

Tinatanggap ng Tanggapan ng Agrikultura ang mga boluntaryong isinusurrender na alagang aso at pusa na hindi na kayang alagaan ng kanilang mga amo o nakakaperwisyo o nakakapaminsala sa komunidad.

Office:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Lahat ng lehitimong mamamayan ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of residency (1 original ID)		Government-issued ID		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang request form (MAO-012-Θ) para sa boluntaryong pagsurender ng hayop	1. Suriin kung ito ay kwalipikado base sa mga sumusunod na pamantayan: a. Tirahan b. Dahilan kung bakit ang hayop ay boluntaryong isinusurrender.	Wala	3 minute/s	<i>Agricultural Technician</i> Municipal Agriculture Office
2. Sagutan ang Waiver Form.	2. Itakda kung kalian at saan dadalin ang mga hayop.	Wala	3 minute/s	<i>Agricultural Technician (AT)</i> Municipal Agriculture Office
TOTAL		Wala	6 minute/s	



Mayor's Office - Action Center

External Services

1. FINANCIAL ASSISTANCE (HOSPITALIZATION, MEDICAL, BURIAL)

Tulong pinansiyal na ipinagkakaloob sa mga residenteng na-ospital o kaya naman ay nangangailangan ng tulong-medikal (gamot, aparato, therapy, laboratory test/s at iba pa); gayundin ang mga residenteng namatayan ng kamag-anak.

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter (1 original copy)		Municipal Social Welfare and Development Office (MSWDO)		
2. Valid ID (1 photocopy)		Any government agencies or affiliated school/company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinumiteng dokumento	Wala	2 minuto	Private Secretary I Action Center
	1.1. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente/pasyente	Wala	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
	1.2. Aprubahan ang kaukulang halaga ng tulong pinansyal	Wala	4 minuto	Municipal Mayor Mayor's Office
	1.3. I-proseso ang pag-isyu ng tulong pinansiyal (check)	Wala	2 linggo	Municipal Mayor Mayor's Office at Municipal Administrator Mayor's Office at OIC-Municipal Budget Officer Budget Office at Municipal Accountant Accounting Office at OIC-Municipal Treasurer Treasurer's Office
2. Hintayin ang pabatid kung maaari nang makuha ang tulong pinansiyal (checke)	2. Ipaalam sa kliyente na maaari nang makuha ang check	Wala	1 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
3. Isumite ang kopya ng ID at tanggapin ang checke	3. Tanggapin ang kopya ng ID at ibigay ang check	Wala	1 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
TOTAL		Wala	2 linggo at 10 minuto	

2. FINANCIAL ASSISTANCE (SOLICITATION, SPONSORSHIP)

Tulong pinansiyal para sa mga humihiling na residenteng nangangailangan o kaya naman ay may mga takdang gawain na nangangailangan ng isponsor upang ito ay maisakatuparan.

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SOLICITATION:				
1. Letter of Request		Requesting person		
2. Valid ID (1 photocopy)		Any government agencies or affiliated school/company		
SPONSORSHIP:				
1. Letter of Request with indicated sponsorship packages (1 original)		Requesting company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinuniteng dokumento	Wala	2 minuto	Private Secretary I Action Center
	1.1. Ihanda ang Mayor's Assistance form na may kaukulang halaga na nararapat sa pangangailangan ng kliyente o kaukulang halaga na naaayon sa napiling sponsorship package	Wala	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
	1.2. Aprubahan ang kaukulang halaga bilang tulong pinansyal	Wala	4 minuto	Municipal Mayor Mayor's Office o Municipal Administrator Mayor's Office
	1.3. I-proseso ang pag-isyu ng tulong pinansiyal	Wala	2 linggo	Municipal Mayor Mayor's Office at Municipal Administrator Mayor's Office at OIC-Municipal Budget Officer Budget Office at Municipal Accountant Accounting Office at OIC-Municipal Treasurer Treasurer's Office
2. Hintayin ang pabatid kung maaari nang makuha ang tulong pinansiyal (check)	2. Ipaalam sa kliyente na maaari nang makuha ang check	Wala	1 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
3. Isumite ang kopya ng ID at tanggapin ang checke	3. Tanggapin ang kopya ng ID at ibigay ang check	Wala	1 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
TOTAL		Wala	2 linggo at 10 minuto	

3. APPLICATION FOR SCHOLARSHIP

Ang programang ito ay naglalayong matulungan na makatapos ang mga mag-aaral na Guiguintefo sa kolehiyo sa pamamagitan ng pagbibigay ng tulong pinansyal.

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto (College Students)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NEW APPLICANT:				
1. Resume (1 original)		Applicant		
2. Certificate of Good Moral (1 original)		Affiliated School		
3. Certificate of Registration (1 photocopy)		Affiliated School		
4. Previous Semester's Certification of Grade (1 photocopy)		Affiliated School		
5. Certificate of Indigency (1 original)		Tanggapan ng Punong Barangay		
6. Valid School ID (1 photocopy)		Affiliated School		
7. Electric Bill (1 original)		Meralco		
8. Tax Exemption (1 original)		Bureau of Internal Revenue		
FOR RENEWAL:				
1. Certificate of Registration (1 photocopy)		Affiliated School		
2. Previous Semester's Certification of Grade (1 photocopy)		Affiliated School		
3. Valid School ID (1 photocopy)		Affiliated School		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1. Tanggapin at iberipika ang mga isinuniteng dokumento	Wala	5 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
	1.2 Itakda kung saang klasipikasyon ng mga iskolar nararapat na ibilang ang kliyente.	Wala	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
	1.3 I-proseso ang pag-isyu ng tulong pinansiyal para sa mga iskolar ayon sa kanilang klasipikasyon	Wala	3 buwan	Municipal Mayor Mayor's Office at Municipal Administrator Mayor's Office at OIC-Municipal Budget Officer Budget Office at Municipal Accountant Accounting Office at OIC-Municipal Treasurer Treasurer's Office
2. Maghintay ng anunsyo kung kailan maibibigay ang tulong pinansyal	2. Ipaalam sa iskolar na maaari nang makuha ang check	Wala	1 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
TOTAL		Wala	3 buwan at 8 minuto	

4. USE OF GUIGUINTO MUNICIPAL ATHLETIC AND CULTURAL CENTER (GMACC)

Ito ay pagtatakda ng iskedyul para sa mga residente o kumpanyang nangangailangan ng lugar na pagdarausan ng kanilang aktibidad

Office:	ACTION CENTER / MAYOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request (1 original)		Requesting person/company		
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	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
	1.1. Tiyakin kung maaaring magamit ang GMACC sa takdang araw na nakasulat sa liham	Wala	2 minuto	Private Secretary I Action Center o Executive Assistant II Action Center
2. Pumunta sa General Services Office (GSO) upang ipatakda ang araw ng paggamit sa GMACC	2. Ibalik ang aprubadong sulat-kahilingan sa kliyente at ituro kung saan matatagpuan ang (GSO)	Wala	1 minuto	Private Secretary I Action Center Executive Assistant II Action Center
TOTAL		Wala	5 minuto	



Municipal Civil Registrar's Office

External Services

1. PAANO MAG REHISTRO NG CERTIFICATE OF LIVE BIRTH (On Time)

Pag-rerehistro ng Birth sa tamang araw.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Married Parents: Certificate of live Birth (Form 102) (4 Original Copy) or For Not Married Parents: Certificate of live Birth (Form 102) (4 Original Copy)				
2. Physical appearance of Child's Parents		Client		
3. Cedula of both parents (1 original copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Civil Registration form.	1. Tanggapin at suriin ang ipinasang dokumento.	Wala	2 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.2. Gawin ang certificate of live Birth at Affidavit of Acknowledgment/ Admission of Paternity.	Wala	15 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.3. Aprubahan ang certificate of live Birth	Wala	2 minute/s	Municipal Civil Registrar Civil registry
3. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	3. Tawagin ang numero.	Wala	5 minute/s	Cashier Treasurer's Office
3. Bayaran ang Order of Payment	3. Tanggapin ang bayad at ibigay ang official Receipt	Certificate of Live Birth - PHP 60.00	2 minute/s	Cashier Treasurer's Office

4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo.	Wala	1 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
5. Papirmahin ang nanay at tatay sa Affidavit of Acknowledgment/ Admission of Paternity.	5. Ibigay ang Prubadong Certificate of live Birth.	Wala	2 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry <i>Municipal Civil Registrar</i> Civil Registry
6. Sagutan ang Clients Survey Form, at ihulog sa drop box.	6. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
TOTAL		Certificate of Live Birth - PHP 60.00	31 minute/s	

2. PAANO MAG REHISTRO NG CERTIFICATE OF LIVE BIRTH (Late Registration)

Pag-rerehistro ng Birth sa tamang araw.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Complex			
Type of Transaction:	Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of live Birth (Form 102) (4 Original Copy)		Client		
2. Negative Philippine Saticistic Authority (PSA) (1 Original copy)		Client		
3. Baptismal Certifiacate (1 Photo Copy)		Church		
4. Form 137E (School Record) (1 Photo Copy)		School		
5. Voter's Certification Record (1 Photo Copy)		Commission on Elections (COMELEC)		
6. Passport (1photocopy)		Department of Foreign Affairs		
7. Marriage Certificate of Parents (1 Photo Copy)		Philippines Statistic Authority / Municipal Civil Registry Office		
8. Affidavit of 2 disinterested person (1 Original Copy)		Notary Public		
9. Physical appearance of child's parents		Client		
10. Cedula of both parents (1 Original Copy)		Municipal Treasurer Office / Barangay Hall		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang dalang dokumento.	1. Tanggapin at suriin ang ipinasang dokumento.	Wala	2 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.2. Gawin ang certificate of live Birth at Affidavit of Acknowledgment/ Admission of Paternity.	Wala	15 minute/s	Data Encoder Civil Registry Bookbinder II Civil Registry Clerk Civil Registry Data Controller IV Civil registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	Wala	5 minute/s	Cashier Treasurer's Office

3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Certificate of Live Birth - pagkakaiba ng bayad ayon sa tagal ng panahon.	2 minute/s	Cashier Treasurer's Office
4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
5. Papirmahin ang nanay at tatay sa Affidavit of Acknowledgment/ Admission of Paternity.	5. Tanggapin ang dokumento na pinirmahan.	Wala	2 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	5.1. Ipaskil ang Certification ng Sampung (10) araw	Wala	10 Days	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
6. Bumalik sa tanggapan Pambayang Taga Talang Sibil pagkatapos ng sampung araw	6. Ibigay ang aprubadong certificate of live Birth.	Wala	2 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry Municipal Civil Registrar Civil Registry
7. Sagutan ang Clients Survey Form, at ihulog sa drop box.	7. Ibigay ang Clients Survey.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry

TOTAL	Certificate of Live Birth - pagkakaiba ng bayad ayon sa tagal ng panahon.	41 minute/s	
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3. PAG-AAPLY NG MARRIAGE LICENSE

Aplikasyon ng Marriage License.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Lahat ng residente ng Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Kung 18-20 taon gulang ang ikakasal ay kailangan kasama ang tatay. Kung 21-24 taong gulang ang ikakasal ay kailangan kasama ang mga magulang. Kung 25 pataas taong gulang ang ikakasal ay pwedeng hindi na kasama ang mga magulang.		Applicante ng Marriage License		
2. Pag biyudo o biyuda - Death certificate ng namayapang asawa, pag foreigner - LEGAL CAPACITY galing sa embassy nila sa Pilipinas, Pre-marriage Certificate (seminar (1 original copy)		Applicante ng Marriage License		
3. Certificate of No Marriage (CENOMAR) (1 original copy)		Philippines Statistic Authority		
4. Birth Certificate (1 photocopy at 1 original copy)		Philippines Statistic Authority / Municipal Civil Registry Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento.	1. Suriin ang mga isinuniteng dokumento.	Wala	3 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
2. Ibigay ang kaukulang impormasyon ayon sa tinatanong.	2. Interbyuhin at gawin ang kaukulang Application for Marriage License.	Wala	15 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
	2.1. Gawin ang Order of Payment na gagamitin sa pagbabayad.	Wala	2 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
3. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	3. Tawagin ang numero.	Wala	5 minute/s	Cashier Treasurer's Office

4. Bayaran ang Order of Payment.	4. Tanggapin ang bayad at ibigay ang official Receipt.	Application for Marriage - PHP 250.00 Marriage License - PHP 122.00	5 minute/s	Cashier Treasurer's Office
5. Bumalik sa Tanggapan Pambayang Taga Talang Sibil	5. Tanggapin ang resibo.	Wala	2 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil registry
6. Pirmahan ang Marriage License.	6. Tanggapin ang documento na pinirmaha.	Wala	2 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
	6.1.Ipaskil ang dokumento ng sampung (10) araw.	Wala	10 days	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
6. Bumalik sa tanggapan Pambayang Taga Talang Sibil pagkatapos ng sampung (10) araw.	6. Ibigay ang aprubadong documento.	Wala	2 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry <i>Municipal Civil Registrar</i> Civil registry
7. Sagutan ang Clients Survey Form, at ihulog sa drop box.	7. Ibigay ang Clients Survey.	wala	1 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry

TOTAL	Application for Marriage - PHP 250.00 Marriage License - PHP 122.00	10 days and 37 minute/s	
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4. PAGKUHA NG CERTIFIED TRUE COPY AT LOCAL COPY NG BIRTH, MARRIAGE AT DEATH CERTIFICATE

Pagkuha ng record ng Certified True at Local Copy Birth, Marriage at Death na naganap sa bayan ng Guiguinto

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Lahat ng naka-record sa tanggapan ng pambayang tagatagala sibil (Birth, Marriage, Death)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Kailangan ang may-ari ng dokumento ang mag-request o yun binigyan ng Authorization letter ng may-ari kalakip ang isang Government ID.		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang dalang dokumento.	1. Tanggapin at suriin ang ipinasang dokumento.	Wala	5 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	Wala	5 minute/s	Cashier Treasurer's Office
3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Certificate of Marriage - PHP 100.00 Certificate of Birth - PHP 100.00 Certificate of Death - PHP 100.00	5 minute/s	Cashier Treasurer's Office
4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry

	4.1. Para sa CTC: a. Tatakan at pirmahan ang ni-request na dokumento. Para sa Local Copy: a. Pirmahan ang aprubadong dokumento.	Wala	5 minute/s	<i>Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry</i> <i>Municipal Civil Registrar Civil Registry</i>
5. Sagutan ang Clients Survey Form, at ihulog sa drop box.	5. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry</i>
TOTAL		Certificate of Marriage - PHP 100.00 Certificate of Birth - PHP 100.00 Certificate of Death - PHP 100.00	23 minute/s	

**5. PAGTATAMA NG BIRTH, MARRIAGE AT DEATH CERTIFICATE
(RA 9048 (CHANGE OF FIRST NAME / CORRECTION OF CLERICAL ERROR) / RA 10172 (CORRECTION OF GENDER / DATE OF BIRTH EXCLUDING YEAR))**

Pagkuha ng record ng birth, marriage at death na naganap sa bayan ng Guiguinto

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Highly technical			
Type of Transaction:	Government to Citizens			
Who may avail:	Lahat ng naka record sa Tanggapan ng Pambayang Tagatagal Sibil (Birth, Marriage, Death)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Change of First Name / Clerical Error (RA 9048)				
1. NBI Police Clearance (1 Certified Photo Copy)		National Bureau of Investigation (NBI)/Police Station		
2. Brgy. Clearance (1 Certified Photo Copy)		Barangay Hall (kung saan naka tira)		
3. Various ID's		Client		
4. Certificate of Affidavit of Non-employment (1 Certified Photo Copy)		Client		
5. Marriage Certificate (if married) (1 Certified Photo Copy)		Philippines Statistic Authority / Municipal Civil Registry Office		
6. Birth Certificate of Children (1 Certified Photo Copy)		Philippines Statistic Authority / Municipal Civil Registry Office		
Requirements for Gender / Date of Birth excluding year (RA 10172)				
1. NSO and LCRO copy of the birth certificate (1 Certified Photo Copy)		Philippines Statistic Authority / Municipal Civil Registry Office		
2. Earliest school record (From 137E (1 Certified Photo Copy)		School Record		
3. Medical Records (1 Certified Photo Copy)		Hospital		
4. Baptismal Certificate (1 Photo Copy)		Church		
5. Clearance from the following: NBI, Police, Employer (if employed), Affidavit of Non-employment (unemployed (1 Certified Photo Copy)				
6. Medical Certification by an accredited government physician (1 Certified Photo Copy)		Rural Health Center		
7. Publication (National Circulation) (1 Certified Photo Copy)				
8. Supporting legal documents (any of the following) (1 Certified Photo Copy): a. Passport b. Voter's Registration Record c. Marriage Contract d. Birth certificate of Child e. Identification Card (SSS, Philhealth, HDMF, etc)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang PSA copy ng ipapatamang dokumento.	1. Suriin at pag-aralan ang mga dalang dokumento.	Wala	5 minute/s	Data Controller IV Civil Registry or Municipal Civil Registrar Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	Data Controller IV Civil Registry or Municipal Civil Registrar Civil Registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero.	wala	5 minute/s	Cashier Treasurer's Office

3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Kapag Clerical Error - PHP 1,000.00 Kapag Change of First Name at Correction of Gender and Date of Birth excluding birth year - PHP 3,000.00	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa opisina ng Pambayang Taga Talang Sibil upang ipakita ang resibo.	4. Tanggapin ang resibo.	Wala	1 minute/s	Data Controller IV Civil Registry Municipal Civil Registrar Civil Registry
	4.1. Gawin ang Petition Form.	Wala	10 minute/s	Data Controller IV Civil Registry Municipal Civil Registrar Civil Registry
5. Lumagda sa Petition Form.	5. Kuhanin ang Petition Form na nilagdaan.	Wala	3 minute/s	Data Controller IV Civil Registry Municipal Civil Registrar Civil Registry
5. Sagutan ang Clients Survey Form, at ihulog sa drop box.	5. Ibigay ang Clients Survey.	Wala	1 minute/s	Data Controller IV Civil Registry Municipal Civil Registrar Civil Registry
TOTAL		Kapag Clerical Error - PHP 1,000.00 Kapag Change of First Name at Correction of Gender and Date of Birth excluding birth year - PHP 3,000.00	31 minute/s	

6. REHISTRO NG CERTIFICATE OF MARRIAGE AND DEATH (ON TIME)

Pagrehistro ng Marriage and Death sa tamang araw.

Office:	MUNICIPAL CIVIL REGISTRY			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	all			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Marriage (Form 97) (4 Original Copy)		Client		
2. Certificate of Death (Form 103) (4 Original Copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang dalang dokumento.	1. Tanggapin at suriin ang ipinasang dokumento.	Wala	2 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
	1.1. Gawin ang order of payment.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry
2. Pumunta sa Clients' Waiting Area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV Screen).	2. Tawagin ang numero	Wala	5 minute/s	Cashier Treasurer's Office
3. Bayaran ang Order of Payment.	3. Tanggapin ang bayad at ibigay ang official Receipt.	Certificate of Marriage - PHP 100.00 Burial Permit - PHP 100.00 Transfer Permit - PHP 200.00	5 minute/s	Cashier Treasurer's Office
4. Bumalik muli sa opisina ng Pambayang Taga Talang Sibil at ipakita ang resibo.	4. Tanggapin ang resibo.	Wala	1 minute/s	Data Encoder Civil Registry or Bookbinder II Civil Registry or Clerk Civil Registry or Data Controller IV Civil Registry

	4.1 Pirmahan at ibigay ang aprubadong dokumento.	Wala	2 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry <i>Municipal Civil Registrar</i> Civil Registry
5. Sagutan ang Clients Survey Form, at ihulog sa drop box.	5. Ibigay ang Clients Survey.	Wala	1 minute/s	<i>Data Encoder</i> Civil Registry or <i>Bookbinder II</i> Civil Registry or <i>Clerk</i> Civil Registry or <i>Data Controller IV</i> Civil Registry
TOTAL		Certificate of Marriage - PHP 100.00 Burial Permit - PHP 100.00 Transfer Permit - PHP 200.00	17 minute/s	



Municipal Disaster Risk Reduction and Management Office

External Services

1. EMERGENCY

Pangyayaring naganap na hindi kanais-nais at hindi inaasahan.

Office:	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Mga aksidente na nangyari na sakop ng Munisipalidad ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala		Wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tumawag sa alinman na mga sumusunod na Hotline Numbers: 0923-2814711, 0916-2239111, 794-1664 loc. 235	1. Puntahan ang lugar ng insidente	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.1. Suriin ang kalagayan ng lugar kasunod ang pasyente	Wala	1 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.2. Ibigay ang paunang lunas	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
	1.3. Dalin ang pasyente sa ospital	Wala	10 minute/s	<i>Rescuer</i> Municipal Disaster Risk Reduction & Management Office <i>Driver</i> Municipal Disaster Risk Reduction & Management Office
TOTAL		Wala	31 minute/s	

2. PAGDALA NG PASYENTE PATUNGO SA OSPITAL

Pag-hatid ng pasyente mula sa bahay hanggang Ospital.

Office:	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Mga Residente ng Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala		Wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa Municipal Disaster Risk Reduction & Management Office at mag-sagot ng Municipal Ambulance Request Form.	1. Ibigay ang Municipal Ambulance Request Form.	Wala	1 minute/s	Clerk Municipal Disaster Risk Reduction & Management Office
	1.1 Tanggapin ang accomplished Form at tignan ang schedule kung available ang hiling na petsa ng kliyente.	Wala	1 minute/s	Clerk Municipal Disaster Risk Reduction & Management Office
	1.2 Aprubahan ang Request	Wala	1 minute/s	Local Disaster Risk Reduction & Management Officer IV Municipal Disaster Risk Reduction & Management Office
	1.3. Sunduin ang pasyente sa nakatakdang oras at araw at dalin sa ospital	Wala	10 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
TOTAL		Wala	13 minute/s	

3. KALAMIDAD AT IBA PANG SAKUNA

Tulong para sa mga nasalanta ng Kalamidad at iba pang Sakuna

Office:	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Mga Kalamidad at iba pang Sakuna na nangyari na sakop ng Munisipalidad ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala		Wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tumawag sa alinman na mga sumusunod na Hotline Numbers: 0923-2814711, 0916-2239111, 794-1664 loc. 235	1. Puntahan ang lugar kung nasan nangangailangan ng tulong	Wala	10 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
	1.2. Ilikas ang mga kinakailangan ialis sa apektadong lugar	Wala	10 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
	1.3. Ibigay ang paunang lunas	Wala	5 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
	1.4. Dalin ang pasyente sa ospital	Wala	10 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
	1.5. Itawag sa mga tanggapan na maaaring magbigay serbisyo	Wala	1 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
	1.6. Gawin ang report ukol sa kasalukuyang lagay ng apektadong lugar.	Wala	10 minute/s	Rescuer Municipal Disaster Risk Reduction & Management Office Driver Municipal Disaster Risk Reduction & Management Office
TOTAL		Wala	46 minute/s	

4. PAGLALAGAY NG EMERGENCY/MEDIKAL TEAM PARA SA ISANG GAWAIN

Pag-request ng mga organisasyon ng Emergency/Medical Team para sa kanilang mga kaganapan.

Office:	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Mga Residente ng Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy)		Kliyente		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ibigay ang Request Letter na nakasaad ang detalye ng petsa, oras, lugar at inaasahang dami ng tao na dadalo.	1. Tanggapin ang sulat.	Wala	1 minute/s	Clerk Municipal Disaster Risk Reduction & Management Office
	1.1. Tignan ang availability ng nirerequest na petsa.	Wala	1 minute/s	Clerk Municipal Disaster Risk Reduction & Management Office
	1.2 Aprubahan ang Request.	Wala	1 minute/s	Local Disaster Risk Reduction & Management Officer IV Municipal Disaster Risk Reduction & Management Office
	1.3. Puntahan ang lugar ng event.	Wala	Hanggang matapos ang Kaganapan	Rescuer Municipal Disaster Risk Reduction & Management Office / Driver Municipal Disaster Risk Reduction & Management Office
TOTAL		Wala	3 minute/s at hanggang matapos ang Kaganapan	

5. MUNICIPAL WIDE CCTV REVIEW

Pag-review sa mga pangyayaring nakunan ng CCTV

Office:	Municipal Disaster Risk Reduction & Management Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (1 photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang CCTV Playback Request Form (FORM NO. MDR-010-Ø)	1. Ibigay ang request form	Wala	1 minute/s	LDRRM Assistant Municipal Disaster Risk Reduction & Management Office
	1.1 Suriin at papirmahan and request form.	Wala	2 minute/s	LDRRM Assistant Municipal Disaster Risk Reduction & Management Office at LDRRM Officer IV Municipal Disaster Risk Reduction & Management Office
	1.2. Ipasa ang request form sa Sugod Guiguinto Command Center para i-download ang footage.	Wala	30 minute/s	LDRRM Assistant Municipal Disaster Risk Reduction & Management Office
	1.3. Ibigay sa SGCC officer-in-charge.	Wala	2 minute/s	Sugod Command Center Operator Municipal Disaster Risk Reduction & Management Office
2. Tignan ang panyayari sa CCTV footage.	2. Ipakita ang pangyayari sa CCTV.	Wala	30 minute/s	LDRRM Assistant Municipal Disaster Risk Reduction & Management Office
TOTAL		Wala	65 minute/s	



Municipal Environment and Natural Resources Office

External Services

1. PAGKUHA NG CERTIFICATE OF CUTTING TREES

Certification na kinukuha bago magputol ng puno na kailangang dokumento sa tanggapan ng Community Environment and Natural Resources (CENRO). At bawal po ang pumutol ng puno ng walang permit, ito po ay nasasaad sa Presidential Decree No. 705 as amended.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	Home Owners/ Land owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Brgy. Certification with No Objection (1 photo copy)		Sa barangay hall nang inyong lugar.		
2. Personal na sulat kahilingan na nakasaad ang dahilan kung bakit kailangan ipaputol ang puno at lagdaan. (1 photocopy).		Client		
3. Larawan ng punong nais ipaputol (mula ugat hanggang dulo (1 photocopy).		Client		
4. Transfer Certificate of Title (TCT) o titulo ng Lupa ng may-ari. (1 photo copy).		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Suriin kung kumpleto ang mga dokumento.	Wala	2 minute/s	Administrative Aide III Municipal Environment & Natural Resources Office
	1.1. Gawin at aprubahan ang Certificate.	Wala	3 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office o Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
2. Kumuha ang Order of Payment	2. Ibigay ang Order of Payment.	Wala	1 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
4. Bayaran ng Order of Payment.	4. Tanggapin ang bayad at magbigay ng orihinal na resibo.	kada puno- PHP 300.00	4 minute/s	Cashier Treasurers Office (Window 4)
5. Bumalik sa tanggapan ng MENRO at ipakita ang resibo.	5. Ilista ang OR number at papirmahin sa "file copy" ng Certificate na naiwan sa tanggapan ng MENRO at ibigay muli sa kliyente kasabay ng certificate of cutting trees.	Wala	2 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office.
6. Sagutan ang Client Survey Form	6. Ibigay ang Client Survey Form	Wala	2 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office.
TOTAL		kada puno- PHP 300.00	15 minute/s	

2. PAGKUHA NG CERTIFICATE OF GARBAGE DISPOSAL

Certification na kinukuha partikular ng mga Business Establishment bilang katunayan na ang MENRO ang humahakot ng kanilang basura sa itinakdang schedule ng hakot. Kung ang munisipyo o ang isang kumpanya/establishment ang kumukuha o nagdadala ng kanilang basura sa transfer station. Sapagkat ang sertipikasyong ito ay isa sa kailangang dokumento sa tanggapan ng EMB-DENR Region 3.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	NAGNEGOSYO/KUMpanya			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sulat kahilingan (nakasulat ang araw ng hakot ng basura at kung sila ba ang nagdadala sa transfer station o sila ang hinahakuta ng truck ng MENRO). (1 Original Copy)		May-ari o nagpapatakbo ng isang negosyo		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Tingnan sa record kung kailan ang hakot ng basura sa nasabing kumpanya.	Wala	2 minute/s	Administrative Aide III Municipal Environment & Natural Resources Office
	1.1. Gawin ang certificate.	Wala	3 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office
	1.2 Aprubahan ang certificate.	Wala	1 minute/s	Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
2. Kumuha ang Order of Payment	2. Ibigay ang Order of Payment.	Wala	1 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office
3. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	3. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
4. Bayaran ng Order of Payment.	4. Tanggapin ang bayad at magbigay ng orihinal na resibo.	Certificate of Garbage Disposal- PHP 100.00	3 minutes	Cashier Treasurers Office (Window 4)
5. Bumalik sa tanggapan ng MENRO at ipakita ang resibo.	5. Ilista ang OR number ng resibo at ibigay ang certificate sa kliyente.	Wala	1 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office o Administrative Aide III Municipal Environment & Natural Resources Office
4. Sagutan ang Client Survey Form	4. Ibigay ang Client Survey Form	Wala	1 minute/s	Administrative Aide III Municipal Environment & Natural Resources Office
TOTAL		Certificate of Garbage Disposal- PHP 100.00	13 minute/s	

3. PAGKUHA NG PROVINCIAL ENVIRONMENT COMPLIANCE CERTIFICATE O PECC

Certification na kinukuha ng isang kumpanya ayon sa kanyang request alinsunod sa kanyang aplikasyon sa Provincial Environment Compliance Certificate na naka file sa tanggapan ng Bulacan Environment & Natural Resources Office (BENRO).

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	COMPLEX TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	Nagnenegosyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification (1 photo copy).		Sa barangay hall nang inyong lugar.		
2. Transfer Certificate of Title (TCT) Number (1 photocopy).		Client		
3. Business Permit (1 photocopy)		Client		
4. Environment Compliance Certificate (ECC) o Certificate of Non-Compliance (CNC) (1 photocopy)		DENR-EMB Region III		
5. Waste Water Treatment Facility (3 photocopy)		DENR-EMB Region III		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Tanggapin ang ibinigay na mga dokumento	Wala	1 minute/s	Administrative Aide III Municipal Environment & Natural Resources Office
	1.1. Suriin ang mga dalang dokumento at ipasa sa MENRO head	Wala	2 minute/s	Administrative Aide III Municipal Environment & Natural Resources Office
2. Hintayin tawagin upang makausap ang pinuno ng MENRO	2. Kausapin ang kliyente upang ipaliwanag ang ilang detalye	Wala	15 minute/s	Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
	2.1. Kung critical ang establishment, sasabihin sa kliyente na kailangan gawin ang inspeksyon sa nasabing negosyo.	Wala	5 minute/s	Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
	2.2. Gawin ang inspeksyon	Wala	2 days	Clerk Municipal Environment & Natural Resources Office
3. Bumalik sa tanggapan ng MENRO upang makuha certificate.	3. Gawin ang PECC Clearance at pa-pirmahan sa pinuno ng MENRO.	Wala	3 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office
	3.1. Aprubahan ang ginawang certificate.	Wala	1 minute/s	Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
4. Kumuha ang Order of Payment	4. Gawin at ibigay ang Order of Payment	Wala	2 minute/s	Administrative Aide II Municipal Environment & Natural Resources Office
5. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	5. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
6. Magbayad ng Order of Payment.	6. Tanggapin ang bayad at ibigay ang orihinal na resibo.	PECC Certificate- PHP 2,500.00	3 minute/s	Cashier Treasurers Office (Window 4)
7. Bumalik sa tanggapan ng MENRO at ipakita ang resibo.	7. Ilista ang OR number at papirmahin sa "file copy" ng Certificate na naiwan sa tanggapan ng MENRO at ibigay muli sa kliyente kasabay ng certificate.	Wala	2 minute/s	Admin Aide II Municipal Environment & Natural Resources Office o Admin. Aide III Municipal Environment & Natural Resources Office

8. Sagutan ang Client Survey Form	8. Ibigay ang Client Survey Form	Wala	1 minute/s	<i>Admin Aide II</i> Municipal Environment & Natural Resources Office o <i>Admin. Aide III</i> Municipal Environment & Natural Resources Office
TOTAL		PECC Certificate- PHP 2,500.00	38 minute/s	

4. PROSESO SA PAGBABAYAD PARA SA GARBAGE COLLECTION FEE

Para sa mga establisimiento na makakatanggap ng notice mula sa tanggapan ng MENRO na ipinabatid na sila ay lumampas na sa pagtatapon ng kanilang residual waste sa transfer station.

(If your company or establishment already exceeded the 12 tons and generated another 3 tons, MENRO will provide a breakdown or summary of the accumulated wastes generated by your company. And if the company/establishment ignore at least two (2) notices given by MENRO, then the collection of garbage to them will be stop.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	NAGNEGOSYO(Commercial/Industrial/Other types of businesses.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resibo ng pinagbayaran (1 photocopy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bayaran ang Order of Payment.	1. Tanggapin ang bayad ay at ibigay ng orihinal na resibo.	Garbage Fees (in every 3 tons exceeding to 12 tons)- PhP 2,500.00	4 minute/s	Cashier Treasurers Office (Window 4)
2. Dalhin sa opisina ng MENRO ang photocopy ng resibo at sumulat sa visitors logbook.	2. Kunin ang photo copy ng resibo at i-attached sa kopya ng notice ng company/establishment at i-file.	Wala	2 minute/s	MENRO Clerk Municipal Environment & Natural Resources Office
4. Sagutan ang Client Survey Form	4. Ibigay ang Client Survey Form	Wala	2 minute/s	MENRO Clerk Municipal Environment & Natural Resources Office Administrative Aide II Municipal Environment & Natural Resources Office
TOTAL		Garbage Fees (in every 3 tons exceeding to 12 tons)- PhP 2,500.00	8 minute/s	

5. PAGKUHA NG CLEARANCE PARA SA BAGO AT MAG RERENEW NA NEGOSYO

Clearance na pinipirmahan sa MENRO na kailangan sa mga kumukuha ng business permit sa BPLO.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO BUSINESS			
Who may avail:	NAGNEGOSYO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Application Form (1 original copy)		Business Permit & Licensing Office (BPLO)		
2. Barangay Business Clearance (1 photocopy)		Sa barangay hall nang inyong lugar.		
3. Critical Business (ECC/CNC) (1 photocopy)		DENR-EMB Region III		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumirma sa visitor's logbook at ibigay ang mga requirements.	1. Suriin ang mga dokumento. I-encode sa database ang mga impormasyon ng negosyo.	Wala	2 minute/s	MENRO Clerk Administrative Municipal Environment & Natural Resources Office Aide III Municipal Environment & Natural Resources Office Administrative Aide II Municipal Environment & Natural Resources Office Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
2. Sagutan ang Client Feedback Form.	2. Lagdaan ang Business Application Form.	Wala	4 minute/s	MENRO Clerk Municipal Environment & Natural Resources Office Office Administrative Aide II Municipal Environment & Natural Resources Office Office MENRO Head Municipal Environment & Natural Resources Office
	2.1. Isaad ang halagang kailangan bayaran	Halagang nakasaad	2 minute/s	Clerk Municipal Environment & Natural Resources Office Office Administrative Aide II Municipal Environment & Natural Resources Office Office Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
3. Pumunta sa mga susunod na tanggapan na kailangan ng clearances.	3. Ibalik ang application form sa aplikante.	Wala	2 minute/s	MENRO Clerk Municipal Environment & Natural Resources Office Office Administrative Aide II Municipal Environment & Natural Resources Office Office Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
TOTAL		Halagang nakasaad	10 minute/s	

6. HANDLING COMPLAINTS

Proseso sa pagtanggap at paglutas sa inihaing reklamo sa opisina nang MENRO patungkol sa tamang pagsasaayos ng kalinisan ng kapaligiran.

Office:	MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE			
Classification:	COMPLEX TRANSACTION			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	MAMAMAYAN NG GUIGUINTO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaints via phone call		Client/Complainant		
2. Written complaints (1 original copy)		Client/Complainant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kung ang reklamo ay via phone call: tumawag sa numerong 044-794-1823 local 245 para sa inyong queries/comments. Kung ang reklamo ay via written: Sumulat sa Visitors Logbook.	1. Tanggapin ang tawag at ilista sa complaint sheet ang kumpletong detalye ng reklamo. Kausapin ang caller at bigyan ng tamang proseso. Kung ang reklamo ay via written, tanggapin ang sulat reklamo at ibigay sa pinuno ng MENRO	Wala	5 minute/s	Clerk Municipal Environment & Natural Resources Office
	1.1 Ibigay ang worksite instruction sa staff. Para ito ay ma-inspection at magawan ng investigation report.	Wala	5 minute/s	Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
	1.2 Bigyan ng sipi ng investigation report ang magkabilang panig kung ito ay may napagkasunduan na.	Wala	1 day/s	Clerk Municipal Environment & Natural Resources Office o Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
4. Sagutan ang Client Survey Form	4. Ibigay ang Client Survey Form	Wala	2 minute/s	Clerk Municipal Environment & Natural Resources Office o Senior Environmental Management Specialist Municipal Environment & Natural Resources Office
TOTAL		Wala	13 minute/s	



Municipal Health Office

External Services

1. PAGPAPAGAMOT / KONSULTASYON

Serbisyong Pangkalusugan para sa lahat.

Office:	Municipal Health Office (MHO)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Early Childhood Care and Development Card (ECCD) (for 0-1y/o) (1Original copy)		Barangay Health Worker (BHW)		
2. Referral Form (1 Original copy)		Barangay Health Station (BHS), Hospital		
3. Laboratory Medical Result (for follow up check-up (1 original copy)		Medical laboratory		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintaying tawagin.	1. Ibigay ang numero	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	1.1. Tawagin ang pasyente	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
2. Pumunta sa Information table dala ang mga kinakailangang dokumento at sagutin ang impormasyong hinihingi.	2. Kunin at itala ang mga impormasyon at vital signs: timbang, respiratory rate, heart rate, temperature, blood pressure.	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	2.1 <u>Dating pasyente:</u> a. Hahanapin ang numero ng Individual Treatment Record (ITR) b. Kukuhanin ang medical laboratory result c. Kukuhanin ang Early Childhood Care Development Card sa pasyente (0-1 y/o) <u>Bagong pasyente:</u> a. Kunin ang Referral form b. Gawin ang Individual Treatment Record at itala ang Patient Number	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
3. Hintaying tawagin ang pangalan at pumasok sa Consultation Room.	3. Siyasatin, suriin at gamutin ang pasyente	Wala	15 minute/s	Midwife Rural Health Unit / Barangay Health Station Nurse Rural Health Unit Doktor Rural Health Unit
4. Pumunta sa Nurse / Midwife Room at ipakita ang reseta	4. Basahin ang reseta at ibigay ang tamang gamot	Wala	5 minute/s	Midwife Rural Health Unit / Barangay Health Station Nurse Rural Health Unit Doktor Rural Health Unit
5. Pagsagot sa Client Satisfaction Survey Form	5. Pagpapaalala sa tamang pag-aalaga sa kalusugan	Wala	2 minute/s	Midwife Rural Health Unit / Barangay Health Station
TOTAL		Wala	30 minute/s	

2. DENTAL SERVICES

Basic Oral Care

Office:	MUNICIPAL HEALTH OFFICE			
Classification:	Single Transaction			
Type of Transaction:	Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin tawagin.	1. Ibigay ang numero	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	1.1. Tawagin ang pasyente	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
2. Pumunta sa Information table dala ang mga kinakailangan na dokumento at sagutin ang impormasyon na hinihingi.	2. Kunin at itala ang mga impormasyong kinakailangan.	Wala	5 minute/s	Dental Aide Rural Healht Unit
	2.1 <u>Dating pasyente:</u> Paghahanap ng Dental Health Record <u>Bagong pasyente:</u> Gawin ang Individual Dental Health Record.	Wala	5 minute/s	Dental Aide Rural Healht Unit
3. Hintaying tawagin ang pangalan at pumasok sa Dentist Room.	3. Siyasatin at i-eksamin ang kondisyon ng ngipin. Isagawa ang karampatang "Dental Services"	Wala	30 minute/s	Dentist Rural Health Unit
	3.1. Ibigay ang reseta at Dental Health Education	Wala	2 minute/s	Dentist Rural Health Unit
4. Sagutan ang ang Client Satisfaction Survey Form	4. Paalalahan ang tamang pag-aalaga ng ngipin .	Wala	2 minute/s	Dentist Rural Health Unit
TOTAL			46 minute/s	

3. PAGBABAKUNA (BATA)

Pagbibigay ng Serbisyong Pangkalusugan para sa mga batang may edad 0-1 y/o

Office:	Municipal Health Office (MHO)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	Mga batang may edad 0-1 taong gulang			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Early Childhood Care and Development Card (ECCD) - (1 Origin		Barangay Health Worker (BHW)		
2. Referral Form (1 original copy)		Barangay Health Station (BHS), Hospital		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin tawagin.	1. Ibigay ang numero	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	1.1. Tawagin ang pasyente	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
2. Pumunta sa Information table dala ang mga kinakailangan na dokumento at sagutin ang impormasyon na hinihingi.	2. Kunin at itala ang mga impormasyon at vital signs: timbang, respiratory rate, heart rate, temperatura	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	2.1 <u>Dating pasyente:</u> a. Kunin ang Early Childhood Care Development card ng pasyente at hanapin ang numero ng Individual Treatment Record <u>Bagong pasyente:</u> a. Kunin at itala ang mga impormasyon na ayon sa nasa Early Childhood Care and Development Card.	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
3. Hintayin tawagin ang pangalan at pumasok sa Midwife Room	3. Siyasatin, i-examin, suriin at gamutin ang pasyente	Wala	15 minute/s	Midwife (Rural Health Unit / Barangay Health Station)
	3.1. Itala ang pangalan ng bata sa Target Client List at ang araw ng pagbalik ng susunod na bakuna.	Wala	5 minute/s	
4. Sagutan ang ang Client Satisfaction Survey Form	4. Paalalahan ang tamang pag-aalaga ng ngipin .	Wala	2 minute/s	Midwife (Rural Health Unit / Barangay Health Station)
TOTAL		Wala	34 minute/s	

4. PAGPAPAGAMOT / KONSULTASYON (TB DOTS)

Serbisyong Pangkalusugan para sa mga lahat.

Office:	Municipal Health Office (MHO)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. X-Ray Result (by attachment 1 photocopy)		any medical laboratory		
2. National Tuberculosis Request Form (1 original copy)		Nurse - Rural Health Unit		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin tawagin.	1. Ibigay ang numero	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	1.1. Tawagin ang pasyente	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
2. Pumunta sa Information table dala ang mga kinakailangang dokumento at sagutin ang impormasyong hinihingi.	2. Kunin at itala ang mga impormasyon at vital signs: timbang, respiratory rate, heart rate, temperature, blood pressure.	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	2.1. Dating pasyente: a. Kunin ang medical laboratory result at hanapin ang Individual Treatment Record (ITR). Bagong pasyente: a. Kunin ang Referral form at gawan ang Individual Treatment Record at itala ang Patient Number.	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
3. Hintaying tawagin ang pangalan at pumasok sa consultation room.	3. Siyasatin, i-examin, suriin at gamutin ang pasyente.	Wala	15 minute/s	Doktor Rural Health Unit
	3.1. Ibigay ang request for X-ray, DSSM, Gene expert.	Wala	5 minute/s	Doktor Rural Health Unit
4. Pumunta sa laborotoryo ng Rural Health dala ang request at kumuha ng number	4. Tawagin ang number at kunin ang request.	Wala	1 minute/s	Medical Technologist Rural Health Unit
	4.1 (DSSM) a. Bigyan ng 2 Sterile na lalgyan para sa specimen. b. Sabihan na dalawang beses magkolekta ng specimen at ito ay may pagitang isang oras at dalin ang specimen sa laboratoryo. c. Bigyan ng instruction kung paano ang tamang paraan ng pagkolekta.	Wala	10 minute/s	Medical Technologist Rural Health Unit
4.1.1 (Unang Specimen) Pumunta sa laboratoryo at dalin ang specimen	4.1.1.Unang Specimen Kunin ang unang specimen.at titingnang ang kalidad ng ipinasang specimen. A. Pasado: Tatanggapin at iproproseso at sabihin na maaari ng magkolekta ng ika-2 specimen pagkalipas ng isang oras B. Hindi Pasado: Ipauulit ang pagkuha ng specimen at ipababalik ang panibagong specimen	Wala	2 minute/s	Medical Technologist Rural Health Unit

4.1.2 (Ikalawang Specimen) Pumunta sa laboratoryo at dalin ang specimen	4.1.2.Ikalawang specimen Kunin ang ikalawang specimen at tingnan ang kalidad. <u>Pasado:</u> a. Tanggapin at iproseso at sabihin na maaari ng magkolekta ng ika-2 specimen pagkalipas ng isang oras b. Sasabihin kung kailan babalikan ang resulta <u>Hindi Pasado:</u> Ipauulit ang pagkuha ng at ibalik ang panibagong specimen	Wala	2 minute/s	Medical Technologist Rural Health Unit
4.2 Pumunta sa laboratoryo at dalin ang specimen	<u>4.2 (Gene Expert)</u> Kunin ang specimen at tingnan ang kalidad nito. <u>Pasado:</u> Tanggapin at iproseso at sabihin kung kailan babalikan ang resulta. <u>Hindi Pasado:</u> Ipauulit ang pagkuha ng at ibalik ang panibagong specimen	Wala	2 minute/s	Medical Technologist Rural Health Unit II
5. Kunin ang resulta at dalhin sa doktor.	5. Basahin, suriin ang laboratory result at gamutin ang pasyente at papuntahin sa nurse para sa kaukulang gamot	Wala	5 minute/s	Doktor Rural Health Unit
6. Pumunta sa nurse, ibigay ang reseta at ang mga laboratory result at sagutin ang mga kinakailangang impormasyon.	6. Basahin ang reseta at ibigay ang kaukulang gamot at ipaalam kung sino ang kanilang TB patner (Midwife/Barangay Health Worker (BHW)	Wala	10 minute/s	Nurse Rural Health Unit
	6.1. Igawa ng National Tuberculosis Program (NTP) Identification Card at itala sa Masterlist ng TB Registry.	Wala	20 minute/s	Nurse Rural Health Unit
7. Sagutan ang ang Client Survey Form.	7. Paalalahan sa kahalagahan na matapos ang gamutan.	Wala	2 minute/s	Nurse Rural Health Unit
TOTAL		Wala	86 minute/s	

5. PAGPAPAGAMOT / KONSULTASYON (Buntis)

Serbisyong Pangkalusugan para sa mga nagdadalangtao

Office:	Municipal Health Office (MHO)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	Women of reproductive age			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Home Based Maternal Record (HBMR) - (old patient - 1 copy original)		Barangay Health Worker (Rural Health Unit / Barangay Health Station)		
2. Pregnancy Test		Pharmacy		
3. Medical Laboratory Test (Ultrasound, CBC)		Any Medical Laboratory		
4. Medical Laboratory Test (Urinalysis, HIV-Syphilis, Hepa B)		Medical Technologist - Rural Health Unit		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin tawagin.	1. Ibigay ang numero	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	1.1. Tawagin ang pasyente	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
2. Pumunta sa Information table dala ang mga kinakailangan na dokumento at sagutin ang impormasyon na hinihingi.	2. Kunin at itala ang mga impormasyong kinakailangan.	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	2.1 <u>Dating pasyente:</u> a. Kunin ang record <u>Bagong pasyente:</u> a. Kunin at itala ang mga impormasyong ayon sa nasa Home Based Maternal Record (HBMR)	Wala	10 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
3. Pumunta sa Midwife Room	3. Siyasatin, i-eksamin at suriin ang pasyente.	Wala	15 minute/s	Midwife Rural Health Unit / Barangay Health Station
	3.1. Gamutin, bigyan ng reseta at available medicines.	Wala	3 minute/s	Midwife Rural Health Unit / Barangay Health Station
	3.2. Itala ang pasyente sa Target Client List	Wala	2 minute/s	Midwife Rural Health Unit / Barangay Health Station
4. Sagutan ang ang Client Satisfaction Survey Form	4. Paalalahan sa schedule ng kasunod na check-up at ang kahalagahan ng Health Insurance/Philhealth.	Wala	2 minute/s	Midwife Rural Health Unit / Barangay Health Station
TOTAL			39 minute/s	

6. KONSULTASYON (Family Planning)

Serbisyong Pangkalusugan para sa women of reproductive age

Office:	Municipal Health Office (MHO)			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	Women of reproductive age			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Wala		wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin tawagin.	1. Ibigay ang numero	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	1.1. Tawagin ang pasyente	Wala	1 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
2. Pumunta sa Information table dala ang mga kinakailangan na dokumento at sagutin ang impormasyon na hinihingi.	2. Kunin at itala ang mga impormasyon	Wala	5 minute/s	Barangay Health Worker Rural Health Unit / Barangay Health Station
	2.1. Dating Pasyente: a. Kunin ang Family Planning Service Record (Form 1) Bagong Pasyente: a. Kunin at itala ang impormasyon sa Family Planning Service Record (Form 1)	Wala	15 minute/s	Midwife Rural Health Unit / Barangay Health Station
3. Pumunta sa Midwife Room	3. Bigyan ng counselling at ituro ang napiling paraan ng paggamit ng family planning method.	Wala	5 minute/s	Midwife Rural Health Unit / Barangay Health Station
	3.1. Ibigay ang family planning commodities na napili at itala sa Target Client List.	Wala	1 minute/s	Midwife Rural Health Unit / Barangay Health Station
4. Sagutan ang ang Client Satisfaction Survey Form	4. Paalalahan sa kahalagahan ng pagpaplano ng pamilya at ang schedule ng pagbalik.	Wala	2 minute/s	Midwife Rural Health Unit / Barangay Health Station
TOTAL		Wala	30 minute/s	

7. HEALTH CARD

Pagkuha ng Health Card

Office:	MUNICIPAL HEALTH OFFICE			
Classification:	Simple Transcation			
Type of Transaction:	Government to Client			
Who may avail:	Food and Non-Food Establishment within Guiguinto (Hired Employee)			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Medical Results (1 Original - copy)		Medical Laboratory		
1.1 Food Establishment: 1.1.1 Chest X-ray (6 months validity) 1.1.2 Drug Test (1 year validity) 1.1.3 Hepa A (1 year validity) 1.1.4 Urinalysis (3 months validity) 1.1.5 Fecalysis (3 months validity) 1.2 Non-Food Establishment: 1.2.1 Chest X-ray (6 months validity) 1.2.2 Drug Test (1 year validity) 1.2.3 Urinalysis (3 months validity) 1.2.4 Fecalysis (3 months validity)				
2. Official Receipt for Health Card (1 original copy)		Window 4 - Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin itong tawagin.	1. Bibigyan ng numero ang bagong dating na aplikante.	Wala	1 minute/s	Rural Sanitation Inspector Rural Health Unit
	1.1 Tawagin ang pasyente	Wala	1 minute/s	Rural Sanitation Inspector Rural Health Unit
2. Ibigay ang dalang medical result at resibo.	2. Basahin ang lahat ng Medical Result na ipinasa kung ito ay pasado sa normal values	Wala	2 minute/s	Rural Sanitation Inspector Rural Health Unit
Pasado: a. Magtala sa logbook ng mga kinakailangang impormasyon Hindi Pasado: a. Hintayin ang ginawang referral ng doktor.	2.1 Pasado: a. Gawin ang Health Card b. Pirmahan ang Health Card Hindi Pasado: a. Samahan ng Rural Health Inspector sa Doktor ang kliyente at ipakita ang Medical Result. b. Siyasatin, suriin at gamutin ang pasyente. c. Sabihin kung kailan babalik ang kliyente dala ang bagong Medical Result.	Wala	9 minute/s	Rural Sanitation Inspector Rural Health Unit Municipal Health Officer Municipal Health Office Rural Health Physician Rural Health Unit
3. Pirmahan ang Health Card	3. Papirmahin ang aplikante sa health card bago ito ibigay.	Wala	1 minute/s	Rural Sanitation Inspector Rural Health Unit
4. Pagsagot sa Client Satisfaction Survey Form	4. Pagpapaalala sa tama at palagiang pagsusuot ng	Wala	2 minute/s	Rural Sanitaion Inspector Rural Health Unit
TOTAL		Wala	16 minute/s	

8. SANITARY PERMIT

Pagkuha ng Sanitary Permit ng lahat ng Business Establishment sa Bayan ng Guiguinto

Office:	MUNICIPAL HEALTH OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:	May ari ng negosyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Bussiness Permit Application Form (already Process from BPLO - 1 original copy)		Bussiness Permit Licensing Office		
2. Health ID (already issued)		Municipal Health Office		
3. Water Testing Result (Food Establishment)		Water Laboratory		
4. Discharge Certificate		Environmental Management Bureau		
5. Certificate of Siphoning		Department of Health accredited Siphoning Services		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha ng numero at hintayin itong tawagin.	1. Tawagin ang kliyente	Wala	1 minute/s	<i>Rural Sanitation Inspector</i> Rural Health Unit
2. Ipasa ang dalang dokumento.	2. Suriin ang binigay na dokumento.	Wala	2 minute/s	<i>Rural Sanitation Inspector</i> Rural Health Unit
Pasado: Magtala sa logbook ng mga kinakailangang impormasyon. Hindi Pasado: Kumpletuhin ang mga kinakailangang requirements	2.1 Pasado: a. Iproseso ang Sanitary Permit. b. Pirmahan ang Sanitary Permit. Hindi Pasado: a. Ipaalam ang mga kailangang hakbang para makumpleto ang mga dokumentong kailangan	Wala	5 minute/s	<i>Rural Sanitation Inspector</i> Rural Health Unit <i>Municipal Health Officer</i> Municipal Health Office
3. Antayin ang pag -iissue ng Sanitary Permit	3. Ibibigay ang sipi ng Sanitary Permit	Wala	2 minute/s	<i>Rural Sanitation Inspector</i> Rural Health Unit
4. Sagutan ang Client Satsfaction Survey Form	4. Pagpapaalala ng kahalagahan at ng tamang paglalagay ng ng Sanitary Permit sa loob ng Business Establishment	Wala	2 minute/s	<i>Rural Sanitation Inspector</i> Rural Health Unit
TOTAL		Wala	12 minute/s	



Management Information System

External Services

1. CCTV REVIEW

Pag-review sa mga pangyayaring nakunan ng CCTV

Office:	Management Information System			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (1 photocopy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Kumuha at sagutan ang CCTV Playback Request Form (FORM NO. MIS-005-Ø)	1. Ibigay ang request form	Wala	1 minute/s	<i>Data Controller II</i> Management Information Office or <i>Computer Maintenance Tech I</i> Management Information Office or <i>Computer Maintenance Tech II</i> Management Information Office or <i>Administrative Aide VI</i> Management Information Office
	1.1 Suriin, pirmahan at ibalik ang request form sa kliyente	Wala	2 minute/s	<i>Data Controller II</i> Management Information Office or <i>Computer Maintenance Tech I</i> Management Information Office or <i>Computer Maintenance Tech II</i> Management Information Office or <i>Administrative Aide VI</i> Management Information Office
2. Pumunta sa opisina ng Municipal Administrator upang papirmahan ang request form.	3. Pirmahan ang request form.	Wala	3 minute/s	<i>Municipal Administrator</i> Office of the Municipal Administrator
4. Bumalik sa opisina ng Management Information System upang ipasa ang pirmadong form.	4. Kunin ang papel at simulan i-review ang pangyayari sa CCTV.	Wala	30 minute/s	<i>Data Controller II</i> Management Information Office or <i>Computer Maintenance Tech I</i> Management Information Office or <i>Computer Maintenance Tech II</i> Management Information Office or <i>Administrative Aide VI</i> Management Information Office
TOTAL		Wala	36 minute/s	



Municipal Planning and Development Office

External Services

1. Pagkuha ng Zoning Certification – Residential

Ang Zoning Certification ay patunay na ang lugar o lokasyon ng napiling pagtayaran ng isang istruktura ay naaayon sa itinakdang gamit ng lupa na makikita sa pinakabagong Zoning Ordinance na ipinasa at pinagtibay ng Sangguniang Bayan at Sangguniang Panlalawigan. *Ang Residential Zoning Certification ay kailangan sa pagkuha ng Building Permit.

Office:	Pambayang Tanggapan ng Pagpapalano at Pagpapaunlad			
Classification:	Simple			
Type of Transaction:	Government to Citizens, Government to Business, at Government to Government			
Who may avail:	Lahat ng mga mamamayang magpapatayo o nagpapaayos ng mga istrukturang residential			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 Photocopy)		Barangay		
2. Barangay Council Resolution (1 Photocopy)		Barangay		
3. Kopya ng Titulo ng Lupa (1 Photocopy)		May-ari ng lupa		
4. Kasunduan sa pagkakabili (1 Photocopy)		May-ari at umuupa sa lupa		
5. Kontrata sa pag-upa ng lupa (1 Photocopy)		May-ari at umuupa sa lupa		
6. Kompletong Engineering Plan (1 Set)		Project Engineer/Architect		
7. Specified Floor Plan (1 Set)		Project Engineer/Architect		
8. Site Development Plan (1 Set)		Project Engineer/Architect		
9. Latest Tax Declaration (1 Photocopy)		Municipal Assessor's Office		
10. Updated Real Property Tax Receipt (1 Photocopy)		Municipal Treasurer's Office		
11. Bill of Materials (1 Photocopy)		Project Engineer/Architect		
12. Vicinity Map (1 Photocopy)		Project Engineer/Architect		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application for Zoning Certificate Form (Form No. MPD-004-Ø) at ipasa ang mga kaukulang dokumento.	1. Suriin ang mga kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipo-proseso at itatakda ang petsa ng inspeksyon kung kinakailangan.	Wala	20 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
2. Samahan ang MPDO Staff sa gagawing Site Inspection. (Para sa mga application na nangangailangan ng site inspection)	2. Isagawa ang inspeksyon sa itinakdang petsa at oras.	Wala	4 oras	Zoning Inspector I or Project Development Officer III Planning And Development Office
3. Kumpletuhin muna ang mga dokumento/isigawa ang hinihinging aksyon bago maipagpatuloy ang proseso. (Para sa mga application na nangangailangan ng karagdagang aksyon at dokumento bilang resulta ng Site Inspection)	3. Tapusin ang inspection report.	Wala	1 oras	Zoning Inspector I or Project Development Officer III Planning And Development Office
	3.1 Ibigay ang Order of Payment sa mga application na pasado na ang inspection report.	Wala	10 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
4. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	4. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
5. Bayaran ang kaukulang halaga sa Tanggapan ng Ingat-Yaman.	5. Tanggapin ang bayad at mag-issue ng Official Receipt.	Halagang nakasaad	4 minuto	Cashier I Treasurer's Office
6. Bigyan ng kopya ng Official Receipt ang MPDO.	6. Ihanda ang sertipikasyon.	Wala	10 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
	6.1 Suriin at pirmahan ang Sertipikasyon.	Wala	5 minuto	Zoning Administrator Planning and Development Office

	6.2 I-endorso at papirmahan ang sertipikasyon sa Tanggapan ng Punongbayan.	Wala	5 minuto	<i>Zoning Inspector I</i> or <i>Project Development Officer III</i> Planning And Development Office
	6.3 Aprubahan ang zoning certification.	Wala	1 araw	<i>Mayor</i> Mayor's Office
7. Kunin ang Zoning Certificate.	7. Ibigay ang Zoning Certificate sa aplikante at kunin ang isang kopya.	Wala	5 minuto	<i>Zoning Inspector I</i> or <i>Project Development Officer III</i> Planning And Development Office
TOTAL		Depende sa kaukulang halaga ng proyekto	1 araw at 6 oras	

2. Pagkuha ng Zoning Certification – Commercial

Ang Zoning Certification ay patunay na ang lugar o lokasyon ng napiling pagtayaran ng isang istruktura ay naaayon sa itinakdang gamit ng lupa na makikita sa pinakabagong Zoning Ordinance na ipinasa at pinagtibay ng Sangguniang Bayan at Sangguniang Panlalawigan. *Ang Commercial Zoning Certification ay kailangan sa pagkuha ng Building Permit.

Office:	Pambayang Tanggapan ng Pagpapalano at Pagpapaulad			
Classification:	Complex			
Type of Transaction:	Government to Citizens, Government to Business, at Government to Government			
Who may avail:	Lahat ng mga mamamayang magpapatayo o nagpapaayos ng mga istrukturang commercial			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 Photocopy)		Barangay		
2. Barangay Council Resolution (1 Photocopy)		Barangay		
3. Kopya ng Titulo ng Lupa (1 Photocopy)		May-ari ng lupa		
4. Kasunduan sa pagkakabili (1 Photocopy)		May-ari at umuupa sa lupa		
5. Kontrata sa pag-upa ng lupa (1 Photocopy)		May-ari at umuupa sa lupa		
6. Kompletong Engineering Plan (1 Set)		Project Engineer/Architect		
7. Specified Floor Plan (1 Set)		Project Engineer/Architect		
8. Site Development Plan (1 Set)		Project Engineer/Architect		
9. Latest Tax Declaration (1 Photocopy)		Municipal Assessor's Office		
10. Updated Real Property Tax Receipt (1 Photocopy)		Municipal Treasurer's Office		
11. Bill of Materials (1 Photocopy)		Project Engineer/Architect		
12. Vicinity Map (1 Photocopy)		Project Engineer/Architect		
13. Project Feasibility (1 Photocopy)		Project Proponent		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application for Zoning Certificate Form (Form No. MPD-004-Ø) at ipasa ang mga kaukulang dokumento.	1. Suriin ang mga kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipo-proseso at itatakda ang petsa ng inspeksyon kung kinakailangan.	Wala	30 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
2. Samahan ang MPDO Staff sa gagawing Site Inspection. (Para sa mga application na nangangailangan ng site inspection)	2. Isagawa ang inspeksyon sa itinakdang petsa at oras.	Wala	4 oras	Zoning Inspector I or Project Development Officer III Planning And Development Office
3. Kumpletuhin muna ang mga dokumento/Isigawa ang hinihinging aksyon bago maipagpatuloy ang proseso. (Para sa mga application na nangangailangan ng karagdagang aksyon at dokumento bilang resulta ng Site Inspection)	3. Tapusin ang inspection report.	Wala	1 oras	Zoning Inspector I or Project Development Officer III Planning And Development Office
	3.1 Ibigay ang Order of Payment sa mga application na pasado na ang inspection report.	Wala	5 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
4. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	4. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
5. Bayaran ang kaukulang halaga sa Tanggapan ng Ingat-Yaman.	5. Tanggapin ang Bayad at mag-issue ng Official Receipt.	Halagang nakasaad	4 minuto	Cashier I Treasurer's Office
6. Bigyan ng kopya ng Official Receipt ang MPDO.	6. Ihanda ang sertipikasyon.	Wala	30 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
	6.1 Suriin at pirmahan ang Sertipikasyon.	Wala	30 minuto	Zoning Administrator Planning and Development Office

	6.2 I-endorso at papirmahan ang sertipikasyon sa Tanggapan ng Punongbayan.	Wala	5 minuto	<i>Zoning Inspector I</i> or <i>Project Development Officer III</i> Planning And Development Office
	6.3 Aprubahan ang zoning certification.	Wala	2 araw	<i>Mayor</i> Mayor's Office
7. Kunin ang Zoning Certificate.	7. Ibigay ang Zoning Certificate sa aplikante at kunin ang isang kopya.	Wala	5 minuto	<i>Zoning Inspector I</i> or <i>Project Development Officer III</i> Planning And Development Office
TOTAL		Depende sa kaukulang halaga ng proyekto	2 araw, 6 oras at 50 minuto	

3. Pagkuha ng Zoning Certification – Industrial

Ang Zoning Certification ay patunay na ang lugar o lokasyon ng napiling pagtayaran ng isang istruktura ay naaayon sa itinakdang gamit ng lupa na makikita sa pinakabagong Zoning Ordinance na ipinasa at pinagtibay ng Sangguniang Bayan at Sangguniang Panlalawigan. *Ang Industrial Zoning Certification ay kailangan sa pagkuha ng Building Permit.

Office:	Pambayang Tanggapan ng Pagpapalano at Pagpapaunlad			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizens, Government to Business, at Government to Government			
Who may avail:	Lahat ng mga mamamayang magpapatayo o nagpapaayos ng mga istrukturang industrial			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 Photocopy)		Barangay		
2. Barangay Council Resolution (1 Photocopy)		Barangay		
3. Kopya ng Titulo ng Lupa (1 Photocopy)		May-ari ng lupa		
4. Kasunduan sa pagkakabili (1 Photocopy)		May-ari at umuupa sa lupa		
5. Kontrata sa pag-upa ng lupa (1 Photocopy)		May-ari at umuupa sa lupa		
6. Kompletong Engineering Plan (1 Set)		Project Engineer/Architect		
7. Specified Floor Plan (1 Set)		Project Engineer/Architect		
8. Site Development Plan (1 Set)		Project Engineer/Architect		
9. Latest Tax Declaration (1 Photocopy)		Municipal Assessor's Office		
10. Updated Real Property Tax Receipt (1 Photocopy)		Municipal Treasurer's Office		
11. Bill of Materials (1 Photocopy)		Project Engineer/Architect		
12. Vicinity Map (1 Photocopy)		Project Engineer/Architect		
13. Project Feasibility (1 Photocopy)		Project Proponent		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application for Zoning Certificate Form (Form No. MPD-004-Ø) at ipasa ang mga kaukulang dokumento.	1. Suriin ang mga kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipo-proseso at itatakda ang petsa ng inspeksyon kung kinakailangan.	Wala	30 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
2. Samahan ang MPDO Staff sa gagawing Site Inspection. (Para sa mga application na nangangailangan ng site inspection)	2. Isagawa ang inspeksyon sa itinakdang petsa at oras. (Isa hanggang dalawang beses na inspeksyon para sa isang proyekto)	Wala	8 oras	Zoning Inspector I or Project Development Officer III Planning And Development Office
3. Kumpletuhin muna ang mga dokumento/Isigawa ang hinihinging aksyon bago maipagpatuloy ang proseso. (Para sa mga application na nangangailangan ng karagdagang aksyon at dokumento bilang resulta ng Site Inspection)	3. Tapusin ang inspection report.	Wala	1 oras	Zoning Inspector I or Project Development Officer III Planning And Development Office
	3.1 Ibigay ang Order of Payment sa mga application na pasado na ang inspection report.	Wala	10 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
4. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	4. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
5. Bayaran ang kaukulang halaga sa Tanggapan ng Ingat-Yaman.	5. Tanggapin ang Bayad at mag-issue ng Official Receipt.	Depende sa kaukulang halaga ng proyekto	4 minuto	Cashier I Treasurer's Office
6. Bigyan ng kopya ng Official Receipt ang MPDO.	6. Ihanda ang sertipikasyon.	Wala	30 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
	6.1 Suriin at pirmahan ang Sertipikasyon.	Wala	30 minuto	Zoning Administrator Planning and Development Office
	6.2 I-endorso at papirmahan ang sertipikasyon sa Tanggapan ng Punongbayan.	Wala	5 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
	6.3 Aprubahan ang zoning certification.	Wala	2 araw	Mayor Mayor's Office

7. Kunin ang Zoning Certificate.	7. Ibigay ang Zoning Certificate sa aplikante at kunin ang isang kopya.	Wala	5 minuto	<i>Zoning Inspector I</i> or <i>Project Development Officer III</i> Planning And Development Office
TOTAL		Depende sa kaukulang halaga ng proyekto	2 araw, 10 oras at 55 minuto	

4. Pagkuha ng Lot Certification

Ang nasabing certification ay kailangan upang matukoy ang gamit/uri ng lupa batay sa CLUP / Zoning Ordinance

Office:	Pambayang Tanggapan ng Pagpapalano at Pagpapaunlad			
Classification:	Simple			
Type of Transaction:	Government to Citizens, Government to Business, at Government to Government			
Who may avail:	Lahat ng mga mamamayang nag aapply ng paglilipat ng titulo, nagpapa-uri ng lupa o nagbebenta/bibili			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Kopya ng Titulo ng Lupa (1 Photocopy)		May-ari ng lupa		
2. Kasunduan sa pagkakabili / Kontrata sa pag-upa ng lupa(1		May-ari at umuupa sa lupa		
3. Latest Tax Declaration (1 Photocopy)		Municipal Assessor's Office		
4. Updated Real Property Tax Receipt (1 Photocopy)		Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application for Zoning Certificate Form (Form No. MPD-004-Ø) at ipasa ang mga kaukulang dokumento.	1. Suriin ang mga kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipo-proseso.	Wala	20 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
	1.1 Ibigay ang order of payment.	Wala	5 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
4. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	4. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
2. Bayaran ang kaukulang halaga sa Tanggapan ng Ingat-Yaman.	2. Tanggapin ang Bayad at mag-issue ng Official Receipt.	Bawat Sertipikasyon - PHP 216.00	4 minuto	Cashier I Treasurer's Office
3. Bigyan ng kopya ng Official Receipt ang MPDO.	3. Ihanda ang kaukulang Sertipikasyon	Wala	20 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
	3.1 Suriin at pirmahan ang Sertipikasyon	Wala	10 minuto	Zoning Administrator Planning and Development Office
4. Kunin ang Zoning Certificate.	4. Ibigay ang kaukulang Lot Certification sa aplikante/ kliyente at kunin ang isang kopya.	Wala	5 minuto	Zoning Inspector I or Project Development Officer III Planning And Development Office
TOTAL		Bawat Sertipikasyon - PHP 216.00	1 oras at 5 minuto	

5. Pagkuha ng Zoning Certification para sa Espesyal na Proyekto

Ang Zoning Certification ay patunay na ang lugar o lokasyon ng napiling pagtayaran ng isang istruktura ay naaayon sa itinakdang gamit ng lupa na makikita sa pinakabagong Zoning Ordinance na ipinasa at pinagtibay ng Sangguniang Bayan at Sangguniang Panlalawigan.

*Ang Zoning Certification para sa Espesyal na Proyekto ay kailangan sa pagkuha ng Building Permit.

Office:	Pambayang Tanggapan ng Pagpapalano at Pagpapaunlad			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizens, Government to Business, at Government to Government			
Who may avail:	Lahat ng mga mamamayang magpagawa o nagpapaayos ng mga hindi pangkaraniwang istruktura o proyekto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 photocopy)		Barangay		
2. Resolusyon ng Barangay na pinahihintulutan ang pagtatayo pag-operate ng nasabing establishmento (1 photocopy)		Sangguniang Barangay		
3. Kopya ng Titulo ng Lupa (1 photocopy)		May-ari ng lupa		
4. Kasunduan sa pagkakabili / Kontrata sa pag-upa ng lupa (1 photocopy)		May-ari at umuupa sa lupa		
5. Kompletong Engineering Plan (1 Set) • Site Development Plan • Architectural Plan • Structural Plan • Plumbing and Sanitary • Electrical Plan • Mechanical Plan (if available)		Project Engineer/Architect		
6. Latest Tax Declaration (1 photocopy)		Municipal Assessor's Office		
7. Updated Real Property Tax Receipt (1 photocopy)		Municipal Treasurer's Office		
8. Bill of Materials (1 photocopy)		Project Engineer/Architect		
9. Vicinity Map (1 photocopy)		Project Engineer/Architect		
10. Project Feasibility (1 photocopy)		Project Proponent		
11. NTC Provisional Authority for telecommunication projects (1 photocopy)		National Telecommunications Commission		
12. ATO Clearance for airport and other relevant projects (1 photocopy)		Air Transportation Office		
13. Pamublikong Pagdinig at Pahintulot ng mga kapitbahay na sakop sa Limampung metro na radius (50m radius) mula sa proyekto (1 photocopy)		Sangguniang Barangay/Bayan		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application for Zoning Certificate for Special Project Form (Form No. MPD-012-Ø) at magpasa ng mga kaukulang dokumento.	1. Suriin ang mga kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipo-proseso at itatakda ang petsa ng inspeksyon kung kinakailangan.	Wala	30 minuto	Project Development Officer III Planning And Development Office
2. Samahan ang MPDO Staff sa gagawing Site Inspection. (Para sa mga application na nangangailangan ng site inspection)	2. Isagawa ang inspeksyon sa itinakdang petsa at oras.	Wala	4 oras	Project Development Officer III Planning And Development Office
3. Kumpletuhin muna ang mga dokumento/Isigawa ang hinihinging aksyon bago maipagpatuloy ang proseso. (Para sa mga application na nangangailangan ng karagdagang aksyon at dokumento bilang resulta ng Site Inspection)	3. Tapusin ang inspection report.	Wala	1 oras	Project Development Officer III Planning And Development Office
	3.1 Ibigay ang Order of Payment sa mga application na pasado na ang inspection report.	Wala	5 minuto	Project Development Officer III Planning And Development Office
4. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	4. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
5. Bayaran ang kaukulang halaga sa Tanggapan ng Ingat-Yaman.	5. Tanggapin ang Bayad at mag-issue ng Official Receipt.	Depende sa kaukulang halaga ng proyekto	4 minuto	Cashier I Treasurer's Office
6. Bigyan ng kopya ng Official Receipt ang MPDO.	6. Ihanda ang sertipikasyon.	Wala	30 minuto	Project Development Officer III Planning And Development Office

	6.1 Suriin at pirmahan ang Sertipikasyon.	Wala	30 minuto	<i>Zoning Administrator</i> Planning and Development Office
	6.2 I-endorso at papirmahan ang sertipikasyon sa Tanggapan ng Punongbayan.	Wala	5 minuto	<i>Project Development Officer III</i> Planning And Development Office
	6.3 Aprubahan ang zoning certification.	Wala	2 araw	<i>Mayor</i> Mayor's Office
7. Kunin ang Zoning Certificate.	7. Ibigay ang Zoning Certificate sa aplikante at kunin ang isang kopya.	Wala	5 minuto	<i>Project Development Officer III</i> Planning And Development Office
TOTAL		Depende sa kaukulang halaga ng proyekto	2 araw, 6 oras at 50 minuto	

6. Pagkuha ng Development Permit

Ang Development Permit ay patunay na ang malalaking (mahigit sa sampung lote o pagkakahati ng lupa at gamit) pagawain/proyekto/istruktura ay pinahihintulutan ng lokal na pamahalaan. Ito ay sinusuportahan at pinagtitiyap ng Sangguniang Bayan at Sangguniang Panlalawigan.

Office:	Pambayang Tanggapan ng Pagpapalano at Pagpapaunlad			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizens, Government to Business, at Government to Government			
Who may avail:	Lahat ng mga mamamayang nagpapatayo ng bahay o bodega ng paghahanapbuhay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 Photocopy)		Barangay		
2. Resolusyon ng Barangay na pinahihintulutan ang pagtatayo pag-operate ng nasabing establishmento (1 Photocopy)		Sangguniang Barangay		
3. Kopya ng Titulo ng Lupa (1 Photocopy)		May-ari ng lupa		
4. Kasunduan sa pagkakabili (1 Photocopy)		May-ari at umuupa sa lupa		
5. Kontrata sa pag-upa ng lupa (1 Photocopy)		May-ari at umuupa sa lupa		
6. Kompletong Engineering Plan (1 Set) i. Site Development Plan indicating the following - Saleable Lot (%) - Non-Saleable Lot (%) - Open Space (%) ii. Site Topography of Entire Development & Adjacent Property iii. Road Layout Plan and Sections iv. Water Distribution Layout and Details v. Drainage Layout Plan and Details vi. Electrical Line Layout and Details vii. Computation of Tributaries and Other Relevant Details viii. Tree Planting Layout (For Urban Gardening Requirement)		Project Engineer/Architect		
7. Latest Tax Declaration (1 Photocopy)		Municipal Assessor's Office		
8. Updated Real Property Tax Receipt (1 Photocopy)		Municipal Treasurer's Office		
9. Bill of Materials (1 Photocopy)		Project Engineer/Architect		
10. Vicinity Map (1 Photocopy)		Project Engineer/Architect		
11. Project Feasibility (1 Photocopy)		Project Proponent		
12. NTC Provisional Authority for telecommunication projects (1 Photocopy)		National Telecommunications Commission		
13. DOH Clearance (1 Photocopy)		Department of Health		
14. ATO Clearance for airport and other relevant projects (1 Photocopy)		Air Transportation Office		
15. Pamublikong Pagdinig at Pahintulot ng mga kapitbahay na sakop sa Limampung metro na radius (50m radius) mula sa proyekto (1 Photocopy)		Sangguniang Barangay/Bayan		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application for Development Permit Form. (Form No. MPD-013-Ø) at magpasa ng mga kaukulang dokumento.	1. Suriin ang mga kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipo-proseso at itatakda ang petsa ng inspeksyon kung kinakailangan.	Wala	30 minuto	Project Development Officer III Planning And Development Office
2. Samahan ang MPDO Staff sa gagawing Site Inspection. (Para sa mga application na nangangailangan ng site inspection)	2. Isagawa ang inspeksyon sa itinakdang petsa at oras.	Wala	4 oras	Project Development Officer III Planning And Development Office
3. Kumpletuhin muna ang mga dokumento/Isigawa ang hinihinging aksyon bago maipagpatuloy ang proseso. (Para sa mga application na nangangailangan ng karagdagang aksyon at dokumento bilang resulta ng Site Inspection)	3. Tapusin ang inspection report.	Wala	1 oras	Project Development Officer III Planning And Development Office
	3.1 Ibigay ang Order of Payment sa mga application na pasado na ang inspection report.	Wala	5 minuto	Project Development Officer III Planning And Development Office
4. Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang number sa TV Screen bago pumunta sa Window 4.	4. Pindutin ang queuing system para lumabas sa TV screen ang number	Wala	1 minuto	Cashier Treasurers Office (Window 4)
5. Bayaran ang kaukulang halaga sa Tanggapan ng Ingat-Yaman.	5. Tanggapin ang bayad at mag-issue ng Official Receipt.	Depende sa kaukulang halaga ng proyekto	4 minuto	Cashier I Treasurer's Office
6. Bigyan ng kopya ng Official Receipt ang MPDO.	6. Ihanda ang kaukulang Development Permit.	Wala	30 minuto	Project Development Officer III Planning And Development Office

	6.1 Suriin at pirmahan ang Sertipikasyon.	Wala	30 minuto	<i>Zoning Administrator</i> Planning and Development Office
	6.2 I-endorso at papirmahan ang sertipikasyon sa Tanggapan ng Punongbayan.	Wala	5 minuto	<i>Project Development Officer III</i> Planning And Development Office
	6.3 Aprubahan ang zoning certification.	Wala	2 araw	<i>Mayor</i> Mayor's Office
7. Kunin ang Development Permit.	7. Ibigay ang kaukulang Sertipikasyon sa aplikante / kliyente at kunin ang isang kopya. * Ang Development Permit ay inaaprubahan ng Punong Bayan at ang MPDC ay nagbibigay lamang ng rekomendasyon upang pagtibayin ito.	Wala	5 minuto	<i>Project Development Officer III</i> Planning And Development Office
TOTAL		Depende sa kaukulang halaga ng proyekto	2 araw, 6 oras at 50 minutes	



Municipal Social Welfare and Development Office

External Services

1. CHILDREN IN CONFLICT WITH THE LAW (CICL)

Ang mga Children in Conflict with the Law ay ang mga bata na nasangkot sa illegal na gawain. Ayon sa RA 9344 or and Juvenile Justice Welfare Act ng bansa ay hindi maaring kasuhan ang mga menor de edad na nakagawa ng krimen. Ang pangunahing gampanin ng opisina ay iturnover ng ligtas ang bata sa kanilang mga magulang o guardian at iassess ang kaalaman ng bata sa krimen na kanyang ginawa. Nakabase sa resulta ng assessment kung ang bata ay irerefer sa nararapat na tanggapan.

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Menor de edad na kliyente (18 years old below) na nakagawa ng krimen at kasalukuyang nakademanda			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate ng bata (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
2. Oath of Undertaking ng magulang (1 photocopy, 1 original)		Notary Public		
3. Police Report at Court Referral (1 photocopy, 1 original)		Philippine National Police, Regional Trial Court		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa opisina at ipakita ang Birth Certificate at Police Report o Court Referral.	1. Suriin ang dokumento at ipaliwanag sa magulang at kliyente ang sitwasyon na kinakasangkutan.	Wala	5 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
2. Sagutan ng tama at tapat ang mga tanong na hinihingi sa CICL interview form.	2. Ibigay ang CICL interview form sa magulang at kliyente.	Wala	10 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
3. Ilahad ang kinasangkutan pangyayari sa social worker na nakaassign sa kliyente.	3. Isagawa ng interview sa kliyente at magulang upang makuha ang iba pang importanteng detalye.	Wala	30 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
	3.1. Bisitahin sa bahay kung kinakailangan at mangalap ng karagdagang impormasyon.	Wala	30 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
4. Kumuha ng Oath of Undertaking sa kahit saang notary public at ibigay sa social worker na nagaasikaso sa kliyente.	4. Hingan ng Oath of Undertaking ang magulang ng kliyente upang maiturnover na ang bata sa pangangalaga ng magulang.	Wala	5 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
5. Pumirma sa logbook at tangapin ang kliyente.	5. Suriin ang kawastuhan ng Oath of Undertaking, ipaliwanag sa kliyente at magulang ang ibig sabihin ng dokumento at itala ang pangyayari sa logbook. Isama din sa isusulat na ligtas na naibigay ang bata sa pangangalaga ng magulang.	Wala	10 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
TOTAL		Wala	90 minute/s	

2. COUNSELING (PERSON WHO USES DRUGS)

Ang mga Persons Who Uses Drugs (PWUD) ay ang mga kliyente na nagqualify sa plea bargaining agreement, kapalit ng kanilang kalayaan ay pumapayag sila na sumailalim sa counselling session ng opisina.

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga kliyente na nakulong dahil sa pag-gamit ng illegal ng droga at sumailalim sa plea bargaining agreement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Court Order na nagrerefer ng kliyente sa MSWDO para sa counselling session (1 photocopy, 1 original)		Regional Trial Court		
2. Lastest Drug Test Result (1 photocopy, 1 original)		Drug Testing Center		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa opisina at ipakita ang court order na nagrerefer ng kliyente sa tangapan ng MSWDO	1. Suriin ang dokumento at siguraduhin na sa tangapan na nakarefer ang kliyente	Wala	5 minute/s	Social Welfare Officer IV Municipal Social Welfare Development Office
2. Ilahad ang suliranin sa social worker	2. Isagawa ang interview sa kliyente at ipaliwanag ang gagawin na counselling session.	Wala	10 minute/s	Social Welfare Officer IV Municipal Social Welfare Development Office
	3. Itala ang mga napagusapan sa case folder ng kliyente.	Wala	10 minute/s	Social Welfare Officer IV Municipal Social Welfare Development Office
3. Sumangayon sa napagusapang araw ng pagbalik sa tangapan.	4. Itakda ang susunod na araw ng pagbalik sa tangapan.	Wala	5 minute/s	Social Welfare Officer IV Municipal Social Welfare Development Office
TOTAL		Wala	30 minute/s	

3. PSYCHOSOCIAL INTERVENTION (INDIVIDUAL AND FAMILY)

Ang psychosocial intervention ay ibinibigay upang matulungan at masolusyunan ang problema ng kliyenteng lumalapit sa tanggapan.

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Ang mga kliyenteng dumaranas ng suliranin na nangangailangan ng psychosocial intervention			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa tanggapan at ilahad ang suliranin	1. Isagawa ang interview sa kliyente at ipaliwanag ang gagawin na counselling session.	Wala	30 minute/s	Social Welfare Officer IV Municipal Social Welfare Development Officer
2. Sumangayon sa napagusapang araw ng pagbalik sa tanggapan.	2. Pagtatakda ng susunod na araw ng pagbalik ng kliyente.	Wala	5 minute/s	Social Welfare Officer IV Municipal Social Welfare Development Officer
TOTAL			35 minute/s	

4. ASSESSMENT REPORT PARA SA PARENTAL TRAVEL PERMIT

Ang serbisyo na ito ay ibinibigay sa mga menor de edad na nagnanais na lumabas o magbiyahe palabas ng bansa dahil ang bata na hindi kasama ang kanilang ina or legal na magulang ay hindi maaring lumabas ng bansa ng hindi nabibigyan ng travel permit mula sa MSWDO at DSWD

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga minor de edad na lalabas ng bansa na hindi kasama ang kaniyang ina			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
2. Marriage Certificate/CeNoMar ng magulang (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
3. Special Power of Attorney kung hindi ang legal na magulang ang maglalakad (1 photocopy, 1 original)		Notary Public		
4. Affidavit of Support and Consent (1 photocopy, 1 original)		Notary Public		
5. Certificate of Employment/Income Tax Report/Bank Statement ng nakalagay sa Affidavit of Support and Consent (1 photocopy, 1 original)		Bank / Bureau of Internal Revenue		
6. Photocopy ng passport ng bata at kasama niyang bibiyahe palabas ng bansa (1 photocopy, 1 original)		Department of Foreign Affairs		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa tanggapan at dalhin ang mga kaukulang dokumento.	1. Suriin ang dalang dokumento kung ito ay kumpleto at tama.	Wala	5 minute/s	Social Welfare Officers Municipal Social Welfare Development Officer
2. Sagutan ang Travel Assessment application form.	2. Bigyan ng Travel Assessment application form ang kliyente	Wala	10 minute/s	Social Welfare Officers Municipal Social Welfare Development Office
3. Sumagot sa panayam ng social worker	3. Kapanayamin ang magulang o guardian ng batang aalis ng bansa at ihanda ang Travel Assessment Report	Wala	15 minute/s	Social Welfare Officers Municipal Social Welfare Development Office
4. Suriin ang mga detalye ng Travel assessment report at ibalik sa social worker upang mapapirmahan sa Municipal Social Welfare and Development Officer	4. Ibigay sa kliyente ang ginawang travel assessment report upang masuri ang kawastuhan nito.	Wala	5 minute/s	Social Welfare Officers Municipal Social Welfare Development Office
	5. Aprubahan ang ginawang travel assessment report at ipaliwanag ang susunod na hakbang na gagawin sa Regional DSWD office.	Wala	3 minute/s	Municipal Social Welfare Development Officer Municipal Social Welfare Development Office
	6. Ituro ang kliyente sa Window 4 ng tanggapan ng ingat yaman upang magbayad ng kaukulang bayarin.	Wala	3 minute/s	Social Welfare Officers Municipal Social Welfare Development Office
5. Magbayad sa kahera ng kaukulang halaga.	7. Tanggapin ang bayad at mag-isyu ng official receipt	Travel Assessment Fee - PHP 100.00	3 minute/s	Cashier Treasury Office
6. Ipakita ang official receipt sa social worker.	8. Ibigay ang mga dokumentong kakailanganin ng kliyente sa Regional DSWD	Wala	1 minute/s	Social Welfare Officers Municipal Social Welfare Development Office
TOTAL		Travel Assessment Fee - PHP 100.00	45 minute/s	

5. PAGKUHA NG PERSON WITH DISABILITY I.D. AT BOOKLET

Description: Ang PWD I.D. at booklet ay ibinibigay sa mga kliyente na may lihitimong kapansanan, ito ay upang makuha nila ang kanilang mga benepisyo na nakasaad sa Republic Act 10754

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga residente ng Guiguinto na may kapansanan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1x1 picture (4 na piraso)		Kliyente		
2. Birth Certificate (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
3. Medical Certificate (1 photocopy, 1 original)		Rehistradong doktor ng kliyente		
4. Barangay Certificate/Any government valid ID (1 photocopy, 1 original)		Barangay Hall		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta at ibigay ang picture at iba pang kinakailangang dokumento.	1. Suriin kung wasto at kumpleto ang mga dokumento.	Wala	3 minute/s	PWD Focal Person Municipal Social Welfare Development Office
2. Sagutan ang PWD Application Form.	2. Bigyan ng PWD Application Form.	Wala	2 minute/s	PWD Focal Person Municipal Social Welfare Development Office
	3. Ipasok sa MSWD-IS ang mga detalye mula sa PWD application form.	Wala	5 minute/s	PWD Focal Person Municipal Social Welfare Development Office
3. Suriin ang mga detalye na makikita sa MSWD-IS.	4. Ipasuri ang mga detalyeng na naipasok sa MSWD-IS para masiguro ang kawastuhan ng PWD ID.	Wala	3 minute/s	PWD Focal Person Municipal Social Welfare Development Office
4. Suriin at lagdaan ang PWD I.D.	5. Ihanda ang PWD ID at ibigay sa kliyente.	Wala	2 minute/s	PWD Focal Person Municipal Social Welfare Development Office
TOTAL			15 minute/s	

6. PAGKUHA NG SENIOR CITIZENS I.D. AT BOOKLET

Description: Ang Senior Citizen I.D. at booklet ay ibinibigay sa mga kliyente na 60 taon gulang pataas, ito ay upang makuha nila ang kanilang mga benepisyo na nakasaad sa Republic Act 9994

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Ang mga residente ng Guiguinto na edad 60 pataas			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1x1 picture (4 na piraso)		Kliyente		
2. Birth Certificate (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
3. Barangay Certificate/Any government valid ID (1 photocopy, 1 original)		Barangay Hall		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta at ibigay ang picture at iba pang kinakailangang dokumento.	1. Suriin kung wasto at kumpleto ang mga dokumento.	Wala	3 minute/s	OSCA Center Manager Municipal Social Welfare Development Office
2. Sagutan ang Senior Citizen Application Form.	2. Bigyan ng Senior Citizen Application Form.	Wala	2 minute/s	OSCA Center Manager Municipal Social Welfare Development Office
	3. Ipasok sa MSWD-IS ang mga detalye mula sa Senior Citizen Application Form.	Wala	5 minute/s	OSCA Center Manager Municipal Social Welfare Development Office
3. Suriin ang mga detalye na makikita sa MSWD-IS.	4. Ipasuri ang mga detalyeng na naipasok sa MSWD-IS para masiguro ang kawastuhan ng PWD ID.	Wala	3 minute/s	OSCA Center Manager Municipal Social Welfare Development Office
4. Suriin at lagdaan ang Senior Citizen I.D.	5. Ihanda ang Senior Citizen I.D at ibigay sa kliyente.	Wala	2 minute/s	OSCA Center Manager Municipal Social Welfare Development Office
TOTAL		Wala	15 minute/s	

7. PAGKUHA NG SOLO PARENT I.D.

Ang Solo Parent I.D. ay ibinibigay sa mga solo parent batay sa Republic Act 8972.

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Kliyente na may inaaalagaang anak o menor de edad na walang karelasyon ng mahigit na (1) taon.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1x1 picture (2 pcs.)		Kliyente		
2. Death Certificate ng asawa (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
3. birth certificate ng mga anak na edad 17 taong gulang pababa (1 photocopy, 1 original)		Philippine Statistic Authority/Local Civil Registry		
4. Barangay Certificate na nakasaad kung gaano na katagal bilang isang solo parent (1 photocopy, 1 original)		Barangay Hall		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta at ibigay ang picture at iba pang kinakailangang dokumento.	1. Suriin kung wasto at kumpleto ang mga dokumento.	Wala	3 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
2. Sagutan ang Solo Parent Application Form.	2. Bigyan ng Solo Parent Application Form.	Wala	2 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
	3. Ipasok sa MSWD-IS ang mga detalye mula sa Solo Parent Application Form.	Wala	5 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
3. Suriin ang mga detalye na makikita sa MSWD-IS.	4. Ipasuri ang mga detalyeng na naipasok sa MSWD-IS para masiguro ang kawastuhan ng PWD ID.	Wala	3 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
4. Suriin at lagdaan ang Solo Parent I.D.	5. Ihanda ang Solo Parent I.D at ibigay sa kliyente.	Wala	2 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
TOTAL			15 minute/s	

8. CASE ASSESSMENT REPORT

Ang Case Assessment Report ay ibinibigay sa mga kliyenteng nagnanais humingi ng tulong sa iba't ibang institusyon.

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Ang mga kliyenteng nangangailangan ng tulong pinansyal mula sa iba't ibang institusyon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Indigency (1 original)		Barangay Hall		
2. Sulat Kahilingan (1 original)		Kliyente		
3. Kopya ng valid I.D. (1 photocopy)		Ano mang tangapan ng gobyerno		
4. Medical Certificate (1 photocopy)		Rehistradong doktor ng kliyente		
5. Hospital bill (1 photocopy)		Hospital na pinagpapagamutan		
6. Laboratory Request (1 photocopy)		Hospital na pinagpapagamutan		
7. Bagong reseta (1 photocopy)		Rehistradong doktor ng kliyente		
8. Quotation ng operasyon/dialysis/chemotherapy (1 photocopy)		Hospital na pinagpapagamutan		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa tanggapan ng MSWD at dalhin ang kinakailangang dokumento.	1. Suriin ang kawastuan ng dokumentong isinumite ng kliyente.	Wala	1 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
2. Sagutan ang mga katanungan sa panayam na gagawin.	2. Kapanayamin ang kliyente at ihanda ang Case Assessment Report.	Wala	15 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
3. Suriin ang kawastuhan ng case assessment report at dalhin ito sa Municipal Social and Welfare Development Officer upang ito ay masuri at malagdaan.	3. Lagdaan ang ginawang case assessment report at ipasuri ang kawastuhan ng mga detalyeng nandito sa kliyente.	Wala	2 minute/s	<i>Social Welfare Clerk</i> Municipal Social Welfare Development Office <i>Social Welfare Aide</i> Municipal Social Welfare Development Office <i>Community Affair Officer</i> Municipal Social Welfare Development Office
4. Tangapin at suriin ang giwanang case assessment report at dalin ito sa ahensya na paggagamitan nito.	4. Lagdaan at ibigay ang case assessment report sa kliyente at ipaliwang kung saang mga ahensya maaring gamitin ang ginawang case assessment report.	Wala	2 minute/s	<i>Municipal Social Welfare Development Officer</i> Municipal Social Welfare Development Office
TOTAL		Wala	20 minute/s	

9. REFERAL MULA AT PARA SA IBA'T IBANG INSTITUSYON AT OSPITAL

Ang serbisyong ito ay naglalayon na matulungan ang mga kliyente na may special na pangangailangan na masasagot ng mga serbisyo mula sa ibat-ibang institusyon

Office:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Ang mahihirap na residente ng Guiguinto na may special na pangangailangan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dokumento na nagpapatunay na kinakailangan nila ng karagdagang tulong (1 photocopy, 1 original)		ahensya na pinangalingan o nais puntahan		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa tanggapan ng MSWD at dalhin ang kinakailangang dokumento.	1. Suriin ang kawastuan ng dokumentong isinumite ng kliyente.	Wala	2 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
2. Sagutan ang mga katanungan sa Referral interview form.	2. Bigyan ng Referral interview form ang kliyente.	Wala	3 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
3. Ilahad ang suliranin at sagutin ang mga tanong sa panayam ng social worker.	3. Kapanayamin ang kliyente at itakda ang petsa ng pagbisita sa tahanan ng kliyente	Wala	5 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
	4. Bisitahin sa bahay upang mangalap ng karagdagang impormasyon at itakda ang petsa ng pagkuha ng case study report.	Wala	30 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
4. Bumalik sa tangapan upang kunin at masuri ang kawastuhan ng case study report. Ibigay ulit sa social worker para sa lagda ng Municipal Social Welfare and Development Officer	5. Ihanda ang case study report and ipasuri ang kawastuhan sa kliyente.	Wala	15 minute/s	Social Welfare Officer III Municipal Social Welfare Development Office
5. Dalhin ang case study report sa ahensya na nais pagdalahan.	6. Aprubahan at lagdaan ang ginawang case study report at ibigay sa kliyente.	Wala	5 minute/s	Municipal Social Welfare and Development Officer Municipal Social Welfare Development Office
TOTAL		Wala	60 minute/s	



Public Employment Service Office

External Services

1. PAGKUHA NG MAYOR’S CLEARANCE

Clearance o working permit upang makapagsimulang magtrabaho ang mga bagong tanggap na empleyado ng kumpanya o ahensya.

Office:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Newly hired employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume o Bio-data (1 photocopy)		Newly hired employee		
2. Barangay Clearance (1 photocopy)		Barangay kung saan nakatira ang aplikante		
3. Cedula/CTC (1 photocopy)		Barangay o munisipyo kung saan nakatira ang aplikante		
4. Police Clearance (1 photocopy)		Police station kung saan nakatira ang aplikante		
5. Health Card/ ID (1 photocopy)		Municipal Rural Health Unit I		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga requirements.	1. Tanggapin ang mga requirements.	Wala	1 minute/s	Clerk Public Employment Service Office
	1.1 Suriin ang mga pinasang requirements.	Wala	1 minute/s	Clerk Public Employment Service Office
	1.2. Ibigay ang PESO Employment Information System form at Client Feedback form sa aplikante.	Wala	1 minute/s	Clerk Public Employment Service Office
2. Sagutan ang PESO Employment Information System form at Client Feedback form.	2. Gawin ang Mayor's Clearance.	Wala	4 minute/s	Clerk Public Employment Service Office
	2.1 Iprint ang Mayor's Clearance at papirmahan.	Wala	4 minute/s	Clerk Public Employment Service Office o Executive Secretary Action Center
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	1 minute/s	Clerk Public Employment Service Office
	3.1 Palagdain sa talaan ng mga aplikante.	Wala	1 minute/s	Clerk Public Employment Service Office
4. Lumagda sa talaan ng mga aplikante.	4. Ibigay ang Mayor's Clearance.	Wala	1 minute/s	Clerk Public Employment Service Office
TOTAL		Wala	14 minute/s	

2. PAGKUHA NG OCCUPATIONAL PERMIT

Clearance o working permit upang makapagsimulang magtrabaho ang mga bagong tanggap na empleyado ng kumpanya o ahensya.

Office:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Newly hired employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume o Bio-data (1 photocopy)		Newly hired employee		
2. Barangay Clearance (1 photocopy)		Barangay kung saan nakatira ang aplikante		
3. Cedula/ CTC (1 photocopy)		Barangay o munisipyo kung saan nakatira ang aplikante		
4. Police Clearance (1 photocopy)		Police station kung saan nakatira ang aplikante		
5. NBI Clearance (1 Photocopy)		Opisina ng NBI		
6. Health Card/ ID (1 photocopy)		Municipal Rural Health Unit I		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga requirements.	1. Tanggapin ang mga requirements.	Wala	1 minute/s	Clerk Public Employment Service Office
	1.1 Suriin ang mga pinasang requirements.	Wala	1 minute/s	Clerk Public Employment Service Office
	1.2. Ibigay ang PESO Employment Information System form at Client Feedback form sa aplikante.	Wala	1 minute/s	Clerk Public Employment Service Office
2. Sagutan ang PESO Employment Information System form at Client Feedback form.	2. Gawin ang Occupational Permit.	Wala	4 minute/s	Clerk Public Employment Service Office
	2.1 Iprint ang Occupational Permit at palagdain ang PESO Manager at Punongbayan.	Wala	4 minute/s	Clerk Public Employment Service Office o Executive Secretary Action Center
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	1 minute/s	Clerk Public Employment Service Office
	3.1 Palagdain sa talaan ng mga aplikante.	Wala	1 minute/s	Clerk Public Employment Service Office
4. Lumagda sa talaan ng mga aplikante.	4. Ibigay ang Occupational Permit.	Wala	1 minute/s	Clerk Public Employment Service Office
TOTAL		Wala	14 minute/s	

3. PAGKUHA NG RECOMMENDATION LETTER

Recommendation letter given to job applicants for their application to companies.

Office:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Job Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume o Bio-data (1 photocopy)		Job Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ibigay ang resume o bio-data sa tanggapan ng Public Employment Service Office at sabihin kung saan nais mag-apply at posisyon na nais aplayan.	1. Tanggapin ang resume o bio-data.	Wala	1 minute/s	Clerk Public Employment Service Office
	1.1. Itanong sa aplikante kung anong gustong aplayan at kung saan mag-aaplay.	Wala	1 minute/s	Clerk Public Employment Service Office
	1.2. Interviewhin ng aplikante at sabihin kung saan at anong posisyon ang maaaring aplayan.	Wala	2 minute/s	Clerk Public Employment Service Office
	1.3. Ibigay ang PESO Employment Information System form at Client Feedback form sa aplikante.	Wala	1 minute/s	Clerk Public Employment Service Office
2. Sagutan ang PESO Employment Information System form at Client Feedback form.	2. Gawin ang Recommendation Letter.	Wala	3 minute/s	Clerk Public Employment Service Office
	2.1 Iprint ang Occupational Permit at palagdain ang PESO Manager at Punongbayan.	Wala	4 minute/s	Clerk Public Employment Service Office o Executive Secretary Action Center
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	1 minute/s	Clerk Public Employment Service Office
	3.1 Palagdain sa talaan ng mga aplikante.	Wala	1 minute/s	Clerk Public Employment Service Office
4. Lumagda sa talaan ng mga aplikante.	4. Ibigay ang Recommendation Letter.	Wala	1 minute/s	Clerk Public Employment Service Office
TOTAL		Wala	15 minute/s	



Population Office

External Services



1. Pre-marriage Orientation and Counseling

Ito ay para sa mga nagsasama na pero hindi pa nagpapakasal at sa mga ikakasal na hindi pa nagsasama upang mabigayan sila ng Marriage License .

Office:	Municipal Population Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga magpapakasal na residente ng Guiguinto o isa sa ikakasal ay residente ng Guiguinto.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isulat ang detalyadong impormasyon sa Pre-Marriage Orientation Counseling Form (Form No. POP-003-_)	1. Ibigay ang Pre-Marriage Orientation and Counseling Form sa mga dadalo ng orientation.	Wala	2 minute/s	<i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
	1.1. Suriin ang talaan upang matukoy kung sino ang dadalo sa Orientation at kung sino ang dadalo sa Counseling.	Wala	5 minute/s	<i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
2. Makinig at magkilahok sa seminar	2. Ipaliwanag kung ano ang kahalagahan ng Pre-Marriage Counseling, PD 965 at ilahad ang mga elemento ng pagkakaroon ng isang matatag at masayang pamilya.	Wala	1 oras	<i>Nutrition Officer IV</i> Population Officer
	2.1. Ipaliwanag ang kahalagahan at benepisyo ng Family Planning.gayundin ang ibat-ibang batas na may kaugnayan sa mga bata ,kababaihan at pamilya.Tinatalakay din ang tungkol sa paglalagay ng Diyos sa bilang sentro ng kanilang pagsasama. (Spiritual Aspect)	Wala	3 oras	<i>Nutrition Officer IV</i> Population Office <i>Admin istrative Aide IV</i> Population Office <i>Social Welfare Officer III</i> Social & Welfare Development Office
3. Hintayin na ibigay ang Certificate of Pre-Marriage Orientation and Counseling Certificate	3. Isulat sa Certificate of Pre-Marriage Orientation and Counseling ang mga detalye o impormasyon ng mga nakadalo sa seminar	Wala	10 minute/s	<i>Clerk</i> Population Office
	3.1. Ibigay ang Pre-Marriage Orientation and Counseling Certificate sa mga nakadalo ng seminar	Wala	5 minute/s	<i>Clerk</i> Population Office
TOTAL		Wala	4 na oras at 22 minutes	

2. Responsible Parenthood & Family Planning Seminar

Isinasagawa upang mabigyan ng karagdagang impormasyon at kaalaman tungkol sa Responsableng Pagmamagulang at Pagpapalano ng Pamilya.

Office:	Municipal Population Office			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Mga magulang na residente ng Guiguinto na maraming anak at hindi nagpapalano ng pamilya at iba pang magulang na gustong mapanatili ang katatagan at kaayusan ng kanilang pamilya.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isulat ang impormasyon sa Attendance Sheet (Form No. POP-002-_)	1. Ibigay ang Attendance Sheet sa mga dadalo ng seminar	Wala	2 minute/s	Clerk Population Office
	1.1. Suriin ang talaan upang matukoy kung sino ang mga nagpapalano ng pamilya o gumagamit ng Family Planning Methods at sa mga hindi gumagamit ng fp methods (Unmet Needs)	Wala	5 minute/s	Clerk Population Office
2. Makinig at makilahok sa seminar	2. Talakayin ang iba't ibang pamamaraan ng Pagpapalano ng Pamilya at kung paano magiging isang responsableng ama at ina sa kanilang mga anak o magiging anak.	Wala	1 oras	Nutrition Officer IV Population Office Admin Aide IV Population Office
	3. Ipaliwanag ang kahalagahan at benepisyo ng Family Planning at kung paano maging responsableng magulang at mabuting taga-sunod ni Jesus	Wala	1 oras	Nutrition Officer IV Population Office Admin Aide IV Population Office
	4. Bisitahin ang mga pamilya na mahigit sa tatlo o apat ang anak at ipaliwanag ang mga benepisyo ng kaunti lang ang bilang ng anak kesa sa maraming anak. Gayundin tinuturuan kung paano ang tamang paggamit ng ibat –ibang modern family planning methods.	Wala	1 oras	Nutrition Officer IV Population Office Admin Aide IV Population Office
3. Hintayin na ibigay ang Katibayan ng Pagdalo (Certificate of Attendance)	5. Ibigay ang Katibayan ng Pagdalo (Certificate of Attendance) sa mga dumalo ng seminar	Wala	15 minute/s	Clerk Population Office
TOTAL		Wala	3 na oras at 22 minutes	

3. Adolescent Youth Development Program (Symposium)

Para sa kabataan ng maagang ngbubuntis (teenage pregnancy) at mga kabataan na hindi na nakatapos ng pag-aaral upang mabigyan ng karagdagang kaalaman kung ano ang kahalagahan ng isang kabataan na nakatapos ng pag-aaral at nakikilaho sa pagpapaulad ng pamayanan.

Office:	Municipal Population Office				
Classification:	Simple Transaction				
Type of Transaction:	Government to Citizens				
Who may avail:	Mga Kabataan na hindi Nag-aaral (OSY) Kabataan Nag-aaral (ISY) Kabataang Maagang				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Wala					
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME		PERSON RESPONSIBLE
1. Isulat ang impormasyon sa Attendance Sheet (Form No. POP-002-_)	1. Ibigay ang Attendance Sheet sa mga dadalo ng syposium	Wala	2	minute/s	<i>Admin Aide IV</i> Population Office o <i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
2. Pagsusuri ng Talaan.	2.1. Magkaroon ng Talaan ng mga Kabataang ngsisipag aral (ISY) na dadalo sa symposium. Alamin kung sino ang may mga asawa na at wala pa.	Wala	10	minute/s	<i>Admin Aide IV</i> Population Office o <i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
	2.2. Magkaroon ng mga kabataan na hindi ngsisipag aral (OSY) alamin kung sino ang may asawa na at wala pa.	Wala	10	minute/s	<i>Admin Aide IV</i> Population Office o <i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
	2.3. Mapagbukod-bukod ang mga bilang ng mga batang nagbuntis at maagang nag-aasawa.	Wala	10	minute/s	<i>Admin Aide IV</i> Population Office o <i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
3. Makinig at Makilahok sa Symposium	3.1 Pagkaroon ng Talakayan tungkol sa Benepisyo ng Pagtatapos ng Pagaaral at Pagkaroon ng Plano para sa kanilang kinabukasan.	Wala		oras	<i>Nutrition Officer IV</i> Population Office

3. Makinig at Makilahok sa Symposium	3.2 Pagpapaliwanag tungkol sa kahalagahan ng Maayos na pakikipag-ugnayan sa mga magulang at mga guro.	Wala		oras	<i>Nutrition Officer IV</i> Population Office
3. Makinig at Makilahok sa Symposium	3.3 Pagpapaliwanag kung paano ang Magandang pakikitungo sa mga Kamag-aral at kapwa Kabataan (Good Manners and Right Conduct)	Wala		oras	<i>Nutrition Officer IV</i> Population Office
3. Hintayin na ibigay ang Katibayan ng Pagdalo (Certificate of Attendance)	Pamamahagi ng Katibayan ng Pagdalo.	Wala	10	minute/s	<i>Nutrition Officer IV</i> Population Office o <i>Admin Aide IV</i> Population Office o <i>Admin Aide III</i> Population Office o <i>Clerk</i> Population Office
TOTAL		Wala		3 na oras at 42 minuto	



Sining Impormasyon, Kabataan, Kalinangan at Turismo

External Services

1. Request ng Lay-out ng Tarpaulin

Ang pag request ng Tarpaulin ay para sa LGU, Non-LGU Organization at Constituent sa Bayan ng Guiguinto

Office:	SINING IMPORMASYON KABATAAN KALINANGAN AT TURISMO			
Classification:	SIMPLE TRANSACTION			
Type of Transaction:	GOVERNMENT TO CITIZENS GOVERNMENT TO GOVERNMENT			
Who may avail:	Local Government unit , Non-Local Government unit at Constituent sa Bayan ng Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tarpaulin Request (Letter)		Kliyente		
2. Design para sa Lay-out		Kliyente		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa / Ibigay ang request letter	1.Suriin ang detalye ng sulat kung ano ang okasyon, petsa at layout ng request	Wala	2 minute/s	Administrative Aide VI Sining Impormasyon Kabataan Kalinangan at Turismo o Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
	1.1 Gawin ang layout	Wala	10 minute/s	Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
2. Suriin ang ginawang layout	2. Ipakita ang ginawang layout sa kliyente	Wala	5 minute/s	Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
3. Ibalik ang nagawang layout	3. I-revise ang layout kung may kailangan idagdag o palitan	Wala	2 minute/s	Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
	3.1 Ito ay ipadala sa printing pess sa pamamagitan ng E-mail para sa paglilimbag	Wala	2 minutes	Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
	3.2 Gawin ang Tarpaulin	Wala	3 araw	Printing Press
	3.3 Bago mag 3 araw, tumawag sa printing press upang mag-follow-up sa status ng ipinagawang tarpaulin	Wala	3 minute/s	Administrative Aide VI Sining Impormasyon Kabataan Kalinangan at Turismo or Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
4. Kunin ang Tarpaulin	4. Isulat sa logbook ang detalye at ibigay sa kliyente	Wala	5 minute/s	Administrative Aide VI Sining Impormasyon Kabataan Kalinangan at Turismo or Audio Visual Operator Sining Impormasyon Kabataan Kalinangan at Turismo
TOTAL		Wala	3 araw at 3 minuto	

2. Pag-request ng Audio Visual/Sounds

Ang pagre-request ng Audio visual/sounds ay para sa LGU o non-LGU's organization na nangangailangan ng service ng sounds .

Office:	SINING IMPORMASYON KABATAAN KALINANGAN AT TURISMO			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizens Government to Business Government to Government			
Who may avail:	Local Government Unit o Non-Government Unit.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sulat Kahilingan (Request Letter) (1 original copy)		Kliyente		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang sulat kahilingan sa Tanggapan ng Sining Impormasyon Kabataan Kalinangan at Turismo	1. Suriin ang sulat o request form at detalye nang mga hihiramin, saan gagawin ang venue, at ano oras kailangan.	Wala	1 minute/s	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo
	1.1 Tignan kung may available na gamit at tao na magbibigay ng service sa petsa ng kanilang pangangailangan	Wala	2 minute/s	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo
	1.2 Itala sa white board ang schedule upang nalalaman ng magbibigay ng serbisyo na may schedule	Wala	1 minute/s	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo
	1.3 I encode ang kahilingan	Wala	1 minute	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo
	1.4 Kapag ang kahilingan ay natapat na Sabado o Linggo ito ay kailangan na may pagsang-ayon ng pinuno ng tanggapan	Wala	2 minutes	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo
2. Paghiram ng sound system na ilalabas sa Munisipyo (3 araw bago ang pangangailangan)	2. Suriin ang kahilingan ang detalye kung ano araw, oras at kailangan	Wala	1 minute/s	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo

	2.1 Ipagbigay alam sa pinuno ng tanggapan na mayroon nanghihiram ng sounds na ilalabas sa munisipyo at kailangan ang pagsang ayon nito	Wala	3 minute/s	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo
	2.2 At kung wala ng available na gamit na ipapahiram ay agad itong ipagbigay alam sa nanghihiram	Wala	2 minute/s	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Audio Visual Operator</i> Sining Impormasyon Kabataan Kalinangan at Turismo
	2.3 I encode ang kahilingan	Wala	1 minute	<i>Administrative Aide VI</i> Sining Impormasyon Kabataan Kalinangan at Turismo
TOTAL			14 minute/s	

3. Paghingi ng Impormasyon

Impormasyon hinggil sa kabataan kalinangan at turismo

Office:	Sining Impormasyon Kabataan Kalinangan at Turismo			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	AHENSYA NG GOBYERNO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sulat Kahilingan (Request Letter) (1 original copy)		Ahensya na humihiling		
2. Flash drive (1 piraso) o e-mail address		Ahensya na humihiling		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang hinihinging requirements	1. Suriin ang sulat,at ipagbigay alam sa Pinuno ng Tanggapan	Wala	5 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo o Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo o Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
	1.2 Pagbibigay pahintulot (approval ng sulat kahilingan)	Wala	5 minuto	Municipal Government Department Head Sining Impormasyon Kabataan Kalinangan at Turismo
	1.3 Ihanda at ipasuri ang mga hinihinging dokumento	Wala	4 araw	Tourism Operations Personnel (Tanggapan ng Sining Impormasyon Kabataan Kalinangan at Turismo) Information Officer (Tanggapan ng Sining Impormasyon Kabataan Kalinangan at Turismo) Assistant Information Officer (Tanggapan ng Sining Impormasyon Kabataan Kalinangan at Turismo)
	1.4 Suriin ang inihandang dokumento	Wala	10 minuto	Municipal Government Department Head Sining Impormasyon Kabataan Kalinangan at Turismo
	1.5 Ipadala sa humihinging ahensya sa pamamagitan ng flash drive o e-mail	Wala	10 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo o Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo o Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
	1.6 Mag-iwan ng kopya ng isinumiteng dkumento	Wala	5 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo o Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo o Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo

	1.7 I-file ang sulat kahilingan at ang kopya ng dokumento	Wala	5 minuto	<i>Tourism Operations Personnel</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Information Officer</i> Sining Impormasyon Kabataan Kalinangan at Turismo o <i>Assistant Information Officer</i> Sining Impormasyon Kabataan Kalinangan at Turismo
TOTAL		Wala	4 na araw at 40 minuto	

4. Panayam (interview)

Pakikipanayam (interview) hinggil sa kabataan, kalinangan at turismo

Office:	Sining Impormasyon Kabataan Kalinangan at Turismo			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sulat kahilingan (Request Letter) (1 original copy)		Kliyente		
2. Identification Card (ID) (1 photocopy)		Kliyente		
3. Mga kagamitan sa pakikipanayam		Kliyente		
4. Flash Drive (1 piraso)		Kliyente		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magdala ng sulat kahilingan,kopya ng ID at paglalagyan ng hinihinging dokumento/files	1. Suriin ang sulat at ipagbigay alam sa Pinuno ng Tanggapan para sa pahintulot	Wala	5 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo o Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo o Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
	1.2 Pagbibigay pahintulot (approval) at iiskedyul ang panayam	Wala	5 minuto	Municipal Government Department Head Sining Impormasyon Kabataan Kalinangan at Turismo
2. Ihanda/itala/kuhanan ng video ang isasagawang panayam	2. Gawin ang panayam	Wala	1 oras	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo o Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo o Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
3. Sagutan ang Information Receiveing Form	3. Ibigay ang Information Receiving Form sa Kliyente upang sagutan	Wala	5 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo o Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo o Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
TOTAL		Wala	1 oras at 10 minuto	

5. Paghingi ng Impormasyon G2C

Impormasyon hinggil sa kabataan kalinangan at turismo

Office:	Sining Impormasyon Kabataan Kalinangan at Turismo			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sulat kahilingan (request letter)		isa [1]	Kliyente	
2. Kopya(xerox) ng Identification (ID) card			Kliyente	
3. Flash Drive			Kliyente	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magdala ng lahat ng hinihinging requirements	1. Suriin ang sulat,at ipagbigay alam sa Pinuno ng Tanggapan	Wala	5 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
	1.2 Pagbibigay pahintulot (approval) ng sulat kahilingan	Wala	5 minuto	Municipal Government Department Head Sining Impormasyon Kabataan Kalinangan at Turismo
2. Kuhanan ng lawaran ang mga kinakailangang impormasyon	2. Ibigay ang kopya na hinihingi nga kliyente (i-print kung ito ay isa (1) o dalawang (2) pahina lamang, ipasa sa dalang flashdrive (mahigit sa dalawang (2) pahina o ipakopya ang kinakailangan impormasyon sa kliyente (maaring kuhanan ng larawan o ipa-xerox)	Wala	30 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
3. sagutan ang receiving information form	3. ibigay ang receiving information form sa kliyente	Wala	2 minuto	Tourism Operations Personnel Sining Impormasyon Kabataan Kalinangan at Turismo Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo Assistant Information Officer Sining Impormasyon Kabataan Kalinangan at Turismo
TOTAL		Wala	42 minuto	



Treasurer's Office

External Services

1. PAGKUHA NG CEDULA

Ang cedula o community tax certificate ay isang uri ng dokumento ng pagkakakilanlan o identipikasyon ng isang tao.

Office:	MUNICIPAL TREASURER'S OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	Kliyenteng nasa 18 taong gulang pataas taga guiguinto man			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Nasagutan na INFORMATION SHEET sa pagkuha ng Cedula (1 original copy)		1.Sa harap ng Window 4 sa Tanggapan ng Pambayang Ingat-Yaman		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang hawak na number sa tv screen bago pumunta sa window 4	1.Pindutin ang queuing system para lumabas sa tv screen ang number	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
2.Sagutan ang form ng mga personal na impormasyong kailangan para sa cedula at ipasa sa Window 4	2.Kunin ang form na naglalaman ng mga personal na impormasyon upang i-input sa Treasury Information System (TIS).	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
	2.1.I-print ang cedula	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
3.Pirmahan at lagyan ng thumbmark ang cedula at ibalik sa Window 4	3.Ipasa ang ginawang cedula at ang queuing number sa Window 5	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
4.Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad	4.Pindutin ang queuing system para lumabas sa tv screen ang number o tawagin ang pangalan ng kumuha ng cedula	Wala	2 minute/s	Cashier I Treasurer's Office
5.Bayaran ang kaukulang halaga sa Window 5 at kunin ang orihinal na kopya ng cedula	5.Tanggapin ang kaukulang halaga at ibigay ang orihinal na kopya ng cedula	Halagang nakasaad sa cedula	2 minute/s	Cashier I Treasurer's Office
TOTAL		Halagang nakasaad sa cedula	8 minute/s	

2. PAGKUHA NG PRANGKISA NG TRICYCLE

Ang Prangkisa ng Tricycle ay isang dokumentong nagpapatunay na ang nagmamay-ari ng isang tricycle ay lehitimong nakarehistro o nakasapi sa Guiginto Integrated Tricycle Driver's Association (GITDA) at may karapatang mamasada sa tiyak na ruta.

Office:	MUNICIPAL TREASURER'S OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	kliyente Miyembro ng GITDA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PARA SA BAGONG PRANGKISA:				
1. 1. Guiginto Integrated Tricycle Driver's Association (GITDA) Certificate (1 Original copy)		1. GITDA President		
2. Official Receipt at Certificate of Registration ng Motorsiklo (1 Photocopy) o Katunayan ng Pagmamay-Ari ng Motorsiklo mula sa Pinagbilhan kung wala pang OR at CR (1 Photocopy)		2. LTO / Sa Dealer na pinagbilhan ng motorsiklo		
3. Cedula (1 Photocopy)		3. Barangay Hall kung saan nakatira o kaya sa Window 4 sa Tanggapan ng Pambayang Ingat-Yaman		
4. Barangay Clearance (1 Photocopy)		4. Barangay Hall kung saan nakatira		
PARA SA PAG-RERENEW NG PRANGKISA:				
1. Guiginto Integrated Tricycle Driver's Association (GITDA) Certificate (1 Original Copy)		1. GITDA President		
2. Official Receipt at Certificate of Registration ng Motorsiklo (1 Photocopy) o Katunayan ng Pagmamay-ari ng Motorsiklo mula sa Pinagbilhan kung walang OR at CR (1 Photocopy)		2. LTO / Sa Dealer ng pinagbilhan ng motorsiklo		
3. Cedula (1 Photocopy)		3. Barangay Hall kung saan nakatira o kaya sa Window 4 sa Tanggapan ng Pambayang Ingat-Yaman		
4. Barangay Clearance (1 Photocopy)		4. Barangay Hall kung saan nakatira		
5. Kopya ng prangkisa ng nakaraang taon (1 Photocopy)		5. File ng Kliyente		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang hawak ma number sa tv screen bago pumunta sa window 4	1.Pindutin ang queuing system para lumabas sa tv screen ang number	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
2.Ipasa ang mga kinakailangang dokumento sa Window 4	2.Suriin ang mga dokumento	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
	2.1.I-proseso at i-print ang resibo	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
	2.2.Ipasa sa Window 5 ang resibo, mga dokumento at queuing number para sa pagbabayad	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
3.Hintaying lumabas muli ang queuing number sa tv screen para sa pagbabayad sa Window 5	3.Pindutin ang queuing system para lumabas sa tv screen ang number mula sa Window 4	Wala	1 minute/s	Revenue Collection Clerk Treasurer's Office
4.Bayaran ang kaukulang halaga sa Window 5	4.Tanggapin ang kaukulang halaga at ibigay ang mga dokumento at orihinal na kopya ng resibo sa Clerk na gagawa ng Prangkisa	Bagong Prangkisa - PHP 300.00 Renewal ng Prangkisa - PHP 150.00	2 minute/s	Cashier I Treasurer's Office
5.Hintaying tawagin ang pangalan para pirmahan at tanggapin ang nagawang prangkisa	5.Gawin ang prangkisa	Wala	3 minute/s	Cashier I Treasurer's Office
	5.1.Papirmahan sa Tanggapan ng Action Center	Wala	5 minute/s	Cashier I Treasurer's Office
	5.2.Ibigay ang nagawang prangkisa at papirmahin ang kliyente bilang patunay ng pagkakatanggap ng prangkisa	Wala	2 minute/s	Cashier I Treasurer's Office

TOTAL	Bagong Prangkisa - PHP 300.00	17 minute/s	
	Renewal ng Prangkisa - PHP 150.00		

3. PAGBABAYAD NG AMILYAR O REAL PROPERTY TAX (RPT)

Ang Amilyar o Real Property Tax ay ang buwis na binabayaran ng bawat mamamayang may rehistradong pag-aari gaya ng lupa at bahay o istruktura at mga makinarya.

Office:	MUNICIPAL TREASURER'S OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Mamamayang nagmamay-ari ng bahay, Istruktura, Lupa, at Makinarya			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Resibo ng huling pinagbayaran ng amilyar o bagong Tax Declaration (1 original o photocopy		1.File ng Kliyente / Municipal Assessor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang hawak ma number sa tv screen bago pumunta sa window 6 or 7.	1.Pindutin ang queuing system para lumabas sa tv screen ang number.	Wala	1 minute/s	Local Revenue Collection Officer II (Window 6) Treasurer's Office o Revenue Collection Clerk II (Window 7) Treasurer's Office
2.Ipakita ang huling binayarang resibo o ang bagong tax declaration ng ari-arian upang makita ang Assessment Real Property Number (ARP) o Property Identification Number (PIN) ng inyong ari-arian sa Window 6 o 7.	2. I-verify ang resbo/ tax declaration sa Real Property Tax linformation System (RPTIS) upang malaman ang status ng bayad ng amilyar;	Wala	2 minute/s	Local Revenue Collection Officer II (Window 6) Treasurer's Office o Revenue Collection Clerk II (Window 7) Treasurer's Office
	2.1.Tusin ang buwis ng ari-arian na dapat bayaran at sabihin sa kliyente.	Wala	3 minute/s	Local Revenue Collection Officer II (Window 6) Treasurer's Office o Revenue Collection Clerk II (Window 7) Treasurer's Office
3.Hintaying lumabas muli ang queuing number sa tv screen o hintaying tawagin ang pangalan ng may-ari ng binabayaranang amilyar para sa pagbabayad sa Window 5	3.Pindutin ang queuing system para lumabas sa tv screen ang number mula sa Window 6 o 7 o tawagin ang pangalan ng nakalagay sa resibo	Wala	2 minute/s	Cashier I Treasurer's Office
4.Bayaran ang kaukulang halaga at kunin ang orihinal na kopya ng resibo ng amilyar sa Window 5	4.Kunin ang resibo galing sa Window 6 o 7, suriin ang kabuuang halaga at tanggapin ang bayad.	Halagang nakasaad sa resibo ng amilyar	minute/s 2 kada minuto	Cashier I Treasurer's Office
	4.1.Ibigay ang orihinal na kopya ng resibo ng amilyar sa kliyente.	Wala	1 minute/s	Cashier I Treasurer's Office
TOTAL		Halagang nakasaad sa resibo ng amilyar	11 minute/s	

4. PAGKUHA NG TAX CLEARANCE NG ARI-ARIAN (REAL PROPERTY)

Ang Tax Clearance ay karaniwang kinukuha ng kliyente pagkabayad ng kanilang buwis. Ito ay kalimitang ginagamit bilang supporting document sa iba't ibang transaksyon na may kinalaman sa kanilang real property. Ito ay nagpapatunay na ang kanilang amilyar ay bayad na.

Office:	MUNICIPAL TREASURER'S OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Mamamayang nagmamay-ari ng bahay, istruktura, lupa, at makinarya, ahente (Real Property Agents)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resibo ng amilyar o bagong Tax Declaration (1 original o photocopy)		1. File ng Kliyente / Municipal Assessor's Office		
2. Cedula (1 original copy)		2. Window 4 sa Tanggapan ng Pambayang Ingat-Yaman		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Kumuha ng queuing number sa Waiting Area at hintaying lumabas ang hawak ma number sa tv screen bago pumunta sa window 6 or 7	1.Pindutin ang queuing system para lumabas sa tv screen ang number	Wala	1 minute/s	Local Revenue Collection Officer II (Window 6) / Revenue Collection Clerk II (Window 7) Treasurer's Office
2.Ipakita ang huling binayangang resibo o ang bagong tax declaration ng ari-arian na ikukuha ng tax clearance	2.I-verify ang resibo/ tax declaration sa RPTIS upang malaman ang status ng bayad ng amilyar	Wala	minute/s 3 kada ari-arian	Local Revenue Collection Officer II (Window 6) / Revenue Collection Clerk II (Window 7) Treasurer's Office
3.Hintayin ang sasabihin sa Window 6 o 7 kung maaari ng magbayad sa Window 4 para sa Tax Clearance	3.Sabihin sa kliyente kung maaari ng magbayad sa Window 4 ng tax Clearance	Wala	3 minute/s	Local Revenue Collection Officer II (Window 6) / Revenue Collection Clerk II (Window 7) Treasurer's Office
4.Pumunta sa Window 4 para sa pagpaparesibo ng tax clearance at ibigay ang resibo ng amilyar o tax declaration; sabihin kung ilan ang kukuning tax clearance	4.Itanong kung ilan ang ipapagawang tax clearance para resibuhan	Wala	2 minute/s	Revenue Collection Clerk Treasurer's Office
5.Hintaying tawagin ang pangalan sa Window 5 para sa pagbabayad ng tax clearance	5.Suriin ang resibo o/at cedula galing sa Window 4, tanggapin ang bayad;	Kada ari-arian - PHP 100.00	2 minute/s	Cashier I Treasurer's Office
	5.1.Ibigay ang resibo ng amilyar/tax declaration, cedula, at orihinal na resibo sa Clerk na gagawa ng Tax Clearance	Wala	1 minute/s	Cashier I Treasurer's Office
6.Hintaying tawagin ang pangalan ng may-ari ng ari-arian na ikinukuha ng tax clearance	6.I-proseso at i-print ang Tax Clearance	Wala	minute/s 2 kada ari-arian	Clerk Treasurer's Office
	6.1.Papirmahan sa signatory at ibigay sa nagpagawa ng tax clearance	Wala	minute/s 1 kada ari-arian	Acting Municipal Treasurer Treasurer's Office
TOTAL		Kada ari-arian - PHP 100.00	15 minute/s	



FEEDBACK AND COMPLAINTS MECHANISM

How to send a feedback?	Answer the client feedback form and drop it at the designated drop box in front of the Municipal PACD
How feedback is processed?	Every Friday, the Public Relations Officer opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. For inquiries and follow-ups, client may contact the following telephone number: 794-0543 loc. 241
How to file complaints?	Answer the client Complaint Form and drop it at the designated drop box in front of the Municipal Public Assistant Complaint Desk
	Complaints can also be filed via telephone. Make sure to provide the following information: a. Name of person being complained b. Incident c. Evidence
	For inquiries and follow-ups, client may contact the following telephone number: 794-0543 loc 241, 204 or 247
How complaints are processed?	1. The Administrative Assistant II shall receive complaints via the official email @ mayorsofficegto@gmail.com, courier or hand carried complaint letter, or website. 2. The Records Officer I shall record the complaints in the Complaint Monitoring Sheet. 3. The Municipal Administrator shall review the complaint and determine the personnel in-charge for the complaint. 4. The Records Officer I shall route the complaint letter to the concerned office or employee with instruction to answer the complaint. 5. The Records Officer I shall monitor the complaint using Complaints Monitoring Sheet.



FEEDBACK AND COMPLAINTS MECHANISM

How complaints are processed?	6. The concerned office or employee shall reply within the prescribed period. If no indicated period of completion, the concerned office or employee shall reply within 72 hours after receipt of the complaint. 7. For complaint lodged thru 8888 Citizens' Complaint Center, the Administrative Officer shall prepare the reply letter to be signed by the Municipal Mayor after affixing the initial of the Municipal Administrator. For complaint lodged thru the municipal website, the Municipal Administrator shall sign the complaint form, signifying concurrence with the reply of the concerned office or employee. 8. The Records Officer I shall scan the reply and send it to the e-mail address of the complainant, copy furnishing the Citizens' Complaint Center (complaints@8888.gov.ph), while the complaint lodged through the municipal website shall be forwarded to the MIS Office for posting.
Contact information of: Municipality of Guiguinto Anti-Red Tape Authority (ARTA) Presidential Complaints Center (PCC) Contact Center ng Bayan (CCB) Civil Service Commission (CSC)	Municipality of Guiguinto: 794-0543 loc. 241 ARTA: complaints@arta.gov.ph / 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS) CSC:



LIST OF OFFICES
Municipality of Guiguinto, Bulacan
Tel. No. 794-0543 / 794-0202 / 794-1823 / 794-1664 / 794-0016

Office	Local No.
Office of the Municipal Mayor	222
Office of the Municipal Administrator	241
Legal Office	247
Accounting Office	211
Assessor's Office	209
Business Permit and Licensing Office	203
Civil Registrar Office	213
Engineering Office	201
General Services Office	200
Housing and Resettlement Office	250
Human Resources Management Office	223
Municipal Agricultural Office	205
Municipal Disaster Risk Reduction and Management Office	235
Municipal Environment and Natural Resources Office	245
Municipal Planning and Development Office	220
Municipal Social Welfare and Development Office	228
Population	
Public Employment and Services Office	242
Public Information Arts & Recreation Office	218
Rural Health Unit I	794-4833
Rural Health Unit II	760-3450
Treasurer's Office	206