



CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2023 (1ST EDITION)



ATTY. HENRY R. VILLARICA
City Mayor



CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2023 (1st Edition)



I. Mandate:

The City Government of Meycauayan 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:

Meycauayan, a highly-urbanized green city and the Jewellery Center of the Philippines, is the benchmark of exemplary governance with inclusive social services where citizens are responsible, communities are safe and resilient and the economy is prosperous.

III. Mission:

- M** - Modernized Jewellery and Leather industry
- E** - Employment opportunities
- Y** - Yardstick for exemplary governance
- C** - Center of Quality Education
- A** - Attractive business opportunities
- U** - Urban re-development for flood-resilient city
- A** - Adaptive and resilient environment
- Y** - YES to effective solid waste management
- A** - Action-oriented leadership against crime and disorder
- N** - Nurturing inclusive growth



IV. Service Pledge:

We, the officials and employees of the City Government of Meycauayan, under the leadership of the Honorable City Mayor Atty. Henry R. Villarica, do hereby commit ourselves to effectively serve our clients with absolute courtesy and efficiency towards clienteles' satisfaction.



LIST OF SERVICES

EXTERNAL SERVICES	PAGE NUMBER
OFFICE OF THE CITY MAYOR (CMO)	
1. Financial Assistance.....	14
2. Marriage Solemnization.....	17
3. Request for a copy of CCTV Footage.....	18
4. Redemption of Impounded Vehicles	19
5. Redemption of Wheel Clamped Vehicles	21
6. Application for Traffic Impact Clearance.....	23
7. Admission for Reformation Program	25
8. Provision of Financial Assistance to reformist	28
OFFICE OF THE CITY ASSESSOR (CAso)	
1. Issuance of Tax Declaration of Simple Transfer of Ownership.....	31
2. Issuance of Tax Declaration of Simple Partition/Subdivision.....	33
3. Issuance of Tax Declaration of Simple Partition/ Subdivision with Sale, Donation or Extrajudicial.....	37
4. Issuance of Certified True Copy of Tax Declaration / Photocopy of Old Tax Declaration for Court Purposes/Titling of Property.....	41
5. Issuance of Certifications of No Improvement (With Improvement/ No Improvement)	44
6. Issuance of Certifications of No Property/ Property Landholding and Certification of Actual Location.....	46
7. Issuance of Tax Declaration for New Assessment/Re-Assessment/ Re- Classification/Correction or Updating of Records.....	48
8. Issuance of Tax Declaration for Correction or Updating of Records.....	51
9. Issuance of Notice of Cancellation (Building/Machinery).....	53
10. Issuance of Notice of Assessment.....	55



OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER (CBPLO)

1. Business One Stop Shop (BOSS).....	57
2. Issuance of Motorized Tricycle Operator's Permit (MTOP) (For Hire).....	63
3. Issuance of Tricycle Permit for Private Use (Personal and Business).....	65
4. Request for Endorsement Letter for Meycauayan-Tricycles Traversing Valenzuela	67
5. Issuance of Supervision Permit for Tricycle.....	69
6. Application of Tricycle Franchise (New).....	71
7. Application of Renewal of Tricycle Franchise.....	73
8. Issuance of Order of Dropping.....	75
9. Request for Mayor's Clearance Certificate.....	77
10. Request for Special Permit (Signage/Banner/Parade/Special Events).....	78
11. Request for Special Permit (Gaffer/Peddler).....	80
12. Request for Certifications.....	81
13. Request for Amendment on Business Permit	83
14. Issuance of Additional Line of Business	85
15. Issuance of Barangay Business Clearance	87

OFFICE OF THE CITY ENGINEER (CEnO)

1. Issuance of Building Permit	90
2. Issuance of Electrical Permit.....	95
3. Issuance of Certificate Of Final Electrical Inspection.....	97
4. Issuance of Certificate Of Occupancy Permit.....	99
5. Issuance of Excavation Permit.....	101
6. Issuance of Fencing Permit.....	103
7. Issuance of Mechanical Permit.....	105
8. Issuance of Annual Mechanical Permit.....	107
9. Issuance of Annual Building Permit.....	109
10. Issuance of Demolition Permit.....	112
11. Issuance of Development Permit.....	114
12. Issuance of Certificate of Change of Use.....	117
13. Issuance of Annual Electrical Permit.....	120
14. Excavation and Ground Preparation.....	121
15. Issuance of Electronics Permit.....	123
16. Issuance of Sign Permit / Billboard.....	125



OFFICE OF THE CITY URBAN PLANNING AND DEVELOPMENT OFFICER (CUPDO)

1. Issuance of Locational Clearance/Certificate of Zoning Compliance For Building Permit.....	128
2. Issuance of Locational Clearance/Certificate of Zoning Compliance For Business Permit	132
3. Request for Data (Socio-Economic Profile/Statistical Data/Maps/Others).....	136
4. Issuance of Certificate/Endorsement of Barangay Annual Investment Program (AIP)	137
5. Preliminary Approval and Locational Clearance (PALC).....	138
6. Site Zoning Classification Certificate.....	141

OFFICE OF THE CITY TREASURER (CTrO)

1. Payment of Real Property Tax (RPT).....	143
2. Issuance of Community Tax Certificate (Cedula).....	145
3. Payment of Professional Tax Receipt (PTR)	147
4. Payment of Fees and Charges.....	148
5. Payment of Transfer Tax on Real Property.....	150
6. Payment of Traffic Violation	151
7. Issuance of Certified True Copy of Receipts.....	154
8. Issuance of Tax Clearance.....	156
9. Business-One-Stop-Shop (BOSS).....	158
10. Issuance of Certification for Business.....	162

OFFICE OF THE CITY CIVIL REGISTRAR (CCRO)

1. Timely Registration of Birth.....	165
2. Timely Registration of Marriage.....	166
3. Timely Registration of Death Certificate.....	167
4. Late Registration of Birth	168
5. Late Registration of Marriage.....	170
6. Late Registration of Death Certificate.....	172
7. Issuance of Certified True Copy/Photocopy of Birth/Marriage/Death Certificate.....	174
8. Registration of Legitimation/Acknowledgement of Paternity.....	175
9. Out of Town Registration of Birth Certificate.....	177



10. Issuance of Marriage License.....	178
11. Issuance of Marriage Affidavit (Article 34).....	181
12. Correction of Clerical Error (Certificate of Live Birth).....	182
13. Correction of Clerical Error (Certificate of Marriage).....	185
14. Correction: Change of First Name (R.A. 9048) and Change of Month and Day of Birth, Change of Gender (R.A. 10172).....	188
15. Supplemental Report.....	192
16. Indorsement of Civil Registry Documents.....	193
17. Registration of Court Decision	195

OFFICE OF THE CITY HEALTH OFFICER (CHO)

1. Issuance of Health Certificate/ID	198
2. Issuance of Sanitary Permit (Business Establishment)	199
3. Issuance of Exhumation Permit / Transfer Permit (Dead Person)/ Burial Permit (Dead Person)/ Cremation Permit (Dead Person).....	200
4. Issuance of Pre-Marriage Counseling Certificate (PMC) for Family Planning..	202
5. Medical Services	203
6. Dental Services	204

CITY OF MEYCAUAYAN DIALYSIS CENTER (CMDIC)

1. Issuance of Medical Social Worker Recommendation.....	209
2. Receiving Schedule of Hemodialysis Treatment.....	210
3. Registration on Philhealth Dialysis Database	211
4. Procedure for Hemodialysis Treatment	213
5. Discharge of Hemodialysis Patient	214
6. Releasing of Medical Records	216

OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER (CSWDO)

1. Issuance of Social Case Study Report	218
2. Issuance of Certificate of Indigency / Financial Incapability.....	220
3. Issuance of Certificate of Guardianship.....	221
4. Issuance of Senior Citizen ID.....	222
5. Issuance of Solo Parent ID.....	224
6. Issuance of Person With Disability (PWD) ID.....	226
7. Issuance of Parental Capability Assessment Report (PCAR).....	228



8. Application for Foster Parenting.....	229
9. Application for Aftercare / Diversion Contract of a Child.....	231
10. Provision of Assistance to Individuals in Crisis Situation.....	232
11. Application for Early Childhood Care and Development (Day Care).....	235
12. Application for Adopting a Child.....	239
13. Request for Assessment of Discernment of a Child In Conflict with the Law...	241
14. Application for Aftercare Program	243

OFFICE OF THE CITY ENVIRONMENT AND NATURAL RESOURCES OFFICER (CENRO)

1. Request for Trimming of Trees / Grass Cutting	245
2. Certification of Cutting of Trees	246
3. Fogging	247
4. Dredging	248
5. Clean-Up Operation	249
6. Provision of Garden Soil	250
7. Environmental Management Clearance	251
8. Certificate of Non- Coverage	252

OFFICE OF THE CITY POPULATION OFFICER (CPO)

1. Urban Poor Affair Office (UPAO) Certification.....	255
2. Pre-Marriage Orientation and Counseling (PMOC) Certification.....	257
3. Request for Data (Demographic Surveillance Data / Total Population / Total Household / Child Profile / ISF Data / Others)	259

OFFICE OF THE CITY ECONOMIC ENTERPRISE MANAGEMENT OFFICER (CEEMO)

1. Availment of Convention Center	261
2. Collection of Transport Terminal Fees	263
3. Availment of Registration for Public Transportation	264
4. Availment of Burial Niche and Crypt	265
5. Availment of Cremation Services	267

OFFICE OF THE CITY COOPERATIVES OFFICER (CCO)

1. Issuance of Certification for securing Business Permit	269
---	-----



OFFICE OF THE CITY PUBLIC EMPLOYMENT SERVICE OFFICER (CPESO)

1. Issuance of Job Referral	270
2. Request for Establishment Accreditation	272
3. Special Program for the Employment of Students And Out- of-School Youth (SPES)	273
4. Application for Tulong Panghanapbuhay para sa Ating Disadvantaged Workers	275
5. Application for Government Internship Program (GIP)	277
6. DOLE Integrated Livelihood Program (DILP)	278
7. Migrant / Overseas Filipino Program	279

OFFICE OF THE CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICER (CDRRMO)

1. Request for Emergency Medical Services with Urgency	281
2. Request for Transportation Service (Patient Transport)	284
3. Request for Emergency Medical Services (for Standby Medic)	287
4. Request for Search & Rescue Assistance with urgency	288
5. Request for Search and Rescue – Extended Service to other LGU	293
6. Request for Training.....	297

OFFICE OF THE CITY VETERINARIAN (CVO)

1. Application for New/Renewal of Butcher and Meat Handler's License	299
2. Anti-Rabies Vaccination for Walk-In Dog/Cat Owners	300
3. Redemption of Impounded Pet/Animal	301
4. Issuance of Veterinary Health Certificate	302

OFFICE OF THE CITY AGRICULTURIST (CAgO)

1. Distribution of Vegetable Seeds and Fertilizer	305
2. Seminar and Training for Urban Gardening and Other Topics Related to Agri–Aqua Production	306
3. Issuance of Certificate of Land Reclassification	307
4. Issuance of Auxilliary Invoice	308



OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER (CHRMO)

1. Admission of Student Interns (Work Immersion / On-the-Job Trainings).....	311
2. Admission of Applicants for the Teachers' Professionalization Program.....	313
3. Job Applications	315
4. Securing Clearance from Money, Property and Work-Related Accountabilities	317
5. Request for Terminal Leave Benefits (TLB)	323

POLYTECHNIC COLLEGE OF THE CITY OF MEYCAUAYAN (PCCM)

1. Academic Division.....	329
2. Student Services and Academic Support Division.....	339
3. Administrative Division.....	375
4. Physical Plant and Facilities Division.....	388

INTERNAL SERVICES

OFFICE OF THE CITY MAYOR (CMO)

1. IT Maintenance Services	395
----------------------------------	-----

OFFICE OF THE CITY VICE MAYOR, SANGGUNIANG PANLUNGSOD MEMBERS AND SECRETARY TO THE SANGGUNIANG PANLUNGSOD (OVM,SPMO, SSPO)

1. Issuance of Certified Photocopy/ies of Resolution/s and Ordinance/s.....	397
2. Issuance of Certificate of No Pending Case.....	398
3. Issuance of Certificate of Franchise to Tricycle.....	400
4. Issuance of Copy of Resolution and Certificate of Accreditation.....	402

OFFICE OF THE CITY ADMINISTRATOR (CAoO)

1. Issuance and Approval of Travel Order	406
2. Approval of Locator and Pass Slips	407
3. Issuance of Gas Slip, Trip Ticket and Purchase Order for Special Events or Activities	409
4. Issuance of Endorsement	410
5. Application for Truck Ban and Total Truck Ban Exemption Certificate.....	411



OFFICE OF THE CITY BUDGET OFFICER (CBO)

1. Processing of Obligation Request Slip (Payrolls / Obligations for General Fund and Special Education Fund).....	416
2. Certifications as to Availability of Funds and Utilization as to Appropriation....	418

OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER (CHRMO)

1. Request for Certificate of Employment (COE) and Service Records (SR).....	420
2. Request for Locator and Pass Slips	422
3. Request for Overtime (OT) / Compensatory Time-Off (CTO) Services.....	423
4. Request for Availment of Compensatory Time-Off (CTO).....	426
5. Application for Leave of Absence / Monetization.....	428

OFFICE OF THE CITY GENERAL SERVICES OFFICER (CGSO)

1. Procurement of Supplies, Materials and Equipment/Spare Parts	437
2. Inspection of Supplies, materials, and equipment/spare parts	439
3. Issuance of Commonly Used Supplies from Centralized Stocking thru Funded Requisition and Issue Slips (RIS)	440
4. Securing Clearance from Property Accountabilities	441

OFFICE OF THE CITY INFORMATION & COMMUNITY RELATIONS OFFICER (CICRO)

1. Request for Lay-out / Photo Coverage / Article Writing	443
2. Request for Video Advocacy Messages by the City Mayor for On-line Platforms	448

OFFICE OF THE CITY LEGAL OFFICER (CLO)

1. Rendering of Public Legal Assistance	451
2. Review and/or Drafting of Contracts, Ordinances and other Legal Instruments	453



OFFICE OF THE CITY ACCOUNTANT (CAcO)

1. PHILHEALTH Certification of Contributions	456
2. Request for Clearance from Money and Property Accountabilities	457
3. Request for Financial Documents	457
4. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Food Expenses/Meals and Snacks).....	459
5. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Supplies and Materials/ Capital Outlay-Equipment).....	461
6. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Repairs and Maintenance)	465
7. Pre-Audit and Processing of Disbursement Vouchers for Cash Advances (Special Disbursing Officer)	467
8. Pre-audit and Processing of Disbursement Vouchers for Medical, Burial and other Financial Assistance	469
9. Issuance of Tax Certificates	471

FEEDBACK AND COMPLAINTS MECHANISM	472
--	-----

LIST OF OFFICES	474
------------------------	-----

CERTIFICATE OF COMPLIANCE	476
----------------------------------	-----



OFFICE OF THE CITY MAYOR

External Services



1. FINANCIAL ASSISTANCE

Financial assistance includes medical assistance, burial assistance, educational assistance and any other assistance that the Mayor may extend to the residents of the City of Meycauayan.

Office or Division:	Office of the City Mayor (City Hall Saluysoy & City Hall Annex – Camalig)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Indigent residents of the City of Meycauayan, People's Organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Indigency - 1 original copy	Barangay Hall where the client is residing
2. Valid government issued ID - 1 photocopy with 3 specimen signature <ul style="list-style-type: none"> ▪ SSS UMID Card ▪ GSIS UMID Card ▪ Driver's License ▪ PRC ID ▪ Voter's ID ▪ TIN ID ▪ Valid or Latest Passport ▪ Postal ID ▪ PhilID/ePhilID ▪ Senior Citizen ID 	<ul style="list-style-type: none"> Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office Philippine Statistics Authority (PSA) City Social Welfare & Development Office (CSWDO), 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan National Bureau of Investigation (NBI) Barangay Hall where the client is residing
Additional documents for Burial Assistance: <ol style="list-style-type: none"> 1. Death Certificate - 1 original and 1 photocopy 2. Funeral Contract or Official Receipt of the funeral plan or Official Receipt of the memorial lot - 1 original and 1 photocopy 	<ul style="list-style-type: none"> City Civil Registrar, 1st Floor, City Hall, City of Meycauayan, Bulacan Funeral Services
Additional documents for Medical Assistance: <ol style="list-style-type: none"> 1. Barangay Indigency - 1 original and 1 photocopy 2. Medical Abstract/Medical Certificate - 1 original and 1 photocopy 	<ul style="list-style-type: none"> Barangay Hall where the client is residing Hospital where the client was confined Hospital where the client was confined



3. Temporary Hospital Bill/Laboratory Request with Price - 1 original and 1 photocopy 4. Prescription of medicine/Official Receipt of medicine - 1 original and 1 photocopy 5. Quotation for Dialysis Patient - 1 original and 1 photocopy 6. Treatment Protocol for Cancer Patient - 1 original and 1 photocopy 7. Schedule of Injection for Dog/Cat Bite - 1 original and 1 photocopy		Attending Physician Attending Physician Attending Physician Attending Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the social welfare desk and submit all the required documents	1.1 Interview and prepare report and forward to the City Mayor for approval 1.2 Inform the client to wait for advise as to the release of the assistance	None	10 minutes	Erlinda E. Manalo Administrative Aide I Sonny T. Rodeadilla Administrative Aide III Elizabeth E. Baldemor Administrative Aide I Romeo DS. Flores Administrative Aide III Rizalina DC. Samson Administrative Aide I City Mayor's Office Marelyn L. Lapeña Clerk City Mayor's Office, (City Hall Annex)
	1.3 Review and approve request through a notation in the document	None	10 minutes	Atty. Henry R. Villarica City Mayor City Mayor's Office
	1.4 Record and forward documents to the City Social Welfare and Development Office	None	5 minutes	Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office



	1.5 Process the request by the CSWDO and Local Finance Committee and forward cheque to the City Mayor for signature	None	7 days	<p>April M. San Pedro Clerk / Support Staff</p> <p>Lord Allen J. Mendieta Encoder</p> <p>Vilma R. Rupac CSWD Officer CSWDO</p> <p>Lhiezll L. Lozada Administrative Officer V City Budget Office</p> <p>Sherry P. Bernabe Administrative Officer V</p> <p>Dexter D. Calalang Administrative Officer V City Accountant's Office</p> <p>Cristina G. Orlanda Administrative Officer V City Treasurer's Office</p> <p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>
	1.6 Inform the client as to the scheduled date of release through text	None	2 minutes	<p>Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office</p>
2. Receive cheque on the scheduled date	2.1 Release cheque	None	1 hour	<p>Maria Cristina G. Orlanda Administrative Officer V</p> <p>Emily R. Rifol Senior Labor & Employment Officer City Treasurer's Office</p> <p>Justine Nicole M. Trinidad Administrative Aide I</p> <p>Melda Bautista Administrative Officer IV City Mayor's Office</p>
	TOTAL:	None	7 days, 1 hour, and 27 minutes	



2. MARRIAGE SOLEMNIZATION

A function expressly provided under the Local Government Code of 1991.

Office or Division:		Office of the City Mayor		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		At least one of the contracting party is a resident of the City of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage License - 1 original copy		City Civil Registrar, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the marriage license	1.1 Receive the document, verify with the City Civil Registrar's Office all the supporting documents and issue order of payment	None	5 minutes	Elizabeth E. Baldemor Administrative Aide I City Mayor's Office
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	Php 200.00	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Proceed to the City Mayor's Office and present the original receipt	3.1 Schedule the marriage ceremony and inform the client	None	5 minutes	Elizabeth E. Baldemor Administrative Aide I City Mayor's Office
4. Return to the City Mayor's Office on the scheduled date of marriage accompanied by two witnesses	4.1 Solemnize marriage	None	20 minutes	Atty. Henry R. Villarica City Mayor City Mayor's Office
	4.2 Inform the client on the date	None	15 minutes	Elizabeth E. Baldemor Administrative Aide I



	of release of Marriage Certificate and return the documents to the City Civil Registrar's Office for registration			City Mayor's Office
5. Married couple to return to the City Mayor's Office on the scheduled date of release of certificate	5.1 Release the Certificate of Marriage	None	5 minutes	Elizabeth E. Baldemor Administrative Aide I City Mayor's Office
	TOTAL:	Php200.00	55 minutes	

3. REQUEST FOR A COPY OF CCTV FOOTAGE

A copy of CCTV footage may be given to any interested residents or non-residents to be used for any legal purposes it may serve.

Office or Division:	Office of the City Mayor – CCTV Room			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	Residents and Non-Residents of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form - 1 original copy		CCTV Room, 5 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
2. Police Report or Blotter - 1 original copy		PNP or Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out form and all required documents	1.1 Check, record request and forward to the immediate supervisor for review	None	2 minutes	Jonathan M. Matocinos CCTV Operator Krisanto R. Orbigo CCTV Operator Rodel M. Flores CCTV Operator Rafhael L. Delino CCTV Operator



				Jose S. Bautista Jr. Administrative Aide I City Mayor's Office – CCTV Room
	1.2 Review request and forward to the City Mayor for approval	None	4 minutes	Atty. Jackelyn Joy B. Pernitez Attorney III Atty. Henry R. Villarica City Mayor City Mayor's Office
2. Receive the CCTV footage copy	2.1 Send the copy of CCTV footage through any available storage device	None	10 minutes	Jonathan M. Matocinos CCTV Operator Krisanto R. Orbigo CCTV Operator Rodel M. Flores CCTV Operator Rafhael L. Delino CCTV Operator Jose S. Bautista Jr. Administrative Aide I City Mayor's Office – CCTV Room
	TOTAL:	None	16 minutes	

4. REDEMPTION OF IMPOUNDED VEHICLES (INVOLVED IN ACCIDENT / COLORUM)

Release of impounded vehicles due to traffic violation committed by motorists, in accordance with city ordinances, rules and regulations, upon payment of prescribed fines and penalties.

Office or Division:	Office of the City Mayor - Meycauayan Traffic and Parking Bureau (MTPB)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Motorist / Driver
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Traffic Violation Receipt – 1 Yellow copy		Issued by Traffic Enforcers to the client when apprehended		
2. Original Receipt / Certificate of Registration (OR/CR) - 1 original copy		Land Transportation Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the Traffic Violation Receipt and pay the required fee	1.1 Issue official receipt.	P200.00 (involved in accident) P1,000.00 (colorum)	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
2. Proceed to the Meycauayan Traffic and Parking Bureau at the Meycauayan Common Transport Terminal, Malhacan and present the Official Receipt and OR/CR	2.1 Verify records and impounded vehicle	None	15 minutes	Ramon Ariel S. Mendoza Vehicle Impound Clerk Francisco L. Andaya Traffic Enforcer Meycauayan Traffic and Parking Bureau
3. Signed in the logbook for the release of vehicle	3.1 Record and release the impounded vehicle	None	5 minutes	Ramon Ariel S. Mendoza Vehicle Impound Clerk Francisco L. Andaya Traffic Enforcer Meycauayan Traffic and Parking Bureau
	TOTAL:	P200.00 (involved in accident) P1,000.00 (colorum)	25 minutes	



5. REDEMPTION OF WHEEL-CLAMPED VEHICLES

Procedure on how to settle and release wheel-clamped vehicles.

Office or Division:	Office of the City Mayor - Meycauayan Traffic and Parking Bureau (MTPB)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Motorist/Driver			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Violation Notice of Clamped Vehicle - 1 original copy		Meycauayan Traffic & Parking Bureau – Clamping Division, Meycauayan Common Transport Terminal, Malhacan, City of Meycauayan, Bulacan		
2. Valid government issued ID – 1 photocopy <ul style="list-style-type: none"> ▪ SSS UMID Card ▪ GSIS UMID Card ▪ Driver's License ▪ PRC ID ▪ Voter's ID ▪ TIN ID ▪ Valid or Latest Passport ▪ Postal ID ▪ NBI Clearance ▪ PhilID/ePhilID ▪ Senior Citizen ID ▪ Barangay Clearance 		Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office National Bureau of Investigation (NBI) Philippine Statistics Authority (PSA) Municipal/City Social Welfare & Development Office Barangay Hall where the client is residing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the documents required	1. Check record and issue order of payment	None	3 minutes	Dareen A. Dela Cruz Clerk/Monitoring Staff Rina L. Santos Clerk Cecille R. Llaneras Clerk/Support Staff Meycauayan Traffic & Parking Bureau-Clamping Division
2. Pay the required fee	2. Issue Official Receipt and	P500.00 (2 & 3-	3 minutes	Dareen A. Dela Cruz Clerk/Monitoring Staff



	inform the Parking Enforcer of full payment	wheel vehicles) P1,500.00 (4-wheel vehicles) P5,000.00 (6-wheel and above vehicles)		Rina L. Santos Clerk Cecille R. Llaneras Clerk/Support Staff Meycauayan Traffic & Parking Bureau-Clamping Division
3. Proceed to the area of clamped vehicle	3. Unlock and release wheel-clamp vehicle	None	30 minutes	Mark Apolinario C. Colasito III Carlo O. De Jesus Francis A. Dela Cruz Ronald C. Flores Enrico Roy B. Pascual Ronaldo D. Santos Raymond R. Tacugue Albert D. Valledo Parking Enforcer Meycauayan Traffic & Parking Bureau-Clamping Division
	TOTAL:	P500.00 (2 & 3-wheel vehicles) P1,500.00 (4-wheel vehicles) P5,000.00 (6-wheel and above vehicles)	36 minutes	



6. APPLICATION FOR TRAFFIC IMPACT CLEARANCE

Application for traffic impact clearance is being requested so as to determine if a specific project/development will cause traffic and safety issues in the City of Meycauayan, Bulacan

Office or Division:	Office of the City Mayor - Meycauayan Traffic and Parking Bureau (MTPB)			
Classification:	Complex			
Type of Transaction:	G2G / G2B - Government to Government / Government to Business			
Who may avail:	Contractor of Government Agencies / Government-Owned & Controlled Corporations (GOCCs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request with detailed information (project, work schedule, location of project) addressed to the City Mayor through the Head of MTPB - 1 originally signed copy		To be provided by the client		
2. Vicinity Map of the Project - 1 original or 1 photocopy		To be provided by the client or City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
3. Excavation Permit - 1 photocopy		City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan (if local road) Provincial Engineer's Office, Provincial Government of Bulacan, City of Malolos, Bulacan (if provincial road)		
4. Barangay Permit - 1 photocopy		Barangay Hall where the project is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete required documents	1.1 Receive documents and inform the client to wait through text for the scheduled interview and assessment of request 1.2 Forward all documents to the Head of MTPB for review	None	10 minutes	Rosanna L. Chacon Administrative Clerk Meycauayan Traffic & Parking Bureau



	1.3 Review request and schedule date of interview	None	1 day	Ret. Gen. Buenaventura M. Viray Jr. Head – MTPB Meycauayan Traffic & Parking Bureau
	1.4 Inform the client through text of the scheduled date of interview.	None	5 minutes	Rosanna L. Chacon Administrative Clerk Meycauayan Traffic & Parking Bureau
2. Attend to the scheduled date of interview at the MTPB, Meycauayan Common Transport Terminal, Malhacan	2.1 Conduct interview and assessment 2.2 Inform the client to wait through text / call on the action to the request and to sign the clearance	None	1 day	Ret. Gen. Buenaventura M. Viray Jr. Head – MTPB Rosanna L. Chacon Administrative Clerk Meycauayan Traffic & Parking Bureau
	2.3 Prepare Traffic Impact Clearance and forward to the Head of MTPB for signature	None	2 days	Rosanna L. Chacon Administrative Clerk Ret. Gen. Buenaventura M. Viray Jr. Head – MTPB Meycauayan Traffic & Parking Bureau
3. Proceed to MTPB as to scheduled date and sign on the clearance	3.1 Present the Traffic Impact Clearance and inform the client to wait through text / call on the release of clearance 3.2 Record to logbook and forward the Clearance to the City Mayor's Office for approval 3.3 Review and sign the Traffic Impact Clearance	None None None	5 minutes 5 minutes 2 days	Rosanna L. Chacon Administrative Clerk Meycauayan Traffic & Parking Bureau Rosanna L. Chacon Administrative Clerk Meycauayan Traffic & Parking Bureau Atty. Henry R. Villarica City Mayor City Mayor's Office Rosanna L. Chacon



	3.4 Inform the client through text / call on the release of approved request	None	5 minutes	Administrative Clerk Meycauayan Traffic & Parking Bureau
4. Proceed to MTPB as to scheduled date and receive the approved clearance	4.1 Record and release the Traffic Impact Clearance	None	5 minutes	Rosanna L. Chacon Administrative Clerk Meycauayan Traffic & Parking Bureau
	TOTAL:	None	6 days and 35 minutes	

- Note: If long term project, subject for monthly renewal. Traffic Clearance will be prepared and issued by the MTPB Staff.

7. ADMISSION FOR REFORMATION PROGRAM

This service is for pushers to be delisted from the PNP-PDEA Certified Barangay Anti-Drug Abuse Council (BADAC) Watchlist. Reformation program is provided to all clients and issue Certificate of Completion once they completed the program.

Office or Division:	Office of the City Mayor - Balay Silangan Reformation Center		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Pushers listed in PNP-PDEA CBWL		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Affidavit of Undertakings – 3 original copies		Notary Public	
2. Valid government issued ID – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none">▪ SSS UMID Card▪ GSIS UMID Card▪ Driver’s License▪ PRC ID▪ Voter’s ID▪ TIN ID▪ Valid or Latest Passport▪ Postal ID▪ NBI Clearance▪ PhilID/ePhilID▪ Senior Citizen ID		<ul style="list-style-type: none">Social Security System (SSS)Government Service Insurance System (GSIS)Land Transportation Office (LTO)Professional Regulation Commission (PRC)Commission on Election (COMELEC)Bureau of Internal Revenue (BIR)Department of Foreign Affairs (DFA)Philippine Post OfficeNational Bureau of Investigation (NBI)Philippine Statistics Authority (PSA)	



<ul style="list-style-type: none"> Barangay Clearance 		City Social Welfare & Development Office (CSWDO), 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan Barangay Hall where the client is residing		
3. Certificate of Indigency – 1 original copy		Barangay Hall where the client is residing		
4. Referral/ Endorsement Letter – 1 original copy		Barangay Captain, Barangay Hall where the client is residing		
5. Medical Certificate with laboratory results, if with medical condition – 1 original copy		Rural Health Physician at City Health Units or Private Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Check all documents, verify in Barangay Anti-Drug Abuse Council (BADAC) Watchlist, interview the client and fill out intake sheet form	None	30 minutes	Ella L. Panen Social Worker Officer IV Balay Silangan Reformation Center
	1.2 Take photo, inspect personal belongings and accept and orient the client for the reformation program	None	1 hour	Rolf M. Camargo Purchaser / Support Staff Joel Y. Carrillo Administrative Aide III Ella L. Panen Social Worker Officer IV Balay Silangan Reformation Center
	1.3 Prepare Certificate of Enrollment and forward to City Health Officer for signature	None	1 hour	Ella L. Panen Social Worker Officer IV Balay Silangan Reformation Center
	1.4 Review and sign	None	1 day	Dr. Christian B. Roque City Health Officer City Health Office
2. Receive Certificate of Enrollment	2.1 Record and issue Certificate of Enrollment upon receipt of signed certificate	None	5 minutes	Ella L. Panen Social Worker Officer IV Balay Silangan Reformation Center



3. Undergo Reformation Program	<p>3.1 Reformation Program Phase 1: Conduct of Moral Recovery Program/Spiritual Formation</p> <p>Physical Fitness</p> <p>Personality Development</p> <p>Drug Awareness Talk / RA 9165</p> <p>First Aid and Disaster Awareness</p>	None	31 days in-house	<p>Bless Our Cops Spiritual Formators</p> <p>PNP Personnel</p> <p>Ella L. Panen Social Worker Officer IV</p> <p>PNP Personnel Yeshua Change Agent</p> <p>Joel Y. Carrillo Administrative Aide III Balay Silangan Reformation Center</p>
	Phase 2: Livelihood Training Program	None	31 days lived-out	TESDA Trainor
	<p>Phase 3: Community Service in their respective barangay</p> <p>Note: After each phase completed, client is required to undergo drug testing</p>	None	31 days live-out reporting in their respective barangay	Barangay Anti-Drug Abuse Council (BADAC)
	3.2 Prepare all documents required for graduation of the reformist	None	1 day	Ella L. Panen Social Worker Officer IV Balay Silangan Reformation Center
4. Attend the Graduation and receive the Certificate of Completion	4.1 Conduct Graduation and Awarding of Certificate of Completion	None	4 hours	<p>City Anti-Drug Abuse Council (CADAC)</p> <p>Philippine Drug Enforcement Agency</p>
	TOTAL:	None	95 days, 6 hours and 35 minutes	



8. PROVISION OF FINANCIAL ASSISTANCE TO REFORMIST

Balay Silangan Reformation Center provided financial assistance to reformist for them to augment income of the family during their one-month in-house reformation program and start anew.

Office or Division:	City Mayor's Office - Balay Silangan Reformation Center			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Reformist of the Balay Silangan Reformation Center, City of Meycauayan, Bulacan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid government issued ID – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> SSS UMID Card GSIS UMID Card Driver's License PRC ID Voter's ID TIN ID Valid or Latest Passport Postal ID NBI Clearance PhilID/ePhilID Senior Citizen ID Barangay Clearance 		Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office National Bureau of Investigation (NBI) Philippine Statistics Authority (PSA) City Social Welfare & Development Office (CSWDO), 1 st Floor, Saluysoy, City of Meycauayan, Bulacan Barangay Hall		
2. Certificate of Indigency – 1 original copy		Barangay Hall where the reformist is residing		
3. Certificate of Enrollment		City Mayor's Office - Balay Silangan Reformation Center, Saluysoy, City of Meycauayan, Bulacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Review documents, interview and assess the client	None	30 minutes	Ella L. Panen Social Worker Officer IV Balay Silangan Reformist Center
	1.2 Prepare and sign Social Case Study and inform the client to wait for the release of financial assistance	None	30 minutes	Ella L. Panen Social Worker Officer IV Balay Silangan Reformist Center



	1.3 Prepare all documents for financial assistance and forward to City Accountant's Office for payroll preparation	None	1 day	Ella L. Panen Social Worker Officer IV Balay Silangan Reformist Center
	1.4 Inform the client on the date of release through text / call	None	10 minutes	Ella L. Panen Social Worker Officer IV Balay Silangan Reformist Center
2. Receive financial assistance as to scheduled date	2.1 Release financial assistance	None	1 hour	Cecilia J. Alcantara Senior Administrative Assistant II City Treasurer's Office
	TOTAL:	None	1 day, 2 hours and 30 minutes	



OFFICE OF THE CITY ASSESSOR

External Services



1. ISSUANCE OF TAX DECLARATION OF SIMPLE TRANSFER OF OWNERSHIP (SALE/DONATION/ESTATE)

Transfer of ownership which the ownership of a property is transferred from one person to another includes the purchase of a property, assumption of mortgage debt, exchange of possession, donation or legacy of a property.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Citizen / Government to Business / Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Land Title - 1 certified true copy or photocopy Deed of Conveyance (Deed of Absolute Sale, Donation, Extrajudicial & others) - 1 photocopy BIR (Certificate of Authorizing Registration) - 1 photocopy Transfer Tax Receipt - 1 photocopy Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy Identification Card: <ul style="list-style-type: none"> Driver's License Senior Citizens ID Voter's ID Company ID SSS UMID Card GSIS UMID Card PRC ID PhilID/ePhilID <p>Additional Document if Requesting Party is Not the Real Owner:</p> <ol style="list-style-type: none"> Special Power of Attorney/Authorization Letter from the owner - 1 photocopy <p>Additional Document for Extrajudicial:</p> <ol style="list-style-type: none"> Affidavit of Publication - 1 photocopy 	<p>Owner's File Copy / Registry of Deeds</p> <p>Owner's File Copy / Registry of Deeds</p> <p>Owner's File Copy / Registry of Deeds / Bureau of Internal Revenue</p> <p>Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</p> <p>Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</p> <p>Land Transportation Office</p> <p>Municipal/City Social Welfare & Development Office</p> <p>Commission on Election</p> <p>Employer</p> <p>Social Security System</p> <p>Government Service Insurance System</p> <p>Professional Regulation Commission</p> <p>Philippine Statistics Authority (PSA)</p> <p>To be provided by the client</p> <p>To be provided by the client</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Record, review, verify documents and issue order of payment	None	8 minutes	Luz C. Mutya Local Assessment Operations Officer III Lily D. Telan Assistant City Assessor City Assessor's Office
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P100.00 / TD as per City Ordinance No. 1, S-2006 Sec.352(d)	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Return to the City Assessor's Office and present the Official Receipt	3.1 Check and give Assessment Real Property Number (ARP No.) to the encoder.	None	2 minutes	Caezar P. Pineda Administrative Assistant I Ma. Fe Evangeline B. Francisco Administrative Assistant III City Assessor's Office
	3.2 Encode/ Process/ Prepare Tax Declaration of Simple Transfer, Notice of Assessment and Index Card	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Irene C. Villanueva Carlito S. Hilario Assessment Clerk I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I



	3.3 Review tax declaration and approve	None	3 minutes	<p>Arcgene M. Cabrera Administrative Aide IV</p> <p>Lucita C. Torres Tax Mapper Aide City Assessor's Office</p> <p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
4. Receive the signed Tax Declaration	4.1 Record and release Tax Declaration to Client	None	2 minutes	Caesar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	P100.00 per tax declaration	40 minutes	

2. ISSUANCE OF TAX DECLARATION OF SIMPLE PARTITION / SUBDIVISION

A partition/subdivision of property/parcel of land divided/split into smaller ones that are easier to sell and develop.

Office or Division:	Office of the City Assessor
Classification:	Highly Technical
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business / Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



<ol style="list-style-type: none"> Land Title - 1 certified true copy or photocopy Approved Partition/Subdivision Plan - 1 blue print or 1 photocopy Request Letter – 1 original copy Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy Identification Card: <ul style="list-style-type: none"> Driver's License Senior Citizens ID Voter's ID Company ID SSS UMID Card GSIS UMID Card PRC ID PhilID/ePhilID 		<p>Owner's File Copy / Registry of Deeds</p> <p>Owner's File Copy / Registry of Deeds</p> <p>To be provided by the client</p> <p>Owner's file copy / City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan</p> <p>Land Transportation Office</p> <p>Municipal/City Social Welfare & Development Office</p> <p>Commission on Election</p> <p>Employer</p> <p>Social Security System</p> <p>Government Service Insurance System</p> <p>Professional Regulation Commission</p> <p>Philippine Statistics Authority (PSA)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Record, review, verify the documents & inform the client on the schedule date of ocular inspection	None	20 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Lily D. Telan Assistant City Assessor</p> <p>Reynaldo C. Guariño Tax Mapper I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>



2. Guide the inspector for ocular inspection	2.1 Conduct ocular inspection and advise the client to wait on the status of request	None	4 hours	Reynaldo C. Guariño Tax Mapper I Carlito S. Hilario Assessment Clerk I
	2.2 Prepare, sketch & compute floor area (if there's an improvement)	None	3 hours	Jose Sener D. Sakay Administrative Asst. III Federico V. Berboso Ronald L. Soriano Draftsman I Rosauro R. Villegas Administrative Aide IV City Assessor's Office
	2.3 Prepare partition slip, Assign Property Index Number (PIN)	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Federico V. Berboso Ronald L. Soriano Draftsman I
	2.4 Check and give Assessment Real Property Number (ARP no.) to the encoder	None	5 minutes	Caezar P. Pineda Administrative Assistant I
	2.5 Encode multiple land title and printing of Tax Declaration, Field Appraisal Assessment Sheet (FAAS) and Notice of Assessment (NOA)	None	60 Calendar days	Luz C. Mutya Local Assessment Operations Officer III Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III Irene C. Villanueva Assessment Clerk I City Assessor's Office
	2.6 Review, check and approve tax declaration.	None	5 working days	Lily D. Telan Assistant City Assessor



	2.7 Inform the client to pay the necessary fees.	None	5 minutes	<p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
3. Proceed to the City Assessor's Office on the scheduled date	3.1 Issue Order of Payment	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
4. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	4.1 Issue official receipt	P100 per tax declaration	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Asst. V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
5. Return to the City Assessor's Office & present the Official Receipt	5.1 Release Tax Declaration	None	10 minutes	<p>Caezar P. Pineda Administrative Assistant I City Assessor's Office</p>
	TOTAL:	P100.00 per tax declaration	66 days and 10 minutes	



3. ISSUANCE OF TAX DECLARATION OF SIMPLE PARTITION / SUBDIVISION WITH SALE, DONATION OR EXTRAJUDICIAL

A partition/subdivision of property/parcel of land divided/split into smaller ones with partition agreement between the Seller and the Buyer, Donor and the Donee or Heirs.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	
1. Land Title - 1 certified true copy or photocopy	Owner's File Copy / Registry of Deeds
2. Deed of Conveyance (Deed of Absolute Sale, Donation, Extrajudicial & others) - 1 photocopy	Owner's File Copy / Registry of Deeds
3. Partition Agreement - 1 photocopy	Owner's File Copy / Registry of Deeds
4. BIR (Certificate of Authorizing Registration) - 1 photocopy	Owner's File Copy / Registry of Deeds / Bureau of Internal Revenue
5. Transfer Tax Receipt - 1 photocopy	Owner's File Copy / Registry of Deeds / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
6. Approved Partition/Subdivision Plan - 1 original copy	Owner's File Copy / Registry of Deeds/ Geodetic Engineer
7. Latest Real Property Tax Receipt/Tax Clearance - 1 photocopy	Owner's File Copy / Registry of Deeds/
8. Identification Card – 1 photocopy	City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
<ul style="list-style-type: none"> • Driver's License • Senior Citizens ID • Voter's ID • Company ID • SSS UMID Card • GSIS UMID Card • PRC ID • PhilID/ePhilID 	Land Transportation Office Municipal/City Social Welfare & Development Office Commission on Election Employer Social Security System Government Service Insurance System Professional Regulation Commission Philippine Statistics Authority (PSA)
Additional Document if Requesting Party is Not the Real Owner:	
1. Special Power of Attorney / Authorization Letter from the owner - 1 photocopy	To be provided by the client



Additional Document for Extrajudicial: 1. Affidavit of Publication - 1 photocopy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Record, review, verify the documents & inform the client on the schedule of ocular inspection	None	20 minutes	Lily D. Telan Assistant City Assessor Luz C. Mutya Local Assessment Operations Officer III Reynaldo C. Guariño Tax Mapper I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I Carlito S. Hilario Irene C. Villanueva Assessment Clerk I City Assessor's Office
2. Guide the inspector for ocular inspection	2.1 Conduct ocular inspection and advise the client on the status of request	None	3 hours	Reynaldo C. Guariño Tax Mapper I Carlito S. Hilario Assessment Clerk I
	2.2 Prepare, sketch & compute floor area (if there's an improvement)	None	30 minutes	Jose Sener D. Sakay Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I Rosauro R. Villegas Administrative Aide IV City Assessor's Office
	2.3 Prepares partition slip,	None	25 minutes	Reynaldo C. Guariño Tax Mapper I



	Assign Property Index Number (PIN)			<p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Caezar P. Pineda Administrative Assistant I</p>
	2.3 Check and give Assessment Real Property Number (ARP no.) to the encoder	None	2 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Ma. Fe Evangelina B. Francisco</p>
	2.4 Encode minimal land title and printing of Tax Declaration, Field Appraisal Assessment Sheet (FAAS) and Notice of Assessment (NOA)	None	50 minutes	<p>Jose Sener D. Sakay Ma. Raquel R. Perez Administrative Assistant III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
.	2.5 Review, check and approve tax declaration	None	30 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
	2.6 Inform the client to pay the necessary fees	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangelina B. Francisco Administrative Assistant III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>



3. Proceed to the City Assessor's Office on the scheduled date	3.1 Issue Order of Payment	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Assistant III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
4. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	4.1 Issue official receipt	P100.00 / TD as per City Ordinance No. 1, S-2006 Sec.352 (d)	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Assistant V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
5. Return to the City Assessor's Office & present the Official Receipt	5.1 Release Tax Declaration to Client and Notice of Assessment to the Client	None	5 minutes	<p>Caezar P. Pineda Administrative Assistant I City Assessor's Office</p>
	TOTAL:	P100.00 per Tax Declaration	5 hours 57 minutes	



4. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION / PHOTOCOPY OF OLD TAX DECLARATION FOR COURT PURPOSES/TITLING OF PROPERTY

Tax Declaration is a property record, which is a traditional assessment document maintained by the City Assessor, showing, the classification, market value and assessed values of the property as the basis for the collection of real property tax.

Issuance of old tax declaration use for BIR requirements for Estate tax and for verification and legal purposes.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Land Title or Latest Real Property Tax Receipt and other reference for property identifications, if any - 1 Original or 1 photocopy 2. Valid government issued ID - 1 photocopy <ul style="list-style-type: none"> • SSS UMID Card • GSIS UMID Card • Driver's License • PRC ID • Voter's ID • TIN ID • Valid or Latest Passport • Postal ID • NBI Clearance • Senior Citizen ID • PhilID/ePhilID 	To be provided by the owner/client/representative. Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office National Bureau of Investigation (NBI) City Social Welfare & Development Office (CSWDO) Philippine Statistics Authority (PSA)
Additional Requirements If Requesting Party is Not the Real Owner:	
1. Owner's Authorization Letter (stating reason or purpose of the request) - 1 original copy 2. Valid government issued ID - 1 photocopy	To be provided by the Owner/Client/ Authorized Representative To be provided by the Owner/client/Authorized Representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Record, receive and verifies property requested and issue order of payment	None	5 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Reynaldo C. Guariño Tax Mapper I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative, Assistant III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P50 per tax declaration	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Assistant V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
3. Return to the Office of the City Assessor and present the official receipt	3.1 Prepare, review, certify true copy of tax declaration	None	15 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Reynaldo C. Guariño Tax Mapper I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco</p>



				<p>Ma. Raquel R. Perez Administrative, Assistant III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I</p> <p>Arcgene M. Cabrera Rosauro R. Villegas Administrative Aide IV City Assessor's Office</p>
	4.1 Approve and sign	None	3 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
4. Receive the certified true copy of Tax Declaration	4.2 Assign control number, put documentary stamp, dry seal and release tax declaration	None	2 minutes	<p>Lucita C. Torres Tax Mapper Aide City Assessor's Office</p>
	TOTAL:	P50.00 per tax Declara- tion	30 minutes	



5. ISSUANCE OF CERTIFICATIONS OF NO IMPROVEMENT (WITH IMPROVEMENT/ NO IMPROVEMENT)

Certification of non-improvement is a proof that the property (land) is idle or vacant.

Certification with improvement that the property (land) has permanent structures adhered to the land usually used for habitation, commercial and industrial purposes and for other various uses.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Affidavit of non-improvement - 1 Photocopy		Notary Public		
2. Authorization Letter from the owner if the requesting party is not the real owner - 1 Original Copy		To be provided by the client/representative.		
3. Latest Real Property Tax Receipt - 1 Original Copy or 1 photocopy		To be provided by the client/representative.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents required	1.1 Record, verify (Index card, Ownership Record Form (ORF) & Tax declaration book	None	5 minutes	Lily D. Telan Assistant City Assessor Luz C. Mutya Local Assessment Operations Officer III Lucita C. Torres Tax Mapper Aide City Assessor's Office
	1.2 For certification of non-improvement * if no improvement in record said property is subject for inspection/ocular inspection	None	2 minutes	Reynaldo C. Guariño Tax Mapper I Federico V. Berboso Ronald L. Soriano Draftsman I Jose Sener D. Sakay Administrative Assistant III
		None	1 hour	



	<p>* If with improvement but not reflected in our record said improvement is subject for inspection/ocular inspection.</p> <p>1.3 issue Order of Payment</p>	None	5 minutes	<p>Carlito S. Hilario Assessment Clerk I</p> <p>Rosauero R. Villegas Administrative Aide IV City Assessor's Office</p>
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P50.00 / certification	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Asst. V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
3. Return to the Office of the City Assessor and present the official receipt	3.1 Prepare the certification being request	None	15 minutes	<p>Reynaldo C. Guariño Tax Mapper I</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I</p> <p>Arcgene M. Cabrera Rosauero R. Villegas Administrative Aide IV City Assessor's Office</p>



	3.2 Review the certification and sign	None	3 minutes	Luz C. Mutya Local Assessment Operations Officer III Lily D. Telan Assistant City Assessor Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
4. Receive the signed certification	4.1 Assign control number, put documentary stamp, dry seal and release	None	2 minutes	Lucita C. Torres Tax Mapper Aide City Assessor's Office
	TOTAL:	P50.00 per certifica- -tion	1 hour and 37 minutes	

6. ISSUANCE OF CERTIFICATIONS OF NO PROPERTY/PROPERTY LANDHOLDING AND CERTIFICATION OF ACTUAL LOCATION

Certification of property holdings is a document certifying the number and details of the properties. Certification of actual use, the place where the property is exactly situated/located.

Certification of no property issued on the request of the applicant if there is no property declared in the records.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Gov't to Client / Gov't to Business/ Gov't to Gov't
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter/Access Letter from the Client or concern Agency.- 1 Original Copy	To be provided by the client/representative
2. Latest Real Property Tax Receipt – 1 Photocopy	To be provided by the client/representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Record, review, verify the documents & issue order of payment	None	5 minutes	Lily D. Telan Assistant City Assessor Luz C. Mutya Local Assessment Operations Officer III Lucita C. Torres Tax Mapper Aide City Assessor's Office
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P50.00 per certification	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Return to the Office of the City Assessor and present the official receipt	3.1 Prepare/type the certification	None	15 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Federico V. Berboso Ronald L. Soriano Draftsman I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III Carlito S. Hilario Irene C. Villanueva Assessment Clerk I Arcgene M. Cabrera Rosauro R. Villegas Administrative Aide IV City Assessor's Office



	3.2 Review and sign	None	3 minutes	Luz C. Mutya Local Assessment Operations Officer III Lily D. Telan Assistant City Assessor Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
4. Receive the signed certification	4.1 Put documentary stamp, dry seal and release	None	2 minutes	Lucita C. Torres Tax Mapper Aide City Assessor's Office
	TOTAL:	P50.00 per certification	30 minutes	

7. ISSUANCE OF TAX DECLARATION FOR NEW ASSESSMENT / RE-ASSESSMENT / RE-CLASSIFICATION / CORRECTION OR UPDATING OF RECORDS

New Assessment, real property discovered and assessed/valued upon discovery.

Reassessment is the assigning of new assessed values to property, particularly real estate, as the result of a general, partial or individual reappraisal of the property.

Reclassification refers to the act of specifying how lands shall be utilized as embodied in the land use plan, subject to the requirements and procedures for land use conversion.

Office or Division:	Office of the City Assessor
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	Property Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. New Assessment 1. Written Request - 1 Original Copy 2. Building Permit or Certificate of Occupancy - 1 Photocopy	To be provided by the client To be provided by the client / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan



B. Re-Assessment/Re-Classification 1. Written Request - 1 Original Copy 2. Latest Real Property Tax Receipt - 1 photocopy 3. Land Title - 1 photocopy		To be provided by the client To be provided by the client To be provided by the client / Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present complete requirements	1.1 Receive, review, verify the documents & inform the client on the schedule of ocular inspection	None	15 minutes	Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
2. Guide the inspector for ocular inspection	2.1 Conduct ocular inspection and inform client to wait on the status of request	None	1 working day or depend on the location of subject property	Reynaldo C. Guariño Tax Mapper I Federico V. Berboso Ronald L. Soriano Draftsman I
	2.2 Sketch & computation of floor area	None	30 minutes	Jose Sener D. Sakay Administrative Asst. III Carlito S. Hilario Assessment Clerk I Caezar P. Pineda Administrative Assistant I Rosauro R. Villegas Administrative Aide IV City Assessor's Office
	2.3 Appraise and assess	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
	2.4 Encode Data and Assign Assessment Real Property Number (ARP no.)	None	20 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Carlito S. Hilario Irene C. Villanueva Assessment Clerk I



				<p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez, Administrative Asst. III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Caezar P. Pineda Administrative Assistant I City Assessor's Office</p>
	2.5 Review, check and approve tax declaration	None	5 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor City Assessor's Office</p>
	2.6 Inform the client to pay the necessary fees	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>
3. Proceed to the City Assessor's Office on the scheduled date	3.1 Issue Order of Payment	None	5 minutes	<p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Jose Sener D. Sakay Ma. Raquel R. Perez Ma. Fe Evangeline B. Francisco Administrative Asst. III</p> <p>Irene C. Villanueva Assessment Clerk I City Assessor's Office</p>



4. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	4.1 Issue official receipt	P100 per tax declaration	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
5. Return to the City Assessor's Office & present the Official Receipt	5.1 Release Tax Declaration	None	10 minutes	Caezar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	P100.00 per Tax Declaration	1 day, 1 hour and 55 minutes	

8. ISSUANCE OF TAX DECLARATION FOR CORRECTION OR UPDATING OF RECORDS

Correction is the action or process of updating of records or correcting the data such as property owner's name, Title number, boundaries, area, property index number, and others.

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government06			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transfer Certificate of Title - 1 photocopy		To be provided by the client / Registry of Deeds		
2. Latest Real Property Tax Receipt - 1 photocopy		To be provided by the client / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
3. Registry of Deeds Certification - 1 Original copy		Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements	1.1 Record, review, verify the documents and Issue order of payment	None	5 minutes	<p>Lily D. Telan Assistant City Assessor</p> <p>Luz C. Mutya Local Assessment Operations Officer III City Assessor's Office</p>
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue official receipt	P100.00 / tax declaration	5 minutes	<p>Michelle A. Lanozo Senior Administrative Assistant I</p> <p>Ethel B. Zuniga Administrative Asst. V</p> <p>Dominica I. Lagpao Administrative Aide I City Treasurer's Office</p>
3. Return to the Office of the City Assessor and present the official receipt	3.1 Issue Assessment Real Property Number (ARP No). Encode/ Process/ Prepare Tax Declaration and Notice of Assessment	None	20 minutes	<p>Reynaldo C. Guariño Tax Mapper I</p> <p>Luz C. Mutya Local Assessment Operations Officer III</p> <p>Carlito S. Hilario Irene C. Villanueva Assessment Clerk I</p> <p>Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III</p> <p>Federico V. Berboso Ronald L. Soriano Draftsman I</p> <p>Caezar P. Pineda Administrative Asst. I City Assessor's Office</p> <p>Lily D. Telan Assistant City Assessor</p> <p>Anna Gloria C. De Castro Acting City Assessor</p>



	3.2 Review tax declaration and sign	None	5 minutes	City Assessor's Office
4. Receive the signed Tax Declaration	4.1 Release Tax Declaration	None	5 minutes	Caezar P. Pineda Administrative Asst. I City Assessor's Office
	TOTAL:	P100.00 per tax Declaration	40 minutes	

9. ISSUANCE OF NOTICE OF CANCELLATION (BUILDING/MACHINERY)

Real property that already demolished/dilapidated (building) and defective/pulled out (machinery).

Office or Division:	Office of the City Assessor			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request - 1 Original Copy		To be provided by the client		
2. Latest Real Property Tax Receipt - 1 photocopy		To be provided by the client / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
3. Picture of the Building - 1 photocopy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present complete requirements	1.1 Review requirements. Verify records (Index Card/ Ownership Record Form (ORF)	None	5 minutes	Lily D. Telan Assistant City Assessor
	1.2 Ocular Inspection	None	1 hour (depend	Anna Gloria C. De Castro Acting City Assessor City Assessor's Office Reynaldo C. Guariño Tax Mapper I Jose Sener D. Sakay Administrative Asst. III



	1.3 Cancellation of property (building/ Machinery)	None	on the location of property) 5 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III Carlito S. Hilario Irene C. Villanueva Assessment Clerk I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Asst. III Federico V. Berboso Ronald L. Soriano Draftsman I Caezar P. Pineda Administrative Assistant I City Assessor's Office
	1.4 Review and sign	None	5 minutes	Anna Gloria C. De Castro Acting City Assessor City Assessor's Office
2. Receive copy of signed notice of cancellation	2. Assign control no. and annotate Field Appraisal Assessment Sheet (FAAS) (regarding the cancellation)	None	5 minutes	Caezar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	None	1 hour and 20 minutes	



10. ISSUANCE OF NOTICE OF ASSESSMENT

It indicates what the local assessor determines your property is worth and how much of that value is taxable.

Office or Division:	Office of the City Assessor (<i>New City Hall / City Hall Annex-Camalig</i>)			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government			
Who may avail:	Property Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Real Property Tax Receipt - 1 Original or 1 photocopy		To be provided by the client / Registry of Deeds		
2. Transfer Certificate of Title - 1 Original or 1 photocopy		To be provided by the client		
3. Documents pertaining to the concern property - 1 original copy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Receive/ check / verify the Real Property Tax Receipt or the document	None	10 minutes	Reynaldo C. Guariño Tax Mapper I Luz C. Mutya Local Assessment Operations Officer III
	1.2 Issue Notice of Assessment	None	5 minutes	Carlito S. Hilario Irene C. Villanueva Assessment Clerk I Jose Sener D. Sakay Ma. Fe Evangeline B. Francisco Ma. Raquel R. Perez Administrative Assistant III Federico V. Berboso Ronald L. Soriano Draftsman I Caezar P. Pineda Administrative Assistant I City Assessor's Office
	TOTAL:	None	15 minutes	



OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER

External Services



1. BUSINESS ONE STOP SHOP (BOSS)

A. ISSUANCE OF NEW BUSINESS PERMIT

Permit issued to business owners who are registered to operate a business within the City of Meycauayan after complying all documentary requirements set forth by the Department of Interior and Local Government, Local Government Code, concerned national entities and local departments, the City Administrative Code, the City Revenue Code as well as other laws, ordinances and policies.

Office or Division:	Office of the City Business Permit and Licensing Officer		
Classification:	Simple		
Type of Transaction:	G2C & G2B-Government to Client and Business Entity		
Who may avail:	Business Owner or Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished application form - 2 copies		City Business Permit & Licensing Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
2. Business Name Registration – 1 Original copy & 2 photocopies *DTI Registration (For Single Proprietor) or *SEC Registration (For Corporation /Partnership) or *CDA Registration (For Cooperative)		DTI Negosyo Center, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan SEC Office – Ortigas, Pasig City City Cooperatives Office, 5 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
3. Valid Community Tax Certificate (Cedula) – 1 Original copy		Barangay Hall where the business is located or City Treasurer’s Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
4. Latest Barangay Business Clearance – 1 Original copy		City Business Permit & Licensing Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
5. Locational/Zoning Clearance – 1 Original copy and 1 photocopy		City Urban Planning and Development Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
6. Occupancy Permit/Change of Use – 1 Original copy and 1 photocopy		City Engineer’s Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
7. Sanitary Permit – 1 Original copy		City Health Office – Sanitation Unit, 5 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
8. Fire Safety Inspection Certificate (FSIC) – 1 Original copy and 1 photocopy		BFP - Fire Station, Common Terminal, Malhacan, City of Meycauayan, Bulacan	



Additional requirements if applicant is an authorized representative: 1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies 2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary (Corporation) with three (3) wet signatures of owner - 2 photocopies 3. Valid ID of Representative – 1 Original copy and 1 Photocopy		Notary Public / Corporation being represented To be provided by Person / Corporation being represented To be provided by the representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements to Assessment Window	1. Review documents and issue assessment form	None	40 minutes	Arlene A. Balagtas Local Revenue Collection Officer III Jenny Lyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I Alexander C. Ramos Revenue Collection Clerk I City Business Permit and Licensing Office
2. Submit assessment form to Cashier Window and secure Official Receipt	2. Issue Official Receipt	Based on Revenue Code	45 minutes	Teresa M. Fernandez Administrative Assistant III Corazon DV. Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Submit application form with complete requirements and Official Receipts to Receiving Window.	3.1. Review the application form and other attachments. Issue claim stub.	None	30 minutes	Nory B. Jaropillo License Inspector II Raymond F. Morte Office Staff Edward DP. Dela Cruz Administrative Aide III (City Hall Annex) Ma. Elisa S. Zuñiga Administrative Aide IV



	<p>3.2. Review documents and print Business Permit for C BPLO Head's signature</p> <p>3.3. Forward business permit to the City Mayor's Office for approval and signature After signing, it will be returned to CBPLO</p>	<p>None</p> <p>None</p>	<p>2 hrs.</p> <p>2 days</p>	<p>(City Hall Annex) City Business Permit and Licensing Office</p> <p>Dennis S. Orlanda Licensing Officer III</p> <p>Glenn P. Belisario Licensing Officer I</p> <p>Maribel S. Sese License Inspector II</p> <p>Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office</p> <p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>
4. Present claim stub with Fire Safety Insurance Certificate (FSIC) to Releasing Window	4. Release Business Permit	None	20 minutes	<p>Pablito R. Curativo Administrative Aide III</p> <p>Edward DP. Dela Cruz Administrative Aide III (City Hall Annex)</p> <p>Ma. Elisa Zuñiga Administrative Aide IV (City Hall Annex)</p> <p>City Business Permit and Licensing Office</p>
	TOTAL:	Based on Revenue Code	2 days, 4 hours and 15 minutes	



B. ISSUANCE OF BUSINESS PERMIT FOR RENEWAL

Permit issued to all registered business establishments within the City of Meycauayan.
Renewal of business permit is done annually.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C / G2B - Government to Client / Business Entity
Who may avail:	Business Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form - 2 copies	City Business Permit & Licensing Office - 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 st Floor, Camalig, City of Meycauayan, Bulacan - City Official Website, CBPLO Facebook Page and via web link
2. Latest Mayor's Permit and its Official Receipt – 1 Original copy and 2 photocopies	To be provided by the Client (Client's Copy Issued by CBPLO/CTO from previous year)
3. Current Community Tax Certificate (Cedula)- 1 Original and 1 photocopy	Barangay Hall where the business is located or City Treasurer's Office - 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 st Floor, Camalig, City of Meycauayan, Bulacan
4. Copy of BIR Monthly & Quarterly VAT (January to December of previous year) or ITR/Financial Statement – 1 Original and 2 photocopies	Bureau of Internal Revenue, Guiguinto, Bulacan
5. Current Barangay Business Clearance – 1 Original copy	City Business Permit & Licensing Office - 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 st Floor, Camalig, City of Meycauayan, Bulacan
6. Occupancy Permit/Change of Use – 1 Original copy and 1 photocopy	City Engineer's Office (co-located at City Business Permit & Licensing Office), 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan or City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
7. Locational Clearance – 1 Original copy and 1 photocopy	City Urban Planning & Development Office (co-located at City Business Permit & Licensing Office), 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan or City Urban Planning & Development Office, 3 rd Floor,



		City Hall, Saluysoy, City of Meycauayan, Bulacan		
8. Valid Fire Safety Inspection Certificate (FSIC) – 1 Original copy and 1 photocopy		Bureau of Fire Protection (co-located at City Business Permit & Licensing Office), 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan or Bureau of Fire Protection, Fire Station, Meycauayan, Common Transpor Terminal, Malhacan, City of Meycauayan, Bulacan		
Additional requirements if applicant is an authorized representative: <ol style="list-style-type: none"> 1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies 2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies 3. Valid ID of Representative – 1 Original copy and 1 Photocopy 		<p>Notary Public / Corporation being represented</p> <p>To be provided by Person / Corporation being represented</p> <p>To be provided by the representative</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements to Assessment Window	1. Review documents and issue assessment form	None	30 minutes	<p>Arlene A. Balagtas Local Revenue Collection Officer III</p> <p>Alexander C. Ramos Revenue Collection Clerk I</p> <p>Arlene B. Almacha Administrative Aide I City Business Perming & Licensing Office</p> <p>Jenny Lyn S. Seminiano Revenue Coll. Clerk I (City Hall Annex)</p>
2. Submit assessment form to Cashier Window and secure Official Receipt.	2. Issue Official Permit.	Based on Revenue Code	40 minutes	<p>Teresa M. Fernandez Administrative Asst. III</p> <p>Corazon DV. Macalinga Administrative Aide I City Business Permit & Licensing Office</p>



3. Submit application form with complete requirements and Official Receipts to Receiving Window.	3.1. Review the application form and other attachments. Issue claim stub.	None	30 minutes	<p>Nory B. Jaropillo License Inspector II</p> <p>Raymond F. Morte Office Staff City Business Permitting & Licensing Office</p> <p>Edward DP. Dela Cruz Administrative Aide III City Business Permitting & Licensing Office (City Hall Annex)</p>
	3.2. Review documents, and print Business Permit for CBPLO Head's signature.	None	2 hours	<p>Dennis S. Orlanda Licensing Officer III</p> <p>Glenn P. Belisario Licensing Officer I</p> <p>Maribel S. Sese License Inspector II</p> <p>Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permitting & Licensing Office</p>
	3.3. Forward business permits to the City Mayor's Office for approval and signature. After signing, it will be returned to CBPLO	None	2 days	<p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>
4. Present claim stub with Fire Safety Insurance Certificate (FSIC) to Releasing	4. Release Business Permit.	None	20 minutes	<p>Pablito R. Curativo Administrative Aide III City Business Permit & Licensing Office</p> <p>Edward DP. Dela Cruz Administrative Aide III</p>



Window				Ma. Elisa Zuñiga Admin Aide IV City Business Permit & Licensing Office (City Hall Annex)
	TOTAL:	Based on Revenue Code	2 days and 4 hours	

2. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO) (FOR HIRE)

Permit annually issued to all City of Meycauayan residents operating a tricycle-for-hire unit with valid franchise.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Tricycle Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Barangay Clearance with O.R. (1 Original and 1 photocopy)	Barangay Hall where the operator resides or City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
2) Federation TODA Certification (1 Original and 1 photocopy)	FMTODA
3) O.R./C.R. of Tricycle Unit (MUST BE FOR-HIRE) (1 Original and 1 Photocopy)	Motorcycle Dealer / Seller / LTO
4) Valid Certificate of Franchise (1 Original and 1 Photocopy)	Sangguniang Panglungsod, 2 nd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
5) Valid Professional Driver's License (1 Original and 1 Photocopy)	Land Transportation Office (LTO), Camalig, City of Meycauayan, Bulacan
6) Current Community Tax Certificate (CEDULA) (1 Original and 1 Photocopy)	Barangay Hall where the operator resides or City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
7) Old MTO (Renewal) (1 Original and 1 photocopy)	City Business Permit and Licensing Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan



8) 2 X 2 Picture of Tricycle Operator – 1 photo		To be provided by the operator		
9) Long Folder – 1 piece		To be provided by the operator		
10) Road-worthy Tricycle Unit		To be complied by the operator		
Additional requirements if applicant is an authorized representative: 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be provided by the operator To be provided by the representative To be provided by the operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to MTOP Window	1.1 Review documents, inspect the tricycle unit and issue order of payment	None	35 minutes	Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue Official Receipt.	Php 800.00	10 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Admin Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy Official Receipt, proceed to	3.1 Review documents and print MTOP for CBPLO Head's	None	20 minutes	Ma. Elizabeth Y. Payas License Inspector II Maribel S. Sese License Inspector II



MTOP Window at City Business Permit & Licensing Office, 1 st Floor and present original Official Receipt and order of payment	signature			Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit & Licensing Office
	3.2 Forward the MTOP to City Mayor's Office for approval and signature *After signing, it will be returned to CBPLO	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
4. Present photocopy of Official Receipt to MTOP Window	5.1 Release plate to client and install sticker to the tricycle unit.	None	25 minutes	Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	TOTAL	P800.00	2 days, 1 hour and 30 minutes	

3. ISSUANCE OF TRICYCLE PERMIT FOR PRIVATE USE (PERSONAL AND BUSINESS)

Permit issued to person operating a private tricycle used for personal or for business purpose within the city.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Tricycle Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1) 2 x 2 Picture of Tricycle Operator (1 photo)	To be provided by applicant			
2) O.R. / C.R. of the Motorcycle (1 Original and 1 photocopy)	Motorcycle Dealer / Seller / LTO			
3) Barangay Clearance (1 Original and 1 photocopy)	Barangay Hall where the operator resides			
4) Valid Driver's License (1 Original and 1 Photocopy)	LTO, Camalig, City of Meycauayan, Bulc			
5) Voter's ID/ Voter's Certification (For Personal Use) (1 Original and 1 Photocopy), or Valid Business Permit (For Business Use) (1 Original and 1 Photocopy)	COMELEC Office, Old City Hall, Camalig, City of Meycauayan, Bulacan CBPLO, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan			
6) Road-worthy Tricycle Unit	To be complied by the operator			
Additional requirements if applicant is an authorized representative: 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be provided by the operator To be provided by the representative To be provided by the operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to MTOP Window.	1.1. Receive, inspect the tricycle unit and issue order of payment	None	35 minutes	Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the	2.1 Issue Official Receipt.	P 200.00	10 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Admin Aide I Michelle A. Lanozo Senior Administrative Assistant I



City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees				Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3.Present OR to MTOP Window.	3.Install sticker to the tricycle unit.	None	10 minutes	Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	TOTAL:	P200.00	55 minutes	

4. REQUEST FOR ENDORSEMENT LETTER OF MEYCAUAYAN-TRICYCLES TRAVERSING VALENZUELA

Certification availed by tricycle owners (Private or For-Hire) residing in the City who has regular route in Valenzuela and has the intention to apply for Supervision Permit in Valenzuela.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Tricycle Owner or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Tricycle Permit (1 Original and 1 Photocopy)	CBPLO, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
Additional requirements if applicant is an authorized representative: 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)	To be provided by the operator To be provided by the representative To be provided by the operator



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Original and one photocopy of tricycle permit to MTOP Window.	1.1. Verify documents, return submitted permit with RECEIVED stamp, and print Endorsement Letter.	None	25 minutes	Ma. Elizabeth Y. Payas License Inspector II Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	1.2. Forward Endorsement Letter for approval and signature to City Mayor's Office and City Admin Office After signing, it will be returned to CBPLO	None	2 days	Atty. Jackelyn Joy B. Pernitez Attorney III City Mayor's Office Ms. Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
2. Present copy of permit with RECEIVED stamp	2. Release Endorsement Letter	None	5 minutes	Ma. Elizabeth Y. Payas License Inspector II Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff City Business Permit & Licensing Office
	TOTAL	None	2 days and 30 minutes	



5. ISSUANCE OF SUPERVISION PERMIT FOR TRICYCLE

Permit issued to operators of tricycle-for-hire unit having a valid franchise from other city/municipality allowing them to pass/operate to specific route/s as stated on the agreement between the City of Meycauayan and the other city/ municipality (currently in agreement with Valenzuela City).

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Tricycle Operator or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Current Barangay Clearance (1 Original and 1 photocopy)		Barangay Hall where the operator resides.		
2) Endorsement from Valenzuela Transport Office (1 Original and 1 photocopy)		Valenzuela Transport Office, Valenzuela City Hall		
3) OR/CR of Tricycle Unit (1 Original and 1 Photocopy)		Motorcycle Dealer / Seller / LTO		
4) Voter's ID/ Voter's Certification (1 Original and 1 Photocopy)		COMELEC Office, City Hall of Valenzuela		
5) Cert. of Franchise from Valenzuela City (FOR HIRE) (1 Original and 1 Photocopy)		City Hall of Valenzuela		
6) Valid Professional Driver's License (FOR HIRE) (1 Original and 1 Photocopy)		LTO, Camalig		
7) Current Community Tax Certificate (1 Original and 1 Photocopy)		Barangay Hall where the operator resides		
8) Road-worthy Tricycle Unit		To be complied by the operator		
Additional requirements if applicant is an authorized representative:				
1. Authorization Letter (1 Original and 1 photocopy)		To be provided by the operator		
2. Valid ID of Representative (1 Original and 1 photocopy)		To be provided by the representative		
3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies)		To be provided by the operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit documents to MTOP Window.	1.1 Verify documents, inspect the tricycle unit and issue order of payment.	None	35 minutes	Joseph A. Abacan Admin Aide IV Ma. Elizabeth Y. Payas License Inspector II Joseph Christian Salas Office Staff City Business Permit and Licensing Office
2. Present order of payment to the Cashier Window or proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor, present the order of payment and pay the required fees	2.1 Issue Official Receipt.	P400.00 for Private Unit P500.00 For for-hire Unit	10 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Admin Aide I City Business Permit & Licensing Office Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy Official Receipt and submit original Official Receipt and order of payment to MTOP Window.	3.1. Review documents and print Supervision Permit for CBPLO Head's signature.	None	15 minutes	Ma. Elizabeth Y. Payas, License Inspector II Maribel S. Sese, License Inspector II Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit & Licensing Office



	3.2. Forward Supervision Permit for City Mayor's approval and signature After signing, it will be returned to CBPLO	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
4. Present photocopy of Official Receipt to MTOP Window.	4. Release Tricycle Sticker, Supervision Permit and Official Receipt.	None	20 minutes	Joseph A. Abacan Administrative Aide IV Joseph Christian Salas Office Staff Ma. Elizabeth Y. Payas License Inspector II City Business Permit & Licensing Office
	TOTAL:	P400.00 <i>For Private Unit</i> P500.00 <i>For for-hire Unit</i>	2 days, 1 hour and 10 minutes	

6. APPLICATION FOR TRICYCLE FRANCHISE (NEW)

Tricycle Franchise is given to owners who intends to operate a tricycle-for-hire in the City of Meycauayan as allowed by the provisions of the City Administrative Code as well as all existing laws, ordinances and policies. Franchise is issued by the Sangguniang Panlungsod while application of which is being processed by the CBPLO.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Tricycle Operator or Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1) Barangay Clearance (Original and 1 photocopy)		Barangay Hall where the operator resides.		
2) OR/CR of Tricycle Unit (Original and 1 photocopy)		LTO, Camalig		
3) Federation TODA Certification (Original and 1 Photocopy)		FMTODA		
4) Voter's ID/ Voter's Certification (Original and 1 Photocopy)		Comelec Office, Camalig		
5) Valid Professional Driver's License (Original and 1 Photocopy)		LTO, Camalig		
6) Picture of Tricycle Operator (2 x 2) (Original and 1 Photocopy)		To be provided by the applicant		
7) Long Folder - One (1) piece		To be provided by the applicant		
8) Road-worthy Tricycle Unit		To be complied by the operator		
Additional requirements if applicant is an authorized representative: <ol style="list-style-type: none"> 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies) 		<p>To be provided by the operator</p> <p>To be provided by the representative</p> <p>To be provided by the operator</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to MTOP Window.	1.Review submitted documents and inspect tricycle and issue application form.	None	35 minutes	<p>Joseph A. Abacan Administrative Aide IV</p> <p>Ma. Elizabeth Y. Payas License Inspector II</p> <p>Joseph Christian Salas Office Staff City Business Permit and Licensing Office</p>



2.1. Photocopy signed application form and submit original application form to MTOP Window.	2.1. Review application and assign control number on application form.	None	10 minutes	Ma. Elizabeth Y. Payas License Inspector II Joseph A. Abacan Administrative Aide IV Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	2.2. Forward the application for Sangguniang Panlungsod's approval	None	10 minutes	Sangguniang Panlungsod
	TOTAL:	None	55 minutes	

7. APPLICATION FOR RENEWAL OF TRICYCLE FRANCHISE

Tricycle Franchise is given to franchise owners who intends to renew their franchise to be able to operate a tricycle-for-hire in the city of Meycauayan. Franchise is issued by the Sangguniang Panlungsod while application of which is being processed by the CBPLO.

Office or Division:	Office of the City Business Permit and Licensing Officer		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Tricycle Operator or Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) Old Franchise Certificate (Original and 1 photocopy)		Sangguniang Panlungsod, 2 nd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan	
2) Barangay Clearance (Original and 1 photocopy)		Barangay Hall where the operator resides.	
3) OR/CR of Tricycle Unit (Original and 1 photocopy)		Seller / LTO, Camalig	
4) Federation TODA Certification (Original and 1 Photocopy)		FMTODA	



5) Local TODA Certification (Original and 1 Photocopy)		Local TODA		
6) Voter's ID/ Voter's Certification (Original and 1 Photocopy)		Comelec, Camalig		
7) Valid Professional Driver's License (Original and 1 Photocopy)		LTO Camalig		
8) Picture of Tricycle Operator (2 x 2) (Original and 1 Photocopy)		To be provided by applicant		
9) Long Folder - One (1) piece		To be provided by applicant		
10) Road-Worthy Tricycle Unit		To be complied by the operator		
Additional requirements if applicant is an authorized representative: <ol style="list-style-type: none"> 1. Authorization Letter (1 Original and 1 photocopy) 2. Valid ID of Representative (1 Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. (2 Photocopies) 		<p>To be provided by the operator</p> <p>To be provided by the representative</p> <p>To be provided by the operator</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to MTOP Window	1. Review submitted document, inspect tricycle unit and print application form.	None	30 minutes	<p>Joseph A. Abacan Administrative Aide IV</p> <p>Ma. Elizabeth Y. Payas License Inspector II</p> <p>Joseph Christian Salas Office Staff City Business Permit and Licensing Office</p>



2. Photocopy signed application form and submit original application form to MTOP Window	2.1. Review application and assign control number on application form.	None	10 minutes	Ma. Elizabeth Y. Payas License Inspector II Joseph A. Abacan Administrative Aide IV Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	2.2. Forward the application for Sangguniang Panlungsod's approval.	None	10 minutes	Sangguniang Panlungsod
TOTAL:		None	50 minutes	

8. ISSUANCE OF ORDER OF DROPPING

Certification issued to tricycle-for-hire operators with franchise who intends to terminate said franchise.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Tricycle Owner or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. OR/CR of Tricycle Unit (1 Original copy and 1 Photocopy)		Motorcycle Dealer / Seller		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit OR/CR to MTOP Window.	1. Verify OR/CR and issue order of payment.	None	5 minutes	Joseph A. Abacan Administrative Aide IV Ma. Elizabeth Y. Payas License Inspector II Joseph Christian Salas Office Staff



				City Business Permit and Licensing Office
2. Submit order of payment to Cashier Window	2. Issue Official Receipt	P200.00	5 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Photocopy signed application form. Submit original application form to MTOP Window.	3.1. Review documents and print Order of Dropping Certificate for CBPLO head's signature.	None	15 minutes	Joseph A. Abacan Administrative Aide IV Ma. Elizabeth Y. Payas License Inspector II Joseph Christian Salas Office Staff Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	3.2. Forward Order of Dropping Certificate for City Vice Mayor's signature After signing, it will be returned to CBPLO	None	2 days	Hon. Josefina O. Violago City Vice Mayor City Vice Mayor's Office
4. Present photocopy of Official Receipt to MTOP Window	4.1 Release Order of Dropping Certificate	None	10 minutes	Joseph Christian Salas Office Staff Joseph A. Abacan Administrative Aide IV Ma. Elizabeth Y. Payas License Inspector II City Business Permit and Licensing Office
	TOTAL	P200.00	2 days and 35 minutes	



9. REQUEST FOR MAYOR'S CLEARANCE

Permit issued to all residents of this city requiring said document for a specific purpose.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C & G2G – Government to Citizen and Employee or Official			
Who may avail:	Business Owner or Authorized Representative, All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Current Community Tax Certificate (Cedula) - (Original and 1 photocopy)		Barangay Hall where the business is located or City Treasurer's Office, 1st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present filled out application form to Cashier Window and secure Official Receipt	1. Issue Official Receipt.	P100.00 (For Local Employment, Identification, Driver's License Requirement and Late Birth Certificate Registration) P300.00 (For Abroad)	10 minutes	Teresa Fernandez, Administrative Assistant III Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
2. Present application form and Official Receipt to Receiving Window.	2. Prepare and issue Mayor's Clearance.	None	20 minutes	Edward DP. Dela Cruz Administrative Aide III Ma. Elisa Zuñiga Administrative Aide IV Dolly A. Pregonero Office Staff Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer



				City Business Permit and Licensing Office
	TOTAL:	P100.00 <i>(For Local Employment, Identification, Driver's License Requirement, and Late Birth Certificate Registration)</i> P300.00 <i>(For Abroad)</i>	30 minutes	

10. REQUEST FOR SPECIAL PERMIT (SIGNAGE/BANNER/PARADE/SPECIAL EVENTS)

Permit issued to requesting person/s, business/es, alliance or society allowing them to undertake a specific activity within the City of Meycauayan or post a banner/s to advertise an undertaking. Said request is subject for approval.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business Entities / Government to Government
Who may avail:	Business Owner or Authorized Representative, All
CHECKLIST OF REQUIREMENTS	
1) Approved Letter of Request (Original approved copy and 4 photocopies)	City Mayor's Office and City Admin Office, 4 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan
2) Design/ Format (For Banner) – 1 original	To be provided by requesting person/corporation
3) Memorandum of Undertaking (For Special Events) – 4 Original copies	City Mayor's Office, 4 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive call from CBPLO. Secure a Memorandum of Undertaking.	1.1 After receiving approved request letter from City Mayor's Office, call and inform client to pay the required fee and secure a Memorandum of Undertaking.	None	10 minutes	Glenn Belisario Licensing Officer I City Business Permit and Licensing Office
2. Proceed to the City Business Permit and Licensing Office and secure order of payment	2.1 Forward a copy to assessment for printing of Order of Payment.	None	15 minutes	Glenn Belisario Licensing Officer I Arlene Balagtas Local Rev. Collection Officer III Jenny Lyn Seminiano Revenue Coll. Clerk I Arlene B. Almacha Administrative Aide I Alexander C. Ramos Revenue Coll. Clerk I City Business Permit and Licensing Office
3. Present order of payment to Cashier Window	3.1 Issue Official Receipt	Base on Revenue Code	5 minutes	Teresa Fernandez Administrative Asst. III City Business Permit and Licensing Office
4. Submit Official Receipt and Memorandum of Undertaking to Receiving Window	4.1 Prepare Special Permit for CBPLO Head's signature and release.	None	15 minutes	Dennis S. Orlanda, Licensing Officer III Glenn P. Belisario Licensing Officer I Maribel S. Sese License Inspector II Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	TOTAL	See City Revenue Code for reference	45 minutes	



11. REQUEST FOR SPECIAL PERMIT (GAFFER/PEDDLER)

Permit issued to requesting person that allows them to practice a specific occupation.

Office or Division:		Office of the City Business Permit and Licensing Officer		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Previous Permit (Renewal) (Original)		To be provided by the client		
2) Current Barangay Clearance (Original)		Barangay Hall where the requesting person resides		
3) Valid Community Tax Certificate (Original and 1 Photocopy)		Barangay Hall where the requesting person resides or City Treasurer's Office, 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. City Health ID of attendant (For Food)		City Health Office, 5 th Flr., City Hall, Saluysoy, City of Meycauayan, Bulacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to Receiving Window	1.1 Review documents and endorse a copy to Assessment for computation of fees	None	5 minutes	Dennis S. Orlanda Licensing Officer III Glenn P. Belisario Licensing Officer I Maribel S. Sese License Inspector II City Business Permit and Licensing Office
	1.2 Compute and Release Order of Payment.		10 minutes	Arlene Balagtas Local Rev.Coll. Officer III Jenny Lyn Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I Alexander C. Ramos Revenue Collection Clerk I City Business Permit and Licensing Office



2. Present order of payment to Cashier Window.	2.1 Issue Official Receipt.	P400.00	5 minutes	Teresa Fernandez Administrative Assistant III City Business Permit and Licensing Office
3. Submit Official Receipt to Receiving Window.	3.1 Print Special Permit for CBPLO Head's signature and issue Special Permit, and Official Receipt.	None	15 minutes	Dennis S. Orlanda Licensing Officer III Glenn P. Belisario Licensing Officer I Maribel S. Sese License Inspector II Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	TOTAL	P 400.00	35 minutes	

12. REQUEST FOR CERTIFICATIONS

Document requested by a person, corporation or other government offices. Issuance of the same is covered by the provisions of the Data Privacy Act of 2012, the City Administrative Code as well as all existing laws, ordinances and policies.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business / Government to Government			
Who may avail:	Business Owner or Authorized Representative, All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Request letter (Original)		City Mayor's Office / City Administrator's Office, 4 th Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
2) Consent Letter (Depends on the type of request)		Secured by Requesting party from Business Owner		
3) USB		To be provided by requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Received letter from CBPLO and bring USB (if necessary)	1. After receiving approved letter of request, inform client to pay the required fee and to bring USB (if necessary)	None	10 minutes	Glenn Belisario Licensing Officer I City Business Permit and Licensing Office
2. Proceed to the City Business Permit and Licensing Office and secure order of payment	2.1 Forward a copy to assessment for printing of Order of Payment.	None	15 minutes	Glenn Belisario Licensing Officer I Arlene Balagtas Local Rev. Collection Officer III City Business Permit and Licensing Office
3. Present order of payment to Cashier Window	3.1 Issue Official Receipt	P50.00	5 minutes	Teresa Fernandez Administrative Assistant III City Business Permit and Licensing Office
4. Submit Official Receipt to Receiving Window	4.1 Prepare Certification for CBPLO Head's signature and release.	None	15 minutes	Dennis S. Orlanda, Licensing Officer III Glenn P. Belisario Licensing Officer I Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	TOTAL	Php 50.00	45 minutes	



13. REQUEST FOR AMENDMENT ON BUSINESS PERMIT

Availed by business owners who request to amend information on their permit (address, owner, type of business, spelling, additional line of business) likewise update the system record. Prior amendment, the owner/representative must first update their records in the Zoning and Engineering departments.

Office or Division:	CITY BUSINESS PERMIT AND LICENSING OFFICE			
Classification:	Simple			
Type of Transaction:	G2C, G2B & G2G – Government to Citizen, Business Entity and other Government Agency, Employee or Official			
Who may avail:	Business Owner or Authorized Representative, All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form - 2 Copies		CBPLO, 1 st Floor, New Meycauayan City Hall		
2. Affidavit (Single Prop.) / Board Resolution (Corp) - 1 Original and 2 photocopies		Notary Public / To be provided by the applicant		
3. Updated Zoning Clearance – 1 original copy		CUPDO, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. Clearance – 1 photocopy		City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
Additional requirements if applicant is an authorized representative:				
1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies		Notary Public / Corporation being represented		
2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies		To be provided by Person / Corporation being represented		
3. Valid ID of Representative – 1 Original copy and 1 Photocopy		To be provided by the representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and complete documents to Assessment Window	1.1 Review Documents and issue order of payment	None	15 minutes	Arlene A. Balagtas Local Revenue Collection Officer III Jenny Lyn Seminiano Revenue Coll. Clerk I Arlene B. Almacha Administrative Aide I Alexander Ramos Revenue Coll. Clerk I City Business Permit and Licensing Office



2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	Php 50.00	5 minutes	Teresa Fernandez, Administrative Asst. III Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office
3. Submit OR and complete documents to Receiving Window	3.1. Issue claim stub	None	10 minutes	Dennis S. Orlanda Licensing Officer III Glenn P. Belisario Licensing Officer I City Business Permit and Licensing Office
	3.2. Review documents and print Business Permit for CBPLO Head's signature	None	15 minutes	Dennis S. Orlanda Licensing Officer III Glenn P. Belisario Licensing Officer I Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
	3.3. Forward permit to City Mayor's Office for approval and signature Approved request will be forwarded to the City Business Permit and Licensing Office	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
4. Present claim stub	4.1 Release business permit	None	10 minutes	Pablito R. Curativo, Administrative Aide III City Business Permit and Licensing Office
	TOTAL	Php 50.00	2 days and 55 minutes	



14. REQUEST FOR ADDITIONAL LINE OF BUSINESS

Availed by existing business permit owners who request to add another line of business in their permit. The owner/representative must first update their records in the Zoning and Engineering departments

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C / G2B – Government to Client / Government to Business			
Who may avail:	Business Owner or Authorized Representative, All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled out Application Form (2 Copies)		CBPLO, 1 st Floor, New Meycauayan City Hall		
2. Affidavit (Single Prop.)/ Board Resolution (Corp) (Original and 2 photocopies)		Notary Public / To be provided by the applicant		
3. Updated Zoning Clearance – 1 copy		CUPDO, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
4. Clearance – 1 copy		City Engineer's Office, 3 rd Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan		
Additional requirements if applicant is an authorized representative:				
1. Special Power of Attorney (Single Prop.) / Board Resolution (Corporation) – 1 Original copy and 2 photocopies		Notary Public / Corporation being represented		
2. Photocopy of Owner's Valid ID (Single Prop.) / Corp. Secretary(Corporation) with three (3) wet signatures of owner - 2 photocopies		To be provided by Person / Corporation being represented		
3. Valid ID of Representative – 1 Original copy and 1 Photocopy		To be provided by the representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and complete documents to Assessment Window	1.1 Review documents, print and issue order of payment	None	15 minutes	Arlene Balagtas Local Rev. Coll. Off. III Jenny Lyn Seminiano Revenue Coll. Clerk I Arlene B. Almacha Administrative Aide I Alexander C. Ramos Revenue Coll. Clerk I City Business Permit and Licensing Office



2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	Based on Revenue Code	5 minutes	Teresa Fernandez, Administrative Asst. III Corazon Macalinga Admin. Aide I City Business Permit and Licensing Office
3. Submit OR and complete documents to Receiving Window	3.1 Review documents and print Business Permit for CBPLO Head's signature	None	25 minutes	Dennis S. Orlanda Licensing Officer III Glenn P. Belisario Licensing Officer I Maribel S. Sese License Inspector I Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office
4. Present claim stub	4.1 Release business permit	None	10 minutes	Pablito R. Curativo Administrative Aide III City Business Permit and Licensing Office
	TOTAL:	Based on Revenue Code	55 minutes	



15. ISSUANCE OF BARANGAY BUSINESS CLEARANCE

Clearance given to business owners as a requirement in applying for a business permit.

Office or Division:	Office of the City Business Permit and Licensing Officer			
Classification:	Simple			
Type of Transaction:	G2C / G2B – Government to Client / Government to Business			
Who may avail:	Business Owner or Authorized Representative, All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Application Form - 2 copies		City Business Permit & Licensing Office - 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 st Floor, Camalig, City of Meycauayan, Bulacan - City Official Website, CBPLO Facebook Page and via web link		
2. Current Community Tax Certificate (Cedula) (Original and 1 photocopy)		Barangay Hall where the business is located or City Treasurer’s Office - 1 st Floor, City Hall, Saluysoy, City of Meycauayan, Bulacan - City Hall Annex, 1 st Floor, Camalig, City of Meycauayan, Bulacan		
Additional requirements if applicant is an authorized representative: 1. Special Power of Attorney (Single Prop.) / BoardResolution (Corporation) (Original and 2 copies) 2. Valid ID of Owner (Single Prop.) / Corp. Secretary(Corporation) (Original and 2 copies)		To be provided by the applicant To be provided by the applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and complete documents to Assessment Window.	1.1 Review documents, encode data, print and issue order of payment	None	10 minutes	Arlene Balagtas Local Revenue College Officer III Arlene B. Almacha Administrative Aide I Alexander C. Ramos Revenue Collection Clerk I Pia Rica Z. Bautista Assessment Clerk City Business Permit and



				<p>Licensing Office</p> <p>Jenny Lyn Seminiano Revenue Collection Clerk I City Business Permit and Licensing Office (City Hall Annex)</p>
2. Submit order of payment to Cashier Window	2.1 Issue Official Receipt	P1,000.00	5 minutes	<p>Teresa Fernandez, Administrative Assistant III</p> <p>Corazon Macalinga Administrative Aide I City Business Permit and Licensing Office</p>
3. Submit OR and complete documents to Receiving Window	3.1 Review documents, print and release Barangay Business Clearance to client	None	10 minutes	<p>Dennis S. Orlanda Licensing Officer III</p> <p>Glenn P. Belisario Licensing Officer I</p> <p>Maribel S. Sese License Inspector I</p> <p>Sheila Tamayo – Sinson Acting City Business Permit and Licensing Officer City Business Permit and Licensing Office</p> <p>Edward DP. Dela Cruz Administrative Aide III</p> <p>Ma. Elisa Zuñiga Administrative Aide IV City Business Permit and Licensing Office (City Hall Annex)</p>
	TOTAL	P1,000.00	25 minutes	



OFFICE OF THE CITY ENGINEER

External Services



1. ISSUANCE OF BUILDING PERMIT (with SANITARY/PLUMBING & ELECTRICAL PERMIT)

Building Permit is issued by the Building Official to allow an individual/contractor to proceed with a construction/ remodeling/renovation project on their property.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	Potential Building Owners / Building Contractors
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit Form – 5 copies	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy
2. Electrical Permit Form – 2 copies	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy
3. Sanitary / Plumbing Form – 2 copies	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy
4. Transfer Certificate of Title (Land Title) (5 photocopies)	Registry of Deeds Meycauayan / Owner
5. Contract of Sale/Lease (if applicant is not the registered owner) (5 photocopies)	Lessor of Property
6. Tax Declaration (5 photocopies)	City Assessor's Office, 1 st Floor, City Hall, Saluysoy
7. Latest Real Property Tax Receipt (Amilyar -5 photocopies)	Owner's Copy / City Treasurer's Office
8. Lot/Location Plan with Vicinity Map (5 copies – with original signature of Licensed Civil Engineer/Architect)	Owner / Licensed Civil Engineer / Architect
9. Building Plan, Specification and Bill of Materials signed by Civil Engineer/Architect (with Dry Seal) (5 original copies – with original signature of Licensed Civil Engineer/Architect)	Licensed Civil Engineer/Architect
10. Barangay Clearance – 1 original & 1 photocopy	Barangay Hall of the barangay where the building will be constructed
11. Community Tax Certificate (Cedula) – 1 photocopy	Barangay Hall / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy
12. Locational/Zoning Clearance – 1	City Urban Planning and Development



original & 1 photocopy 13. PRC ID of the Signing Engineers (Electrical Engineer/Master Plumber/Architect/Civil Engineer) – 2 photocopies with 3 specimen signature 14. Current Year Professional Tax Receipt of the Signing Engineers – 2 photocopies 15. Fire Safety Evaluation Clearance (FSEC - 1 original & 1 photocopy)		Office, 3 rd Floor, City Hall, Saluysoy Licensed Electrical Engineer / Master Plumber / Architect / Civil Engineer) Licensed Civil Engineer / Architect Bureau of Fire Protection, Fire Station, Meycauayan Common Transport Terminal, Malhacan		
16. ECC (Environmental Compliance Certificate - 1 original & 1 photocopy) 17. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy) 18. Structural Computation/Analysis (For 2-Storey Building and above) – 3 copies 19. Soil/Boring Test Analysis for 3-Storey Building and Above (3 copies) <i>Additional Documents For Repair, Renovation and Addition:</i> 1. Previous Building Permit – 1 photocopy 2. Approved Plan – original copy 3. Certification of Occupancy – 1 photocopy 4. Fire Safety-Evaluation Clearance (FSEC) – 1 photocopy **IMPORTANT: Building Permit Form should be NOTARIZED.		ECC, City of Malolos, Bulacan DOLE, City of Malolos, Bulacan Licensed Civil Engineer/Architect Geodetic Engineer Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Owner's Copy / Bureau of Fire Protection, Fire Station, Meycauayan Common Transport Terminal, Malhacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out and notarized application form with complete requirements.	1. Receive and review submitted documents and inform the client on the scheduled	None	15 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Assistant



	date of ocular inspection			<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
2. Assist in ocular inspection on the scheduled date	2.1 Inspection and inform the client for the result of assessment and payment of fees through text	None	8 hours	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Assistant Office of the City Engineer</p>
3. Proceed to the City Engineer's Office for the order of payment	3.1 Issue order of payment.	None	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Assistant Office of the City Engineer</p>
4. Proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	4.1 Issue official receipt	See Building Permit Assessment Specification Table Based on order of payment	6 minutes	<p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
5. Return to the City Engineer's Office and present Official Receipt	5.1 Encode to the database the payment fees, print the form and forward to the concerned signatories	None	40 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Assistant</p> <p>Liezl D. Montes Senior Admin. Assist. I</p> <p>Marcelino P. Villanueva Administrative Aide V Office of the City Engineer</p>



6. Receive permit requested	6.1 Record and release permit requested	None	5 minutes	<p>Marcelino P. Villanueva Administrative Aide V</p> <p>Djerdy John O. Godoy- Engineering Staff</p> <p>Eric B. Baetiong Engineering Staff Office of the City Engineer</p>
	TOTAL:	<i>Please refer to Building Permit Assessment Specification on Table below</i>	9 hours & 46 minutes	

BUILDING PERMIT ASSESSMENT

RESIDENTIAL		
Building	Floor Area x ₱ 8.00 (up to 150 sq.m.) Floor Area x ₱ 8.40 (above 150 sq.m.)	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 500.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA to 50 KVA = ₱ 200.00 + ₱20.00/KVA	₱ _____
TOTAL AMOUNT		₱ _____

COMMERCIAL BUILDING / RESIDENTIAL APARTMENT		
Building	Area x ₱ 23.00	₱ _____
Filing Fee		₱ 100.00



Processing Fee		₱ 1000.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₱ _____
	Over 50KVA to 300KVA = ₱1100.00 + ₱10.00/KVA	₱ _____
Building Height	In cu.m x ₱ 0.25 / sq. m. (more than 2 stories)	₱ _____
TOTAL AMOUNT		₱ _____

INDUSTRIAL		
Building	Area x ₱ 23.00	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 1000.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₱ _____
	Over 50KVA to 300KVA = ₱1100.00 + ₱10.00/KVA	₱ _____
	Over 300 KVA to 1,500 KVA = 3,600 + 5.00/KVA Over 1,500 KVA to 6,000 KVA = 9,600 + 2.50/KVA Over 6,000 KVA = 20,850 + 1.25/KVA	
Building Height	In cu. m x ₱ 0.25 / sq. m.	₱ _____
Pavement	Construction of pavements up to 20 sq. m. = 24 in. in excess of 20 sq. m. x ₱ 3.00 per sq. m.	₱ _____
Excavation and Ground Preparation	Per cu. m. excavation x ₱ 3.00 + ₱ 200.00 inspection and verification fees	₱ _____
TOTAL AMOUNT		₱ _____



2. ISSUANCE OF ELECTRICAL PERMIT

Electrical permits issued by the Building Official for the installation, alteration, replacement or repair of electrical wiring and equipment within or on any structure and for the of an existing installation.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Electrical Permit Form (2 copies) 2. Barangay Clearance – (1 original & 1 photocopy) 3. Sketch (Landmarks) – 1 original 4. Title or Tax Declaration (OHA) – (1 photocopy) 5. Community Tax Certificate (Cedula) – (1 photocopy) <i>Additional Document for Temporary Electrical Permit:</i> 1. Building Permit – (1 photocopy)		City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Barangay Hall of the barangay where the electrical is installed To be provided by the client Owner's copy or Registry of Deeds / City Assessor's Office, 1 st Floor, City Hall Saluysoy Barangay Hall or City Treasurer's Office, 1 st Floor, City Hall Saluysoy Owner's Copy or City Engineer's Office, 3 rd Floor, City Hall, Saluysoy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and duly signed application form with complete requirements	1. Review submitted documents and inform the client on the scheduled ocular inspection	None	15 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Eric B. Baetiong Engineering Staff Office of the City Engineer
2. Assist in ocular inspection as per schedule	2. Conduct Ocular inspection	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer



3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue Order of Payment.	None	20 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive Payment and issue official receipt.	Php330.00-Residential Php426.00-Commercial Php426.00-Temporary Industrial is based on submitted KVA load Based on load payment.	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Electrical Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release Electrical Permit.	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	TOTAL	P 330.00-Residential P 426.00-Commercial P 426.00-Temporary Industrial is based on submitted KVA load	9 hours & 4 minutes	



3. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION

A Certificate is issued by the Building Official to the owner/applicant as a requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Yellow Card coming from MERALCO 2. Certificate of Occupancy – 1 photocopy 3. Electrical Permit – (original copy)		MERALCO Owner's Copy / City Engineer's Office, 3 rd Floor, Saluysoy Owner's Copy / City Engineer's Office, 3 rd Floor, Saluysoy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Marcelino P. Villanueva Administrative Aide IV Eric B. Baetiong Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	20 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and issue official receipt	Php 30.00-Residential Php60.00-Commercial Php150.00-Industrial	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer



		Based on order of payment.		
4. Present Official Receipt	4.1 Prepare CFEI	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Eric B. Baetiong Engineering Staff Office of the City Engineer
	TOTAL	<i>P 30.00- Residential P 60.00- Commercial P 150.00- Industrial</i>	8 hours & 59 minutes	



4. ISSUANCE OF CERTIFICATE OF OCCUPANCY PERMIT

Certificate of Occupancy Permit is issued by the Building Official that serves as a proof that the structure built completed all the building work and suitable for occupation based on the National Building Code.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(All original) 1. As-Built Plans and Specifications, duly signed and sealed by respective Professional discipline 2. Daily Construction Works Logbook 3. Certificate of Completion, duly notarized 4. Approved Building Permits Plans and Official Receipts (original) 5. Photo/s of Building showing substantial completion (original) 6. Affidavit of Change of Professionals (In-Charge of Design and Construction) 7. Fire Safety Inspection Certificate for Occupancy Permit (From Bureau of Fire Protection)		Licensed Civil Engineer/Architect Licensed Civil Engineer/Architect Engineering Office, Meycauayan Owner's Copy Owner Licensed Civil Engineer/Architect Bureau of Fire Protection – Meycauayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and notarized form with complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Carlo Vincent A. Dela Cruz - Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 hour (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	See Occupancy Permit Assessment Specification Table Based on order of payment	40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
	3.2 Receive payment and issue official receipt		6 minutes	Teresa M. Fernandez Admin Assistant III Rose M. Nito Ticket Checker III Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare the Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release the Permit	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>Please refer to Occupancy Permit Assessment Specification Table</i>	1 hour & 19 minutes <i>(plus 1 day for inspection)</i>	



CERTIFICATE OF OCCUPANCY PERMIT ASSESSMENT

Residential	Every million in excess of ₱ 1,200,000.00 x ₱ 800.00 + ₱ 200.00 Inspection fee
Commercial / Residential Apartment	Every million in excess of ₱ 1,200,000.00 x ₱ 1000.00 + ₱ 600.00 Inspection fee
Industrial	Every million in excess of ₱ 1,200,000.00 x ₱ 1000.00 + ₱ 800.00 Inspection fee

5. ISSUANCE OF EXCAVATION PERMIT

Excavation Permit is issued by the Building Official authorizing excavations for water lines and connections.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Citizen / Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Excavation Form (2 copies) 2. Request from Water District 3. Barangay Clearance – original & 1 photocopy 4. Sketch (Landmarks) 5. Community Tax Certificate (Cedula) – 1 photocopy		City Engineer's Office Water District - Meycauayan Barangay Hall of the barangay where to excavate Owner Barangay Hall / Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and issue official receipt	Residential - P500.00 Commercial P700.00 Based on order of payment	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Excavation Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release the Permit	None	1 minute	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL:	Residential - P500.00 Commercial P700.00	1 hour & 10 minutes <i>(plus 1 day for inspection)</i>	



6. ISSUANCE OF FENCING PERMIT

FENCING PERMIT is issued for the construction of fences which are greater than 3 feet in height, measured from the finished grade which is also 10 feet of any street right of way or access easement or within 20 feet of a corner.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fencing Permit Forms – 3 copies 2. TCT (Land Title) – 1 photocopy 3. Barangay Clearance – original & 1 photocopy 4. Tax Declaration/Tax Receipt-Amilyar /Latest Real Property - 1 photocopy 5. Fencing Plan – original (5sets) 6. Lot Plan – original (3 copies) 7. Bill of Materials – original (3 copies) 8. Community Tax Certificate (Cedula) - 1 photocopy 9. DOLE (CSHP-Construction Safety and Health Program-1 original & 1 photocopy			City Engineer's Office Registry of Deeds-Meycauayan/Owner Barangay Hall of the barangay where the fence is located Assessor's Office - Meycauayan Licensed Civil Engineer/Architect Owner Licensed Civil Engineer/Architect Barangay Hall / Treasurer's Office DOLE Malolos	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and notarized form with complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst.



				Office of the City Engineer
3. Proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3. Receive payment and issue official receipt	See Fencing Permit Assessment Specification Table.	40 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Fencing Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
	4.2 Release the Permit	None	3 minutes	Liezl D. Montes Senior Admin. Assist. I Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>Please refer to Fencing Permit Assessment Specification Table.</i>	1 hour & 13 minutes <i>(plus 1 day for inspection)</i>	



FENCING FEES/ASSESSMENT

Made of masonry, metal, concrete up to 1.80 meters in height, per lineal metal or fraction thereof	₱ 3.00
In excess of 1.80 meters in height, per lineal meter or fraction thereof	₱ 4.00
Made of indigenous materials, barbed, chicken or hog wires, per linear meter	₱ 2.40
Construction of Pavements, up to 20.00 sq. meters	₱ 24.00
In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like	₱ 3.00
Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month	₱ 240.00
Every sq. meter or fraction thereof in excess of 20.00 sq. meters =	₱ 12.00
Erection of Scaffoldings Up to 10.00 meters in length	₱ 150.00
Occupying Public Areas, per calendar month. Every lineal meter or fraction thereof in excess of 10.00 meters	₱ 12.00

7. ISSUANCE OF MECHANICAL PERMIT

MECHANICAL PERMIT is issued by the Building Official to install new mechanical equipment such as heating, venting, and air conditioning (HVAC) equipment and kitchen hood exhaust systems etc.

Office or Division:	Office of the City Engineer		
Classification:	Simple		
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business		
Who may avail:	Commercial and Industrial Establishments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Mechanical Permit Forms		City Engineer's Office	
2. Mechanical Plan– original (5 copies – signed andsealed)		Professional Mechanical Engineer	
3. Barangay Clearance – original & 1 photocopy		Barangay Hall of the barangay where themachineries are located Owner's Copy	
4. Photocopy of Occupancy Permit		Owner's Copy	
5. Photocopy of Building Permit		Barangay Hall / Treasurer's Office	
6. Community Tax Certificate (Cedula) - 1 photocopy		Owner's Copy / Treasurer's Office	
7. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements and with original signature of Professional Mechanical Engineer.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	30 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	3.2 Receive payment and issue official receipt	Machinerie s per kw x P60.00 Based on order of payment.	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Mechanical Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Edgar P. Dimasin Building Inspector I



	4.2 Release the Permit	None	3 minutes	<p>Joel C. Clave Engineering Asst. Office of the City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL:	<i>Machineries per kw x P60.00</i> Based on order of payment.	1 hour & 9 minutes (plus 1 day for inspection)	

8. ISSUANCE OF ANNUAL MECHANICAL PERMIT

ANNUAL MECHANICAL PERMIT is issued for Annual permit to operate machineries.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	Commercial and Industrial Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Annual Mechanical Permit Form – 2 copies 2. Mechanical Lay-out – original (3 copies – signed and sealed) 3. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy 4. Community Tax Certificate (Cedula) - 1 photocopy 5. Previous copy of Approved Mechanical Permit			City Engineer's Office Professional Mechanical Engineer Owner's Copy / Treasurer's Office Barangay Hall / Treasurer's Office Owner's Copy	
CLIENT TEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with	1. Receive and review	None	3 minutes	Edgar P. Dimasin Building Inspector I



complete requirements.	submitted documents.			<p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	20 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt	Same with Mechanical Permit Fee Based on order of payment	6 minutes	<p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare Annual Mechanical Permit	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Liezl D. Montes Senior Admin. Assist. I</p>



				Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>Same with Mechanical Permit Fee</i>	52 minutes <i>(plus 1 day for inspection)</i>	

9. ISSUANCE OF ANNUAL BUILDING PERMIT

Annual Building permit is issued to check buildings structural condition.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen/ Government to Business			
Who may avail:	Commercial and Industrial Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Building Permit (1 photocopy) 2. Occupancy Permit (1 photocopy) 3. Community Tax Certificate (Cedula) – (1 photocopy) 4. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy			Owner's Copy Owner's Copy Barangay Hall / Treasurer's Office Owner's Copy / Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	<p>3.1 Issue order of payment.</p> <p>3.2 Receive payment and issue official receipt</p>	<p>None</p> <p>See Annual Building Permit Assessment Specification Table. Based on order of payment</p>	<p>20 minutes</p> <p>6 minutes</p>	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p> <p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
4. Present Official Receipt	<p>4.1 Prepare Annual Building Permit.</p> <p>4.2 Release the Permit</p>	<p>None</p> <p>None</p>	<p>20 minutes</p> <p>3 minutes</p>	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p> <p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL	<i>Please refer to Annual Building Permit Assessment Specification Table.</i>	52 minutes <i>(plus 1 day for inspection)</i>	



ANNUAL INSPECTION FEES

a. Division A-1 and A-2:

Single detached dwelling units and duplexes are not subject to annual inspections.

If the owner request inspections, the fee for each of the services enumerated

- Land Use Conformity
- Architectural Presentability
- Structural Stability
- Sanitary and Health Requirements
- Fire-Resistive Requirements

₱ 120.00

b. Divisions B-1/D-1, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

Appendage of up to 3.00 cu. meters/unit	₱ 150.00
Floor area to 100.00 sq. meters	₱ 120.00
Above 100.00 sq. meters up to 200.00 sq. meters	₱ 240.00
Above 200.00 sq. meters up to 350.00 sq. meters	₱ 480.00
Above 350.00 sq. meters up to 500.00 sq. meters	₱ 720.00
Above 500.00 sq. meters up to 750.00 sq. meters	₱ 960.00
Above 750.00 sq. meters up to 1,000.00 sq. meters	₱ 1,200.00
Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	₱ 1,200.00



10. ISSUANCE OF DEMOLITION PERMIT

DEMOLITION PERMIT is issued to certify that the building is structurally unsafe and otherwise constitutes a hazard to safety of health or public welfare because of inadequate maintenance and therefore is declared dangerous to human life and must be demolished.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Picture of the structure to be demolished 2. Vicinity Map – original & 2 photocopies 3. Floor Plan (Building/Structure – 3 sets) 4. Demolition Permit form duly notarized – (signed and sealed) 5. Barangay Clearance – original & 1 photocopy 6. Community Tax Certificate (Cedula) 7. Title and Tax Declaration 8. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)			Owner Owner's Copy Licensed Civil Engineer/Architect Engineering Office-Meycauayan Barangay Hall of the barangay where the demolition is located Barangay Hall / Treasurer's Office Owner's Copy DOLE Malolos Branch	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with notarized/complete requirements/ original signature of Licensed Civil Engineer/Architect.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer



3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt	Per Floor Area x P7.00 up to 10m height + P8.00 Based on order of payment	6 minutes	<p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare Demolition Permit.	None	10 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL	<i>Per Floor Area x P7.00 up to 10m height + P8.00</i>	1 hour & 9 minutes <i>(plus 1 day for inspection)</i>	



11. ISSUANCE OF DEVELOPMENT PERMIT

DEVELOPMENT PERMIT is issued and approved by the City Mayor that specifies how development is to occur on a given parcel of land. Once approved, the Development Permit is registered against the title of the land and becomes binding on future land owners.

Office or Division:	Office of the City Engineer
Classification:	Highly Technical
Type of Transaction:	G2C/G2B– Government to Citizen / Government to Business
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Application letter requesting for re-classification of land/issuance of Development Permits/approval of Subdivision plans. In case of Corporation, the applicant must be duly authorized by the Board of Directors to apply on behalf of the Corporation – 1 copy 2. Project Proposal – 1 copy 3. Certified True Copy of Title – 1 copy 4. SEC or DTI Registration and Mayor's Permit, if there is any; – 1 copy 5. Site Development Plans, Vicinity/Location Map – 1 copy 6. Payment of Real Property Tax – 1 copy 7. Tax Declaration – 1 copy 8. Payment of Application Fee for Re-classification of Land/issuance of Development Permits/approval of Subdivision Plans – 1 copy 9. Location Clearance / Certification from CUPDO / Deputized Zoning Administrator as to the actual and potential compatible land uses – 1 copy 10. Barangay Clearance – 1 copy <p>The applicant must submit to the Office of the Sangguniang Panlungsod, the following pertinent papers/documents. (13 certified Xerox copy each)</p>	<p>Owner / Corporation</p> <p>Owner / Corporation Registry of Deeds-Meycauayan / Owner SEC – PICC /DTI-Malolos /BPLO-Meycauayan</p> <p>Licensed Civil Engineer/Architect</p> <p>Owner's Copy / Treasurer's Office Assessor's Office Owner / Corporation</p> <p>CUPDO - Meycauayan</p> <p>City Treasurer's Office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.		40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	3.2 Receive payment and issue official receipt	P 1,500 / ha. + Processing Fee P720/ha + Inspection Fee P1,500/ha	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4. Prepare the Permit and forward	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes



	to the City Mayor for signature			Senior Admin. Assist. I Office of the City Engineer
5. Receive Development Permit.	5. Release Development Permit.	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>P 1,500/ ha. + Processing Fee</i> <i>P720/ha + Inspection Fee</i> <i>P1,500/ha</i>	1 hour & 19 minutes <i>(plus 1 day for inspection)</i>	



12. ISSUANCE OF CERTIFICATE OF CHANGE OF USE

CERTIFICATE OF CHANGE OF USE is issued for the change of use of a building or establishment.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B– Government to Citizen / Government to Business
Who may avail:	Commercial and Industrial Establishments
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Corporation</p> <ol style="list-style-type: none"> 1. Application Form – 2 copies 2. As-Built Plan (3 sets-signed & sealed) 3. Contract of lease – certified true 2 copies(lessee) 4. Tax declaration/Real Property - 2 photocopy 5. Photos of Building - 2 photocopy 6. Locational/Zoning Clearance(Business) - 2 photocopy 7. Fire Safety Inspection Certificate (Business) - 1 photocopy 8. Barangay Clearance - 2 photocopy 9. SEC/DTI - 1 photocopy 10. Certificate of Occupancy (Lessor) - 2photocopy 11. ECC (DENR) - 2 photocopy <p>For Single Proprietor</p> <ol style="list-style-type: none"> 1. Contract of lease – certified xerox 2 copies 2. Photos of Building 3. Location/Zoning Clearance (Business) - 2 photocopy 	<p>City Engineer's Office Licensed Civil Engineer/Architect</p> <p>Lessor of Property</p> <p>Assessor's Office</p> <p>Owner CUPDO – Meycauayan</p> <p>Bureau of Fire Protection – Meycauayan</p> <p>Barangay Hall of the barangay where the building is located SEC-PICC / DTI-Malolos Lessor of Property</p> <p>DENR – Pampanga</p> <p>Lessor of Property</p> <p>Owner CUPDO-Meycauayan</p>



4. Barangay Clearance (Business) – 2 photocopy 5. SEC/DTI - 1 photocopy 6. Certificate of Occupancy (Lessor) - 2 photocopy 7. As-Built Plan (4 sets-signed & sealed)		Barangay Hall SEC-PICC / DTI-Malolos Lessor of Property Licensed Civil Engineer/Architect		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
	3.2 Receive payment and issue official receipt	Area x P5.00/sq. m Inspection Fee	6 minutes	Teresa M. Fernandez Admin. Assistant III Rose M. Nito Ticket Checker III Office of the City Treasurer



		<p>₱400.00 - (Light Business)</p> <p>₱800.00 – Commercial & Industrial</p> <p>Based on order of payment</p>		
4. Present Official Receipt	4.1 Prepare the Permit.	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Asst. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL:	<p>Area x P5.00/sq. m Inspection Fee</p> <p>₱400.00 - (Light Business)</p> <p>₱800.00 – Commercial & Industrial</p>	<p>1 hour & 19 minutes (plus 1 day for inspection)</p>	



13. ISSUANCE OF ANNUAL ELECTRICAL PERMIT

Electrical Annual Permit is issued for site specific and intended for minor installations and maintenance at a specific commercial, industrial or institutional premise.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Citizen / Government to Business		
Who may avail:		Industrial Establishments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOLE (Order of Payments)		DOLE – Malolos / Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment from DOLE	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt	None Based on the order of payment from DOLE	10 minutes 6 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin Asst. I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer



3. Receive Annual Electrical Permit.	3. Release Annual Electrical Permit.	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL:	<i>Based on the order of payment from DOLE</i>	22 minutes	

14. EXCAVATION AND GROUND PREPARATION

EXCAVATION AND GROUND PREPARATION is issued by the Building Official authorizing excavations, including those made for the purposes of removing earth, sand, gravel, or other material from the Subject Property.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Excavation and Ground Preparation Form – 2 copies		City Engineer's Office		
2. TCT/Deed of Sale - 1 photocopy		Registry of Deeds-Meycauayan / Owner		
3. Barangay Clearance for Excavation – original & 1 photocopy		Barangay Hall of the barangay where the excavation located		
4. Plan/Bill of Materials (signed & sealed)		Licensed Civil Engineer/Architect		
a) Architectural				
b) Foundation				
5. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)		DOLE Malolos Branch		
6. Letter of Intent (Received/Approved-City Mayor's Office)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form w/ complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave



				<p>Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt	Per cu.m. excavation x ₱3.00+₱ 200.00 inspection&v erification fees	6 minutes	<p>Michelle A. Lanozo Senior Admin. Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide V Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare the EGP Permit.	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>DJerdy John O. Godoy Engineering Staff Office of the City Engineer</p>



	TOTAL	<i>Per cu. m. excavation x ₱ 3.00 + ₱ 200.00 inspection and verification fees</i>	1 hour & 12 minutes (plus 1 day for inspection)	
--	--------------	---	--	--

15. ISSUANCE OF ELECTRONICS PERMIT

ELECTRONICS PERMIT is issued by the Building Official for the installation of Electronics equipment/device of Commercial / Industrial Establishments.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Electronics Permit Form 2. Plan/ Specifications & Bill of Materials (5 copies) 3. Barangay Clearance – original & 1 photocopy 4. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy) 5. Letter of Intent (Received/Approved-City Mayor's Office)		City Engineer's Office Signed & Sealed of Licensed Electronics & Communication Engineer Barangay Hall of the barangay where the building located DOLE Malolos Branch Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	20 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and issue official receipt.	P1,000 per location + P10.00 per fixtures Based on order of payment	6 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare the Electronics Permit.	None	10 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release the Permit	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV DJerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>P1,000 per location + P10.00 per fixtures</i>	42 minutes <i>(plus 1 day for inspection)</i>	



16. ISSUANCE OF SIGN PERMIT / BILLBOARD

SIGN PERMIT is issued to any publicly displayed information that's presented in the form of words, symbols and/or pictures and is designed to advertise his/her business. Sign permits provide legal permission to post such information.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	Commercial Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Sign Permit Form – 2 copies 2. Lay-out (3 sets Plan – Signed & sealed 3. Barangay Clearance – original & 1 photocopy 4. National Grid Corporation Clearance (Structures along NGCP Lines) – original & 1 photocopy 5. DPWH – original & 1 photocopy 6. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)			City Engineer's Office Licensed Civil Engineer/Architect Barangay Hall of the barangay where the signage installed NGCP –San Jose Del Monte, Bulacan DPWH-2 nd Engineering District, Sta. Maria, Bulacan DOLE Malolos Branch	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-outform with complete requirements	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window	3.1 Issue order of payment.	None	20 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst.



at the City Treasurer's Office, Ground Floor	3.2 Receive payment and issue official receipt	See Assessment Specification Table Based on order of payment	6 minutes	<p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p> <p>Michelle A. Lanozo Senior Admin. Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide V Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare the Signed Permit.	None	10 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I</p>
	4.2 Release the Permit	None	5 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>DJerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL	<i>See Assessment Specification Table</i>	44 minutes <i>(plus 1 day for inspection)</i>	

ASSESSMENT

Erection and anchorage of display surface	Up to 4.00 sq. meters of signboard area	₱ 120.00
	Every sq. meter or fraction thereof in excess of 4.00 sq. meters	₱ 24.00

Installation fees, per sq. meter or fraction thereof of display surface:

Type of Display	Business Signs	Advertising Signs
Neon	₱ 36.00	₱ 52.00
Illuminated	₱ 24.00	₱ 36.00
Others	₱ 15.00	₱ 24.00
Painted-on	₱ 9.60	₱ 18.00



OFFICE OF THE CITY URBAN PLANNING AND DEVELOPMENT OFFICER

External Services



1. ISSUANCE OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE FOR BUILDING PERMIT

A clearance issued to a proposed building construction that the project conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Ordinance as well as other standards, rules and regulations on land use.	
Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Client / Government to Business
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly accomplished Notarized application form (2 Original copies)	City Urban Planning and Development Office
2. Complete Architectural Plan: Location/Vicinity Map, site development plan, floor plans and building elevations and sections duly signed and sealed by a licensed Architect or Engineer. New Construction (Original copy)	Licensed Engineer/Architect
3. Complete As Built Architectural plan: Location/Vicinity Map, site development plan, floor plans and building elevations and sections duly signed and sealed by a licensed Architect or Engineer. Renovation/Alteration (Original copy)	Licensed Engineer/Architect
4. Proof of Ownership (Property Owner) ✓ Transfer Certificate of Title (1 Photocopy) ✓ Tax Declaration (Land and Building, if applicable) ✓ Deed of Conveyance (1 Photocopy)	Owner's File Copy / Registry of Deeds Owner's File Copy /Office of the City Assessor To be provided by client
5. Right Over Property (If not Property Owner) ✓ Contract of Lease (1 Photocopy) ✓ Letter of Authority with photocopied ID of the owner (1 Photocopy) ✓ Contract to Sell (1 Photocopy)	Property owner / Lessor Property owner / Lessor Property owner
6. Bill of Materials(1 original copy)	To be provided by client/representative
7. Barangay Building Clearance (1Photocopy)	Office of the City Treasurer
8. Homeowner's Association Clearance (1Photocopy)	Existing Subdivision/Condominium
9. Pay the required fees (1 photocopy)	Office of the City Treasurer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive and review documents and record in the logbook and inform the client to wait for the scheduled ocular inspection	None	15 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	1.2 Endorse to the City Mayor's Office for approval	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
2. Assist in the scheduled ocular inspection	2.1 Conduct ocular inspection to verify the location of the building against the Land Use Plan	None	1 hour	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	2.2 Verify and check area computation	None	8 minutes	EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
2. Wait for the Order of Payment.	3.1 Issue order of payment.	Based on Schedule of Zoning Fees	2 minutes	Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment	4.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer



4. Return to the CUPDO and present the Official Receipt	5.1 Prepare and Sign Locational Clearance.	None	8 minutes	Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher Ma. Victoria A. Natividad Local Legislative Staff Officer III EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
5. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher City Urban Planning & Dev't. Office
	TOTAL	<i>Refer to Schedule of Zoning Fees</i>	2 days, 1 hour & 40 minutes	



ZONING SCHEDULE OF FEES (base on HLURB Resolution No. 912 Series of 2013)

- A. Single residential structure attached or detached:
1. P100,000 and below P 288
 2. Over P100,000 to P200,000 P 576
 3. Over P200,000 P 720 + (1/10 of 1% in excess of P200,000)
- B. Apartments/Townhouses
1. P500,000 and below P 1,440
 2. Over P500,000 to 2 Million P 2,160
 3. Over 2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
- C. Dormitories
1. P2 Million and below P 3,600
 2. Over P2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
- D. Institutional:
1. Below P2 Million P 2,880
 2. Over P2 Million P 2,880 + (1/10 of 1% of cost in excess of P2 M)
- E. Commercial, Industrial, Agro-Industrial Project Cost of which is:
1. Below P100,000 P 1,440
 2. Over P100,000 – P500,00 P 2,150
 3. Over P500,00 P 2,880
 4. Over P1 Million – P2 Million P 4,320
 5. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)
- F. Special Uses/Special Projects:
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)
1. Below P2 Million P 7,200
 2. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)
- G. Alteration/Expansion
(affected areas/cost of expansion only) same as original application



2. ISSUANCE OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE BUSINESS PERMIT

A clearance issued to a proposed business that the business conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Office or Division:	Office of the City Planning and Development Coordinator	
Classification:	Simple	
Type of Transaction:	G2C/G2B – Government to Client / Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Notarized application form (2 Original copies)		City Urban Planning and Development Office
2. Location/Vicinity Map indicating clearly & specially the exact location of the proposed site and/or landmarks. (Original copy)		Licensed Engineer/Architect/Google Map
4. Proof of Ownership (Property Owner)		
✓ Transfer Certificate of Title (1 Photocopy)		Owner's File Copy / Registry of Deeds
✓ Tax Declaration (Land and Building if applicable)		Owner's File Copy /Office of the City Assessor
✓ Deed of Conveyance (1 Photocopy)		Owner's File Copy / Notary Public
5. Right Over Property (If not Property Owner)		
✓ Lessor's Business Permit (1 Photocopy)		Property owner / Lessor
✓ Contract of Lease (1 Photocopy)		Property owner / Lessor
✓ Letter of Authority with photocopied ID of the owner (1 Photocopy)		Property owner
✓ Contract to Sell (1 Photocopy)		Property owner
7. Barangay Business Clearance (1 Photocopy)		Office of the City Treasurer
8. Homeowner's Association Clearance (1 Photocopy)		Existing Subdivision/Condominium
7. Floor Plan (1 original)		To be provided by the client/representative
8. Pay the required fees (1 photocopy)		Office of the City Treasurer
For Single Proprietorship		
✓ DTI Certificate of Registration of Business Name		Department of Trade & Industry (DTI)
For Corporation/Partnership		



✓ SEC Certificate and Articles of Incorporation/Partnership Additional Requirements for Industrial Projects ✓ Description of Product/s of the Project ✓ Flowchart of Manufacturing Process ✓ Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)		Securities and Exchange Commission To be provided by client To be provided by client Dept. of Environment & Natural Resources (DENR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive and review documents and record in the logbook	None	15 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	1.2 Endorse to the City Mayor's Office for approval	None	2 days	Atty. Henry R. Villarica City Mayor Office of the City Mayor
2. Assist in the ocular inspection	2.2 Conduct ocular inspection to verify the location of the business against the Land Use Plan	None	1 hour (as per schedule)	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Wait for the Order of Payment.	2.3 Issue order of payment.	Refer to Schedule of Zoning Fees	2 minutes	Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office



4. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment.	4.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
5. Present the Official Receipt	5.1 Prepare Locational Clearance.	None	8 minutes	Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher Ma. Victoria A. Natividad Local Legislative Staff Officer III EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
6. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher City Urban Planning & Dev't. Office
	TOTAL	<i>Refer to Schedule of Zoning Fees</i>	2 days, 1 hour & 32 minutes	



ZONING SCHEDULE OF FEES (base on HLURB Resolution No. 912 Series of 2013)

- A. Single residential structure attached or detached:
1. P100,000 and below P 288
 2. Over P100,000 to P200,000 P 576
 3. Over P200,000 P 720 + (1/10 of 1% in excess of P200,000)
- B. Apartments/Townhouses
1. P500,000 and below P 1,440
 2. Over P500,000 to 2 Million P 2,160
 3. Over 2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
- C. Dormitories
1. P2 Million and below P 3,600
 2. Over P2 Million P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
- D. Institutional:
1. Below P2 Million P 2,880
 2. Over P2 Million P 2,880 + (1/10 of 1% of cost in excess of P2 M)
- E. Commercial, Industrial, Agro-Industrial Project Cost of which is:
1. Below P100,000 P 1,440
 2. Over P100,000 – P500,00 P 2,160
 3. Over P500,00 P 2,880
 4. Over P1 Million – P2 Million P 4,320
 5. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)
- F. Special Uses/Special Projects:
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)
1. Below P2 Million P 7,200
 2. Over P2 Million P 7,200 + (1/10 of 1% of cost in excess of P2 M)
- G. Alteration/Expansion
(affected areas/cost of expansion only) same as original application



4. ISSUANCE OF CERTIFICATE/ENDORSEMENT OF BARANGAY ANNUAL INVESTMENT PROGRAM (AIP)

A Certificate issued to barangays for the endorsement of their respective AIP to the City Sangguniang Panlungsod.

Office or Division:	Office of the City Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G / Government to Government			
Who may avail:	Barangay Secretary / Barangay Treasurer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Endorsement Letter – 1 original copy Barangay Development Council (BDC) Annual Investment Plan (AIP) – 1 original copy BDC Resolution endorsing AIP – 1 original copy Sangguniang Barangay (SB) Resolution adopting AIP – 1 original copy SB Resolution per Mandatory Fund – 1 original copy List of Programs, Projects and Activities (PPAs) per Mandatory Fund – 1 original copy Transmittal Letter – 1 original copy			Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Receive and review documents	None	10 minutes	Jeraldyn DLS. Ignacio Planning Officer I Alvin D. Chavas Planning Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	1.2 Prepare Certificate/ Endorsement	None	5 minutes	
2. Receive Certificate	2.1 Issue Certificate.	None		
	TOTAL	None	15 minutes	



5. PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC)

Issued to every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project

Office or Division:	Office of the City Planning and Development Coordinator			
Classification:	Highly Technical			
Type of Transaction:	G2B / Government to Business			
Who may avail:	Real Estate Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form – 3 copies		City Urban Planning & Development Office (CUPDO) To be provided by client		
Complete Subdivision Plan - 15 sets <ul style="list-style-type: none"> Site Development Plan Road Network Plan Topographic Map Site Grading Plan Water System Layout Site Drainage Layout Electrical Post Layout 				
Vicinity map indicating the adjoining land uses – 15 photocopies		To be provided by client/Geodetic Engineer		
Transfer Certificate of Title - 15 photocopies		To be provided by client/Registry of Deeds		
Tax Declaration – 15 photocopies		To be provided by client/City Assessor's Office		
Department of Agrarian Reform (DAR) Clearance, if applicable – 15 photocopies		To be provided by client/DAR		
Site zoning certification from the Zoning Administrator – 15 photocopies		To be provided by client/ CUPDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive the accomplished form and the required documents and evaluate the application /schematic plan and inform the client on the	None	30 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office



	scheduled site inspection			
2. Assist in the scheduled site inspection	2.1 Conduct site inspection, inform the client to wait for the scheduled committee hearing and prepare Inspection Report	None	1 hour	
	2.2 Prepare endorsement letter to the office of the Sangguniang Panlungsod together with all the required documents	None	10 minutes	Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Attend to the scheduled committee hearing	3.1 Attend to the committee hearing for the approval of the subdivision project 3.2 Inform the client on the schedule of ocular inspection if needed	None	1 day	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
4. Assist in the scheduled ocular inspection	4.1 Conduct ocular inspection on the scheduled	None	1 day	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	4.2 Approve the subdivision project, issue resolution and forward to the CUPDO	None	2 weeks	
		None	5 minutes	Michael A. Resurreccion Draftsman I



	4.3 Inform the client on the approval upon receipt of SP Resolution and proceed to CUPDO for order of payment			Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC
5. Proceed to CUPDO, 3 rd Floor and wait for the Order of Payment	5.1 Issue order of payment	Refer to Zoning Schedule of Fees	2 minutes	Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
6. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	4.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
7. Proceed to CUPDO, 3 rd Floor and present original & photocopy of the official receipt	4.1 Prepare PALC and stamp the schematic plan with PALC Seal, forward to the City Mayor's Office for signature of the City Mayor and inform the client to wait for the release of PALC	None	3 hours	Rowena A. Dela Pierre Project Dev't. Officer II Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
8. Receive the approved PALC and Schematic Plan	5.1 Release the approved PALC and schematic plan	None	2 minutes	Rowena A. Dela Pierre Project Dev't. Officer II Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I City Urban Planning & Dev't. Office
	TOTAL	<i>Refer to Zoning Schedule of Fees</i>	2 weeks, 4 hours & 57 minutes	



6. SITE ZONING CLASSIFICATION CERTIFICATE

Real property owners/representative, students (for academic research purposes), may secure a certificate of zoning classification for various purposes that such may serve them.

Office or Division:		Office of the City Planning and Development Coordinator		
Classification:		Simple		
Type of Transaction:		G2C / G2B		
Who may avail:		Real Estate Developers / Business Owners / Prospective Buyers / Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form -1 original copy Letter Request indicating the Purpose - 1 original copy Location/Vicinity Map -1 original copy Transfer Certificate of Title - 1 Photocopy Tax Declaration -1 Photocopy		CUPDO To be provided by client To be provided by client /Geodetic Engineer To be provided by client/ Registry of Deeds To be provided by client /City Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplish form together with the required documents	1.1 Receive and evaluate the accomplished form and the required documents	None	2 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff
2. Wait for the Order of Payment	2.1 Issue order of payment	Refer to Zoning Schedule of Fees	2 minutes	EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	3.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
4. Return to the CUPDO, 3 rd Floor and present the official receipt	4.1 Prepare Site Zoning Certification and forward to the Zoning Administrator for signature	None	15 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff
5. Receive Site Zoning Classification Certificate	5.1 Release Site Zoning Classification	None	5 minutes	EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	TOTAL	<i>Refer to Zoning Schedule of Fees</i>	24 minutes	



OFFICE OF THE CITY TREASURER

External Services



1. PAYMENT OF REAL PROPERTY TAX (RPT)

This is the Tax imposed by the City Treasurer's Office on all persons National or Judicial owning or administering Real Property including the improvements.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Client / Government to Business		
Who may avail:		Real Property Owner		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Latest Official Receipt or 2. Notice of Assessment (original or 1 photocopy)			To be provided by the client City Assessor's Office - Ground Floor, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the latest Official Receipt or Notice of Assessment to the 11, 12, 13,14 Window	1. Verify and compute Real Property Tax	None	10 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Melissa H. Garcia Local Rev. Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Office of the City Treasurer
2. Pay the required fees	2. Issue Official Receipt	Assessed Value of Real Property x 1% x 2 (Basic & SEF) less discount (10% if prompt payment, 15% if advance payment) <i>(if payment made on or before March 31)</i> AV x 1% x 2 (Basic SEF) + 2% penalty per month of delay not exceed 36 mos. <i>(if beyond March 31)</i>	8 minutes	Jhenny Lyn A. Termulo Administrative Aide IV Melissa H. Garcia Local Rev. Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Bernadette L. Dela Ostia Administrative Aide IV Office of the City Treasurer



3. Receive the Official Receipt	3. Release Official Receipt	none	2 minutes	Jhenny Lyn A. Termulo Administrative Aide IV Melissa H. Garcia Local Rev. Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Bernadette L. Dela Ostia Administrative Aide IV Office of the City Treasurer
	TOTAL:	Assessed Value of Real Property x 1% x 2 (Basic & SEF) less discount (10% if prompt payment, 15% if advance payment) (if payment made on or before March 31) AV x 1% x 2 (Basic SEF) + 2% penalty per month of delay not exceed 36 mos. (if beyond March 31)	20 minutes	



2. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

A community Tax Certificate is issued by the City Treasurer's Office to inhabitant of the City of Meycauayan, eighteen years (18) & above. Business with gross sales/receipts, Real Property owner with assessed value of Php 1,000.00 or over, required by law to file Income Tax Return.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Client / Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application form or			Window 1, 2, 3, 4, 6 Ground Floor, City Treasurer's Office, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex	
2. Previous Cedula (original or 1 photocopy)			To be provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form or present previous Cedula	1. Receive filled out form, prepare and print Cedula	None	6 minutes	Dennis A. Raymundo Revenue Collection Clerk I Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Office of the City Treasurer
2. Sign and put thumb mark on the Cedula and pay the required fees	2. Issue Community Tax Certificate	<i>For Individual - Receipts or Salaries/ Php 1,000.00 x Php 1.00 + Php 5.00</i> <i>For Corporation - Gross Receipts</i>	8 minutes	Dennis A. Raymundo Revenue Collection Clerk I Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I



		<i>or Earnings/ Php 5,000.00 x Php 2.00 + Php 500.00</i> Deadline: <i>February 28 with 2% penalty charge every month for late payment</i>		City Business Permit and Licensing Office
3. Receive the Cedula	3. Release Cedula	None	2 minutes	Dennis A. Raymundo Revenue Collection Clerk I Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I City Business Permit and Licensing Office
	TOTAL:	For Individual - <i>Receipts or Salaries/ Php 1,000.00 x Php 1.00 + Php 5.00</i> For Corporation - Gross Receipts <i>or Earnings/ Php 5,000.00 x Php 2.00 + Php 500.00</i> Deadline: <i>February 28 with 2% penalty charge every month for late payment</i>	16 minutes	



3. PAYMENT OF PROFESSIONAL TAX RECEIPT (PTR)

This is issued by the City Treasurer's Office to all Professionals who passed the Bar Examinations or any Board and other Examinations conducted by the Philippine Regulation Commission (PRC) for the exercise or practice of his profession.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Licensed Professional from Professional Regulation Commission (PRC)		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. PRC ID (Original)			To be provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present PRC ID at window 2, 3, 4	1. Review PRC ID, prepare and print PTR.	None	4 minutes	Dominica I. Lagpao Administrative Aide I Ethel B. Zuñiga Administrative Assistant V Michelle A. Lanozo Senior Admin. Asst. I Dennis A. Raymundo Revenue Collection Clerk I Office of the City Treasurer
2. Pay the required fees	2. Issue PTR	P300.00 Deadline January 31 with 25% surcharge plus 2% penalty charge every month for late payment	6 minutes	Dominica I. Lagpao Administrative Aide I Ethel B. Zuñiga Administrative Assistant V Michelle A. Lanozo Senior Admin. Asst. I Dennis A. Raymundo Revenue Collection Clerk I Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer
3. Receive PTR	3. Release PTR	None	2 minutes	Dominica I. Lagpao Administrative Aide I Ethel B. Zuñiga Administrative Assistant V Michelle A. Lanozo Senior Admin. Asst. I Office of the City Treasurer



	TOTAL:	Php300.00 - No Penalty (w/ penalty depending on when it is being paid)	12 minutes	
--	---------------	---	-------------------	--

4. PAYMENT OF FEES AND CHARGES

This is issued by the City Treasurer's Office as payment for documentary requirements of different offices such as:

- City Mayor's Office (Mayor's Clearance, MTOP, Franchise/Business Tax)
- City Urban Planning and Development Office (Building Construction, Business, Certification)
- City Engineering Office (Building, Electrical, Mechanical)
- City Assessor's Office (Tax Declaration, Certification of No Improvement, etc.)
- City Civil Registrar Office (Birth, Marriage, Death, Burial)
- City Health Office (Health ID, Cremation, Exhumation, Transfer)
- Office of the City Secretary to Sangguniang Panlungsod (Issuance of Certified Photocopy of Resolution/s and Ordinance/s)

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Client / Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Secure order of payment			Offices issued Order of Payment	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order of Payment at Window 2, 3, 4, 6 (Office of the City Treasurer) Cashier Window (City Business Permit and Licensing Office)	1. Receive Order of Payment presented	None	2 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Dennis A. Raymundo Revenue Collection Clerk I Office of the City Treasurer



2. Pay the required fees to Ground Floor City Treasurer's Office Window 2, 3, 4, 6/CBPLO Cashier Window	2. Accept payment and issue Official Receipt	Based on Order of Payment	10 minutes	<p>Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Dennis A. Raymundo Revenue Collection Clerk I Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Office of the City Treasurer</p> <p>Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I City Business Permit and Licensing Office</p>
3. Receive Official Receipt	3. Release Official Receipt	None	2 minutes	<p>Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuñiga Administrative Assistant V Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Dennis A. Raymundo Revenue Collection Clerk I Office of the City Treasurer</p>
	TOTAL:	<i>(Depending on the assessed Amount)</i>	14 minutes	



5. PAYMENT OF TRANSFER TAX ON REAL PROPERTY

A tax on sale, donation, barter or any other mode of transferring ownership or title of Real Property issued by the City Treasurer's Office.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Client / Government to Business		
Who may avail:		Real Property Owner		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Title or Certified true copy of Title (Original and 1 photocopy) 2. Real Property Receipt (Original and 1 photocopy) 3. Tax Clearance (Original and 1 photocopy) 4. Tax Declaration (Original and 1 photocopy) 5. Kind of Conveyance (Deed of Donation/Deed of Absolute Sale/Extra-Judicial)			Register of Deeds – Iba, Meyc., Bul. To be provided by the client or if no original copy proceed to the City Treasurer's Office to verify record Ground Floor, City Treasurer's Office (Land Tax Div.) Ground Floor, City Assessor's Office To be provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements at Window 11, 12, 14	1. Review/verify the presented documents and compute Transfer Tax	75% of 1% the total consideration or fair market value whichever is higher	24 minutes	Merlita G. Capiral Senior Admin. Asst. II Melissa H. Garcia Local Rev. Coll. Off. II Jocelyn N. Guardiano Administrative Asst. III Jhenny Lyn A. Termulo, Administrative Aide IV Office of the City Treasurer
2. Pay the required fees at Window 13	2. Accept payment and issue Official Receipt	Based on order of payment	6 minutes	Merlita G. Capiral Senior Admin. Asst. II Jhenny Lyn A. Termulo, Administrative Aide IV Jocelyn N. Guardiano Administrative Asst. III Bernadette L. Dela Ostia Administrative Aide IV Office of the City Treasurer
3. Receive Transfer Tax	3. Release Transfer Tax	None	2 minutes	Merlita G. Capiral Senior Admin. Asst. II Jhenny Lyn A. Termulo, Administrative Aide IV Jocelyn N. Guardiano Administrative Asst. III Office of the City Treasurer



	TOTAL	75% of 1% <i>the total conside- ration or fair market value whichever is higher</i>	32 minutes	
--	--------------	---	-------------------	--

6. PAYMENT OF TRAFFIC VIOLATION

This is issued by the City Treasurer's Office to person who violates Traffic Ordinance in this City with its corresponding fines or penalty.

Office or Division:	Office of the City Treasurer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Traffic Violation Receipt (Duplicate Copy)			Traffic Enforcer - Meycauayan Traffic & Parking Bureau (MTPB)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Traffic Violation Receipt at Window 2, 3, 4, 6	1. Review the traffic violation for proper violation fee and issue official receipt	Please refer to Police Citation Violations Fees (below)	8 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I Rose M. Nito Ticket Checker Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer
2. Receive Official Receipt	2. Release Official Receipt and License or Traffic Violation Receipt	None	6 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Asst. V Dominica I. Lagpao Administrative Aide I Rose M. Nito Ticket Checker Office of the City Treasurer
	TOTAL:	(Please refer to Police Citation Violations Fees)	14 minutes	



POLICE CITATION VIOLATIONS FEES

1. Arrogant Driver (XXX)	P250.00
2. Ban on National Highway (Sec. 35)	P500.00
3. Colorum	P1,000.00
4. Counter Flow	P500.00
5. Defective Tail Light	P250.00
6. Disregarding Checkpoint	P250.00
7. Disregarding Traffic Officer/Police Officer	P150.00
8. Disregarding Traffic Signs/Lane Markings	P150.00
9. Drag Racing	P1,000.00
10. Driving under the Influence of Liquor	P2,500.00
11. Driving w/out License (Expired License/Student Permit)	P500.00
12. Driving with License (No Plate)	P1,000.00
13. Driving with Minor (R.A. 7610)	P250.00
14. Driving with Delinquent/Invalid/Suspended/Revoked License	P500.00
15. Driving with Delinquent/Invalid/Suspended/Revoked Registration	P500.00
16. Enter One Way	P200.00
17. Excess Passenger	P250.00
18. Expired TVR/Ticket/Registration/OR/CR/Franchise	P500.00
19. Failure to install mufflers and other noise controlling	P500.00
20. Failure to register	P100.00
21. Failure of TODA to submit annual report to MCTO	P2,000.00
22. "KABIT SYSTEM" Recommendation for cancellation franchise	P2,500.00
23. Illegal Display of Signboard/outline	P500.00
24. Illegal Parking	P50.00
25. Illegal Turning/Towing	P500.00
26. Illegal Terminal	P1,000.00
27. Impounding	P500.00
28. Improvise Plate / No Plate	P250.00
29. Improper uniform (slippers or sandals)	P200.00
30. Involved in Accident	P200.00
31. Lack of Accessories	P300.00
32. Minor Driver	P2,000.00
33. Minor passenger on backseat	P200.00
34. Municipal Ordinance 93-28 (70-02)	P100.00
35. No Fare Matrix	P500.00
36. No Franchise Impound	P1,500.00
37. No Franchise carried	P500.00
38. No Helmet (R.A. 10054) / Back ride No Helmet	P350.00
39. No License	P1,000.00
40. No Mayor's Permit (13 B-02)	P350.00
41. Non-compliance to uniform body color and body number	P500.00
42. No OR/CR Carried	P150.00
43. No Registered Plate	P500.00
44. No Seatbelt / No Upper Garments / Sleeveless	P250.00



45. No Plate Light	P250.00
46. Out of route/trip cutting (IMPOUNDING)	P2,500.00
47. Obstruction/Loading/Unloading	P150.00
48. Overload/Over Capacity	P250.00
49. Over charging of Fare	P200.00
50. Outside the Zone of Operation	P500.00
51. Reckless/Beating the Red Light	P500.00
52. Refusal to convey Passengers	P100.00
53. Resisting Arrest	P1,000.00
54. Refused to Sign	P100.00
55. Road unworthiness, road hazard vehicle	P2,500.00
56. Stalled Vehicle	P150.00
57. Swerving	P300.00
58. TODA allowing tricycles without franchise (TODA paid)	P1,000.00
59. Truck Ban	P5,000.00
60. Use, posting and display of unauthorized ID's	P1,000.00
61. Unauthorized installation of jalousies, additional aircon, Dim color lights	P500.00
62. Unclean/ Unsanitary vehicle	P300.00
63. Unauthorized stickers	P200.00
64. Unregistered MC/TC	P500.00
65. PUV / Bus Outline	P2,500.00
66. Outline (Tricycle)	P1,000.00
PEDICAB	
1. Attachment of protuberances on pedicab	P200.00
2. Driving of Pedicab (No Plate)	P1,000.00
3. Driving unregistered pedicab	P500.00
4. Driving of pedicab on National Highway	P500.00
5. Driving pedicab without driver's permit	P200.00
6. Improper uniform (pedicab)	P150.00
7. Driving with expired sticker	P200.00
CLAMP (Illegal Parking)	
1. Truck (6 Wheels)	P5,000.00
2. Car (4 Wheels)	P1,500.00
3. Tricycle / Motor	P500.00



7. ISSUANCE CERTIFIED TRUE COPY OF RECEIPTS

This is issued for authenticity of the receipts requested.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Client / Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter 2. Original copy of Receipt to be certified, if available Additional Requirements, if Authorized Representative: 1. Special Power of Attorney (SPA) or 2. Board Resolution			To be provided by the client To be provided by the client To be provided by the client To be provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements at: a. Land Tax Division, Window 11, 12, 14, City Treasurer's Office, Ground Floor a.1 Real Property Tax b. Licenses, Fees & Taxes Division, Assessment Window, Ground Floor CBPLO b.1. Business Tax Receipt	1.a Check/verify presented documents and issue order of payment	None	8 minutes	Melissa H..Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Rose M. Nito Ticket Checker Michelle A. Lanozo Senior Admin. Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer Arlene A. Balagtas Revenue Collection Officer III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I



				City Business Permit & Licensing Office
2. Pay the required fees	2. Issue Official Receipt, print or photocopy and sign the requested document	P50.00 per copy	10 minutes	<p>Bernadette L. Dela Ostia Administrative Aide IV Melissa H. Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Rose M. Nito Ticket Checker Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Jestoni T. Balilo Assistant City Accountant Office of the City Treasurer</p> <p>Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I City Business Permit & Licensing Office</p> <p>Julia B. Ocampo Assistant City Treasurer Annabelle E. Urbano City Treasurer Office of the City Treasurer</p>



3. Receive Documents	3. Release Documents	None	2 minutes	<p>Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit & Licensing Office</p> <p>Melissa H. Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Rose M. Nito Ticket Checker Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer</p>
	TOTAL:	Php50.00	20 minutes	

8. ISSUANCE OF TAX CLEARANCE

Certification issued by the City Treasurer's Office to property owners who pay their updates Real Property Tax.

Office or Division:	Office of the City Treasurer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Client / Government to Business
Who may avail:	Real Property Owner
CHECKLIST OF REQUIREMENTS	
1. Real Property Tax Receipt (original or 1 Photocopy)	Ground Floor, City Treasurer's Office, New Meycauayan City Hall



2. Original Signed Certified true copy of Tax Declaration			Ground Floor, City Assessor's Office, New Meycauayan City Hall	
3. Community Tax Certificate (Cedula) (original or 1 photocopy)			Ground Floor, City Treasurer's Office, New Meycauayan City Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements at Window 11, 12, 14	1. Review/verify the documents and issue order of payment	None	6 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo, Administrative Aide IV Melissa H. Garcia Revenue Collection Off. II Jocelyn N. Guardiano Administrative Assistant III Office of the City Treasurer
2. Pay the required fees to	2. Issue Official Receipt	Php50.00	6 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo, Administrative Aide IV Jocelyn N. Guardiano Administrative Assistant III Office of the City Treasurer
	2.1 Prepare Tax Clearance	None	10 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Office of the City Treasurer
	2.2 Review Tax Clearance Certificate	None	5 minutes	Julia B. Ocampo Assistant City Treasurer Office of the City Treasurer
	2.3 Approve Tax Clearance Certificate	None	5 minutes	Annabelle E. Urbano City Treasurer Julia B. Ocampo Assistant City Treasurer Office of the City Treasurer
3. Receive Tax Clearance	3. Release Tax Clearance	None	2 minutes	Vilma I. Bibon Administrative Assistant II Jhenny Lyn A. Termulo Administrative Aide IV Office of the City Treasurer
	TOTAL:	P50.00 per clearance	34 minutes	



9. BUSINESS-ONE-STOP-SHOP (BOSS)

a. Payment of Business Tax and Regulatory Fees (NEW Applicant)

This is issued by the City Treasurer's Office to individual/ companies who operates a business within the City of Meycauayan. This tax is payable for every distinct establishment.

Office or Division:	Office of the City Treasurer	
Classification:	Simple	
Type of Transaction:	G2C/G2B – Government to Client / Government to Business	
Who may avail:	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Application Form (2 copies)		Ground Floor, City Business Permit and Licensing Office (BPLO), New Meycauayan City Hall, or Camalig, Ground Floor City Hall Annex
2. Locational/Zoning Clearance & Zoning Receipts (1 Original and 1 photocopy)		Third Floor, City Urban Planning and Development Office (CUPDO) or Camalig, Ground Floor city Hall Annex
3. Occupancy Permit/Change of Use (Original and 1 photocopy)		Third Floor, City Engineering Office, New Meycauayan City Hall
4. Latest Barangay Business Clearance (Original)		Ground Floor, City Business Permit and Licensing Office (BPLO) New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex
5. Valid Community Tax Certificate (Cedula) (Original)		Barangay Hall where the business is located or City Business Permit and Licensing Office (BPLO), Ground Floor, New Meycauayan City Hall or Camalig,
6. Business Name Registration (Original and 2 photocopies)		Ground Floor City Hall Annex Ground Floor, City Business permit and Licensing office (BPLO) New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex
- DTI Registration (For Single Proprietor) or		Ground Floor, DTI Negosyo Center City Hall
- SEC Registration (For Corporation/Partnership) or		SEC Office, PICC Complex, Pasay City
- CDA Registration (For Cooperative) & Certificate of Accreditation from City Cooperative Office of New Meycauayan City Hall		CDA Office, Quezon City / 5 th Floor City Cooperative Office, New Meycauayan City Hall



7. For Representative: <ul style="list-style-type: none"> - Special Power of Attorney (SPA) for Single Proprietorship/ Board Resolution for Corporation (Original and 1 photocopy - Photocopy of Owner's Valid ID (Single Proprietorship)/ Corp. Secretary (Corp.) with three (3) wet signatures of owner (2 photocopies) - Valid ID of Representative (Original and 1 photocopy) 		Notary Public/ Corporation being represented To be provided by Person/ Corporation being represented To be provided by the Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Application Form with complete requirements to Assessment Window (City Business Permit and Licensing Office)	1. Review documents, compute, prepare, sign and issue assessment form	Please refer to City Revenue Code	30 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office
2. Pay at the Cashier Window or through GCash	2.Issue Official Receipt	Based on Assessment Form	8 minutes 3 days	Corazon D. Macalinga Administrative Aide IV Teresa M. Fernandez Administrative Assistant III Ethel B. Zuñiga Administrative Assistant V Corazon D. Macalinga Administrative Aide IV Rose M. Nito Ticket Checker City Business Permit And Licensing Office Jenny Lyn S. Seminiano Revenue Collection Clerk I Office of the City Treasurer
	TOTAL:	<i>Please refer to City Revenue Code</i>	38 minutes / 3 days & 30 Minutes	



b. Payment of Business Tax and Regulatory Fees (RENEWAL)

This is issued by the City Treasurer's Office to persons/ company who operates Business within the City of Meycauayan. The tax is payable for every distinct establishment.

Office or Division:	Office of the City Treasurer	
Classification:	Simple	
Type of Transaction:	G2C/G2B – Government to Client / Government to Business	
Who may avail:	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Application Form (2 photocopies)		Ground Floor, City Business Permit and Licensing Office BPLO, New Meycauayan City Hall or Camalig, Ground Floor City hall Annex
2. Latest Mayor's Permit and Receipts (1 st – 4 th quarter) Original and 2 photocopies		To be provided by the client issued by CTO and CBPLO
3. BIR Returns preceeding year (2550M, 2550Q, 2551M, 2551Q, 1701Q, 1702Q) Original and 2 photocopies or Financial Statement (FS) or Notarized Certificate of Gross Sales/Income (If No Operation/Sales – Affidavit of No Operation/Sales) (Original and 2 photocopies)		To be provided by the client issued by BIR or Accounting Firm
4. Locational/Zoning Clearance & Zoning Receipts (1 Original and 1 photocopy)		Third Floor, City Urban Planning and Development Office (CUPDO) or Camalig, Ground Floor City Hall Annex
5. Occupancy Permit/Change of Use (Original and 1 photocopy)		Third Floor, City Engineering Office, New Meycauayan City Hall or Camalig, Ground Floor City Hall Annex
6. For Representative:		Notary Public/ Corporation being represented
- Special Power of Attorney (SPA) for Single Proprietorship/ Board Resolution for Corporation (Original and 1 photocopy		
- Photocopy of Owner's Valid ID (Single Proprietorship)/ Corp. Secretary (Corp.) with three (3) wet signatures of owner (2 photocopies)		To be provided by Person/ Corporation being represented
- Valid ID of Representative (Original and 1 photocopy)		To be provided by the Representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Application Form with complete requirements	1. Review documents, compute, prepare, sign and issue assessment form	Please refer to City Revenue Code	20 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S. Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office
2. Pay at the cashier window or through Gcash	2. Issue Official Receipt	Based on assessment form	8 minutes 4 days	Corazon D. Macalinga Administrative Aide IV Teresa M. Fernandez Administrative Assistant III Ethel B. Zuñiga Administrative Assistant V Corazon D. Macalinga Administrative Aide IV Rose M. Nito Ticket Checker City Business Permit And Licensing Office
	TOTAL	<i>Based on assessment</i>	28 minutes/ 4 days & 20 minutes	

*

For Manufacturer – in excess of 6.5M x 56.25% of 1% + 36,562.50

For Wholesaler, Importer, Distributor, Dealer – in excess of 2M x 75% of 1% + 15,000

For Contractor – in excess of 2M x 75% of 1% + 17,250

For Retailer – 400,000 or less x 3% More than 400,000 x 1.5%

For Financial Institutions – GS x 75% of 1%)

(Please refer to City Revenue Code for other bracket reference)



10. ISSUANCE OF CERTIFICATION FOR BUSINESS

This is issued by the City Treasurer's Office for the Documents requested by a person, corporation or other government offices.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Client / Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Letter Request (1 copy)			To be provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request at Assessment Window at CBPLO	1. Review and verify the documents/ requirements and issue order of payment	None	5 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office
2. Pay the required fees at Cashier Window CBPLO	2. Issue Official Receipt	Php 50.00	8 minutes	Corazon D. Macalinga Administrative Aide IV Teresa M. Fernandez Administrative Assistant III City Business Permit And Licensing Office
3. Present the Official Receipt at Assessment Window CBPLO	3. Prepare, check and sign certification	None	25 minutes	Arlene A. Balagtas Revenue Collection Off. III Alexander C. Ramos Revenue Collection Clerk I Jennylyn S.Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I City Business Permit And Licensing Office Annabelle E. Urbano City Treasurer Julia B. Ocampo Assistant City Treasurer Office of the City Treasurer



4. Receive Certification	4.1 Release Certification	None	5 minutes	Alexander C. Ramos Revenue Collection Clerk I Jennylyn S Seminiano Revenue Collection Clerk I Arlene B. Almacha Administrative Aide I Office of the City Treasurer
	TOTAL	Php 50.00 per certification	43 minutes	



OFFICE OF THE CITY CIVIL REGISTRAR

External Services

\



1. TIMELY REGISTRATION OF BIRTH

Registration of Birth Certificate within the reglementary period of 30 days.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.102 (4 original copies)			Civil Registrar's Office/Hospitals/Lying-in Clinics/Health Centers in Meycauayan	
2. Marriage Contract (1 original and 1 photocopy) (for married parents)			Any Civil Registrar offices, PSA Offices/outlets	
3. Community Tax Certificate of Parents (Cedula)			Any City/Municipal Treasury offices/Barangay Hall	
4. Notarized Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (for unmarried parents)			Any Legal Offices/Notary Public	
5. Notarized Affidavit of Acknowledgment/Admission of Paternity found at the back portion of Form No. 102 (for unmarried parents)			Any Legal Offices/Notary Public	
6. Government Issued Identification Card of Parents (1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Birth Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and Issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Assistant III Corazon D. Macalinga Administrative Aide I



3. Present the Official Receipt.	3. Attach receipt, prepare and register the certificate.	None	5 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive Certificate.	4. Release Certificate.	None	1 minute	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
TOTAL:		PHP 50	16 Minutes	

2. TIMELY REGISTRATION OF MARRIAGE

Registration of Marriage Certificate within the reglementary period of 15 days.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Solemnized in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.97 (4 original copies)			Civil Registrar's Office, Churches, Solemnizing Offices, other Religious Sectors in Meycauayan	
2. Request to Solemnize Marriage outside Church (if civil wedding) (1 photocopy)			Any Legal Offices/Notary Public	
3. Authority to Solemnize Marriage of Solemnizing Officer (if civil wedding) (1 photocopy)			Any Solemnizing Offices	
4. Marriage License (1 photocopy)			Any Civil Registrar Offices	
5. Actual Photo of Marriage Ceremony (1 original, 1 photocopy)			Provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Marriage Certificate with complete requirements.	1. Review the documents submitted.	None	3 Minutes	Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar



	2. Prepare and register the Certificate.	None	5 Minutes	Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Office of the City Civil Registrar Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
2. Receive Certificate.	2.1. Release Certificate.	None	1 minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
	TOTAL:	None	9 Minutes	

3. TIMELY REGISTRATION OF DEATH CERTIFICATE

Registration of Death Certificate within the reglementary period of 30 days.

Office or Division:		Office of the City Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All (Deaths)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Municipal Form No.103 (4 original copies)		Civil Registrar's office/Hospitals/Funeral Services/Health Centers in Meycauayan		
2. Burial or Transfer or Cremation Permit		Office the City Health Officer of Meycauayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Death Certificate with complete requirements.	1. Review the documents submitted.	None	3 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
	2. Prepare and register the Certificate.	None	5 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar



				Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
2. Receive Certificate.	a. Release Certificate.	None	1 minute	Luzviminda S. Camba Administrative Assistant II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	None	9 Minutes	

4. LATE REGISTRATION OF BIRTH

Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.102 (4 original copies)		Civil Registrar’s Office, Hospitals, Lying-in Clinics, Health Centers in Meycauayan	
2. Philippine Statistics Authority (PSA) -Certificate of No Record (for 3 years old-up) (1 original)		PSA Offices, PSA outlets	
3. Baptismal Certificate (1 original, 1 photocopy)		Church were the child/registrant was baptized	
4. Barangay Certification for Late Registration (1 original and 1 photocopy)		Barangay were the child/registrant was born	
5. School record (Form 137) (1 original, 1 photocopy)		School were the child/registrant studied	
6. Marriage Contract of Parents or Registrant		Any Civil Registrar offices, PSA Offices/outlets	
7. Community Tax Certificate of Parents or Registrant (if aged 18-up) (1 original, 1 photocopy)		Any Office of the City/Municipal Treasurer, Barangay Hall	
8. Voter’s Certification (1 original, 1 photocopy) (for Registrant aged 18-up)		Comelec Office Meycauayan	
9. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy) (for Registrant aged 18-up)		GSIS/SSS/Philhealth Offices	



10. Passport (1 original, 1 photocopy)		DFA offices		
11. Mayor's/Police/NBI Clearance (1 original, 1 photocopy) (for Registrant aged 18-up)		Any LGU/PNP Offices/NBI offices		
12. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (2 original copies) (if unmarried parents) (except those who was born from August 03, 1988 to March 18, 2004)		Any Legal Offices/Notary Public		
13. Mother's Affidavit (2 original copies) for unmarried parents (for 0-17 years old registrant)		Any Legal Offices/Notary Public		
14. Notarized Affidavit of Acknowledgment/Admission of Paternity (if unmarried parents) found at the back portion of Form No. 102 (for 0-17 years old registrant)		Any Legal Offices/Notary Public		
15. Notarized Affidavit of Delayed Registration of Birth found at the back portion of Form No. 102		Any Legal Offices/Notary Public		
16. Joint Affidavit of Two Disinterested Persons (2 original copies) with 1 photocopy of id of affiants		Any Legal Offices/Notary Public		
17. Government Issued Identification Card of Parents or Registrant (if aged 18-up) (1 photocopy each)		BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec and the same		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Birth Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar



	3.1. Post the application form at the bulletin board.	None	10 days	Maricel C. Villacorta Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	3.2 . Register the Certificate.	None	2 Minutes	Maricel C. Villacorta Asst. Registration Officer Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Robert P. Geronimo Administrative Officer I Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 Minute	Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days for posting)	

5. LATE REGISTRATION OF MARRIAGE

Late Registration of Marriage Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (solemnized in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original Copy or Certified Copy of Marriage Certificate (1 copy)		Civil Registrar’s Office	
2. Philippine Statistics Authority (PSA) -Certificate of No Record (1 original)		PSA Offices/ outlets	
3. Certificate of No Marriage (CENOMAR) (1 original copy each)		PSA Offices/outlets	



4. Affidavit of Late Registration of Marriage (1 original)				Any Legal Offices/Notary Public
5. Wedding Pictures (original and photocopy)				To be provided by the client
6. Certificate of Live Birth of Children (original and photocopy)				Any Civil Registrar's Offices
7. Death certificate of spouse (if applicable) (original and photocopy)				Any Civil Registrar's Offices
Note: Additional Requirements If there's NO Copy of Marriage Certificate				
1. Execute an Affidavit stating the complete details of marriage (1 original)				Any Legal Offices/Notary Public
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Marriage Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	3.1. Post the application form at the bulletin board.	None	10 days	Ma. Teresa M. Aguilar Asst. Registration Officer Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar
	3.2. Register the Certificate.	None	2 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla



				City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 Minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Or Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days for posting)	

6. LATE REGISTRATION OF DEATH CERTIFICATE

Late Registration of Death Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the City Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All (Deaths in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Municipal Form No.103 (4 original copies)			Civil Registrar's Office, Hospitals, Funeral Services in Meycauayan	
2. Affidavit of Late of Registration of Death (1 original)			Any Legal Offices/Notary Public	
3. Philippine Statistics Authority (PSA) -Certificate of No Record (1 original)			PSA Offices/outlets	
4. Picture of Tombstone (Lapida) (1 copy)			Cemetery where the cadaver buried	
5. Community Tax Certificate (Cedula) of the Petitioner (1 original, 1 photocopy)			Any Barangay Hall, Office of the City/Municipal Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Death Certificate with complete requirements.	1. Review documents and issue order of payment.	None	5 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 100	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo



				Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present the Official Receipt.	3. Prepare the Certificate and issue claim stub.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
	3.1. Post the application form at the bulletin board.	None	10 days	Luzviminda S. Camba Administrative Assistant II Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
	3.2. Register the Certificate.	None	2 Minutes	Ma. Rowena F. Raroque Registration Officer III Ma. Teresa M. Aguilar Asst. Registration Officer Luzviminda S. Camba Administrative Assistant II Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present claim stub.	4. Release Certificate.	None	1 minute	Luzviminda S. Camba Administrative Assistant II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
	TOTAL:	PHP 100	23 Minutes + (10 days posting)	



7. ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF BIRTH/MARRIAGE/DEATH CERTIFICATE

The copy of civil registry document from the Office of the Local Civil Registrar is being certified.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Birth, Marriage, Death in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Government Issued Identification Card of owner of the document, nearest kin/authorized person (if the requester is not the owner of the requested document)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec and the same	
2. Authorization Letter or Special Power of Attorney from the authorizing person (1 original copy)			Handwritten Letter from the authorizing person, Legal Offices	
3. For Death Certificates, Original Authorization letter with 1 photocopy of the valid ID of the nearest keen and of the person being authorize if the nearest keen is not available.			Provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-up verification slip/query slip.	1. Search and verify requested document/s and issue order of payment.	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt at the Receiving Window	3. Prepare the Certified True Copy/Photocopy	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Robert P. Geronimo



at the Civil Registrar.	of Certificate for signature.			Administrative Officer I Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive Certified True Copy/Photocopy of Certificate.	4. Release the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Nomer D. Nolasco Administrative Aide II Maricel C. Villacorta Asst. Registration Officer Office of the City Civil Registrar
TOTAL:		PHP 50	16 Minutes	

8. REGISTRATION OF LEGITIMATION/ACKNOWLEDGEMENT OF PATERNITY

The process of changing a child's status from being illegitimate (born out of wedlock) to legitimate.

Office or Division:	Office of the City Civil Registrar		
Classification:	Complex		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of No Marriage of Parents (CENOMAR) (1 original)		PSA Offices/outlets	
2. Certificate of Marriage of Parents (PSA copy) (1 original)		PSA Offices/outlets	
3. Affidavit of Legitimation executed by both parents (1 original)		Any Legal Offices/Notary Public	
4. Birth Certificate of Child (PSA copy) (1 original copy)		PSA Offices/outlets	
5. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)		GSIS, SSS, Philhealth	
6. Government issued ID of parents (1 original and 1 photocopy each)		BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
Note: Requirements For Acknowledgment of Paternity:			
1. Notarized Affidavit of Admission of Paternity (1 original copy)		Any Legal Offices/Notary Public	
2. Notarized Affidavit to use the surname of father (1 original copy)		Any Legal Offices/Notary Public	
3. Baptismal Certificate (1 original, 1 photocopy)		Church where the child was baptized	



4. Government issued ID of parents (1 original and 1 photocopy)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review the submitted documents, Issue order of payment.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	Registration Fee - PHP 300 Certified True Copy of Birth/ PHP 100 (2 copies) Certified True Copy of Legitimation – PHP 150	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt.	3. Prepare Certificate of Registration of Legitimation and Endorsement letter for signature.	None	12 Minutes	Luzviminda S. Camba Administrative Assistant II Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Receive the requested document	4. Release the Certificate of Registration, Legitimation, and Endorsement Letter; advise client to send the documents to PSA thru a courier.	None	2 Minutes	Luzviminda S. Camba Administrative Assistant II Office of the City Civil Registrar
	TOTAL:	PHP 550	29 Minutes	



9. OUT OF TOWN REGISTRATION OF BIRTH CERTIFICATE

Out-of-town reporting occurs when the certificate is presented to the civil registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the city or municipality where the vital event occurred and where it should be registered.

Office or Division:		Office of the City Civil Registrar		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All (Meycauayan Residents)		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Municipal Form No.102 (4 original copies)			Civil Registrar's Office Meycauayan	
2. Philippine Statistics Authority (PSA) - Certificate of No Record (1 original)			PSA Offices/outlets	
3. Baptismal Certificate (1 original 1 photocopy)			Church where the child was baptized	
4. Voter's Affidavit (1 original, 1 photocopy)			Comelec Office Meycauayan	
5. Cedula (1 original, 1 photocopy)			City/Municipal Treasurer, Barangay Hall	
6. Barangay Clearance (1 original, 1 photocopy)			Barangay Halls in Meycauayan	
7. NBI/Police Clearance (1 original, 1 photocopy)			PNP Offices/NBI offices	
8. Two Government Issued Identification Card (original copy, 1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
9. Marriage Certificate of Parents and/or Registrant (1 original, 1 photocopy) (if applicable)			Civil Registrar's Office where the marriage certificate was registered.	
10. SSS E-1 Form (1 original, 1 photocopy)			SSS Offices	
11. Philhealth Member Data Record (MDR) (1 original)			Philhealth Offices	
12. School Record (Form 137) (1 original, 1 photocopy)			School where the registrant studied	
13. Notarized Joint Affidavit of Two Disinterested Persons (1 original)			Legal Offices/Notary Public	
14. Notarized Affidavit of Late Registration (if Registrant aged 18-up) (1 original)			Legal Offices/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review documents and prepare the birth certificate.	None	15 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Office of the City Civil Registrar
2. Receive the Certificate of Birth and attached requirements then mail through	2. Sign and issue the Birth Certificate with attached requirements and	None	3 Minutes	Ma. Teresa M. Aguilar Asst. Registration Officer Julieta Conquilla-Montevilla City Civil Registrar



courier to concerned City/Municipal Civil Registrar.	advise client for mailing.			Office of the City Civil Registrar
	TOTAL:	None	18 Minutes	

10. ISSUANCE OF MARRIAGE LICENSE

A legal document that allows two people in their legal age to get married.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (at least one of the couple is a resident of Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Birth Certificate from PSA/NSO (1 original copy and 2 photocopies each)		Any Civil Registrar's Offices, PSA Offices/outlets	
2. Certificate of No Marriage (CENOMAR) (1 original copy and 2 photocopies each)		PSA Offices/outlets	
3. Certificate of Attendance for Pre-Marriage Counselling and Family Planning Seminar (every Thursday)		City Health Office and City Nutrition and Population Office	
4. Cedula (Address should be the place where you live for the last 6 months) (1 original copy and 2 photocopies each)		Office of the City/Municipal Treasurer, Barangay Hall	
5. If applicant is widow/widower, bring Certified True Copy (CTC) of Death Certificate of deceased spouse (1 copy)		Any Civil Registrar Offices	
6. 1x1 recent photo (2 copies each)		Photo Studios	
Note: If applicant's previous marriage is annulled, bring:			
1. Certificate of Finality (1 original and 2 photocopies)		Regional Trial Court	
2. Court Decision (1 original and 2 photocopies)		Regional Trial Court	
3. Annotated Marriage Certificate (1 original and 2 photocopies)		PSA Offices/outlets	
Note: Personal appearance of both applicants			
Note: Personal Appearance of parent/guardian for 18-24 years old applicants bring valid id (1 original).			
Note: If Foreign applicants (Personal appearance of applicants):			
1. Legal capacity from their Embassy in the Philippines (1 original and 2 photocopies)		Respective Embassy in the Philippines	



2. Certificate of Divorce (if applicable) (1 original and 2 photocopies)			Court in their respective country	
Note: For Foreign nationals who married and divorced a Filipino nationals bring:				
1. Approved Judicial Recognition of Foreign Decision (1 original and 2 photocopies)			Regional Trial Court	
2. Certificate of Finality of the Decision (1 original and 2 photocopies)			Regional Trial Court	
3. Annotated Marriage Certificate from the PSA (1 original and 2 photocopies)			PSA Offices/outlets	
4. Death Certificate of the deceased spouse if applicant is widow/widower (1 original and 2 photocopies)			Any Civil Registrar offices, PSA Offices/outlets	
5. Passport (1 original and 2 photocopies)			DFA Offices	
6. Latest arrival (1 original and 2 photocopies)			Provided by the client	
7. 1x1 most recent photo (2 pieces each)			Photo studios	
8. Certificate of Attendance for Pre-Marriage Counselling and Family Planning Seminar (every Thursday)			City Health Office and City Nutrition and Population Office of Meycauayan	
When a Foreigner has no Embassy or Consulate in the Philippines:				
1. Affidavit of Legal Capacity to Contract Marriage (1 original copy)			Notary Public (preferably within Meycauayan City)	
2. Certification that his/her country has no Embassy or Consulate in the Philippines from the Department of Foreign Affairs (1 original copy)			DFA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form and attach complete requirements.	1. Review entries of the documents submitted, And issue order of payment.	None	20 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Rodel A. Jurado Administrative Asst. II Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 300	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Assistant V Jestoni T. Balilo Assistant City Accountant Rose M. Nito Ticket Checker



				Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I
3. Present Official Receipt	3. Prepare Application for Marriage License and notify clients for the Pre-Marriage Counselling and Family Planning Seminar.	None	5 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
4. Receive Application for Marriage License and proceed to the Pre-Marriage Counselling and Family Planning Seminar.	4. Release Application for Marriage License.	None	2 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
5. Present the Pre-Marriage Counselling and Family Planning Seminar Certificates with other requirements; receive Claim Stub.	5. Prepare Notice of Posting, and issue claim stub.	None	3 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	5.1. Post Notice in bulletin board at Meycauayan City Hall.		2 minutes (10 days posting period)	Rodel A. Jurado Administrative Assistant II Office of the City Civil Registrar
6. Present claim stub and receive the Marriage License.	6. Release Marriage License.		1 Minute	Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 300	37 minutes + (10 days posting)	



11. ISSUANCE OF MARRIAGE AFFIDAVIT (ARTICLE 34)

Is intended to make it easy for couples who have actually cohabited as husband and wife for at least five (5) years to get married without the necessity of a marriage license.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Resident Only			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Birth Certificate of Applicants (1 original and 2 photocopies)			PSA Offices/outlets	
2. Certificate of No Marriage (CENOMAR) (1 original copy and 2 photocopies each)			PSA Offices/outlets	
3. Barangay Certification (Living together as husband and wife for 5 years and above)			Barangay Hall	
4. Birth Certificate or Baptismal Certificate of eldest child (1 original and 2 photocopies)			Church where the child was baptized, Civil Registrar offices	
5. If applicant is widow/widower, bring Certified True Copy (CTC) of Death Certificate of deceased spouse (1 original and 2 photocopies)			Any Civil Registrar Offices	
6. Latest Cedula (1 original and 2 photocopies each)			Barangay Hall/City/Municipal Treasurer	
7. 1x1 recent photo (2 copies each)			Photo Studios	
Note: If applicant's previous marriage is annulled, bring:				
1. Certificate of Finality (1 original and 2 photocopies)			Regional Trial Court	
2. Court Decision (1 original and 2 photocopies)			Regional Trial Court	
3. Annotated Marriage Certificate (1 original and 2 photocopies)			PSA Offices/outlets	
Note: Personal appearance of both applicants (must be 23 years old and above)				
Note: If Widow/Widower or annulled, the period of the computation of the time of death of the deceased spouse or the time of annulment should be more than five years.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries of the documents submitted, And issue order of payment.	None	20 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
2. Proceed to the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 200	5 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo



				Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Marriage Affidavit Form and inform the client to go to Notary Public.	None	5 Minutes	Raquel R. Abuan Registration Officer III Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 200	30 Minutes	

12. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF LIVE BIRTH)

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. PSA Copy of Birth Certificate (1 original, 2 photocopies)		PSA Offices, PSA accredited outlets	
2. Local Copy of Birth Certificate (1 original, 2 photocopies)		Civil Registrar’s Office	
3. Baptismal Certificate(1 original, 2 photocopies)		Church that the child was baptized	
4. Barangay Clearance (1 original, 2 photocopies)		Barangay Hall	
5. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)		Any Legal Offices/Notary Public	
6. Marriage Contract of the petitioner (if applicable) (1 original, 2 photocopies)		Any Civil Registrar offices, PSA Offices/outlets	
7. Latest Police Clearance (1 original, 2 photocopies)		PNP offices	



8. Marriage Contract of parents of the petitioner (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
9. Birth Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
10. Barangay Clearance of Mother/Father (if applicable) (1 original, 2 photocopies)	Barangay Hall			
11. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
12. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
13. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices, PSA Offices/outlets			
14. Certificate of Employment or Notarized Affidavit of Non-Employment (1 original, 2 photocopies)	Employer of the Petitioner/Any Legal Offices/Notary Public			
15. Government Issued ID of parents (if applicable)/registrant (1 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec			
16. MDR (Philhealth)/ SSS forms (if applicable) (1 original, 2 photocopies)	Philhealth and SSS offices			
17. Passport/Passport Application (if applicable) (1 original, 2 photocopies)	DFA			
18. Form 137 School Record (1 original, 2 photocopies)	School where the petitioner studied			
19. Barangay Residency of child (1 original, 2 photocopies)	Barangay Hall			
20. Cedula (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall			
21. Cedula of parents (if applicable) (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall			
22. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public			
23. Cedula and ID of Petitioner (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements .	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City	2. Receive payment and Issue official receipt.	PHP 1,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga



Treasurer for payment.				Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present copy of Petition of clerical error.	4.1 Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.	None	5 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	4.2. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Bring the Copy of the PSA that containing the clerical error.	5. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
6. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	6. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito



				Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
7. Present the Official Receipt.	7. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
8. Received complete Finality documents.	8. Release Certificate of Finality and Certified Petition Documents; Advise client to handcarry the Finality to PSA.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150	1 hour and 13 minutes + (10 days posting period)	

13. CORRECTION OF CLERICAL ERROR (CERTIFICATE OF MARRIAGE)

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Married in Meycauayan)
CHECKLIST OF REQUIREMENTS	
1. PSA Copy of Marriage Certificate (1 original, 2 photocopies)	PSA Offices, PSA accredited outlets
2. Local Copy of Marriage Certificate (1 original, 2 photocopies)	Civil Registrar's office of Meycauayan



3. Birth Certificate of Husband/Wife (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets			
4. Birth Certificate of child/children (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets			
5. Birth Certificate of sibling/s (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets			
6. Birth Certificate of Mother/Father (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets			
7. Death Certificate of Mother/Father (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets			
8. Latest NBI Clearance (1 original, 2 photocopies)	NBI Offices			
9. Latest Police Clearance (1 original, 2 photocopies)	PNP Offices			
10. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public			
11. Government Issued ID (1 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec			
12. Passport/ Passport Application (1 original, 2 photocopies)	DFA offices			
13. Barangay Clearance (1 original, 2 photocopies)	Barangay Hall where they live			
14. Cedula (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall			
15. Cedula and ID of Petitioner (if the owner is not available) (1 original, 2 photocopies)	City/Municipal Treasurer, Barangay Hall, BIR, Post Office, DFA, LTO, SSS, Philhealth, PRC, Comelec			
16. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	PHP 1,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III



				Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and post notice in the bulletin board at Meycauayan City Hall; advise client to return after 10 days for mailing.	None	10 Minutes (10 days posting period)	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
4. Present copy of Petition of clerical error.	4. Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.	None	5 Minutes	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	4.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
5. Bring the Copy of the PSA that containing the clerical error.	5. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
6. Proceed to the Cashier Window at the Office of the City	6. Receive payment and	PHP 150	5 minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II



Treasurer for payment.	issue Official Receipt.			Office of the City Civil Registrar
7. Present the Official Receipt.	7. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
8. Received complete Finality documents.	8. Release Certificate of Finality and Certified Petition Documents; Advise client to hand-carry the Finality to PSA.	None	1 Minute	Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	Correction of Clerical Error – PHP 1,000 Certificate of Finality Fee - PHP 150	1 hour and 13 Minutes + (10 days posting period)	

14. CORRECTION: CHANGE OF FIRST NAME (R.A. 9048) AND CHANGE OF MONTH AND DAY OF BIRTH, CHANGE OF GENDER (R.A. 10172)

Refers to a mistake committed in the entry in the civil register on the entry of First name or day and month in the date of birth or the sex of the person, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the City Civil Registrar		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	All (Born in Meycauayan)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. PSA Copy of Birth Certificate (1 original, 2 photocopies)		PSA Offices/outlets	
2. Local Copy of Birth Certificate (1 original, 2 photocopies)		Civil Registrar's office of Meycauayan	
3. Baptismal Certificate (1 original, 2 photocopies)		Church that the child was baptized	
4. Barangay Clearance (1 original, 2 photocopies)		Barangay Hall	
5. Birth Certificate of Child/Children (at least 2) (1 original, 2 photocopies) (For Change of Name)		Any Civil Registrar offices, PSA Offices/outlets	



6. Marriage Contract (if applicable) (1 original, 2 photocopies)	Any Civil Registrar offices , PSA Offices/outlets
7. Latest NBI Clearance (1 original, 2 photocopies)	NBI Offices
8. Latest Police Clearance(1 original, 2 photocopies)	PNP Offices
9. Notarized Affidavit of Discrepancy (1 original, 2 photocopies)	Any Legal Offices/Notary Public
10. Certificate of Employment or Affidavit of Non-Employment (1 original, 2 photocopies)	Any Legal Offices/Notary Public
11. Government Issued Identification Card (2 original, 2 photocopies)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
12. Passport/ Passport Application (1 original, 2 photocopies) if applicable	DFA
13. Form 137 School Record (1 original, 2 photocopies)	School
14. Barangay Residency of child	Barangay Hall
15. 15.Cedula (1 original, 2 photocopies)	Any City/Municipal Treasurer, Barangay Hall
16. MDR (Philhealth)/ SSS forms (1 original, 2 photocopies) (if applicable)	Philhealth and SSS offices
17. Affidavit of Publication with newspaper (1 original)	Publication from national circulating newspaper company.
18. Special Power of Attorney of Petitioner (1 original, 2 photocopies) if the owner is unable to file the petition	Any Legal Offices/Notary Public

Note: Additional Requirements for Correction of Gender

1. Medical Records (1 original, 2 photocopies)	Any Medical Clinic
2. Medical Certification from City Health Office (1 original, 2 photocopies)	City Health Office of Meycauayan

Note: Publication from a national circulating newspaper for two (2) consecutive weeks.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Review entries in the documents submitted and issue order of payment.	None	15 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Issue official receipt.	PHP 3,000	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito



				<p>Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer</p>
3. Present Official Receipt.	3. Prepare Petition of Clerical Error and Notice of Publication post notice in the bulletin board at Meycauayan City Hall; advise client to secure an Affidavit of Publication.	None	10 Minutes (10 days posting period)	<p>Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar</p>
4. Submit Affidavit of Publication and copy of newspaper.	4. Advise client to return after 5 consecutive days posting period.	None	2 Minutes (5 days posting period)	<p>Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>
5. Present copy of Petition of clerical error.	5. Prepare the Petition of Correction with supporting documents and advise client to send the Petition documents to PSA thru a courier.		5 Minutes	<p>Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>
	5.1. Call/Text client upon affirmation of the Petition.	None	1 Minute	<p>Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>
6. Bring the Copy of the PSA that containing the clerical error.	6. Prepare Certificate of Finality and Certify Petition Documents; Issue Order of payment for the Certificate of Finality.	None	15 Minutes	<p>Julieta Conquilla-Montevilla City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar</p>



7. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	7. Receive payment and issue Official Receipt.	PHP 150	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
8. Present the Official Receipt.	8. Prepare Certificate of Finality and Certify Petition Documents.	None	20 Minutes	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
9. Received complete Finality documents.	9. Release Certificate of Finality and Certified Petition Documents; Advise client to hand-carry the Finality to PSA.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar Jayson L. Delino Administrative Aide II Office of the City Civil Registrar
	TOTAL:	<i>Correction of Birthdate/ Gender/Change of First Name – PHP 3,000 Certificate of Finality Fee - PHP 150</i>	1 hour and 19 minutes + (15 days posting period)	



15. SUPPLEMENTAL REPORT

A supplemental report is used to supply entries or information in the Certificate of Live Birth, Marriage, Death, and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born, Married and Died in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Philippine Statistics Authority (PSA) – Certificate (1 original and 2 photocopies)			PSA Offices/outlets	
2. Certified True Copy (CTC) of Certificate (1 original)			Office of the Local Civil Registrar	
3. Baptismal Certificate (1 original and 2 photocopies)			Church where the child was baptized	
4. NBI/Police Clearance (1 original and 2 photocopies)			NBI Offices, Police offices	
5. Government Issued Identification Card of registrant and parents (2 original and 1 photocopy each)			BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec	
6. Voter's Affidavit (1 original and 2 photocopies)			Comelec Offices	
7. SSS E-1 Form (1 original and 2 photocopies)			SSS Offices	
8. School Records (Transcript of Records, Diploma, Form 137)			School	
9. Affidavit of Supplemental Report (2 Original copy)			Any Legal Offices/Notary Public	
10. Marriage and Birth Certificate of parents for Supplemental of Birth, Marriage (1 original and 2 photocopies)			PSA Offices/outlets	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Review entries in the documents submitted and issue order of payment.	None	5 Minutes	Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III



				Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt.	3. Prepare Certificate of Live Birth/Marriage/Death and Endorsement Letter.	None	15 Minutes	Raquel R. Abuan Registration Officer III Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar
	3.1. Release all the documents. Advise client to hand-carry to PSA thru a courier.	None	2 Minutes	Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
	TOTAL:	PHP 50	27 Minutes	

16. INDORSEMENT OF CIVIL REGISTRY DOCUMENTS

Indorsement is a procedure done to assist clients in having a PSA record or a clear PSA record.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born, Died and Married in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Local Copy of Certificate of Birth, Death, and Marriage (For Advance indorsement)			Civil Registrar's Office of Meycauayan	
2. Blurred PSA Copy of Certificate of Birth, Death, and Marriage (For Indorsement of Clear Copy)			PSA Offices/outlets	
3. Philippine Statistics Authority (PSA) - Certificate of No Record (For Indorsement for Inclusion)			PSA Offices/outlets	
4. Authorization Letter (if the owner or nearest kin cannot process indorsement) or Special Power of Attorney			Authorizing person, Any Legal Offices/Notary Public	
Note: Feedback Form from PSA stating that the copy is blurred and in need to request an indorsement of clear copy.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For Advance indorsement, check the entries and details in the certificate for any	1.Prepare Indorsement Letter for Advance copy and Certificate	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I



discrepancies. then proceed to step no. 5	Civil Registry Document.			Office of the City Civil Registrar
2. For Indorsement of Inclusion, present the PSA Negative Result. While for Indorsement of Clear copy, present the blurred copy of PSA document.	2. Search and verify requested document and Issue order of payment.	None	10 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I Office of the City Civil Registrar
3. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	3. Issue official receipt.	PHP 50	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
	3.1. Prepare the Certified True Copy/Photocopy of Certificate and Indorsement Letter for Inclusion.	None	5 Minutes	Nomer D. Nolasco Administrative Aide II Jayson L. Delino Administrative Aide II Robert P. Geronimo Administrative Officer I Office of the City Civil Registrar
4. Present Official Receipt.	4. Sign the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Julieta Conquilla-Montevilla City Civil Registrar Ma. Rowena F. Raroque Registration Officer III Raquel R. Abuan Registration Officer III Office of the City Civil Registrar
5. Receive the requested documents.	5. Release the Endorsement Letter and its attachment, advise client to send the documents to	None	1 Minute	Nomer D. Nolasco Administrative Aide II Office of the City Civil Registrar



	PSA thru a courier.			
	TOTAL:	PHP 50	5 Minutes (Advance) 22 Minutes (Inclusion/ Blurred)	

17. REGISTRATION OF COURT DECISION

A decision of a court regarding the rights and liabilities of parties in a legal action or proceedings. This includes Correction of Entries, Annulment, Recognition of Foreign Judgement (Divorce), Cancellation of Birth, Presumptive Death, Adoption

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All (Born, Died and got Married in Meycauayan)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. PSA Copy of Certificate of Birth, Death, and Marriage			PSA Offices, PSA accredited outlets	
2. Certificate of Finality and Court Decision (2 original copies)			City/Municipality where the Court Decision was made	
3. Certificate of Authenticity of the Court Decision/Finality (2 original copies)			City/Municipality where the Court Decision was made	
4. A Certification from the Civil Registrar of the City/Municipality where the Court Decision was made (2 original copies)			LCR of the City/Municipality where the Court Decision was made	
5. (if the petitioner is not available) Authorization/Valid ID of the Petitioner/SPA/ Valid ID of the Authorized Representative			Owner of the document; Legal Offices/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for review.	1. Review documents presented. Issue order of payment to client. Prepare Court Decision Certification, Certified true copies.	None	10 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar Julieta Conquilla-Montevilla City Civil Registrar Office of the City Civil Registrar



2. Proceed to the Cashier Window at the Office of the City Treasurer for payment.	2. Receive payment and Issue official receipt.	PHP 500 – Court Decision PHP 1,000 – Annulment PHP 1,000 – Divorce PHP 300 – Adoption PHP 300 – Presumptive Death PHP 50 – CTC PHP 50 – CXC	5 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Jestoni T. Balilo Asst. City Accountant Rose M. Nito Ticket Checker Teresa M. Fernandez Administrative Asst. III Corazon D. Macalinga Administrative Aide I Office of the City Treasurer
3. Present Official Receipt. Receive the Registration of Court Decision and submit to PSA Main Office for endorsement	3. Release Registration of Court Decision and advice client to send the documents to PSA thru a courier.	None	2 Minutes	Luzviminda S. Camba Administrative Assistant II Ma. Rowena F. Raroque Registration Officer III Office of the City Civil Registrar
	TOTAL:	<i>PHP 600 – Court Decision PHP 1,100 – Annulment PHP 1,100 – Divorce PHP 350 – Adoption PHP 350 – Presumptive Death</i>	17 minutes	



OFFICE OF THE CITY HEALTH OFFICER

External Services



1. ISSUANCE OF HEALTH CERTIFICATE/ID

The Health Certificate/ID is issued to individuals applying for employment to either food/non-food establishments to ensure safety of the population availing their services.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business Entity			
Who may avail:	General Public (Applying for Employment)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (Cedula) - 1 original copy		Barangay Hall or City Treasurer's Office		
2. 1x1 Picture - 2 pcs., short haircut for male		To be provided by the client		
3. Chest X Ray Result – 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
4. Urinalysis Laboratory Result – 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
5. Fecalalysis Laboratory Result - 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
Additional requirement for Food Establishment Workers:				
1. Hepatitis B Screening Result - 1 original copy and 1 photocopy		Department of Health Accredited Laboratory Clinic		
Additional requirement for Entertainment Establishment Workers:				
1. HIV Counseling Certificate - 1 original copy		Home of Bamboo, Pandayan, City of Meycauayan, Bulacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Review documents, record in the logbook and issue order of payment	None	2 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Jehssa-Mae S. Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City Health Officer



2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	2.1 Issue Official Receipt.	P 150.00	14 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Rose M. Nito Ticket Checker Office of the City Treasurer
3. Return to City Health Office, 5 th Floor and present Official Receipt	3.1 Prepare Health Certificate/ID	None	5 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Jehssa-Mae S. Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City Health Officer
4. Receive Health Certificate/ID	4.1 Release Health Certificate/ID	None	1 minute	
	TOTAL	P 150.00	22 minutes	

2. ISSUANCE OF SANITARY PERMIT (BUSINESS ESTABLISHMENT)

The Sanitary Permit is issued to Business Establishment applying for New and Renewal of Business to ensure safety of their employees and population availing their services.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen, G2B- Government to Business Entity			
Who may avail:	General Public (Applicants for New and Renewal of Business)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		City Business Permit and Licensing Office		
2. Sanitary Permit Fee Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Review submitted documents, record to logbook and inform the client of	None	10 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector



	the schedule of inspection			Office of the City Health Officer
2. Assist in the inspection on the scheduled date	2.1 Conduct inspection and inform the client on the release date of sanitary permit	None	4 hours	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Jehssa-Mae S. Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City Health Officer
3. Receive Sanitary Permit on the scheduled date	3.1 Release Sanitary Permit	None	1 minute	
	TOTAL	P 500.00	4 hours & 11 minutes	

3. ISSUANCE OF EXHUMATION PERMIT // TRANSFER PERMIT (DEAD PERSON) / BURIAL PERMIT (DEAD PERSON) / CREMATION PERMIT (DEAD PERSON)

The Exhumation Permit is issued to the Immediate Family Member of the deceased.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen,			
Who may avail:	Immediate Family Member/ Relatives of the Deceased			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate of the Deceased (1 Original and 1 Photocopy)		City Civil Registrar's Office		
2. Valid government issued ID of the requestee – 1 photocopy <ul style="list-style-type: none"> • SSS UMID Card • GSIS UMID Card • PRC License • Driver's License • PWD ID • Senior Citizen ID 		Social Security System Government Service Insurance System Professional Regulatory Commission Land Transportation Office City Social Welfare and Development Office City Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements.	1.1 Review documents, record and issue order of payment	None	2 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector Office of the City Health Officer
2. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	2.1 Issue Official Receipt.	P 50.00 (Exhumation / Burial Permit) P 100.00 (Transfer Permit) P 500.00 (Cremation Permit)	14 minutes	Dominica I. Lagpao Administrative Aide I Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuñiga Administrative Asst. V Rose M. Nito Ticket Checker Office of the City Treasurer
3. Return to the City Health Office, 5 th Floor and present the Official Receipt	3.1 Prepare Exhumation Permit.	None	5 minutes	Wilson C. Rodriguez Sanitation Inspector Reyson L. Pila Sanitation Inspector
4. Receive Exhumation Permit	4.1 Release Exhumation Permit	None	1 minute	Jehssa-Mae S. Cadurna Ma. Elizabeth E. Bautista Sanitation Inspector Office of the City Health Officer
TOTAL:		P 50.00	22 minutes	



4. ISSUANCE OF PRE-MARRIAGE COUNSELLING CERTIFICATE (PMC) FOR FAMILY PLANNING

The Pre-Marriage Counselling Certificate (PMC) for Family Planning is issued to couple who are planning to get married, to orient them on the basic knowledge regarding Family Planning and Birth Spacing.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public (Marriage License Applicant)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage License Application Form - 1 original copy for reference only		City Civil Registrar's Office		
Note: Couples should personally appear in the City Health Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and fill out personal data in the logbook.	1.1 Review submitted documents	None	2 minutes	Christian Edmar L. Belza Nurse II Office of the City Health Officer
2. Attend the seminar conducted every Thursday	2.1 Conduct seminar for Pre-Marriage Counseling	None	45 minutes	
	2.2 Prepare PMC Certificate.	None	3 minutes	
3. Receive PMC Certificate	4.1 Release PMC Certificate	None	1 minute	
	TOTAL:	None	51 minutes	



5. MEDICAL SERVICES

Meycauayan City Health Office provides effective and efficient delivery of health services made accessible to the community.

Office or Division:		Office of the City Health Officer		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Health Information Desk for triage & record verification on respective City Health Unit of Barangay	1.1 Retrieve old record or create new patient record (Individual Treatment Record)	None	2 minutes	Nurse/Midwife of respective CHUs of barangay Office of the City Health Officer <i>(please see attached list)</i>
2. Provide Personal Information at designated Health Information Desk.	2.1 Obtain & record Patient's Profile, Chief Complaint and Vital Signs	None	5 minutes	
3. Secure a number and wait for the number to be called	3.1 Provide number based on first come, first serve basis and accessibility law.	None	1 minute	Nurse/Midwife of respective CHUs of barangay Office of the City Health Officer <i>(please see attached list)</i>
4. Undergo Medical Consultation	4.1 Assess and examine the patient based on the ITR and its presenting signs and symptoms	None	30 minutes	
5. Wait for the result of medical examination	5.1 Interpret & explain laboratory results (if necessary)			
	5.2 Issue medical certificate (if necessary)			
	5.3 Patient may be requested to undergo laboratory examination, if necessary.			
6. Follow the Doctor's Order	6.1 Advise patient & prescribe medication	None	5 minutes	
TOTAL:		None	43 minutes	



6. DENTAL SERVICES

Meycauayan City Health Office provides effective and efficient delivery of health services made accessible to the community.

Office or Division:	Office of the City Health Officer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Health Information Desk for record verification.	1.1 Retrieve old record or create new patient record (Individual Treatment Record)	None	1 minute	Dental Aide Office of the City Health Officer <i>(please see attached list)</i>
2. Provide Personal Information at designated Health Information Desk.	2.1 Obtain & record Patient's Profile, Chief Complaint and Vital Signs	None	5 minutes	Dental Aide Office of the City Health Officer <i>(please see attached list)</i>
3. Secure a number at Health Information Desk and wait for the number to be called	3.1 Provide number based on first come, first serve basis.	None	1 minute	
4. Undergo Dental Consultation	4.1 Assess and examine the patient.	None	10 minutes	City Health Dentist Office of the City Health Officer <i>(please see attached list)</i>
3. Undergo Oral Prophylaxis	5.1 Perform Oral Prophylaxis (if necessary)	None	30 minutes	
4. Undergo Tooth Extraction	6.1 Perform Tooth Extraction (if necessary: Topical/ Local Anes)	None	30 minutes	
7. Follow the Doctor's Order	7.1 Advise patient & prescribe medication	None	5 minutes	
	TOTAL	None	1 hour & 22 minutes	



CITY HEALTH OFFICE (List of Personnel)

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION	PLACE OF ASSIGNMENT
ROQUE	CHRISTIAN	BERNARDO	DOCTOR	CHO
BELZA	CHRISTIAN EDMAR	LEGASPI	NURSE	CHO
ORTIZ	GRACE	PONTIGON	NUTRITIONIST	CHO
FRANCISCO	EARL AUDREY	TADEO	COS/ RAD TECH	CHO
CERVANTES	RENE	BAUTISTA	J.O/ DRIVER	CHO
LEJARDE	JOSELITO	LOPEZ	DRIVER	CHO
CADURNA	JEHSSA-MAE	SALUARTIA	J.O/ SANITATION	CHO
HALASAN	RENATO	GARDOSE	ADMIN AIDE	CHO
BAUTISTA	MA. ELIZABETH	ESPIRITU	J/O SANITATION	CHO
RODRIGUEZ	WILSON	COMPLIDO	SANITARY INSPECTOR	CHO
BARCELON	RAYMUNDO		DRIVER	CHO
BELTRAN	MELVIN		DRIVER	CHO
PILA	REYSON	LAZATIN	SANITARY INSPECTOR	CHO
RODRIGUEZ	MARLITA		J/O UTILITY	CHO
SALES	RICHIE		DENTAL AIDE	CHO
BAUSA	CAMILLE		NURSE	CHO
CHU 1 (BAYUGO)				
CONDECIDO	MARIA CHRISTINA	VILLANUEVA	DOCTOR	CHU MAIN
IPAPO	AMELIA	CAMARGO	DENTIST	CHU MAIN
SANTIAGO	FLORINDA	DE LEON	NURSE	CHU MAIN
MENDOZA	JENAILA	EVANGELISTA	MEDTECH	CHU MAIN
DULATAS	ZENAIDA	VICTORIANO	MIDWIFE	BAYUGO GINTA
SORIANO	LEONORA	SUERTEFELIPE	MIDWIFE	GASAK
VIRAY	MA. TERESA	LUAGUE	MIDWIFE	BAYUGO DULO
JACOBO	ANNA LIZA	RESURRECCION	ADMIN AIDE	CHU MAIN
REYES	HONEYLYN	REYES	COS/ DENTAL AIDE	CHU MAIN
ABENDAÑO	JOEL		ENCODER	CHU MAIN
CHU 2 (POBLACION)				
CURIOSO	ERNESTO MOCHTAR	PORTA	DOCTOR	CHU MAIN POBLACION
DUMIGPI	ANA BELEN	JURADO	DENTIST	CHU MAIN POBLACION
ESPIRITU	MELVIN	VICENCIO	MEDTECH	CHU MAIN POBLACION
LEONARDO	HERMINIA	MILAN	MIDWIFE	ZAMORA
ORLANDA	ELIZABETH	CHAVAS	MIDWIFE	TUGATOG
PILONGO	MERCEDITA	NILAY	MIDWIFE	CALVARIO
VILLAVICENCIO	ARMINDA	BAUTISTA	MIDWIFE	POBLACION
DUMALAY	EMELITA	LUCERO	MIDWIFE	LIPUTAN



DIVINO	MAURA RACHEL		DENTAL AIDE/COS	CHU MAIN POBLACION
TEJAS	RIZALYN		J/O MIDWIFE	SALUYSOY
YOKOYAMA	YOSHIKO		COS/ NURSE	CHU MAIN POBLACION
SILVA	JACQUELINE		NURSE	CHU MAIN POBLACION
CHU 3 (IBA)				
PALAGANAS	FE VICTORIA	PINEDA	DOCTOR	CHU MAIN IBA
MORAGA	GERARDO	RUDICA	DENTIST	CHU MAIN IBA
SANTOS	MARIA BELEN	DELOS SANTOS	COS/ NURSE	CHU MAIN IBA
SISON	MARITES	SAMBILE	COS/ MEDTECH	CHU MAIN IBA
GUEVARRA	CONNIE	SERATA	MIDWIFE	PANTOC
SORIANO	EDUVIGES	BENEDICTO	MIDWIFE	IBA
ZUNIGA	MARILYN	MACATULAD	MIDWIFE	LIBTONG
CHU 4 (MALHACAN)				
SOLANO	KALIR		DOCTOR	CHU MAIN MALHACAN
BUNING	CHRISTINA	VILLATURA	DENTIST	CHU MAIN MALHACAN
PENA	ANA DIVINA	BONI	NURSE	CHU MAIN MALHACAN
DURAN	ROSEMARIE	SORIENTE	MIDWIFE	CHU MAIN MALHACAN
ENGUILLO	PERLITA	ANDAYA	MIDWIFE	CHU MAIN MALHACAN
ANINIAS	EMILY	NOMBRE	MIDWIFE	LGP
ILDEFONSO	MARISSA	DELA CRUZ	MIDWIFE	CHU MAIN MALHACAN
ALTOVEROS	REYNALDO	VERGARA	UTILITY	CHU MAIN MALHACAN
CARANTO	ROCEL		COS/ MEDTECH	CHU MAIN MALHACAN
AYSON	PATHREA	AQUINO	COS/ DENTAL AIDE	CHU MAIN MALHACAN
ALTOVEROS	MAYLA	CANLAS	MIDWIFE	CHU MAIN MALHACAN
CHU 5 (PEREZ)				
RICAFORT	ELAINE THERESE	CORREA	DOCTOR	CHU MAIN PEREZ
VELASCO	JENZEL	DIMASIN	NURSE	CHU MAIN PEREZ
CONCOVAR	LIZA	OLAZO	MIDWIFE	CHU MAIN PEREZ
GATCHALIAN	JULIETA	MACALIPAS	MIDWIFE	CHU MAIN PEREZ
ANGELES	MICHELLE		COS/NURSE	CHU MAIN PEREZ
DELA CRUZ	ROSALINA	CABALONA	DENTAL AIDE	BAHAY PARE
ROSAL	MARIA JO CHARMAINE		J/O MIDWIFE	BAGBAGUIN
GINO GINO	EUNICE GRACE	DELOS REYES	MEDTECH	CHU MAIN PEREZ
CHU 6 (BANCAL)				
FERNANDEZ	CAROLINA		DOCTOR	CHU MAIN BANCAL
MAGLAQUI	BENJAMIN III	GUTIERREZ	COS/NURSE	CHU MAIN BANCAL
ABACAN	FLORDELIZA	CUBOS	MIDWIFE	LONGOS
CONCEPCION	LILIBETH	LIM	MIDWIFE	BANCAL CENTER
GONZALES	RAQUEL LIZA	PADREGUILAN	MIDWIFE	BANCAL CENTER
POLICARPIO	ALMA	GERONIMO	MIDWIFE	LONGOS
GARCIA	EVELYN		MIDWIFE	CHU 6 – BANGA



DIMASIN	EDITHA	PANTALEON	MIDWIFE	CHU 6 - BANGA
CHU 7 (PANDAYAN)				
BARRIBAL	FREDINAND	CAIMBON	DOCTOR	CHU MAIN PANDAYAN
VILLALUZ	ALELI	TUAZON	DENTIST	CHU MAIN PANDAYAN
ZUNIGA	EARL BENEDICT	RAMOS	NURSE	CHU MAIN PANDAYAN
ORTEGA	MARICEL	PAGDANGANAN	COS/ NURSE	CHU MAIN PANDAYAN
ROQUE	RONA MARIE	DE LEON	MEDTECH	CHU MAIN PANDAYAN
WAGE	REGINA	VARGAS	MIDWIFE	CHU MAIN PANDAYAN
RESUELLO	MA. PERLA	PAYOYO	MIDWIFE	CHU MAIN PANDAYAN
SALES	SUSAN	CERVANTES	MIDWIFE	CHU MAIN PANDAYAN
RICAFORT	LEOPOLDE	A	COS/ DENTAL AIDE	CHU MAIN PANDAYAN
CHU 8 (LAWA)				
BERBOSO	MERIE JANE		COS/DOCTOR	CHU MAIN LAWA
QUILON	ELIZABETH	DOMINGO	MIDWIFE	CAINGIN
AQUINO	RUTCHELL	RODRIGUEZ	COS/ NURSE	CHU MAIN LAWA
ISRAEL	PATRIA	TRAJANO	MIDWIFE	CHU MAIN LAWA
GUILLERMO	REBECCA	LEGASPI	MIDWIFE	CHU MAIN LAWA
DE JESUS	ZENAIDA	REYES	MIDWIFE	CHU MAIN LAWA
CHU 9 (SALUYSOY)				
SOLANO	NIKKI		COS/DOCTOR	CHU MAIN SALUYSOY
CARANTO	CECILIA	AQUINO	MIDWIFE	CHU MAIN SALUYSOY
CONQUILLA	ROSARIO	RODRIGUEZ	MIDWIFE	CHU MAIN SALUYSOY
VILLADOZ	LORENCIA		MIDWIFE	UBIHAN
MIRANDA	ANGELIE		NURSE	CHU MAIN SALUYSOY
DE CASTRO	HAZEL ANN		NURSE	CHU MAIN SALUYSOY
CHU 10 (CAMALIG)				
LUNARIA	SEREN		COS/DOCTOR	CHU MAIN CAMALIG
ELIOT	ELISA	MENDOZA	MIDWIFE	BAHAY PARE
ALACON	IMELDA	TERMULO	MIDWIFE	CHU MAIN CAMALIG
NAVARRO	JOCELYN	BORDADOR	MIDWIFE	PAJO
QUIESTAS	JULIE ANN	GERONIMO	NURSE	CHU MAIN CAMALIG



CITY OF MEYCAUAYAN DIALYSIS CENTER (CMDc)

External Services



1. ISSUANCE OF MEDICAL SOCIAL WORKER RECOMMENDATION

Prior to the assessment of CMDC In-House Nephrologist, patient should secure recommendation letter from the CMDC In-House medical social worker to verify their indigency. A recommendation letter will be given to those patients who will pass the interview and verification for indigency.

Office or Division:	City of Meycauayan Dialysis Center (Social Service)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Meycauayan City residents with acute/chronic kidney disease			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Indigency and Residency		Barangay Hall where the patient resides		
2. Income Tax Return, if applicable		BIR RDO where patient is registered		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirement to Patient Business Office, Social Service desk	1.1 Receive and check authenticity of documents	None	2 minutes	Maricris Evangelista Medical Social Worker CMDC
	1.2 Conduct interview	None	15 minutes	
	1.3 Release assessment / recommendation letter	None	2 minutes	
2. Receive assessment / recommendation letter	2.1 Secure receiving copy of assessment/ recommendation letter	None	1 minutes	Maricris Evangelista Medical Social Worker CMDC
TOTAL		None	20 minutes	



2. RECEIVING SCHEDULE OF HEMODIALYSIS TREATMENT

After receiving a recommendation for CMDC In-House Medical Social Worker, patient needs to undergo medical assessment by CMDC In-House Nephrologist and pass the clinical criteria set according to the CMDC capacity to treat acute and chronic kidney disease patients. Once qualified, they will be able to secure their schedule of treatment.

Office or Division:	City of Meycauayan Dialysis Center (Hemodialysis Unit)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Acute/chronic kidney disease patients who passed CMDC In-house Medical Social Worker Assessment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Indigency and Residency	Barangay Hall where the patient resides			
2. Negative results of HbsAg, Anti-HbsAg, Anti-HCV, Anti-HBc within the last 3 months	Laboratory			
3. CBC, Blood Chemistries done within 7 days				
4. Negative RT-PCR Test done within 7 days				
5. Certificate of COVID Vaccination (Patients and Watcher)	Respective City Health Unit			
6. Clinical Abstract / Medical Record	Previous Hemodialysis Center			
7. Last 3-4 Hemodialysis Treatment records	Previous Hemodialysis Center			
8. Endorsement Letter	Previous Attending Nephrologist			
9. Assessment / Recommendation letter	CMDC In-House Social Worker			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements to In-House Nephrologist's Office	1.1 Verify submitted documents	None	3 minutes	Laarni Lou Sota, MD Attending Nephrologist, CMDC
	1.2 Assess the patient based on CMDC clinical criteria for admission	None	15 minutes	
	1.3 Prepare and issue endorsement form for schedule of treatment, if qualified	None	2 minutes	
2. Proceed to the Treatment Area	2.1 Prepare and release schedule	None	3 minutes	Pamela Basco Joey Lyn Tria



and present the endorsement form	of treatment			Mary Am Eraña Alissa Sontillano Dialysis Nurses CMDC
3. Receive schedule of treatment	3.1 Plot schedule of treatment	None	2 minutes	Pamela Basco Joey Lyn Tria Mary Am Eraña Alissa Sontillano Dialysis Nurses CMDC
	TOTAL:	None	25 minutes	

3. REGISTRATION ON PHILHEALTH DIALYSIS DATABASE

PhilHealth Dialysis Database or PDD is a system that collects data on members and dependents diagnosed of Chronic Kidney Disease (CKD) who are prescribed with hemodialysis. It is a tool to gather information that shall be used as basis for development, implementation, monitoring, and evaluation of policies, and input to research studies and other related undertakings. Once schedule is secured, patients will be registered to PDD.

Office or Division:	City of Meycauayan Dialysis Center (PhilHealth Office)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CMDC patients with PhilHealth membership			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of PhilHealth Availment		From previous Dialysis Center /Hospital		
2. Membership Data Record indigent category		PhilHealth Sta. Maria, Verification Counter		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of PhilHealth Availment and Updated Membership Data Record at Patient Business Office*	1.1 Verify authenticity and validity of submitted documents	None	2 minutes	Almira L. Layug PhilHealth Officer, CMDC
2. Fill out and submit				



PhilHealth Application Forms				
2.1. Claim Signature Form (CSF)	2.1 Review submitted forms for completeness and accuracy	None	8 minutes	Almira L. Layug PhilHealth Officer, CMDC
2.2 PhilHealth Member Registration Form (PMRF)	2.2 Update patient's data and verify patient's eligibility availment through PhilHealth Portal	None		
2.3 PhilHealth Claim Form 2 (CF2)	2.3 Generate PhilHealth Benefit Eligibility Form (PBEF)	None		
3. Sign and acknowledge the generated PhilHealth Benefit Eligibility Form (PBEF)	3.1 Secure signed PhilHealth Benefit Eligibility Form (PBEF)	None	3 minutes	Almira L. Layug PhilHealth Officer, CMDC
	3.2 Register patient to Patient Dialysis Database	None		
4. Receive Patient Dialysis Database Form	4.1 Secure receiving copy of Patient Dialysis Database Form	None	1 minute	Almira L. Layug PhilHealth Officer, CMDC
	TOTAL:	None	14 minutes	

* For New Patient



4. PROCEDURE FOR HEMODIALYSIS TREATMENT

After the successful registration to PhilHealth Dialysis Database or PDD, patient will now undergo the process of hemodialysis treatment.

Office or Division:	City of Meycauayan Dialysis Center (Hemodialysis Unit)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CMDC qualified dialysis patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of Treatment		CMDC		
2. Patient Kit (oxygen canula & mask, paracetamol, clonidine, diphenhydramine, face mask)		To be provided by the patient		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Triage Area and fill out health declaration form	1.1 Receive health declaration form and prepare monitoring sheet and assess the patient's vital signs and physical / medical condition	None	5 minutes	Pamela Basco, Joey Lyn Tria, Mary Am Eraña, Alissa Sontillano, Dialysis Nurses, CMDC
	1.2 Issue clearance for treatment	None		
2. Proceed to Patient Waiting Area	2.1 Assess and record the patient's: a. Weight determination b. Vital signs and Physical assessment c. Ultrafiltration computation	None	5 minutes	
	2.2 Prepare for patient treatment	None	20 minutes	
3. Proceed to Treatment Area	3.1 Perform Dialysis treatment, monitoring and encoding	None	4 hours	
	3.2 Perform Hemodialysis termination	None	15 minutes	



	3.3 Record the patient's vital signs and physical assessment	None	5 minutes	Pamela Basco, Joey Lyn Tria, Mary Am Eraña, Alissa Sontillano, Dialysis Nurses, CMDCC
	3.4 Inform the patient for the next dialysis session and home care instructions.	None	3 minutes	
	3.5 Prepare and issue discharge order slip	None	1 minute	
4. Receive discharge order slip	4.1 Advise the patient to proceed to Patient Business Office for discharge process	None	1 minute	
5. Proceed to Patient Business Office for Discharge clearance	5.1 Document / record medical services provided during patient's dialysis	None	5 minutes	
	TOTAL	None	5 hours	

5. DISCHARGE OF HEMODIALYSIS PATIENT

This service is available for hemodialysis patients order for discharge. It is the process of generating healthcare claims for submission to insurance companies (PhilHealth) for the purposes of reimbursement of medical service rendered by health care institution.

Office or Division:	City of Meycauayan Dialysis Center (PhilHealth Office)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CMDCC patients eligible for PhilHealth deduction			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Discharge Order Slip		CMDCC Nurse on Duty		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit discharge order	1.1 Verify accuracy of discharge order	None	8 minutes	Almira L. Layug PhilHealth Officer,



slip to Patient Business Office	1.2 Process outright deduction of PhilHealth	None		CMD C
	1.3 Generate statement of account	None		
2. Receive and sign statement of account	2.1 Secure receiving copy of statement of account	None	1 minute	Almira L. Layug PhilHealth Officer, CMD C
3. Pay the remaining balance in excess of PhilHealth benefit	3.1 Accept the payment based on remaining balance	Remainin g balance in excess of PhilHealth benefit – P2,250	2 minutes	Almira L. Layug Billing Officer, CMD C
	3.2 Issue official receipt	None		
	3.3 Issue clearance slip	None		
4. Receive clearance slip and official receipt (if applicable)	4.1 Record clearance control number to logbook	None	1 minute	Almira L. Layug Billing Officer, CMD C
	TOTAL	None	12 minutes	



6. RELEASING OF MEDICAL RECORDS

The health record is a confidential document and the patient's right to privacy must be the primary concern in the release of health information. A great caution shall be exercised in releasing any information and this should be done in accordance with the existing health record standards and policies.

Office or Division:	City of Meycauayan Dialysis Center (Medical Records Section)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CMDC patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Principal				
1. Valid ID or Proof of Identity		To be provided by the patient		
Representative				
1. Authorization letter in the absence patient and valid ID of representative		To be provided by the patient		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements to Patient Business Office	1.1 Release medical record request form	None	2 minutes	Almira L. Layug Medical Records Officer, CMDC
2. Fill out and submit medical request form	2.1 Receive and review medical records request form	None	3 minutes	Almira L. Layug Medical Records Officer, CMDC
	2.2 Process medical record / certificate	None	2 days	Sheena S. Alipio, MD, Attending Physician, CMDC
	2.3 Certify and release medical record/ certificate	None		Almira L. Layug Medical Records Officer, CMDC
3. Receive medical records	3.1 Secure receiving copy of medical record/certificate	None	2 minutes	Almira L. Layug Medical Records Officer, CMDC
	TOTAL:	None	2 days & 7 minutes	



OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER

External Services



1. Issuance of Social Case Study Report

Clients may apply for a Social Case Study Report which also serves as a referral to their chosen welfare agency/ies whether Government Organizations (GOs) or Non-Government Organizations (NGOs) to help avail of needed assistance.

Office or Division:	City Social Welfare and Development Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Client; G2G – Government to Government	
Who may avail:	Residents of City of Meycauayan	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Certificate of Indigency (Original)	Barangay Hall where client is residing
2.	Photocopy of Valid Government Issued ID of client and/or beneficiary	Government Offices issuing valid IDs
3.	Referral Letter if referred by any agency/office	Referring office/agency
<i>For Medical Assistance</i>		
1.	Photocopy of Medical Abstract or Medical Certificate issued not later than three months upon application	Hospital/clinic where client is currently admitted/diagnosed
2.	Photocopy of any of the following supporting medical documents issued not later than three months upon application: <ul style="list-style-type: none"> 2.1 Quotation for Dialysis 2.2 Quotation for Surgery 2.3 Quotation for Orthopedic Implants (locking plates, screws, etc.) 2.4 Treatment Protocol 2.5 Drug Prescription (Reseta) 2.6 Laboratory Request (Referral) Hospital Bill or Statement of Account 	Hospital/clinic where client is currently admitted/diagnosed
<i>For Burial Assistance</i>		
1.	Photocopy of Funeral Contract and/or Promissory Note or Certification from Funeral indicating outstanding balance	Funeral parlor providing the service
2.	Photocopy of Death Certificate	PSA / City Civil Registry Office, Ground Flr., New City Hall Bldg.
<i>For Scholarship/Educational Assistance</i>		
1.	Photocopy of Registration Form or Certificate of Enrollment	School where client/beneficiary is enrolled
2.	Photocopy of Statement of Account (SOA)	School where client/beneficiary is enrolled
3.	Photocopy of Student's ID	School where client/beneficiary is enrolled and Government Offices issuing valid IDs



For Fire Victims				
1. Original Certificate from Bureau of Fire Protection (BFP)			City of Meycauayan Bureau of Fire Protection	
2. Picture of Burnt House			Client/Barangay Hall where client is residing	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and filled-out General Intake Sheet	1. Review submitted documents and conduct intake interview	None	30 minutes	Mary Ann B. Isiderio Lorna C. Paccial Lord Allen Mendieta April M. San Pedro Maria Asuncion Garcia Christian Jay Q. Abad Angelita M. Catolico Christine S. Legaspi Wilma C. Barazon CSWDO Staff City Social Welfare & Dev't. Office
	2. Prepare Social Case Study Report and Endorsement Letter for approval and signature	None	20 minutes	Mary Ann B. Isiderio Lorna C. Paccial Lord Allen Mendieta April M. San Pedro Maria Asuncion Garcia Wilma C. Barazon Christine S. Legaspi CSWDO Staff Vilma R. Rupac, RSW City Social Welfare and Development Officer Venus Q. Gaoiran, RSW Social Welfare Officer III Shanny Lyn B. Telimban, RSW Social Welfare Officer I Zussy Dhianne B. Hular, RSW Social Worker Amelia A. Legaspi Social Welfare Assistant City Social Welfare & Dev't. Office
3. Receive the Social Case Study Report and Endorsement Letter and sign the logbook.	Log the name of client and release the Social Case Study Report and Endorsement Letter	None	10 minutes	Mary Ann B. Isiderio Lorna C. Paccial Lord Allen Mendieta April M. San Pedro Maria Asuncion Garcia Wilma C. Barazon Christine S. Legaspi CSWDO Staff CSWDO
	Total	None	1 hour	



2. Issuance of Certificate of Indigency / Financial Incapability

Clients may apply for a Certificate of Indigence as required by the office/agency he/she is applying to avail of services for indigent individuals.

Office or Division:	City Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Residents of City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Barangay Certificate of Indigency			Barangay Hall where client is residing	
2. Photocopy of Valid Government Issued ID			Government Offices issuing valid IDs	
3. Referral Letter if referred by any agency/office			Referring office/agency	
<i>For Legal Purposes</i>				
1. Complete photocopy of case			PNP/Prosecutor’s Office/Regional Trial Court	
2. Certificate of No Property/Property Holding			Office of the City Assessor, Ground Flr., New City Hall Bldg.	
3. Pay slip (if available)			Office/company where client is working	
<i>For PhilHealth</i>				
1. Photocopy of Medical Abstract/Medical Certificate			Hospital/clinic where client is currently admitted/diagnosed	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Review submitted documents and conduct intake interview	None	30 minutes	Mary Ann B. Isiderio April M. San Pedro Christine S. Legaspi CSWDO Staff City Social Welfare & Dev’t. Office
	2. Prepare Certificate of Indigency / Financial Incapability for approval and signature	None	20 minutes	Mary Ann B. Isiderio April M. San Pedro Christine S. Legaspi CSWDO Staff Vilma R. Rupac, RSW City Social Welfare and Development Officer Shanny Lyn B. Telimban, RSW Social Welfare Officer I



				Amelia A. Legaspi Social Welfare Assistant City Social Welfare & Dev't. Office
2. Receive the Certificate of Indigency and sign the logbook	3. Log the name of client and release the Certificate of Indigency	None	10 minutes	Mary Ann B. Isiderio April M. San Pedro Christine S. Legaspi CSWDO Staff City Social Welfare & Dev't. Office
	Total	None	1 hour	

3. Issuance of Certificate of Guardianship

Clients may apply for Certificate of Guardianship in the absence of the child's parents as required by the office/agency he/she is applying to avail of services.

Office or Division:	City Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Residents of City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Barangay Certificate of Guardianship			Barangay Hall where client is residing	
2. Photocopy of Valid Government Issued ID			Government Offices issuing valid IDs	
3. Photocopy of Birth Certificates of concerned parties			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
4. Photocopy of the Marriage Certificate of child’s parents (if available)			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
5. Photocopy of the Death Certificate of either deceased parent (for children with deceased parent/s)			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
6. Original and Notarized Affidavit of Two (2) Disinterested Persons with attached photocopy of valid government issued IDs (For abandoned children)			Legal Office / Notary Public	
7. Referral Letter if referred by any agency/office			Referring office/agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements	1. Review submitted documents and conduct intake interview	None	30 minutes	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I City Social Welfare & Dev't. Office
	2. Prepare Certificate of Guardianship for approval and signature		20 minutes	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Vilma R. Rupac, RSW City Social Welfare and Development Officer City Social Welfare & Dev't. Office
3. Receive the Certificate of Guardianship and sign the logbook	3. Log the name of client and release the Certificate of Guardianship	None	10 minutes	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I City Social Welfare & Dev't. Office
	Total	None	1 hour	

4. Issuance of Senior Citizen ID

The LGU facilitates the issuance of identification cards and purchase booklets to all Senior Citizens in the respective jurisdiction to ensure that Senior Citizens enjoy the benefits and privileges provided for in Republic Act 9994.

Office or Division:	City Social Welfare and Development Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Client; G2G – Government to Government		
Who may avail:	Residents of City of Meycauayan (Ages 60 above)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished Senior Citizen ID Application Form		Office of the Senior Citizen’s Affairs, Community Center, Ground Flr., New City Hall Bldg.	
2. Barangay Clearance (original)		Barangay Hall where client is residing	



3. Two (2) pcs. latest 1x1 picture			To be produced by the client	
4. Photocopy of Valid Government Issued ID			Government Offices issuing valid IDs	
5. Photocopy of Birth Certificate			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
For Lost SC ID				
1. Notarized Affidavit of Loss			Notary Public	
2. Photocopy of Valid Government Issued ID			Government Offices issuing valid IDs	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements	1.1 Review documents submitted and conduct intake interview	None	10 minutes	Jenet M. Carrillo Jose Ferdinand I. De Leon OSCA Staff City Social Welfare & Dev't. Office
	1.2 Issue claim stub with schedule date of release of Senior Citizen ID			
	1.3 Prepare Senior Citizen ID for recommending approval of OSCA Chairman	None	20 minutes	Jenet M. Carrillo OSCA Staff Angel A. Pedro, Jr. OSCA Chairman City Social Welfare & Dev't. Office
	1.4 Forward the Senior Citizen ID to the Office of the City Mayor for approval and signature	None	2 working days	Jenet M. Carrillo OSCA Staff City Social Welfare & Dev't. Office Atty. Henry R. Villarica City Mayor
	1.5 Contact client for the receipt of signed and approved Senior Citizen ID	None		Jenet M. Carrillo Jose Ferdinand I. De Leon OSCA Staff City Social Welfare & Dev't. Office
2. Receive Senior Citizen ID and sign the logbook	2.1 Log the name of client and release the Senior Citizen ID	None	10 minutes	Jenet M. Carrillo Jose Ferdinand I. De Leon OSCA Staff City Social Welfare & Dev't. Office
	Total	None	2 working days and 40 minutes	



5. Issuance of Solo Parent ID

The LGU facilitates the issuance of identification cards to all Solo Parents in the respective jurisdiction to ensure that they enjoy the benefits and privileges provided for in Republic Act 8972.

Office or Division:	City Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Residents of City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished Solo Parent ID Application Form			CSWD Office, 2 nd Flr., New City Hall Bldg. / Barangay Hall where client is residing	
2. Certificate of Solo Parent from the Barangay			Barangay Hall where client is residing	
3. Marriage Certificate (if married)			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
4. Notarized Sworn Affidavit of Non-marriage			Legal Office / Notary Public	
5. Two (2) pcs. latest 1x1 and 2x2 pictures			To be produced by the client	
6. Photocopy of Birth Certificate of children under 18 years of age			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
7. Photocopy of Birth Certificate of Applicant			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
8. Photocopy of Death Certificate (if the spouse is dead)			PSA / City Civil Registry, Ground Flr., New City Hall Bldg.	
9. Copy of filed / pending petition for annulment of marriage or legal separation (if any)			To be produced by the client	
For Solo Parent ID Lost within the Validity Period				
1. Notarized Affidavit of Loss			Notary Public	
2. Photocopy of Valid Government Issued ID			Government Offices issuing valid IDs	
3. Endorsement/Certification from Solo Parent President			Barangay where client is residing	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements	1.1 Review documents submitted and conduct intake interview	None	10 minutes	Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare & Dev't. Office



	1.2 Issue claim stub with schedule date of release of Solo Parent ID	None		Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare & Dev't. Office
	1.3 Prepare Solo Parent ID for recommending approval of the CSWD Officer	None	20 minutes	Maria Asuncion DF. Garcia CSWDO Staff Vilma R. Rupac, RSW City Social Welfare and Development Officer CSWDO
	1.4 Forward the Solo Parent ID to the Office of the City Mayor for approval and signature	None	3 working days	Maria Asuncion DF. Garcia CSWDO Staff Atty. Henry R. Villarica City Mayor Office of the City Mayor
	1.5 Contact client for the receipt of signed and approved Solo Parent ID			Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare & Dev't. Office
2. Receive Solo Parent ID and sign the logbook	2.1 Log the name of client and release the Solo Parent ID	None	10 minutes	Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare & Dev't. Office
	Total	None	3 working days and 40 minutes	



6. Issuance of Person With Disability (PWD) ID

The LGU facilitates the issuance of identification cards and purchase booklets to all PWDs in the respective jurisdiction to ensure that PWDs enjoy the benefits and privileges provided for in Republic Act 9442.

Office or Division:	City Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Residents of City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished PWD ID Application Form			Persons with Disability Affairs Office (PDAO), Community Center, Ground Flr., New City Hall Bldg.	
2. Original Barangay Clearance / Barangay Certificate of Indigency / Barangay Certificate of Residency for PWD ID Application			Barangay Hall where client is residing	
3. Photocopy of Medical Certificate / Clinical Abstract Stating the Disability issues not later than 1 year from date of application			City Health Unit of residence / City Health Office of residence / Government or Private Hospital	
4. Certificate of Disability from the Barangay			Barangay Hall where client is residing	
5. Two (2) pcs. 1x1 picture and one (1) pc 2x2 ID picture issued not later than 6 months from date of application			To be produced by the client	
6. One (1) latest whole body colored picture (for apparent disability)			To be produced by the client	
7. School Assessment by a Licensed Teacher duly signed by School Principal (for SPED students)			SPED School where client is enrolled	
For PWD ID Lost within the Validity Period				
1. Notarized Affidavit of Loss			Notary Public	
2. For apparent disability - Whole Body Picture For non-apparent disability – Medical Certificate/Abstract issued not later than 1 year from date of application stating the disability			To be produced by the client / City Health Unit of residence / City Health Office of residence / Government or Private Hospital	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit filled-out form with complete requirements	1.1 Review documents submitted and conduct intake interview	None	10 minutes	Criselda M. Talusig Christian B. Talusig <i>PDAO Staff</i> City Social Welfare & Development Office (CSWDO)
	1.2 Issue claim stub with schedule date of release of PWD ID			
	1.3 Forward the application to the City Health Office for assessment and recommending approval	None	1 day	Criselda M. Talusig <i>PDAO Staff</i> City Social Welfare & Development Office (CSWDO) Dr. Christian B. Roque City Health Officer (CHO)
	1.4 Prepare PWD ID and forward to CSWD Office for further evaluation and recommending approval of the CSWD Officer	None	1 day	Criselda M. Talusig <i>PDAO Staff</i> Maria Asuncion DF. Garcia <i>CSWDO Staff</i> Vilma R. Rupac, RSW City Social Welfare and Development Officer City Social Welfare & Development Office (CSWDO)
	1.5 Forward the PWD ID to the Office of the City Mayor for approval and signature	None	1 day	Criselda M. Talusig <i>PDAO Staff</i> City Social Welfare & Development Office (CSWDO) Atty. Henry R. Villarica City Mayor
	1.6 Contact client for the receipt of signed and approved PWD ID			Criselda M. Talusig <i>PDAO Staff</i> City Social Welfare & Development Office
2. Receive PWD ID and sign the logbook	2.1 Log the name of client and release the PWD ID	None	10 minutes	Criselda M. Talusig Christian B. Talusig <i>PDAO Staff</i> City Social Welfare & Development Office (CSWDO)
	Total	None	3 working days and 20 minutes	



7. Issuance of Parental Capability Assessment Report (PCAR)

The assessment of parenting capacity is a core child protection task, both in the context of assessing parents' capacity to protect children from risk and enhance their developmental experiences, as well as in decision-making about removing and/or restoring children to the care of their parents.

Office or Division:		City Social Welfare and Development Office		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Any Child Welfare Agency whose Clients are Residents of the City of Meycauayan		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Request/Referral Letter to Conduct PCAR				Concerned Child Welfare Agency
2. Photocopy of Valid Government Issued ID				Government Offices issuing valid IDs
3. Barangay Certificate of Residency				Barangay Hall of Current Residence
4. Social Case Study Report of the minor including services provided at the center and the child's progress				Concerned Child Welfare Agency
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review documents submitted and inform client of possible random home visit	None	10 minutes	Zussy Dhianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.2 Conduct intake interview			
	1.3 Prepare schedule and conduct home visitation	None	20 working days	Zussy Dhianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III Vilma R. Rupac, RSW City Social Welfare and Development Officer City Social Welfare & Development Office (CSWDO)
	1.4 Prepare the PCAR for CSWDO's approval and signature			



2. Receive the PCAR and sign the logbook	2.1 Release the PCAR to the concerned agency representative a. If referral is made through e-mail, send the PCAR through e-mail.	None	10 minutes	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	TOTAL	None	20 working days and 20 minutes	

8. Application for Foster Parenting

Foster care is a full-time ancillary care of children outside their own home by people other than their biological or adoptive parents or legal guardian. In foster care cases, the child's biological or adoptive parents, or other legal guardians temporarily give up legal custody of the child. A child may be placed in foster care with the parents' consent.

Office or Division:	City Social Welfare and Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Residents of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Original PSA Birth Certificate of each spouse				Philippine Statistics Office (PSA)
2. Original Police / NBI clearance				Philippine National Police (PNP) / National Bureau of Investigation (NBI)
3. Original Marriage Certificate in security paper (SECPA) – if married				Philippine Statistics Office (PSA)
4. Three (3) character references (relatives, friends or co-workers)				To be produced by applicant
5. Latest Income Tax Return (ITR)				Bureau of Internal Revenue (BIR)
6. Result of psychological evaluation				Government/Private Hospital/Clinic
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements	1.1 Review documents submitted, conduct intake interview and inform of random home visit	None	10 minutes	<p>Zussy Dhianna B. Hular, RSW Social Worker (CSWDO/Drop-in Center)</p> <p>Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)</p>
	1.2 Prepare schedule and conduct home visit	None	10 working days	<p>Zussy Dhianna B. Hular, RSW Social Worker (CSWDO/Drop-in Center)</p> <p>Shanny Lyn B. Telimban, RSW Social Welfare Officer I</p>
	1.3 Prepare home study report for approval and signature of CSWD Officer			<p>Venus Q. Gaoiran, RSW Social Welfare Officer III</p> <p>Vilma R. Rupac, RSW City Social Welfare and Development Officer City Social Welfare & Development Office (CSWDO)</p>
	1.4 Endorse the application and requirements to DSWD FO III	None	1 working day	<p>Shanny Lyn B. Telimban, RSW Social Welfare Officer I</p> <p>Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare and Development Office (CSWDO)</p>
	Total	None	11 working days and 10 minutes	



9. Application for Aftercare / Diversion Contract of a Child

Provision of opportunities that will enable children and/or youths from institutions to go back to the mainstream of community life and participate in productive community activities.

Office or Division:	City Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Any Child Welfare Agency whose Clients are Residents of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request/Referral Letter/Court Order			Concerned Child Welfare Agency/Family Court	
2. Photocopy of Valid Government Issued ID of Parent/s/Guardian/Barangay Council for the Protection of Children Representative			Government Offices issuing valid IDs	
3. Barangay Certificate of Residency			Barangay Hall of where client is residing	
4. Social Case Study Report/Summary Report of the minor including services provided at the center and the child's progress			Concerned Child Welfare Agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review documents submitted, conduct intake interview and Case Conference	None	1 working day	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.2 Present the Aftercare / Diversion Contract for finalization and signature of concerned parties	None		Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)



2. Sign the and receive the Aftercare / Diversion Contract	2.1 Prepare the finalized Aftercare / Diversion Contract and release the contract upon conforme of concerned parties	None		<p>Zussy Dhianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center)</p> <p>Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)</p>
	Total	None	1 working day	

10. PROVISION OF ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION

Clients who are in crisis situation may be provided with assistance depending on the assessed needs of the client such as medical, burial, etc.

Office or Division:	City Social Welfare and Development Office		
Classification:	Simple/Highly Technical		
Type of Transaction:	G2C – Government to Client		
Who may avail:	Residents of the City of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Indigency (Original)		Barangay Hall where client is residing	
2. Photocopy of Valid Government Issued ID of client and/or beneficiary		Government Offices issuing valid IDs	
3. Referral Letter if referred by any agency/office		Referring office/agency	
For Medical Assistance			
1. Photocopy of Medical Abstract or Medical Certificate issued not later than three months upon application		Hospital/clinic where client is currently admitted/diagnosed	
2. Photocopy of any of the following supporting medical documents issued not later than three months upon application: 2.1 Quotation for Dialysis 2.2 Quotation for Surgery		Hospital/clinic where client is currently admitted/diagnosed	



2.3 Quotation for Orthopedic Implants (locking plates, screws, etc.)	
2.4 Treatment Protocol	
2.5 Drug Prescription (Reseta)	
2.6 Laboratory Request (Referral) Hospital Bill or Statement of Account	
<i>For Burial Assistance</i>	
1. Photocopy of Funeral Contract and/or Promissory Note or Certification from Funeral indicating outstanding balance	Funeral parlor providing the service
2. Photocopy of Death Certificate	PSA / City Civil Registry Office, Ground Flr., New City Hall Bldg.
<i>For Scholarship/Educational Assistance</i>	
1. Photocopy of Registration Form or Certificate of Enrollment	School where client/beneficiary is enrolled
2. Photocopy of Statement of Account (SOA)	School where client/beneficiary is enrolled
3. Photocopy of Student's ID	School where client/beneficiary is enrolled and Government Offices issuing valid IDs
4. House photo (kitchen, receiving areas, bedroom and comfort room)	To be produced by client
<i>Emergency Shelter Assistance</i>	
1. Original Certificate that they were affected by the calamity	City of Meycauayan Bureau of Fire Protection – for fire victims / City Disaster Risk Reduction and Management Office – for victims of calamity
2. Picture of Burnt / Destroyed / Damaged House	Client/Barangay Hall where client is residing
3. Court order or notice of violation, if any	Respective Trial Court
4. Barangay Blotter Report as additional requirement for those who were evicted	Barangay Hall where client is residing
<i>For Children-in-Conflict with the Law / Victims of Abuse</i>	
1. Photocopy of court order / investigation report / blotter report	Family Court/City Prosecutor's Office/PNP-WCPD/Barangay Hall where client is residing
<i>For Distressed Overseas Filipino Workers (OFWs)</i>	
1. Photocopy of working contract – if employed	Concerned employment agency
2. Photocopy of OWWA Certification of being distressed	Overseas Workers Welfare Administration (OWWA)
3. Request Letter addressed to the Mayor	To be produced by client
4. Photocopy of Passport and visa	Department of Foreign Affairs (DFA) / Concerned Embassy/Consulate



5. If victim of maltreatment, evidence / photo documentation and/or written records			To be produced by client	
6. Photocopy of plane ticket			Concerned airline	
For Balik Probinsya				
1. Request Letter addressed to the Mayor			To be produced by client	
2. Photocopy of PSA Birth Certificate			PSA	
3. Vaccination Card			DOH/City Health Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review submitted documents	None	2 minutes	Mary Ann B. Isiderio Lorna C. Paccial Lord Allen Mendieta April M. San Pedro Maria Asuncion Garcia Wilma C. Barazon Christine S. Legaspi CSWDO Staff Zussy Dhianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.2 Conduct interview and prepare the Social Case Study Report	None	15 minutes	Mary Ann B. Isiderio Lorna C. Paccial Lord Allen Mendieta April M. San Pedro Maria Asuncion Garcia Wilma C. Barazon Christine S. Legaspi CSWDO Staff Zussy Dhianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW



				Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.3 Inform client to return as to scheduled date of release of assistance	None		Mary Ann B. Isiderio Lorna C. Paccial Lord Allen Mendieta April M. San Pedro Maria Asuncion Garcia Wilma C. Barazon Christine S. Legaspi CSWDO Staff City Social Welfare and Development Office (CSWDO)
	1.4 Prepare voucher upon receipt of approved assistance for signature of CSWD Officer and forward to City Budget Office	None	1 working day	April M. San Pedro Lord Allen Mendieta Christine S. Legaspi CSWDO Staff Vilma R. Rupac, RSW City Social Welfare and Development Officer City Social Welfare and Development Office (CSWDO)
Total		None	1 working day and 17 minutes	

11. Application for Early Childhood Care and Development (Day Care)

Children ages 3-4 years old are nurtured for their physical and mental development to prepare them for schooling with right attitudes and habits.

Note: In case of pandemic, fill out child's profile for children ages 3-4 years old.

Office or Division:	City Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Children ages 3-4 and residents of the City of Meycauayan
CHECKLIST OF REQUIREMENTS	
1. Photocopy of child birth certificate (SECPA)	PSA
2. Barangay Certificate of Indigency / Residency	Barangay Hall where client is residing



3. Immunization Record of child				To be produced by parent/client
4. Cedula				Barangay Hall where client is residing
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review submitted documents	None	10 minutes	Liwayway R. Fabre Rizalyn M. Bajolo Elizabeth M. Dela Cruz Carmelita A. Lasprillas Editha M. Andaya Jasmin C. Sta.Ana Cynthia N. Cruz Rowena T. Molina Racquel M. Matociños Jacquelyn C. Alcantara Janet U. Yap Raquel V. Francisco Merry Grace P. Legaspi Marilyn P. De Guzman Mariel L. Dumalay Milanie V. Cojo Ma.Rosalina Luz P. Ipapo Marife V. Lagustan Rhodora S. Lunaria Cherrielyn R. Guevarra Herminia L. Villarico Geraldine S. Bautista Ma.Theresa H. Maquirang Rosalie A. Maasin Concepcion S. Balingit Rhodora C. Del Rosario Carolina S. Rodriguez Teresita A. Facto Eloisa O. Antonio Gerlie B. Aguilar Graceshell F. Altoveros Ma. Tricia C. Beltran Princess D. Siongco Lolita L. Operio Lorelie B. Minguito Alma M. Agarez Nellie M. Fernandez Adoracion V. Esguerra May T. Marasigan Christine S. Legaspi Amelia A. Legaspi Day Care Workers



				City Social Welfare and Development Office (CSWDO)
	1.2 Conduct interview with the Parent / Guardian and prepare and sign the Certificate of Enrollment / Registration		45 minutes	Liwayway R. Fabre Rizalyn M. Bajolo Elizabeth M. Dela Cruz Carmelita A. Lasprillas Editha M. Andaya Jasmin C. Sta.Ana Cynthia N. Cruz Rowena T. Molina Racquel M. Matociños Jacquelyn C. Alcantara Janet U. Yap Raquel V. Francisco Merry Grace P. Legaspi Marilyn P. De Guzman Mariel L. Dumalay Milanie V. Cojo Ma.Rosalina Luz P. Ipapo Marife V. Lagustan Rhodora S. Lunaria Cherrielyn R. Guevarra Herminia L. Villarico Geraldine S. Bautista Ma.Theresa H. Maquirang Rosalie A. Maasin Concepcion S. Balingit Rhodora C. Del Rosario Carolina S. Rodriguez Teresita A. Facto Eloisa O. Antonio Gerlie B. Aguilar Graceshell F. Altoveros Ma. Tricia C. Beltran Princess D. Siongco Lolita L. Operio Lorelie B. Minguito Alma M. Agarez Nellie M. Fernandez Adoracion V. Esguerra May T. Marasigan Christine S. Legaspi Amelia A. Legaspi Day Care Workers City Social Welfare and Development Office (CSWDO)



2. Receive the Certificate of Enrollment / Registration	2.1 Issue the Certificate of Enrollment / Registration		5 minutes	Liwayway R. Fabre Rizalyn M. Bajolo Elizabeth M. Dela Cruz Carmelita A. Lasprillas Editha M. Andaya Jasmin C. Sta.Ana Cynthia N. Cruz Rowena T. Molina Racquel M. Matociños Jacquelyn C. Alcantara Janet U. Yap Raquel V. Francisco Merry Grace P. Legaspi Marilyn P. De Guzman Mariel L. Dumalay Milanie V. Cojo Ma.Rosalina Luz P. Ipapo Marife V. Lagustan Rhodora S. Lunaria Cherrielyn R. Guevarra Herminia L. Villarico Geraldine S. Bautista Ma.Theresa H. Maquirang Rosalie A. Maasin Concepcion S. Balingit Rhodora C. Del Rosario Carolina S. Rodriguez Teresita A. Facto Eloisa O. Antonio Gerlie B. Aguilar Graceshell F. Altoveros Ma. Tricia C. Beltran Princess D. Siongco Lolita L. Operio Lorelie B. Minguito Alma M. Agarez Nellie M. Fernandez Adoracion V. Esguerra May T. Marasigan Christine S. Legaspi Amelia A. Legaspi Day Care Workers City Social Welfare and Development Office (CSWDO)
	Total	None	1 hour	



12. APPLICATION FOR ADOPTING A CHILD

Adoption is a socio-legal process of providing a permanent home to a child whose parents have voluntarily or involuntarily relinquished parental authority over the child.

Note: Application may last from 6 months to 1 year depending on the case.

Office or Division:	City Social Welfare and Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Residents of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		CSWDO/DSWD Field Office		
2. Birth Certificate		Philippine Statistics Office (PSA)		
3. Certificate of Attendance on Adoption Forum		Regional DSWD		
4. Police/NBI Clearance (issues at least one year		National Bureau of Investigation (NBI) / Philippine National Police (PNP)		
5. Marriage Certificate / Divorce Annulment / Declaration of Nullity of legal separation in SECPA (if any)		Philippine Statistics Office (PSA)		
6. Written Consent to Adoption		To be produced by Prospective Adoptive Parent/s (PAPs)		
7. Medical Certificate (issued at least 6 months)		Government/Private Hospital/Clinic		
8. 3 character references (Relatives, friends, co-workers)		To be produced by client		
9. Latest Income Tax Return (ITR) or Certificate of Employment		Bureau of Internal Revenue (BIR) / Office where PAP/s is or are working		
10. 3x5 inch sized Whole Body Photos of the applicant and, where applicable, his/her family taken within the last three (3) months		To be produced by client		
11. Result of psychological evaluation		Government/Private Hospital/Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete requirements	1.1 Review documents submitted, conduct intake interview and inform of random home visit	None	10 minutes	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.2 Prepare schedule and conduct home visit	None	60 working days	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.3 Prepare home study report for approval and signature of CSWD Officer	None	3 working days	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III Vilma R. Rupac, RSW City Social Welfare and Development Officer City Social Welfare & Development Office (CSWDO)
	1.4 Endorse the application and requirements to DSWD FO III	None	1 working day	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
Total		None	11 working days and 10 minutes	



13. Request for Assessment of Discernment of a Child In Conflict with the Law

The determination of discernment shall take into account the ability of a child to understand the moral and psychological components of criminal responsibility and the consequences of the wrongful act; and whether a child can be held responsible for essentially antisocial behavior.

Note: Preparation and issuance of Social Case Study Report with Assessment of Discernment may take up to 7 working days depending on the submitted requirements.

Office or Division:	City Social Welfare and Development Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client; G2G – Government to Government			
Who may avail:	Residents of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Referral Letter to Conduct Social Case			City Prosecutor's Office and/or PNP	
2. Barangay blotter or police investigation report			City Prosecutor's Office and/or PNP	
3. Birth Certificate / Baptismal Certificate / Result of Dental Ageing (for proof of the minor's birthdate and age)			PSA/City Civil Registry/Health Center/City Health Unit/Respective Church	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review submitted documents.	None	10 minutes	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)
	1.2 Conduct interview and guide the minor in accomplishing the Child Functioning Assessment Tool, Family Functioning		1 working day	Zussy Dianne B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III City Social Welfare & Development Office (CSWDO)



	Assessment Tool, Index of Value Judgement Tool, and Level of Moral Development Tool			
	1.3 Prepare the Social Case Study Report with Assessment of Discernment for signature and approval of CSWD Officer.		2 working days	<p>Zussy Dhiannie B. Hular, RSW Social Worker (CSWDO/Drop-in Center) Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III</p> <p>Vilma R. Rupac, RSW City Social Welfare and Development Officer</p> <p>City Social Welfare & Development Office (CSWDO)</p>
	1.4 Endorse the Social Case Study Report with Assessment of Discernment to referring office / agency.		1 working day	<p>Zussy Dhiannie B. Hular, RSW Social Worker (CSWDO/Drop-in Center)</p> <p>Shanny Lyn B. Telimban, RSW Social Welfare Officer I Venus Q. Gaoiran, RSW Social Welfare Officer III</p> <p>City Social Welfare & Development Office (CSWDO)</p>
Total:		None	4 working days and 10 minutes	



14. APPLICATION FOR AFTERCARE PROGRAM

Aftercare Program (ACP) refers to services that help recovering drug-dependent persons to adapt to everyday community life, after completing earlier phases of treatment and rehabilitation. Individuals whose sentence is not more than six (6) months of imprisonment may also apply depending on the court's recommendation. The program provides an opportunity to address important issues and problems associated with abstinence and recovery.

Office or Division:		City Social Welfare and Development Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client; G2G – Government to Government		
Who may avail:		Residents of the City of Meycauayan who are required to under the Aftercare Program		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Court Order directing client to undergo aftercare/counselling at the CSWDO Meycauayan			Respective Trial Court	
2. Photocopy of Valid Government Issued ID			Government Offices issuing valid IDs	
3. Barangay Certificate of Residency / Indigency			Barangay Hall where client is residing	
4. Referral Letter if referred by any agency/office			Referring office/agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review documents submitted and conduct intake interview.	None	1 working day	Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare and Development Office (CSWDO)
	1.2 Present the Aftercare Contract for finalization and signature of concerned parties			Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare and Development Office (CSWDO)
2. Sign the and receive the Aftercare Contract	2.1 Prepare the finalized Aftercare Contract and release the contract upon conforme of concerned parties			Maria Asuncion DF. Garcia CSWDO Staff City Social Welfare and Development Office (CSWDO)
	Total	None	1 working day	



OFFICE OF THE CITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

External Services



1. Request for Trimming of Trees / Grass Cutting

This service is being provided to ensure safety rehabilitation of the request. Residential, Public and Private may avail of the service

Office or Division:		City Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client, G2B-Government to Business		
Who may avail:		Residential/ Commercial and Institution		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete documents to the Mayor's Office	1. 1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head CENRO Henry Padero Admin Aide I City Environment and Natural Resources Office
2.Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled operation	None	1 hour	Henry Padero Admin Aide I City Environment and Natural Resources Office
	TOTAL	None	4 hours	



2. Certification of Cutting of Trees

This service is being provided to ensure safety rehabilitation of the request. Residential, Public and Private Institution may avail of the service.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client, G2B-Government to Business		
Who may avail:		Residential, Commercial and Institution		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request address to the City Mayor – 1 originally signed copy			To be provided by the client	
2. Actual Photos of the Request			To be provided by the client	
3. Certification of No Objection			Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1. Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	2. Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head CENRO Henry Padero Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	1. Conduct site inspection and interview and inform the client the release of certification	None	1 hour	Henry Padero Admin Aide I City Environment and Natural Resources Office
	2. Prepare and print certification for signature	None	15 minutes	Engr. Ricardo L. Sta. Ana Head CENRO Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
3. Receive Certification	Record and release the Certification	None	5 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I



				Jeremay S. Ricafort Raquel Soriano Odessa Pelagio Clerk City Environment and Natural Resources Office
4. Submit the duly signed certificate of no objection to CENRO, Guiguinto				Client
	TOTAL		4 hours & 20 minutes	

3. Fogging

This service is being provided to ensure safety rehabilitation of the request. Residential, Public and Private Institution may avail of the service.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor



	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head CENRO Henry Padero Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled operation	None	1 hour	Henry Padero Admin Aide I City Environment and Natural Resources Office
	TOTAL	None	4 hours	

4. Dredging

This service is being provided upon the requests of a barangay for de-siltation of creek and river ways. .

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client, G2G-Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor



	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta.Ana Head CENRO Mark Lester Milan Garbage Truck Monitoring City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled dredging	None	6 days (depends on the availability of equipment)	Engr. Ricardo L. Sta.Ana Head CENRO Mark Lester Milan Garbage Truck Monitoring City Environment and Natural Resources Office
	TOTAL	None	6 days & 3hrs	

5. Clean-Up Operation

This service is being provided upon the requests of an individual, sectors and barangay. This activity composed of street sweeping, river/creek clean up and garbage collection

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Actual Photos of the Request		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor



	forward to the City Mayor for approval			
	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta.Ana Head-CENRO Sheila Tapis Admin Aide I City Environment and Natural Resources Office
2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client the scheduled clean up operation	None	1 hour	Engr. Ricardo L. Sta.Ana Head-CENRO Sheila Tapis Admin Aide I City Environment and Natural Resources Office
	TOTAL	None	4 hours	

6. Provision of Garden Soil

This service is being provided upon the requests of an individual, sectors and barangay.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter to Mayor's Office	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	2. Upon the receipt of approved request, prepare the	None	1 hour	Engr. Ricardo L. Sta.Ana Head-CENRO



	schedule of pick up and inform the client through text			Belen Dela Cruz Foreman City Environment and Natural Resources Office
	TOTAL	None	3 hours	

7. Environmental Management Clearance

Clearance is issued to industries who seek such need to ensure ecological and proper waste disposal as upon request of commercial, industrial establishments and institutions.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business			
Who may avail:	Commercial / Industrial / Factory			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request address to the City Mayor – 1 originally signed copy		To be provided by the client		
2. Business Permit – 1 photo copy		Business Permit and Licensing Office		
3. Official Receipt of Payment – 1 photo copy		Treasury Department		
4. Permit to Operate – 1 photocopy		DENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the City Mayor	1.1 Return the letter request with received stamp, inform the client to wait for notification of status of request through text and forward to the City Mayor for approval	None	2 hours	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
	1.2 Prepare schedule of site inspection upon receipt of approved request and inform the client through text	None	1 hour	Engr. Ricardo L. Sta. Ana Head - CENRO Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I City Environment and Natural Resources Office



2. Attend to the scheduled site inspection	2.1 Conduct site inspection and interview and inform the client for the release of clearance	None	1 day	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I City Environment and Natural Resources Office
	2.2 Prepare and print EMC for signature	None	15 minutes	Engr. Ricardo L. Sta.Ana Head - CENRO Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
3.Receive EMC	3.1 Record and release the EMC	None	5 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Raquel Soriano Odessa Pelagio Clerk City Environment and Natural Resources Office
	TOTAL		1 day, 3 hrs & 20 mins.	

8. Certificate of Non- Coverage

Certificate is issued to industries who seek such need to ensure ecological and proper waste disposal as upon request of commercial, industrial establishments and institutions.

Office or Division:	City Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client, G2B-Government to Business
Who may avail:	Commercial / Industrial / Factory
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	



1. Business Permit – 1 photo copy		Business Permit and Licensing Office		
2. Official Receipt of Payment – 1 photo copy		Treasury Department		
3. 1 photocopy of Permit to Operate		DENR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to the CENRO Office	1.1 Receive the requirements, verify and check the documents.	None	30 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
	1.2 Interview of the client	None	15 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin. Aide I City Environment and Natural Resources Office
	1.3 Prepare and print CNC	None	15 minutes	Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Clerk City Environment and Natural Resources Office
2. Receive CNC	2.1 Record and release the CNC	None	5 minutes	Joselyn Del Mundo Public Service Assistant Glenn Sison Admin Aide I Maria Isabel Sta. Rosa Admin Aide I Jeremay S. Ricafort Raquel Soriano Clerk City Environment and Natural Resources Office
	TOTAL		1 hour & 5 mins.	



OFFICE OF THE CITY POPULATION OFFICER

External Services



1. Urban Poor Affair Office (UPAO) Certification

The UPAO certificate is issued to qualified beneficiary of a program to be undertaken through a Community Mortgage Program (CMP). Should this on-going negotiation to facilitate the eventual acquisition of ownership fail to materialize and the owner of the premises demands the immediate removal of the house or structure, it is a condition that the beneficiary shall voluntarily remove their structure and vacate the premises after due notice. Through this certification, the Manila Electric Company is allowed to connect its service lines to the electrical connections of the house / structure after compliance with all the requirements.

Office or Division:		Office of the City Population Office		
Classification:		Complex		
Type of Transaction:		G2C / C2G – Government to Client / Client to Government		
Who may avail:		All Citizens of the City of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Certification for Meralco / Electrical Purpose – (1 original & 1 photocopy)			Barangay Hall	
2. Community Tax Certificate (1 original)			Barangay Hall or City Treasurer's Office	
3. Certification issued by the Meralco for Contractor – (1 original & 1 photocopy)			MERALCO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements	1.1 Review Documents and record client's basic information in UPAO logbook	None	3 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
2. Attend Orientation/ interview	2.1 Conduct orientation / interview	None	5 minutes	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office



	2.2 Prepare UPAO Certificate and forward to the City Population Officer for signature	None	2 Minutes	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
	2.3 Issue 2 copies of UPAO Certificate to client and advice to proceed to the City Mayor's Office for approval	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
3. Proceed to the Office of the City Mayor for signature and present the UPAO Certificate	3.1 Record, forward to the City Mayor for approval and inform the client on the scheduled date of release	None	1 day	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
4. Return to the City Mayor's Office on the scheduled date	4.1 Release the approved UPAO Certificate	None	5 minutes	
5. Proceed to the City Population Office and present the approved UPAO Certificate	5.1 Receive the UPAO Certificate second copy for office record purpose and give the first copy to the client to be submitted to MERALCO	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff Dorothy Mae P. Cortez CPO Staff City Population Office
	TOTAL	None	1 day & 19 minutes	



2. Pre-Marriage Orientation and Counseling (PMOC) Certification

The Pre-Marriage certification is issued as a prerequisite for securing the marriage license of the above couple as provided for in Presidential Decree No. 965 and Article 16 of the Family Code.

Office or Division:		Office of the City Population Office		
Classification:		Simple		
Type of Transaction:		G2C / C2G – Government to Client / Client to Government		
Who may avail:		Would be Couples		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application for Marriage License – Fully Accomplished with Original signature of the Civil Registrar Officer plus attached document requirement (Cenomar, Birth Certificate and Etc.)			City Civil Registrar Office	
2. Family Planning Certificate (1 original copy)			City Health Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present complete requirement	1.1 Evaluate application and requirements complete requirements	None	4 Minutes per couples	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	1.3 Prepare FORM 1, Logbook and Distribute Pre-Marriage Counseling (PMC) Questionnaire to client	None	5 Minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
2. Fill out FORM1, Logbook and answer PMC Questionnaire	2.1 Assist client	None	5 Minutes per couples	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	2.1 Collect FORM1 and questionnaire	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion



				Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
3. Proceed to the counseling room	3.1 Prepare counseling room and assist client	None	2 minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	3.2 Conduct PMC Session	None	2 hours	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
4. Wait for the issuance of PMOC Certificate	4.1 Prepare PMC Certification	None	2 minutes per couple	Arsenio C. Sangalang City Population Officer Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I
5. Receive PMOC Certificate	5.1 Release/issue PMOC Certificate to client	None	2 minutes per couple	Elenita S. Nito Dorothy Mae P. Cortez CPO Staff City Population Office
	TOTAL	None	2 hours & 22 minutes	



3. Request for Data (Demographic Surveillance Data / Total Population / Total Household / Child Profile / ISF Data / Others)

Office or Division:		Office of the City Population Office		
Classification:		Simple		
Type of Transaction:		G2C / C2G – Government to Client / Client to Government		
Who may avail:		All Citizens of the City of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request Addressed to the City Mayor attention to the City Population office Stating extent and purpose of the research noted by authorized Signatories – 1 original copy printed in the letter head			To be provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the City Mayor's Office, 4 th Floor	1.1 Record and forward to the City Mayor for approval and inform the client on the date of release 1.2 Inform the client through text to receive the approved request	None	2 Minutes	Troy Gallardo Security Officer I Charmaine Delos Reyes Daycare Worker I Hershey Hong Admin Aide I Office of the City Mayor
2. Proceed to the City Mayor's Office to receive the approved request and present it to the City Population Office	2.1 Conduct interview to client	None	30 Minutes	Jay-Ar D. Rodriguez Administrative Aide VI Dann Michael R. Resurreccion Population Program Worker I Elenita S. Nito CPO Staff City Population Office
	2.2 Prepare requested data	None	10 minutes	
3. Receive requested data	3.1 Release requested data	None	2 minutes	
	TOTAL	None	54 minutes	



OFFICE OF THE CITY ECONOMIC ENTERPRISE MANAGEMENT OFFICER

External Services



1. Availment of Convention Center

The City of Meycauayan Convention Center is one of the public utilities, managed and operated by CEEMO. The CRF is issued for General Public that wishes to use/rent the CMCC. The CEEMO is authorized by the City Treasury Office to issue and collect revenue in this facilities

Office or Division:		City Economic Enterprise Management Office (Market Office)		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verify the availability of the date.	1.1 Assist the client that wishes to rent / use the convention	none	3 minutes	Rogel O. Reyes Market Supervisor III Democrito R. Gonzales Special Collecting Officer
2.Fill-out convention request form (CRF)	2.1 Check the CRF	none	5 minutes	Luzviminda M. Quintos Special Collecting Officer Emily D. Salem CEEMO Staff City Economic Enterprise Management Office
3.Payment of Reservation fees / Rental Fees	3.1 Receive payment and Issue Official receipts	(see schedule of fees)	5 minutes	Rogel O. Reyes Market Supervisor III Democrito R. Gonzales Special Collecting Officer Luzviminda M. Quintos Special Collecting Officer City Economic Enterprise Management Office
	TOTAL	(see schedule of fees)	13 minutes	

Note: Full payment should be made three (3) days before the event.



SCHEDULE OF FEES: Availment of Convention Center

Reservation fee: P1,000		
	For Meycauayan Residence:	For Non- Residence:
Exec. Office and Lobby Area	P5,000.00 (first 4hrs.)	P6,000.00 (first 4hrs.)
-In Excess of 4hrs.	P1,250.00/hr	P1,500.00/hr
Exec. Office Only	P2,500.00 (first 4hrs)	P3,000.00 (first 4hrs)
-In excess of 4hrs	P625.00/hr	P750.00/hr
Lobby Area Only	P2,500.00 (first 4hrs)	P3,000.00 (first 4hrs)
-In excess of 4hrs	P625.00/hr	P750.00/hr
2nd Floor Main area	P10,000.00 (first 4hrs)	P15,000.00 (first 4hrs)
-In excess of 4hrs	P2,500.00/hr	P3,750.00/hr
3rd Floor	P6,000.00 (first 4hrs)	P7,000.00 (first 4hrs)
-In excess of 4hrs	P1,500.00/hr	P1,750.00/hr
AirConditioning System		
(Dressing Rm)		
AIRCON 1	P500.00/hr	
AIRCON 2	P500.00/hr	



2. Collection of Transport Terminal Fees

The CEEMO (Transport Division) manages the collection of terminal fees at the Meycauayan Common Transport Terminal. Public Utility Vehicles are allowed to pick-up commuters in the MCTT in exchange for a fee per trip.

Office or Division:		City Economic Enterprise Management Office (Transport Division)		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Terminal Drivers and Operators		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request trip ticket	1.1 Issue trip ticket	None	5 minutes	Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office
2. Pay the corresponding fees	2.1 Receive payment and issue official receipt.	UV - P50.00 PUJ - P15.00 Modern Jeepney - P20.00 Tricycle – 2.00	2 minutes	Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office
	TOTAL:	UV - P50.00 PUJ - P15.00 Modern Jeepney - P20.00 Tricycle – 2.00	7 minutes	



3. Availment of Registration for Public Transportation

All buses, vans, UV Express, Jeepneys and Tricycles, North and South bound who shall use the Meycauayan Common Transport Terminal as their terminal shall pay the corresponding fees and renewable annually to CEEMO.

Office or Division:	City Economic Enterprise Management Office (Meycauayan Common Transport Terminal)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Drivers and Operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Registration form			CEEMO	
2. Authorization letter / Consent letter			CEEMO	
3. Original copy + 1 (one) photocopy of Driver's license (updated)			To be provided by the client	
4. Original copy + 1 (one) photocopy of valid Id's & 1x1 picture			To be provided by the client	
5. Original copy + 1 (one) photocopy of LTO ORC/CR (updated)			To be provided by the client	
6. Franchise verification (updated)			LTFRB	
7. Original copy + 1(one) photocopy of application for consolidation if applicable (updated)			LTFRB	
8. Original copy + 1(one) photocopy of extension of validity/certification of franchise / Notice of hearing (updated)			LTFRB	
Note: Attached original copy is for verification / reference use only.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out registration form and submit all required documents	1.1 Check all requirements. Plate number and appearance of the vehicle (working head lights, breaklight etc).	None	10 minutes	Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office
	1.2 Review and approve the application for registration.	None	15 minutes	Edwin S. Adina Economic Enterprise Officer City Economic Enterprise Management Office



2. Pay the corresponding fees and secure Official Receipt	2.1 Receive payment and issue Official Receipts	Bus – 3,000. UV Express – 1,000 PUJ – 500 Modern Jeepney - 500	3 minutes	Amor G. Alcaraz Melissa N. Bayaborda Special Collecting Officer City Economic Enterprise Management Office
	2.2 Issue official LGU's stickers	None	2 minutes	Crisanto C. Dulalia Special Collecting Officer City Economic Enterprise Management Office
	TOTAL	Bus – 3,000. UV Express – 1,000 PUJ – 500 Modern Jeepney - 500	30 minutes	

4. Availment of Burial Niche and Crypt

The Calvario Public Cemetery is one of the basic services of City Government of Meycauayan, managed by CEEMO (Public Cemetery Division) and shall exercise function and responsibilities for efficient and effective services.

Office or Division:	City Economic Enterprise Management Office (Public Cemetery Division)		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	Relatives of deceased Meycauayan residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Death Certificate (Original + 1(one) photocopy)		Local Civil Registrar Office	
2. Permit (Burial,Transfer,Exhumation and Cremation). (Original +1(one) photocopy)		City Health Office	
3. Contract of Agreement (3 (three)set photocopy)		Calvario Public Cemetery Division	
4. Valid I.D. of relative / kin of dead person (Original + 1(one) photocopy with 3 (three signature)		Client	
Note: Attached original copy is for verification / reference use only.			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for availability of niche or crypt.	1.1 Check the availability of the niche / crypt.	none		5 minutes	Ferlin S. Villarin Cemetery Caretaker
2. Fill-out the application form.	2.1 Check the application form	none		7 minutes	
3. Fill-out the Contract of agreement	3.1 Review the contract of agreement.	none		10 minutes	
4. Pay the corresponding fee and secure official receipt.	4.1 Receive payment and issue official receipt.	TYPE OF LOT A. <u>Niche (Apartment type)</u> a. Initial 5 years b. Succeeding year after 5 years, renewable every year B. <u>Bone Crypt</u> a. Initial 5 years b. Succeeding year after initial 5 years, renewable every year C. <u>Transfer Fee</u>	RENTAL FEES P 15,000.00 P 2,000.00 P 1,500.00 P 500.00 P 1,000.00	5 minutes	Ma. Teresa S. Oreta Special Collecting Officer City Economic Enterprise Management Office
	TOTAL:	(see schedule of fees)		25 minutes	



5. Availment of Cremation Services

The Public Cemetery division will ensure effective delivery of service and undertake improvement's to cremation facility for a safer, cleaner and more pleasing environment.

Office or Division:		City Economic Enterprise Management Office (Public Cemetery Division)		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Relatives of the deceased Meycauayan residents		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Requirements:				
1. Duly Accomplished Cremation Authorization Form (CAF).				Calvario Public Cemetery
2. Death Certificate (Original+1(one) photocopy)				Local Civil Registrar
3. Cremation Permit (Original +1(one) photocopy)				City Health Office
4. Valid ID, applicant and two witnesses (for the contract) (1 photocopy with 3 signatures)				To be produce by the client
5. Community tax Certificate(Cedula) of the applicant (Original +1(one) photocopy)				City Treasury Office/Brgy. Hall
6. If funeral wake exceeds seven (7) days, Embalmer certificate				Funeral services
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME
1. Fill-out Cremation Authorization Form (CAF) and Contract of Agreement.	1.1 Check all requirements	none		20 minutes
2. Payment of fees	2.1 Receive payment and Issue Official Receipts	Category	Cremation Fees	5 minutes
		Local Res. (11yrs old and above)	P 15,000.00	
		Local Res. (10yrs old and below)	P 8,000.00	
		Non-res. of Meycauayan (11yrs old and above)	P 20,000.00	
		Non-res. of Meycauayan (10yrs old and below)	P 10,000.00	
		Bone	P 6,000.00	
		Cost of URN	P 1,500.00	
3. Note schedule of cremation services	3.1 Schedule the Cremation Service.	none		3 minutes
	TOTAL	(See schedule of fees)		28 minutes



OFFICE OF THE CITY COOPERATIVES OFFICER

External Services



1. Issuance of Certification for securing Business Permit

The certification is issued when a primary cooperative secure a business permit. This is being done to ensure that the cooperative is legally operating as cooperative and have submitted necessary documents

Office or Division:	City Cooperative Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Primary Cooperatives			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Certificate of Compliance – 1 photo copy				CDA
2. Cooperative Annual Performance Report - One (1) photo copy of				CDA
3. Articles & By-laws (for new/branching out) - One (1) photo copy of				CDA
4. Certificate of Registration - One (1) photo copy of CDA				CDA
5. Certificate of Authority (Branching out) - One (1) photo copy				CDA
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents	1.1 Review documents, prepare and print Certification for signature	None	15 minutes	Arlene Galvez Administrative Asst. III Bayani R. Torres Jr City Cooperative Officer City Cooperative Office
2. Receive Certificate	2.1 Release Certificate	None	2 Minutes	Arlene Galvez Administrative Asst. III City Cooperative Office
	Total	None	17 minutes	



OFFICE OF THE CITY PUBLIC EMPLOYMENT SERVICE OFFICER

External Services



1. Issuance of Job Referral

Under the PESO Act of 1999, the Public Employment Service is mandated to carry out full and equal employment opportunities for all. Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualification.

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Resume – 1 originally signed copy			Provided by Client / Applicant	
2. Endorsement Letter from PESO Manager (for non – resident of Meycauayan) – 2 originally signed copy			PESO Office of concerned Municipalities / Cities	
3. National Skills Registry Program (NSRP) for Applicant Form – 1 copy			Meycauayan City Public Employment Service Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled – out NSRP form and complete requirements	1.1 Review documents and match qualifications with vacant position.	None	10 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
	1.2 Prepare Job Referral and forward to PESO Manager for signature	None	5 minutes	Josefina C. Geslani Ph.D. Public Employment Service Office (PESO) Manager Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
2. Receive job Referral.	2.1 Record and release Job Referral	None	5 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
Total:		None	20 minutes	



2. Request for Establishment Accreditation

Accreditation to conduct Local Recruitment Activity or Special Recruitment Activity
(International / Abroad)

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction		Government to Client		
Who may avail:		Establishment		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. NSRP Form No.2 (For Establishment) – 1 copy			Meycauayan City Public Employment Service Office	
2. Letter of Intent address to the City Mayor thru PESO Manager – 2 originally signed			To be provided by the Client	
3. Company ID – 1 Photocopy			To be provided by the Client	
4. Lates Business Permit – 1 photocopy			City Business Permit and Licensing Office	
5. DOLE Certificate of Registration – 1 photocopy (For Local Recruitment Activity) POEA Certificate of Registration -1 photocopy (For Special Recruitment Activity)			Department of Labor and Employment Field Office Philippine Overseas Employment Administration	
6. Philjobnet Registration – 1 screenshot or photocopy			Website name & link	
7. BIR Certificate of Registration – 1 photocopy			BIR	
8. SEC Certificate of Registration – 1 photocopy			Security and Exchange Commission (SEC) Office	
9. List of Company Job Vacancies			To be provided by the client	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out NSRP Form No. 2 and complete requirements	1.1 Review documents and verify authenticity of registration through online	None	10 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
	1.2 Encode establishment data to (PEIS) Public Employment Information System and	None	15 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO



	process the request			
2. Receive approved request (NSRP Form No. 2)	2.1 Record and return the approved NSRP Form No. 2	None	5 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
	Total	None	30 minutes	

3. Special Program for the Employment of Students and Out-of-School Youth (SPES)

Initiated by the Department of Labor and Employment, the Special Program for the Employment of Students and Out-of-School Youth (SPES) provides assistance to poor but deserving students in pursuing their education by encouraging employment during vacation.

Office or Division:	City Public Employment Service Office		
Classification:	Simple		
Type of Transaction	Government to Citizens (G2C)		
Who may avail:	Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Bio – Data / Resume of the Student – 1 Original copy		To be provided by the Applicant	
2. SPES Pre-qualification Form – 1 copy		Meycauayan City Public Employment Service Office	
3. NSRP for Applicant Form – 1 copy		Meycauayan City Public Employment Service Office	
4. Birth Certificate of the Student – 1 photocopy and 1 Original Copy for Verification		Philippine Static Authority	
5. Latest Form 138 if High School / Senior High School Student – 1 photocopy and 1 Certified true copy		School Last Attended	
6. Latest Report of Grades if College Student – 1 photocopy and 1 Certified true copy		School Last Attended	
7. Certificate of Indigency of parents – 1 original copy and 1 Photocopy		Barangay Hall / Barangay Captain	
8. Income Tax Return of the previous year, for Wage earner parents – 2 photocopies /		Employer or BIR / Employer	



Employment Certificate – 1 Original Copy and 1 Photocopy				
9. Barangay Indigency of Low Income, for non-wage earner parents – 1 original copy and 1 Photocopy		Barangay Hall or CSWD		
10. Out-of-School-Youth Certification, for Out of School Youth individual – 1 original copy and 1 photocopy		Barangay Hall or CSWD		
11. Valid government issued ID of parents – 2 photocopies with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. Postal ID g. Senior Citizen ID h. COMELEC Voter's ID / Certification i. TIN ID j. Philhealth ID k. 4Ps ID l. PWD ID 		SSS, GSIS, Post Office, DFA, LTO, PRC, OSCA, COMELEC, BIR & PhilHealth, PWD, 4P's		
12. Schedule Registration Card or Certificate Enrollment, after rendering the SPES program – 2 photocopies		School Last Attended		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements	1.1 Review documents, interview and assess for job matching	None	45 Minutes	Elenita D. Ty Labor and Employment Officer I Jhon Matthew DC. Valencia Data Encoder PESO
	1.2 Prepare and sign referral letter	None	10 Minutes	Josefina C. Geslani Ph.D. PESO Manager Elenita D. Ty Labor and Employment Officer I PESO
2. Receive the referral letter	2.1 Record and release referral letter	None	5 minutes	Elenita D. Ty Labor and Employment Officer I Jhon Matthew DC. Valencia Data Encoder PESO
Total		None	60 minutes	



4. Application for Tulong Panghanapbuhay para sa Ating Disadvantaged Workers

Under the Tulong Panghanapbuhay sa Ating Disadvantaged / Displaced Workers (TUPAD) Barangay Ko, Bahay Ko, of the Department of Labor and Employment, PESO Facilities the temporary employment for disadvantaged and displaced workers as well as the underemployed and self-employment workers.

Office or Division:		City Public Employment Service Office		
Classification:		Highly Technical		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. TUPAD Form – 1 copy			Meycauayan City Public Employment Service Office	
2. NSRP for Applicant Form – 1 copy			Meycauayan City Public Employment Service Office	
3. Valid government issued ID of applicants – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. E-card OWWA g. Postal ID h. Senior Citizen ID i. COMELEC Voter's ID / Certification j. TIN ID k. Phil health ID 			SSS, GSIS, Post Office, DFA, LTO, PRC, OWWA, OSCA, COMELEC, BIR & PhilHealth	
4. For senior applicant: Certificate fit to work			Government or Private Physician	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements	1.1 Review documents, interview / assess the applicant and inform to wait for status of application through text/call	NONE	30 minutes	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	1.2 Encode information to database	None	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO



	1.3 Prepare OSEC – FMS Form No, 4 form and endorse with complete documents to DOLE	NONE	3 days	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	1.4 Prepare and confirm schedule of interview and contract signing for the approved applicants upon receipt of documents from DOLE	None	3 days	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	1.5 Inform the applicant on the action of their application through call / text and schedule of interview for approved applicants	None	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
2. Attend to the interview and contract signing	2.1 Prepare schedule of period of TUPAD Work schedule and inform the applicant through call / text	NONE	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	2.2 Inform the beneficiaries on the start date of work through text / call	NONE	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
Total		None	10 Days & 30 minutes	



5. Application for Government Internship Program (GIP)

The Government Internship Program or GIP provides opportunities to young workers and demonstrate their talents and skills in the field of public service.

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Bio – Data / Resume – 2 Copies			To be provided by the applicant	
2. GIP Application Form – 2 Copies			Meycauayan City Public Employment Service Office	
3. NSRP for Applicant Form – 1 Copy			Meycauayan City Public Employment Service Office	
4. Transcript of Record (TOR) – 2 Photocopies			School Last Attended	
5. Valid government issued ID of Applicant – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. Postal ID g. COMELEC Voter's ID / Certification h. TIN ID i. Phil health ID 			SSS, GSIS, Post Office, DFA, LTO, PRC, OWWA, COMELEC, BIR & PhilHealth	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements using the GIP, NSRP Form	1.1 Review documents, interview and assess for job matching	NONE	45 Minutes	Josefina C. Geslani Ph.D. PESO Manager Jhon Matthew DC. Valencia Data Encoder PESO
	1.2 Prepared and signed referral letter	NONE	10 Minutes	
2. Receive referral Letter	2.1 Record and release referral letter	NONE	5 Minutes	Jhon Matthew DC. Valencia Data Encoder PESO
Total		None	60 minutes	



6. DOLE Integrated Livelihood Program (DILP)

This program helps to provide technical and livelihood assistance for the promotion of entrepreneurship and community capacity – building for vulnerable and marginalized workers

Office or Division:		City Public Employment Service Office		
Classification:		Complex		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. DILP Form – 1 copy			Meycauayan City Public Employment Service Office	
2. Barangay Indigency – 1 Original Copy			Barangay Hall / Barangay Captain	
3. NSRP for Applicant Form – 1 Copy			Meycauayan City Public Employment Service Office	
4. Valid government issued ID of Applicant – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. E-card OWWA g. Postal ID h. Senior Citizen ID i. COMELEC Voter's ID / Certification j. TIN ID k. Phil health ID 			SSS, GSIS, Post Office, DFA, LTO, PRC, OWWA, OSCA, COMELEC, BIR & PhilHealth	
5. 2 x 2 picture 2pcs			To be provided by the client	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements using the DILP, NSRP Form, Logbook Form	1.1 Review documents, interview / assess the applicant and inform to wait for status of application through text	NONE	60 Minutes	Josefina C. Geslani Ph.D. PESO Manager Jhon Matthew DC. Valencia Data Encoder PESO
	1.2 Encode information to database	NONE	30 Minutes	Jhon Matthew DC. Valencia Data Encoder PESO



	1.3 Prepare List of Applicant qualified with complete documents and endorse to DOLE	NONE	4 Days	Jhon Matthew DC. Valencia Data Encoder PESO
2. Attend to Orientation and Awarding	2.1 Collect 1 Photocopy of Valid ID for validation	NONE	1 Day	Josefina C. Geslani Ph.D. PESO Manager Jhon Matthew DC. Valencia Data Encoder PESO
Total		None	5 days, 1 hour 30 minutes	

7. Migrant / Overseas Filipino Program

The Migrant / Overseas Filipino Program will provide assistance and services to overseas Filipino workers (OFWs) and their families from different programs of local and national government.

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Philippine Passport – 1 Photocopy		Department of Foreign Affair		
2. Migrant / Overseas Filipino Workers Forms		Meycauayan City Public Employment Service Office		
3. NSRP for Applicant Form – 1 Copy		Meycauayan City Public Employment Service Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will register using the Migrant / Overseas Filipino Workers Form and Requirements	1. Review documents, interview / assess the applicant and inform	NONE	10 Minutes	Josefina C. Geslani Ph.D. PESO Manager Simon Peter S. Gana Data Encoder PESO
	2. Interviewed the client	NONE	30 Minutes	Simon Peter S. Gana Data Encoder PESO
Total		None	40 minutes	



OFFICE OF THE CITY DISASTER RISK REDUCTION MANAGEMENT OFFICER

External Services



1. Request for Emergency Medical Services with Urgency

Emergency medical service is the provision of immediate medical assistance to any person with either a minor or serious illness or injury, with care provided to save life.

Office or Division:		Office of the City Disaster Risk Reduction Management Officer		
Classification:		Simple		
Type of Transaction:		Government to Client/ Government to Business/ Government to Government		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid ID / Proof of Residency		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call hotline number (044) 815-0404 (relative or concerned citizen) OR Go to Meycauayan Operation Center at Meycauayan Convention Center, Poblacion (relative or concerned citizen)	1.1 Answer emergency call, assess the case and coordinate to responder on duty	None	5 mins	<u>Team Leader on duty</u> Team Alpha-Paolo Inocencio Team Bravo-Ernie Catindig Team Charlie-Moneth Abraham Team Delta-Marifel Holandez City Disaster Risk Reduction Management Office
	1.2 Dispatch of responder and ambulance. (Prepare and wear PPEs then proceed to the emergency location)	None	15 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver) TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)



				TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver) City Disaster Risk Reduction Management Office
2.A Receive First Aid Treatment	2.1 Assessment of patient a. Give first aid treatment (for emergency cases)	None	20 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver) TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver) TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver) City Disaster Risk Reduction Management Office
2.B Proceed to the nearest hospital(if further medical attention is needed *For emergency and life threatening cases	2.2 Endorse to hospital if further medical attention is needed	None	10 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder)



				<p>Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
2.C If not life-threatening, transfer the patient to their hospital of choice	2.3 Conduct to hospital of choice	None	45 mins	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
	TOTAL	None	1 hour & 35 minutes	



2. Request for Transportation Service (Patient Transport)

Transportation Service is the provision of travel assistance to a person/patient who has difficulties (physical or cognitive) using regular vehicular transportation, to and from medical facilities in non-emergency situations. It is typically provided to a patient who needs to be transferred to a facility that can provide a higher or more specialized level of care through emergency services.

The objective is maintaining the continuity of medical care. The transfer of sick patient may induce various physiological alterations which may adversely affect prognosis of the patient.

Office or Division:		Office of the City Disaster Risk Reduction Management Officer		
Classification:		Simple		
Type of Transaction:		Government to Client/ Government to Business/ Government to Government		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Any Valid ID/Proof of Residency			To be provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Patient Transport with Medical Responders)				
1. Call hotline (044 - 815-04-04) or submit letter of request Walk-in	1.1 Answer emergency call, assess the case and coordinate to responder on duty 1.2 Review/receive letter request and forward to the DRRMO Head for approval 1.3 Prepare issue and approval slip for signature of the DRRMO Head	None	5 mins	<u>Team Leader on duty</u> Team Alpha-Paolo Inocencio Team Bravo-Ernie Catindig Team Charlie-Moneth Abraham Team Delta-Marifel Holandez Remedios Altoveros Senior Admin Assistant Cirilo O. Delos Santos CGDH1 – LDRMO City Disaster Risk Reduction Management Office
2. Approved request	2.2 Dispatch responders and ambulance with the memo/dispatch order approval	None	15 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)



				<p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
3. Assessment and interview	3.1 Assessment of Patient	None	15 mins	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
	3.2 Transfer/Endorse patient to requested hospital	None	45 mins	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder)</p>



				<p>Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
	TOTAL	None	1 hour & 20 minutes	



3. Request for Emergency Medical Services (for Standby Medic)

Medical standby is the provision of emergency medical care and first aid for participants and/or spectators in a pre-planned event.

Office or Division:		Office of the City Disaster Risk Reduction Management Officer		
Classification:		Simple		
Type of Transaction:		Government to Client/ Government to Business/ Government to Government		
Who may avail:		General Public / All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Valid ID /Proof of Residency and letter of request		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Receive the request letter	None	3 mins	Remedios Altoveros Sr. Admin Asst. I
	2. Submit the letter to mayor's Office for approval	None	3 mins	Irineo Resurreccion Designated Liaison Staff
	3. Process the request	None	1day	Office Staff Mayor's Office
	4. Setting up of schedule for issuance of Memo/Dispatch Order of CDRMO	None	5 mins	Criselda Abilon Admin Officer I
	5. Issue Memo /Dispatch Order	None	3 mins	Cirilo O. Delos Santos CGDH1 – LDRMO City Disaster Risk Reduction Management Office
2. Confirm schedule and event	6. Inform the client for the approved request	None	5 mins	Remedios Altoveros (Sr. Admin Asst I)
3. Coordinate with Medic on site	7. Dispatch stand by Medic	None	Depends upon the period of events	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)



				TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver) TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver) City Disaster Risk Reduction Management Office
	TOTAL	None	1 day & 19 minutes	

4. Request for Search & Rescue Assistance with urgency

Search and Rescue (SAR) is the search for and provision of aid to people who are in distress or imminent danger. The general field of search and rescue includes many specialty sub-fields, typically determined by the type of terrain the search is conducted over. It is a technical activity rendered by a group of specially trained personnel, who rescue and attend to the casualties under adverse conditions, where life is at threat. Search and rescue is organized in close cooperation with the community and in a team approach.

Office or Division:	Office of the City Disaster Risk Reduction Management Officer			
Classification:	Simple			
Type of Transaction:	Government to Client/ Government to Business/ Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Phone calls or radio call or personal request			To be provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call hotline (044 -815-04-04) Walk-in	1.1 Answer emergency call, assess the case	None	5 minutes	<u>Team Leader on duty</u> Team Alpha-Paolo Inocencio Team Bravo-Ernie Catindig Team Charlie-Moneth Abraham Team Delta-Marifel Holandez City Disaster Risk Reduction Management Office



	1.2 Refer to Dept. Head for approval	None	5 minutes	Team Leader on duty Team Alpha-Paolo Inocencio Team Bravo-Ernie Catindig Team Charlie-Moneth Abraham Team Delta-Marifel Holandez City Disaster Risk Reduction Management Office
	1.3 Issuance of Memo/ Dispatch Order	None	3 minutes	Cirilo O. Delos Santos CGDH1 – LDRRMO City Disaster Risk Reduction Management Office
	1.4 Preparation of equipment/ Dispatch responders and ambulance/rescue vehicle	None	15 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver) TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver) TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)
2. Provide information in triage	2.1 Scene size-up -Assessment of scene (Triage) -Needed resources -# of patients	None	5mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder)



				<p>Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
Provides assistance if needed during Search & Rescue	<p>2.2 Starts of Search & rescue operation</p> <p>2.3a First Aid Treatment if needed</p> <p>2.3b Management of the dead and Missing (in coordination with CHO)</p>	None	Depends on situation	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder)</p>



				<p>Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
	2.3c.1 Endorse to hospital and provide Medical Transport if further medical attention is needed For emergency and life threatening case	None	5 mins	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver)</p>



				Jomar Orcales (Ambulance Driver) City Disaster Risk Reduction Management Office
	2.3.c.2 If not life threatening request to conduct at hospital of choice or conduct at residence upon signing waiver	None	10 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver) TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver) TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver) City Disaster Risk Reduction Management Office
	TOTAL	None	48 minutes	



5. Request for Search and Rescue – Extended Service to other LGU

Extending Search & Rescue Services to other LGU needing assistance or support in providing aid to people who are in distress or imminent danger.

Office or Division:	Office of the City Disaster Risk Reduction Management Officer			
Classification:	Simple			
Type of Transaction:	Government to Client/ Government to Business/ Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Phone calls or radio call or personal request		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call hotline (044 -815-04-04) Augmentation to other LGUs	1.1 Answer emergency call, (Taking note of call details)	None	10 mins	Team Leader on duty Team Alpha-Paolo Inocencio Team Bravo-Ernie Catindig Team Charlie-Moneth Abraham Team Delta-Marifel Holandez City Disaster Risk Reduction Management Office
	1.2 Coordinate to Mayor's Office before the operation for approval	None	5 mins	Cirilo O. Delos Santos CGDH1 – LDRMO City Disaster Risk Reduction Management Office
	1.3 Issuance of Memo/Dispatch Order	None	3 minutes	
2. Preparation for augmentation	2.1 Preparation of equipment for operations Dispatch responders and ambulance/rescue vehicle	None	30 mins	TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver) TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver) TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder)



				<p>Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
3. Actual assessment of situation	<p>3.1 Scene size up -Coordination on responsible officials on the grounds - Assessment of the scene -Plans of engagement</p>	None	10 mins	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Temblique (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p>



				City Disaster Risk Reduction Management Office
4. Management	<p>4.1 Start of search and rescue operation</p> <p>First Aid Treatment Management of the Dead & Missing.</p>	None	Depends on the situation	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p> <p>TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ariel Jimenez (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver)</p> <p>TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Pascual Camana (Ambulance Driver) Francisco Jorge (Ambulance Driver)</p> <p>TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver)</p> <p>City Disaster Risk Reduction Management Office</p>
5. Medical Transport	5.1 Endorse to the hospital	None	5 mins	<p>TEAM ALPHA Night Shift Paolo Inocencio (Team Leader) Lirio Encarnado (Responder) Mark Anthony Legaspi (Responder) Ariel Lucero (Responder) Jonathan Lestones (Ambulance Driver)</p>



				TEAM BRAVO Night Shift Ernie Catindig (Team Leader) Neil Quiachon (Responder) Ma. Gracita Pino (Responder) Alberto Saligumba (Responder) Roberto Andaya (Ambulance Driver) Ferdinand Balatbat (Ambulance Driver) TEAM CHARLIE Morning Shift Moneth Abraham (Team Leader) Jose Niño Cavas (Responder) Rod Carlo Tembligue (Responder) Redentor Hong (Ambulance Driver) Francisco Jorge (Ambulance Driver) TEAM DELTA Morning Shift Marifel Holandez (Team Leader) Jonathan Ramos (Responder) Abelardo San Jose (Responder) Gamalier Ledonio (Ambulance Driver) Edwin Manalo (Ambulance Driver) Jomar Orcales (Ambulance Driver) City Disaster Risk Reduction Management Office
	TOTAL	None	1 hour & 3 minutes	



6. Request for Training

Organize, train, equip and supervise the local emergency response teams, ensuring that the humanitarian aid workers are equipped with basic skills.

Office or Division:		Office of the City Disaster Risk Reduction Management Officer		
Classification:		Simple		
Type of Transaction:		Government to Client/ Government to Business/ Government to Government		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1.1 Receive the request letter.	None	3 mins.	Remedios Altoveros Sr. Admin Asst. I City Disaster Risk Reduction Management Office
	1.2 Submit to Mayor's Office for approval	None	3 mins	Irineo Resurreccion Designated Liaison Staff City Disaster Risk Reduction Management Office
2. Wait for the approval of the request	2.1 Process the request	None	1 day	Office Staff Mayor's Office
	2.2 Coordinate with the requesting office/ barangay for the details of the training	None	30 mins	Elvin John Roxas Nurse I/Training Head City Disaster Risk Reduction Management Office
	2.3 Prepare the training materials and supplies Assign training team	None	1 day	Elvin John Roxas Nurse I/Training Head Cirilo O. Delos Santos CGDH1 – LDRMO City Disaster Risk Reduction Management Office
	2.4 Issuance of Memo /Travel Order	None	5 mins	Cirilo O. Delos Santos CGDH1 – LDRMO City Disaster Risk Reduction Management Office
3. Attend the training requested	3.1 Conduct the training as requested	None	Depends on requested training	Training Team Cirilo O. Delos Santos CGDH1 - LDRMO Elvin John Roxas - Nurse I Criselda Abilon - Admin Off. I Jacqueline I. Silva –DRMO I Neil C. Quiachon Moneth Abraham Marifel Holandez Paolo Inocencio City Disaster Risk Reduction Management Office
	TOTAL	None	2 days & 41 minutes	



OFFICE OF THE CITY VETERINARIAN

External Services



1. Application for New/Renewal of Butcher and Meat Handler's License

Only licensed Butchers/Meat Handlers are allowed to slaughter animals in the accredited slaughterhouse and locally registered Poultry Dressing Plant (PDP) of the City. They are taught of the importance of humane slaughter of animals that is consistent to RA 8485 or the Animal Welfare Act of 2007. Furthermore, this ensures that the person handling the meat is free from any communicable diseases that may contaminate the meat.

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Butchers and Meat Handlers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Drug Free Report (Original & 1 Photocopy)			Authorized Drug testing institution	
2. Health Certificate (Original & 1 Photocopy)			City Health Office	
3. Barangay Clearance (Original)			Barangay where applicant resides	
Additional Requirements for Renewal				
1. Certificate of Attendance in Butchers/Meat Handlers Seminar (1 Photocopy)			City Veterinary Office	
2. Expired Butcher/Meat Handler's License			City Veterinary Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1.1 Review the requirements and issue Order of Payment	None	15 minutes	Arlyn B. Robles Data Encoder/Office Assistant Office of the City Veterinarian
2. Proceed to the cashier's window and pay the required fees. Secure Official Receipt	2.1 Receive payment and issue Official Receipt	Php 300.00	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer
3. Present the Official Receipt	3.1 Record and prepare the Butcher/Meat Handler's License for signature of the City Veterinarian	None	15 minutes	Arlyn B. Robles Data Encoder/Office Assistant Dr. Imelda E. Arguelles City Veterinarian Office of the City Veterinarian
4. Sign in the logbook and receive the Butcher/Meat Handler's License	4.1 Release the Butcher/Meat Handler's License	None	5 minutes	Arlyn B. Robles Data Encoder/Office Assistant Office of the City Veterinarian
	TOTAL	Php 300.00	40 minutes	



2. Anti-Rabies Vaccination for Walk-In Dog/Cat Owners

Rabies is a fatal but a vaccine preventable disease. RA 9482 or Anti Rabies Act of 2007 requires all pet animals to be vaccinated against Rabies. This is in line with our Vision of a Rabies Free Meycauayan City.

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Dog/Cat Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vaccination Record, if any (original copy)		City Veterinary Office, Licensed Veterinarian		
2. Dog/Cat		Provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the pet	1.1 Interview the owner and examine the pet	None	10 minutes	Dr. Imelda E. Arguelles City Veterinarian Dr. Clarissa Lorraine N. Castro Veterinarian I Office of the City Veterinarian
	1.2 Record data in the Registration form, prepare vaccination card or update the vaccination card, if any	None	10 minutes	Arlyn B. Robles Data Encoder/Office Assistant Office of the City Veterinarian Fatima D. Urian Encoder/Registration Office of the City Veterinarian
	1.3 Administer the vaccine and give post vaccination instructions	None	5 minutes	Dr. Imelda E. Arguelles City Veterinarian Dr. Clarissa Lorraine N. Castro Veterinarian I Estanislao P. Reyes Administrative Aide III Office of the City Veterinarian
2. Sign in the Registration Form and receive the Vaccination Card	2.1 Release the Rabies Vaccination Card	None	3 minutes	Arlyn B. Robles Data Encoder/Office Assistant Fatima D. Urian Encoder/Registration Office of the City Veterinarian
	TOTAL	None	28 minutes	



3. Redemption of Impounded Pet/Animal

Stray animals are prohibited on public places such as roads, streets and other similar places under RA 8485 (Animal Welfare Act of 1998) and City Ordinance 2012-05 (Meycauayan City Veterinary Code).

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Owners of Impounded Pet/Animal		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (original)		Any government institution that issues ID		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the City Pound	1.1 Check the impounding report and validate ID presented	None	10 minutes	Isagani T. Talavera Pound Caretaker Office of the City Veterinarian
2. Pay the required fees. Secure Official Receipt	2.1 Receive payment and issue Official Receipt 1.2 Record the data and release the impounded dog	Php 500.00	10 minutes 15 minutes	Isagani T. Talavera Pound Caretaker Office of the City Veterinarian
	TOTAL	Php500.00	35 minutes	



4. Issuance of Veterinary Health Certificate

Veterinary Health Certificate is requested mainly for the purpose of shipping animals. This ensures that the pet dog/cat is vaccinated against Rabies prior to shipment.

Office or Division:		OFFICE OF THE CITY VETERINARIAN		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Dog/Cat Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vaccination Card, if any (original)		City Veterinary Office, License Veterinarian/Clinic		
2. Dog/cat		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the dog/cat and vaccination record, if any	1.1 Interview the client and record data	None	10 minutes	Dr. Clarissa Lorraine N. Castro Veterinarian I
	1.2 Assess the dog/cat	None	10 minutes	Dr. Imelda E. Arguelles City Veterinarian Dr. Clarissa Lorraine N. Castro Veterinarian I Office of the City Veterinarian
	1.3 Issue order of payment	None	5 minutes	Arlyn B. Robles Data Encoder/Office Assistant Fatima D. Urian Encoder/Registration Office of the City Veterinarian
2. Proceed to cashier's window and pay the required fees. Secure Official Receipt	2.1 Receive payment and issue Official Receipt	Php 50.00	5 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuniga Administrative Assistant V Dominica I. Lagpao Administrative Aide I Office of the City Treasurer



3. Present the Official Receipt	3.1 Receive the Official Receipt and prepare the Veterinary Health Certificate	None	15 minutes	Dr. Clarissa Lorraine N. Castro Veterinarian I Office of the City Veterinarian
4. Sign in the logbook	4.1 Release the Veterinary Health Certificate	None	5 minutes	Arlyn B. Robles Data Encoder/Office Assistant Fatima D. Urian Encoder/Registration Office of the City Veterinarian
	TOTAL	Php 50.00	50 minutes	



OFFICE OF THE CITY AGRICULTURIST

External Services



1. Distribution of Vegetable Seeds and Fertilizer

Vegetable seeds and fertilizer are distributed to various stakeholders to help the community and households in planting and producing healthy and organic foods.

Office or Division:	Office of the City Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Walk in Clients, Barangays, Business Sector, Civil Society Organizations, Religious Sector and Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form or Letter Request addressed to City Mayor for bulk request (1 Original Copy)		City Agriculture Office To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out request form or Submit letter request to City Mayor's Office for bulk request.	1.1 Receive and process the request. Forwarded letter to Office the City Mayor for approval.	None None	10 minutes 2 working days	Revin Z. Ricafort Administrative Assistant II, Office of the City Agriculturist Ann Camille Tamayo Administrative Aide III, Office of the City Mayor
2. Present the request. or Present letter request with receipt stamp for bulk request on the scheduled date.	2.1 Prepare and release the item.	None	10 minutes	Revin Z. Ricafort Administrative Assistant II, Office of the City Agriculturist
	TOTAL	None	2 working days and 20 minutes	



2. Seminar and Training for Urban Gardening and Other Topics Related to Agri – Aqua Production

Conducted seminar and training to requesting stakeholders to earn knowledge regarding agri – aqua production.

Office or Division:		Office of the City Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		Barangays, Business Sector, Civic Society Organizations, Religious Sector and Schools		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request addressed to City Mayor (Two Original Copies)		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request to the City Mayor's Office, 4 th Floor, New City Hall	1.1 Receive and forward to the City Mayor for approval.	None	2 working days	Ann Camille Tamayo Administrative Aide III, Office of the City Mayor
	1.2 Assess the request and inform the client on the scheduled date	None	10 minutes	Dr.Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist
	TOTAL	None	2 working days and 10 minutes	



3. Issuance of Certificate of Land Reclassification

Requesting clients who purchased agricultural land for conversion to industrial use are issued certificate of land reclassification.

Office or Division:	Office of the City Agriculturist			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Business Sector (Vendee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration (One Photocopy)		Office of the City Assessor		
Land Title (One Photocopy)		Registry of Deeds (Iba, City of Meycauayan, Bulacan)		
Letter Request address to the City Mayor's Office (Two Original Copies)		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request with complete documents to the City Mayor's Office.	1.1 Receive and forward to the City Mayor for approval.	None	2 working days	Ann Camille Tamayo Administrative Aide III, Office of the City Mayor
	1.2 Assess the request, wait for City Mayor's approval, schedule an on-site inspection, and inform the client on the scheduled date	None	2 working days	Dr. Imelda E. Arguelles Concurrent Acting City Agriculturist Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist
2. Attend on the on - site inspection on the scheduled date.	2.1 On – site Inspection and inform the client for the date of the release.	None	3 hours (Inspection) 2 working days (release date)	Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist Dr. Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist
	2.2 Prepare certificate for approval	None	30 minutes	Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist



				Dr.Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist.
3. Receive the certificate and sign in the logbook	3.1 Release the certificate	None	10 minutes	Jocelyn D. Gutierrez Agricultural Officer, Office of the City Agriculturist
	TOTAL	None	6 working days and 3 hours and 40 minutes	

4. Issuance of Auxiliary Invoice

Auxiliary Invoice is a permit issued by the City prior to actual transport of all fish and other fishery products from the point of origin to their point of destination upon payment of a fee to defray the administrative cost thereof.

Office or Division:	Office of the City Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Business Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents		Client's Copy		
Order of Payment		City Agriculture Office		
Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents for fish transport	Review the documents and issue order of payment	None	10 minutes	Sherwin Adrian O. Medina Community Affairs Officer I, Office of the City Agriculturist



2. Proceed to Cashier's window and pay the corresponding fee. Secure Official Receipt	Receive payment and issue Official Receipt	Depends on the weight of fish/fish products to be transported	15 minutes	Michelle A. Lanozo Senior Administrative Assistant 1 Rose M. Nito Ticket Checker III Office of the City Treasurer
2. Present the Official Receipt	Receive, record and prepare the Auxiliary Invoice for signature of the Concurrent Acting City Agriculturist	None	15 minutes	Sherwin Adrian O. Medina Community Affairs Officer I, Office of the City Agriculturist
3. Receive the Auxiliary Invoice and sign in the logbook	Release the Auxiliary Invoice	None	5 minutes	Dr.Imelda E. Arguelles Concurrent Acting City Agriculturist, Office of the City Agriculturist
	TOTAL	Depends on the weight of fish/fish products for transport	45 minutes	



OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER

External Services



1. ADMISSION OF STUDENT INTERNS (WORK IMMERSION / ON-THE-JOB TRAININGS)

The City Government of Meycauayan is accepting work immersion program (Senior High School Students) and on-the-job trainings (College Students) and be partners with educational institutions in the City of Meycauayan as to the required hours for the students by the School.

Office or Division:	City Human Resource Management Office				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen ; G2G – Government to Government ; G2B – Government to Business Entity				
Who may avail:	Private or Public Secondary and Tertiary Educational Institutions				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Work Immersion Program:					
1. School's Letter Request stating the Full Name of the Students, Strand, Number of Required Hours of Training – 1 original copy			School		
2. Memorandum of Agreement signed by both parties – 2 original copies			School		
3. Schedule and Period of Training of the Student – 1 original copy			School		
On-the-Job Training:					
1. School's Letter Request stating the Student's Name, Course, Number of Required Hours of Training – 1 original copy			School		
2. Resume of the Student – 1 original copy			School		
3. Schedule and Period of Training of the Student – 1 original copy			School		
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents to the City Human Resource Management Office, 5 th Floor	1.1 Receive documents and inform the client to wait for the approval of the request through text or email		None	10 minutes	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	1.2 Check if there's available Office and enough number to be assigned for student's training then forward assessment to the City Human Resource Management		None	1 hour	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office



	Officer for recommending approval			
	1.3 Review assessment and recommend for approval	None	1 day	Judith S. Guevarra City Human Resource Management Officer City Human Resource Management Office
	1.4 Forward documents with CHRM Officer's recommending approval to the City Administrator for approval	None	1 day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	1.5 Inform the School Administrator of the status of request and set the schedule of student's orientation through text or email	None	30 minutes	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
2. Students proceed to the City Human Resource Management Office, 5 th Floor and attend the Orientation as to scheduled date and venue	2.1 Conduct the orientation	None	1 hour	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	2.2 Indorse the student to the assigned Office	None	20 Minutes	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	Total	None	2 days and 3 hours	



2. ADMISSION OF APPLICANTS FOR THE TEACHERS' PROFESSIONALIZATION PROGRAM

The Teachers' Professionalization Program is one of the projects of the City Government of Meycauayan that provides educational assistance to our public teachers at the Department of Education Meycauayan and our Faculty Members at the Polytechnic College of the City of Meycauayan to finish their Master's Degree.

Office or Division:	City Human Resource Management Office		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen ; G2G – Government to Government		
Who may avail:	Public School Teachers of the Department of Education Meycauayan and Faculty Members of the Polytechnic College of the City of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notarized Application Form – 1 original copy & 6 photocopies		City Human Resource Management Office, 5 th Floor	
2. Passport Size ID Photo with Last Name, First Name, Middle Initial to be attached to the application form for notarization – 1 photo		To be provided by the applicant	
3. Letter of Intent addressed to: ATTY. HENRY R. VILLARICA City Mayor City of Meycauayan, Bulacan - 1 originally signed copy & 6 photocopies		To be provided by the applicant	
4. Recommendation Letter from Faculty President or School Head – 1 originally signed copy & 6 photocopies		School where the applicant was employed	
5. Birth Certificate (Certified True Copy from the Local Civil Registrar or Authenticated Copy from the Philippines Statistics Authority (PSA)) – 1 original copy & 6 photocopies			
6. Residence Certificate showing the number of years of residency – 1 original sealed copy & 6 photocopies		Barangay Hall where the applicant is residing	
7. Service Record – 1 original copy & 6 photocopies		School where the applicant was employed	
8. Certified True Copy of Bachelor's Degree Transcript of Records (TOR) – 1 original & 6 photocopies		School where graduated in College	
9. Certified copy of the Performance Rating for the last two (2) rating periods prior to application – 1 original copy & 6 photocopies		School where the applicant was employed	
10. Voter's ID – 7 photocopies Or		Commission on Election	



Commission on Election Certificate of Registration – 1 original copy & 6 photocopies				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents to the City Human Resource Management Office, 5 th Floor	1.1 Receive all required documents and inform the applicant to wait for the status of application through text or email	None	10 minutes	Gemma G. Carpon Administrative Aide I Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	1.2 Sort and check submitted documents for its completeness and inform the applicant to comply with the lacking documents, if any	None	15 days	Gemma G. Carpon Administrative Aide I Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	1.3 Forward documents of all applicants that qualify to the criteria to the City Human Resource Management Officer for review	None	5 days	Judith S. Guevarra City Human Resource Management Officer City Human Resource Management Office
	1.4 Inform applicants who met/not met the criteria	None	2 days	Gemma G. Carpon Administrative Aide I Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	Total	None	22 days and 10 minutes	



3. JOB APPLICATIONS

Career opportunities in the City Government of Meycauayan is open to all individuals who are interested. Vacancies are being posted on the Bulletin Board located at the Ground Floor and at the City Human Resource Management Office, Kiosk located at the Ground Floor, City's official Facebook page (<https://www.facebook.com/CITYINFORMATIONANDCOMMUNITYRELATIONSOFFICE>) and Civil Service Commission's Bulletin of Vacant Positions (<http://csc.gov.ph/career/>).

Applicants should meet the required qualification standard and submit all the required documents. Applicants with incomplete requirements shall not be entertained.

Office or Division:	City Human Resource Management Office		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen ; G2G – Government to Government		
Who may avail:	All individuals aged 18 to 65 years old		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Letter indicating the position and office applied for addressed to the City Mayor – 1 original copy		To be provided by the job applicant	
2. Duly Accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport size picture – 1 original copy (computerized or clearly handwritten in all capital letters) or Biodata with recent passport size picture – 1 original copy or Resume / Curriculum Vitae with recent passport size picture – 1 original copy		City Human Resource Management Office, 5 th Floor or Can be downloaded at www.csc.gov.ph To be provided by the job applicant To be provided by the job applicant	
3. Duly Accomplished Work Experience Sheet (Attachment to CS Form No. 212) (if applicable) – 1 original copy (computerized or clearly handwritten in all capital letters)		City Human Resource Management Office, 5 th Floor or Can be downloaded at www.csc.gov.ph	
4. Certificate of Eligibility or Rating or License – 1 photocopy or scanned copy		<ul style="list-style-type: none">• Civil Service Commission (CSC) or• National Police Commission (NAPOLCOM) or• Career Executive Board (CESB) or• Professional Regulatory Commission (PRC) or• Supreme Court of the Philippines (SC) or• Maritime Industry Authority (MARINA) or• National Telecommunications Commission (NTC) or• Civil Aviation Authority of the Philippines (CAAP) or• Land Transportation Office (LTO) or	



	• Philippine National Police (PNP)			
5. Diploma – 1 photocopy or scanned copy	Registrar’s office of the school attended or graduated			
6. Transcript of Records – 1 photocopy or scanned copy	Registrar’s office of the school attended or graduated			
7. Certificate of Trainings / Seminars for the last 5 years – 1 photocopy or scanned copy	To be provided by the applicant from any Training Institutions			
8. Performance Rating of at least Very Satisfactory Rating in the last rating period (if applicable) – 1 photocopy or scanned copy	To be provided by the applicant from his/her employer			
9. Certificates of Employment relevant to the applied position – 1 photocopy or scanned copy	To be provided by the applicant from his/her employer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
67. Submit application letter and all required documents through: a. <i>Hand Carry / Walk – In</i> b. <i>Mail Courier / Email</i>	1.1 Check submitted documents: a. Inform the applicant on the process of hiring and to wait for the status of application via text/call	None	30 minutes	Joel C. Bello Jr. Human Resource Management Aide Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	b. Acknowledge receipt and inform the applicant on the process of hiring and to wait for the status of application via text/call/email	None	1 hour	Joel C. Bello Jr. Human Resource Management Aide City Human Resource Management Office
	1.2 Record the applications to the database and forward all documents to the City Human Resource Management Officer for review	None	2 working day	Joel C. Bello Jr. Human Resource Management Aide City Human Resource Management Office
	1.3 Review all documents if applicant met the	None	2 working days	Judith S. Guevarra City Human Resource Management Officer



	qualification standards on the position applied			City Human Resource Management Office
	1.4 Inform the job applicant through call, text or via email on the status of his / her application if: <ul style="list-style-type: none"> Met the qualification standard Not met the qualification standard 	None	1 working day	Joel C. Bello Jr. Human Resource Management Aide City Human Resource Management Office
	Total	None	5 days, 1 hour and 30 minutes	

4. SECURING CLEARANCE FROM MONEY, PROPERTY AND WORK-RELATED ACCOUNTABILITIES

Clearance from money, property and work-related accountabilities requires an employee / former employee to secure upon transfer to other agencies, retirement, resignation, leave application of more than thirty (30) days or security travel authority.

Office or Division:	City Human Resource Management Office		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen		
Who may avail:	Incumbent or separated Officials and Employees of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. CHRMO Request Slip – 2 copies		City Human Resource Management Office, 5 th Floor	
2. Clearance Form (CS Form No. 7, revised 2018) – 3 originally signed copies		City Human Resource Management Office, 5 th Floor	
If transferred to other agencies, retired, resigned or separated from the City Government of Meycauayan:			
1. Duly Accomplished Hand-Over Form – 1 original copy & 2 photocopies		City Human Resource Management Office, 5 th Floor	
2. Employee's Agency Identification Card – Original employee's ID & 2 photocopies with 3 original specimen signatures		To be provided by the requestee	
3. Ombudsman Clearance – 1 original copy & 2 photocopies		Office of the Ombudsman	
		To be provided by the employee	



<ol style="list-style-type: none"> 4. Accomplished Department / Individual Performance Commitment and Review (DPCR/IPCR) Form for the last rating period as to the last day in service – 2 original copies & 1 photocopy 5. Duly Notarized Statement of Assets, Liabilities and Net Worth (SALN) as of last day in government service – 4 original copies 6. Duly signed Certification of Loan Balance or Clearance if fully paid – 2 original copies & 1 photocopy 	<p>City Human Resource Management Office, 5th Floor / Notary Public</p> <p>Land Bank of the Philippines / Meycauayan City Government Employees' Multi-purpose Cooperative (MCGE-MPC) / Government Service Insurance System (GSIS)</p>
<p>For leave application of thirty (30) days or more:</p> <ol style="list-style-type: none"> 1. Duly accomplished leave application – 1 original copy & 2 photocopies/duplicate copies 2. Duly Accomplished Hand-Over Form – 1 original copy & 2 photocopies 3. Medical Certificate, if for medical reason – 1 original copy & 2 photocopies 	<p>City Human Resource Management Office, 5th Floor</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Attending Physician</p>
<p>For leave application when travelling abroad:</p> <p>a. Unofficial Trip of Less than three (3) months and no emergency or crisis</p> <ol style="list-style-type: none"> 1. Request Letter to the Local Chief Executive stating the employee's full name, position title/designation, country or destination, duration and purpose of travel – 1 original copy & 2 photocopies/duplicate copies 2. Duly Notarized Affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant – 1 original copy & 2 photocopies or 3. Duly Notarized Oath of Undertaking, when the applicant has a pending case – 1 original copy & 2 photocopies 4. Duly accomplished leave application – 1 original copy & 2 photocopies/duplicate copies 5. Medical Certificate, if for medical reason – 1 original copy & 2 photocopies 6. Foreign Travel Authority (FTA) – 3 copies <p>b. Unofficial Trip of More than three (3) months and during periods of emergency or crisis</p>	<p>To be provided by the employee</p> <p>Notary Public</p> <p>Notary Public</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Attending Physician</p> <p>City Mayor (for all officials and employees) Provincial Governor (if applicant is City Mayor)</p> <p>To be provided by the employee</p>



<ol style="list-style-type: none"> 1. Request Letter to the Local Chief Executive stating the employee's full name, position title/designation, country or destination, duration and purpose of travel – 1 original copy & 2 photocopies/duplicate copies 2. Duly Notarized Affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant – 1 original copy & 2 photocopies or 3. Duly Notarized Oath of Undertaking, when the applicant has a pending case – 1 original copy & 2 photocopies 4. Duly accomplished leave application – 1 original copy & 2 photocopies/duplicate copies 5. Medical Certificate, if for medical reason – 1 original copy & 2 photocopies 6. Citizen's Charter Service Request Form – 3 copies 7. Foreign Travel Authority (FTA) – 3 copies 	<p>Notary Public</p> <p>Notary Public</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Attending Physician</p> <p>City Human Resource Management Office, 5th Floor Or download at www.fta.dilg.gov.ph Secretary of the Interior and Local Government (SILG)</p>
<p>If requestee is the immediate family of the former employee:</p> <ol style="list-style-type: none"> 1. Valid government issued ID of requestee – 3 photocopies with 3 original specimen signatures <ul style="list-style-type: none"> ➤ SSS UMID Card ➤ GSIS UMID Card ➤ Driver's License ➤ PRC ID ➤ Voter's ID ➤ TIN ID ➤ Valid or Latest Passport ➤ Postal ID ➤ NBI Clearance ➤ Senior Citizen ID ➤ Barangay Clearance 2. Marriage Certificate, if requestee is husband or wife of the employee – 1 certified true copy & 2 photocopies 3. Birth Certificate, if requestee is child of the employee – 1 certified true copy & 2 photocopies 	<p>Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office National Bureau of Investigation (NBI) City Social Welfare & Development Office (CSWDO) Barangay Hall Local / City Civil Registrar</p> <p>Local / City Civil Registrar</p>
<p>If requestee is an authorized representative:</p>	<p>Government agencies</p>



1. Valid government issued ID of requestee (see list above) – 3 photocopies with 3 original specimen signatures 2. Authorization Letter – 1 original copy & 2 photocopy		To be provided by the former employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Encode the details of request to the computer database and receive the Clearance Form, Hand-Over Form and Leave Form, if applicable	1. Assist in entering data in the computer database, issue CHRMO request slip, Clearance Form, Hand-Over Form and Leave Form, if applicable and explain the process of completing signatures in the Clearance forms	None	10 minutes	Ferdinand SJ. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office	
2. Duly accomplish the clearance, hand-over form and leave form, if applicable, then proceed to concerned offices for signature of Clearance Form:					
2.1 City Government of Meycauayan Employees' Association (CGMEA), if employee is a member, at the City Agriculturist' Office, 5 th Floor	2.1 Review record, issue certificate of accountabilities, if any, and sign the clearance	None	5 minutes	Sherwin Adrian O. Medina President – CGMEA City Agriculturist Office	
2.2 Meycauayan City Government Employees' Multi-purpose Cooperative (MCGE-MPC), if employee is a member, at the City General Services Office, 2 nd Floor	2.2 Review record, issue certificate of loan balance, if any, and sign the clearance	None	30 minutes	Florita D. Hipolito MCGE-MPC Director City General Services Office	



2.3 City Library at the Secretary to the Sangguniang Panlungsod Office, 2 nd Floor	2.3 Review record, issue certificate of accountabilities, if any, and sign the clearance	None	5 minutes	Jeane Eunice M. Lim Administrative Officer V / City Librarian Secretary to the Sangguniang Panlungsod Office
2.4 City General Services Office, 2 nd Floor	2.4 Review record, issue certificate of accountabilities, if any, and sign the clearance	None	5 minutes	Ma. Cristina V. Pineda City General Services Officer City General Services Office
2.5 City Legal Office, 3 rd Floor	2.5 Review record, issue certificate of pending administrative case, if any, and sign the clearance	None	1 working day	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
2.6 City Accountant's Office, 3 rd Floor	2.6 Review record, issue certificate of accountabilities, if any and sign the clearance	None	15 minutes	Atty. Mariedel P. Tambis-Calamba Acting City Accountant City Accountant's Office
2.7 City Treasurer's Office, 1 st Floor	2.7 Review record, issue certificate of accountabilities, if any, and sign the clearance	None	5 minutes	Annabelle E. Urbano City Treasurer City Treasurer's Office
3. Submit duly signed clearance form and all required documents to the City Human Resource Management Office, 5 th Floor	3.1 Check submitted documents, sort and forward to the City Human Resource Management Officer for review and signature	None	2 working days	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	3.2 Review all documents and sign the clearance form	None	1 working day	Judith S. Guevarra City Human Resource Management Officer City Human Resource Management Office
	3.3 Record to logbook and forward to the City	None	5 minutes	Federic E. Montes Administrative Aide III



	Administrator's Office for review and initial			Ferdinand S.J. Rafols Driver / Support Staff Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	3.4 Review and initial	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	3.5 Record to logbook and forward to the City Mayor's Office for approval	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
	3.6 Review and sign	None	1 working day	Atty. Henry R. Villarica City Mayor City Mayor's Office
	3.7 Record to logbook and forward to the City Human Resource Management Office	None	5 minutes	Hershey B. Hong Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office
	3.8 Record to logbook and inform requestee through call/text of the status of request and release of copy	None	5 minutes	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
4. Proceed to the City Human Resource Management Office, 5 th Floor, receive requested document and sign on the logbook	4. Release requestee's copy	None	2 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III Susana L. Macatulad



				Senior Administrative Assistant II
				City Human Resource Management Office
	Total	None	6 days, 1 hours and 37 minutes	

5. REQUEST FOR TERMINAL LEAVE BENEFITS (TLB)

Terminal leave benefits (TLB) refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition sine qua non, the employee's resignation, retirement or separation from the service without any fault on his part.

Office or Division:	City Human Resource Management Office
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Separated Officials and Employees of the City Government of Meycauayan or their beneficiary
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. CHRMO Request Slip – 2 copies	City Human Resource Management Office, 5 th Floor
2. Duly Accomplished Leave Application Form (Civil Service Form No. 6 Revised 2020) - 1 original copy & 2 photocopies/duplicate copies	City Human Resource Management Office, 5 th Floor
3. Duly Accomplished Clearance Form (CS Form No. 7 Revised 2018) – 3 originally signed copies	City Human Resource Management Office, 5 th Floor
4. Certified True Copy of Employee's Letter of Resignation, in case of resignation – 3 copies	To be provided by the employee or City Human Resource Management Office, 5 th Floor
5. Certified True Copy of Acceptance of Resignation – 3 copies	To be provided by the employee or City Human Resource Management Office, 5 th Floor
6. Duly Notarized Statement of Assets, Liabilities and Net Worth (SALN) as of Last Day in Government Service – 4 original copies	Notary Public
7. Duly Notarized Affidavit of Applicant authorizing the City Government of Meycauayan to deduct all financial obligations – 3 original copies	Notary Public
8. Duly Notarized Affidavit of Applicant that there is no pending criminal investigation or	Notary Public



<p>prosecution against the employee (Republic Act No. 3019) – 3 original copies</p> <p>9. Government Service Insurance System (GSIS) Clearance – 1 original copy & 2 photocopies</p> <p>10. Service Record – 1 original copy & 2 photocopies</p> <p>11. Certified photocopy of the CSC-approved appointment – 3 copies or Certified photocopy of Latest Notice of Salary Adjustment / Increment (NOSA/NOSI) – 3 copies</p> <p>12. Certified photocopy of employee's leave card as of last date of service duly audited by the City Human Resource Management Officer – 3 copies</p> <p>13. Certificate of Leave Credits – 3 copies</p> <p>14. Computation of Terminal Leave Benefits duly signed/certified by the City Accountant – 3 copies</p>	<p>Government Service Insurance System (GSIS)</p> <p>City Human Resource Management Office, 5th Floor</p> <p>To be provided by the employee or City Human Resource Management Office, 5th Floor</p> <p>To be provided by the employee or City Human Resource Management Office, 5th Floor</p> <p>City Human Resource Management Office, 5th Floor</p> <p>City Human Resource Management Office, 5th Floor City Accountant's Office, 3rd Floor</p>
Additional Requirements:	
<p>1. Letter of Intent to Retire approved by the City Mayor, if the claimant's separation is through retirement – 1 original copy & 2 photocopies</p> <p>2. Employee's Identification Card – Original ID & 1 photocopy</p> <p>3. Duly Accomplished Hand-Over Form – 1 original copy & 2 photocopies</p> <p>4. Certification of Loan Balance or Clearance if fully paid – 1 original copy & 2 photocopies</p> <p>5. Accomplished Department / Individual Performance Commitment Review (D/IPCR) Form as of last rating period prior to the separation – 1 originally signed and 2 photocopies</p> <p>If claimant is an authorized Representative:</p> <p>1. Duly Notarized Special Power of Attorney – 3 original copies</p> <p>2. Valid Government Identification Card of the employee – 3 photocopies with 3 original specimen signatures</p> <p>3. Valid Government Identification Card of the authorized representative – 3 photocopies with 3 original specimen signatures</p> <p>In case of death of claimant:</p>	<p>To be provided by the former employee</p> <p>To be provided by the former employee</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Land Bank of the Philippines and / or Meycauayan City Government Employees' Multi-purpose Cooperative (MCGE-MPC) and / or Pag-IBIG</p> <p>To be provided by the former employee</p> <p>Notary Public</p> <p>To be provided by the claimant</p> <p>To be provided by the claimant</p>



1. Death Certificate – 1 authenticated copy and 2 photocopies 2. Marriage Certificate – 1 authenticated copy and 2 photocopies 3. Birth Certificates of all surviving legal heirs – 1 authenticated copy and 2 photocopies 4. Duly Notarized Special Power of Attorney for Designation of Next-of-Kin – 3 original copies 5. Duly Notarized Affidavit of Waiver of Rights of Children 18 years old and above – 3 original copies		Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Philippine Statistics Authority (PSA) Notary Public Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode the details of request to the computer database and receive CHRMO request slip	1.1 Assist in entering data in the computer database and issue CHRMO request slip	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit all documents and CHRMO request slip	2.1 Check submitted documents, sort and forward to the City Human Resource Management Officer for review and signature	None	2 working days	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	2.2 Review all documents and sign the clearance form	None	1 working day	Judith S. Guevarra City Human Resource Management Officer City Human Resource Management Office
	2.3 Record to logbook and forward to the City Administrator's Office for review and initial	None	5 minutes	Federic E. Montes Administrative Aide III Ferdinand S.J. Rafols Driver / Support Staff Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office



	2.4 Review and initial	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.5 Record to logbook and forward to the City Mayor's Office for approval	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
	2.6 Review and sign	None	1 working day	Atty. Henry R. Villarica City Mayor City Mayor's Office
	2.7 Record to logbook and forward to the City Human Resource Management Office	None	5 minutes	Hershey B. Hong Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office
	2.8 Prepare Terminal Leave Benefits payroll report and forward to the City Human Resource Management Officer for review and signature	None	1 hour	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	2.9 Review report and sign	None	1 working day	Judith S. Guevarra City Human Resource Management Officer City Human Resource Management Office
	2.10 Record to logbook and forward to the City Accountant's Office for processing of voucher	None	15 minutes	Ferdinand S.J. Rafols Driver / Messenger Federic E. Montes Administrative Aide III Susana L. Macatulad Senior Administrative Assistant II



				City Human Resource Management Office
	2.11 Inform requestee through call/text of the status of request and release of copy	None	5 minutes	Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
3. Proceed to the City Human Resource Management Office, 5 th Floor, sign in the receiving copy (CHRM request slip) and receive requestee's copy	5. Release requestee's copy upon signing at the receiving copy (CHRM request slip)	None	2 minutes	Ferdinand SJ. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III Susana L. Macatulad Senior Administrative Assistant II City Human Resource Management Office
	Total	None	6 days, 1 hour and 47 minutes	



POLYTECHNIC COLLEGE OF THE CITY OF MEYCAUAYAN

External Services



1. Academic Division

1.1 UniFAST / Quality Assurance Section – UniFAST Tertiary Education Subsidy (TES) Scholarship Grants and Services

Shall administer the conduct of orientation to students, parents and College personnel regarding the TES, evaluate interested student applicants of TES and submit application form in the online portal, coordinates the distribution of TES funds to grantees and prepares documentation and liquidation reports for the submission thereof to CHED RO III UniFAST Unit, evaluate TES student grantees in the in coordination with the Guidance and Registrar's Office regarding student status in terms of attendance and academic performance (*See: PCCM Admission and Retention Policy Guidelines*).

1.1.1 Tertiary Education Subsidy Application

Tertiary Education Subsidy (TES) is a grants-in-aid program to support the cost of tertiary education of any part or portion thereof. The TES application form of all interested PCCM applicants is submitted after enrolment to the TES portal for assessment. Submitted documentary requirements of approved qualified TES grantees will then be subjected for final verification and validation.

Office or Division:	PCCM UniFAST Section		
Classification:	Highly Technical (Multi-stage processing)		
Type of Transaction:	G2C / Government to Client		
Who may avail:	Polytechnic College of the City of Meycauayan students who are enrolled in CHED recognized programs, who passed the admission and retention policy of the college and under the free tuition and other school fees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Student <ul style="list-style-type: none">Interested TES Applicants FormPersonal Information SheetPersons with Disability (PWD) Identification Card (5 photocopies) – for TES grantees with disability only		<ul style="list-style-type: none">UniFAST Office thru Class Adviser (Google form)Thru Online Enrollment Form/Computer Laboratory (c/o MIS)Student	
Polytechnic College of the City of Meycauayan (PCCM) Office of the UniFAST Committee <i>New TES Applicants</i> <ul style="list-style-type: none">Annex 1 – List of TES Applicants (New TES Applicants) – Excel file.Annex 5 – TES New Form (with attached Notarized Registrar’s Certification)Copy of Contents Noted Latest Approved Tuition and Other School Fees (3 photocopies)		<ul style="list-style-type: none">UniFAST Office (2nd Floor – Admin. Wing)UniFAST Office (2nd Floor – Admin. Wing)Administration Office (2nd Floor – Admin. Wing)	



<ul style="list-style-type: none"> • Copy of Transmittal for Submitted Enrolment List (3 photocopies) • Certificate of Registration (COR) and Statement of Account (SOA) / Registration Form duly signed by the Registrar and Finance Officer (PDF copy) 		<ul style="list-style-type: none"> • Registrar's Office (2nd Floor – Admin. Wing) • UniFAST Office (2nd Floor – Admin. Wing) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Decide whether interested or not in applying for the Tertiary Education Subsidy (TES) by accomplishing the interested TES applicants Google form	Inform client about the qualifications, benefits, and requirements of the TES	None	5 minutes	Ms. Karen B. Castro, UniFAST TES Focal Person, UniFAST Office (2 nd Floor – Admin. Wing)
2. Accomplish the personal information sheet during enrolment	<ul style="list-style-type: none"> • Assist in accomplishing the personal information sheet (Face-to-Face) 	None	10 minutes	Mr. Anjello G. Libao, Management Information System Personnel, Administration Office (2 nd Floor – Admin. Wing)
	<ul style="list-style-type: none"> • Transfer the data in the personal information sheet of all students enrolled to the List of TES Applicants form 	None	2 minutes	Mr. Anjello G. Libao, MIS Officer
	<ul style="list-style-type: none"> • Remove names of students who are not interested to apply in the TES. Type the total assessed fees in the List of TES Applicants form for all interested TES applicants 	None	2 hours	Ms. Karen B. Castro, UniFAST TES Focal Person
	<ul style="list-style-type: none"> • Submit TES application form in the TES portal 	None	2 hours	Ms. Karen B. Castro, UniFAST TES Focal Person



	<ul style="list-style-type: none"> • Wait for the TES portal to show qualified TES grantees subject to verification and validation of documentary requirements 	None	10 days	Ms. Karen B. Castro, UniFAST TES Focal Person
	<ul style="list-style-type: none"> • Copy and print the list of qualified TES grantees 	None	1 hour	Ms. Karen B. Castro, UniFAST TES Focal Person
	<ul style="list-style-type: none"> • Inform qualified TES grantees through their class advisers 	None	1 hour	Ms. Karen B. Castro, UniFAST TES Focal Person
3. None	<ul style="list-style-type: none"> • Prepare documentary requirements (COR and SOA) – Annex 5 TES New Form (with Notarized Registrar's Certification) and submit to CHED RO III UniFAST Unit 	None	4 working days	Ms. Karen B. Castro, UniFAST TES Focal Person Ms. Rio Villarico, Registrar Staff Ms. Exiel Salpico, Cashier/ Finance Officer
	<ul style="list-style-type: none"> • Wait for verification and validation of documentary requirements 	None	5 working days	Ms. Karen B. Castro, UniFAST TES Focal Person
End of Transaction = 15 minutes / recipient (TES Application)				
Note: 19 working days, 6 hours, and 2 minutes (approx.) processing of documents (UniFAST)				

1.2 Tulong - Dunong Program (TDP)

The Commission on Higher Education (CHED) offers the **Grants-in-Aid Program** (Tulong Dunong Scholarship) to support college students with financial aid needed to pursue their academic aspirations. Whereas Filipino citizens are eligible to apply for this **CHED-Tulong Dunong Scholarship Program**. The program offers the needed financial help for college enrolment for the students.

The **CHED-Tulong Dunong Scholarship** is intended for the College Applicants whose GWA is at least a passing grade and for graduating high school students whose GWA is at

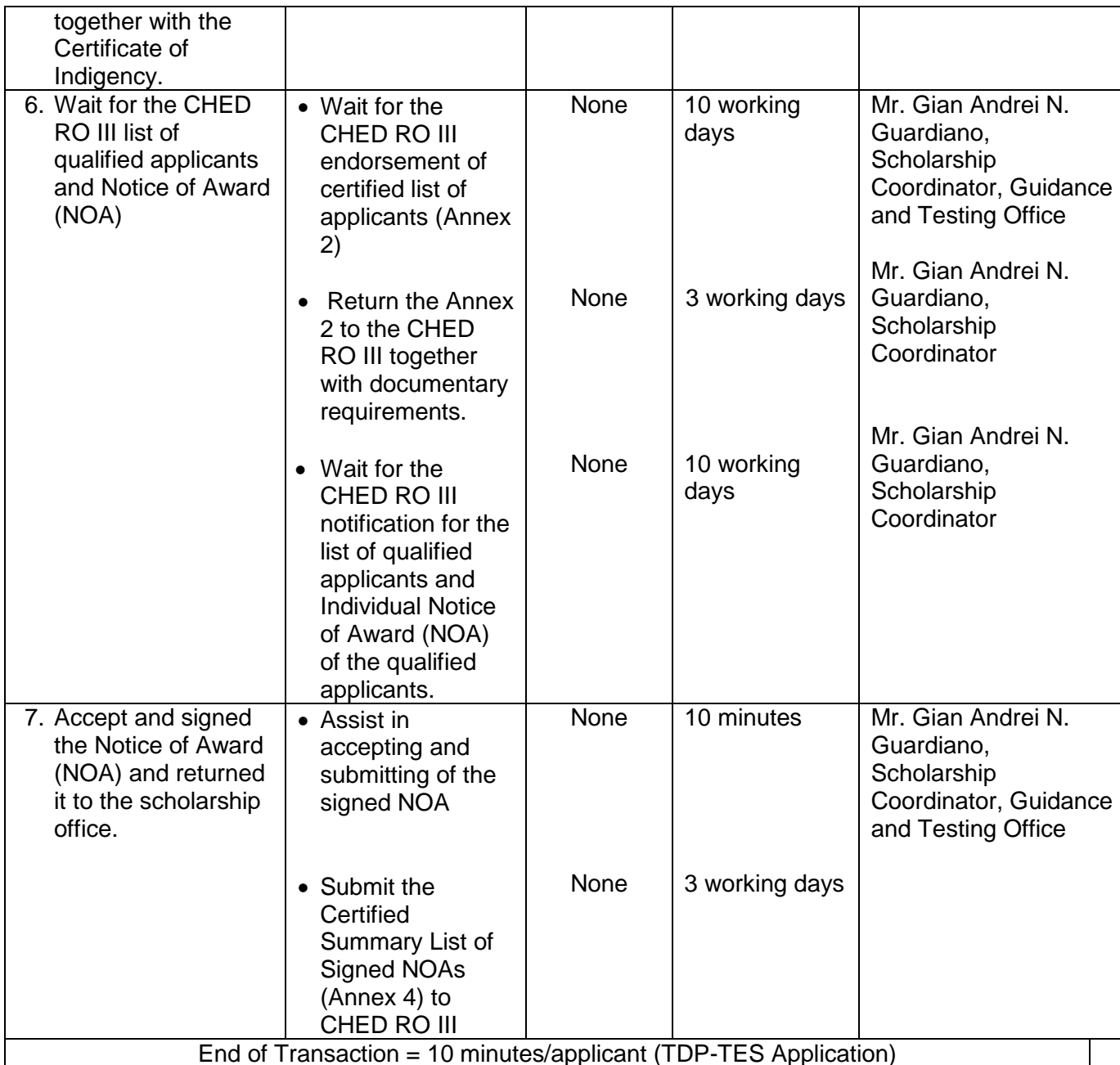


least a passing grade in the third year and in the three grading periods of the fourth year and who will enroll in identified priority courses in duly authorized public or private HEIs.

1.2.1 Tulong-Dunong Program Application

The Tulong-Dunong Program under Tertiary Education Subsidy (TDP-TES) is financial assistance for the deserving ongoing TDP grantees and new students. Application of new TDP-TES is every first semester of the academic year together with the TES application.

Office or Division:	Scholarship Office			
Classification:	Highly Technical (Multi-stage processing)			
Type of Transaction:	G2G – Government to Client / Government to Government			
Who may avail:	Polytechnic College of the City of Meycauayan students who are enrolled in CHED recognized programs and who passed the admission and retention policy of the college			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Student (Interested Applicants)				
<ul style="list-style-type: none"> TDP-TES Application Form (Annex 1) Certificate of Indigency 		<ul style="list-style-type: none"> Office of Student Affairs – Scholarship Coordinator (2nd Floor – TEP wing) Student 		
Polytechnic College of the City of Meycauayan (PCCM) Office of the UniFAST Committee				
<ul style="list-style-type: none"> Certified True Copy of TDP-TES Annex 2 (new applicants) Certified True Copy of TDP-TES Annex 5 (ongoing grantees) Certificate of Registration/Enrollment 		<ul style="list-style-type: none"> Office of Student Affairs – Scholarship Coordinator (2nd Floor – TEP wing) Office of the Registrar (2nd Floor – Admin wing) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Interested applicants may inquire to the Scholarship Office about the Tulong-Dunong Program under Tertiary Education Subsidy (TDP-TES).	<ul style="list-style-type: none"> Inform client about the qualifications, benefits, and requirements of the TDP-TES. 	None	3 minutes	Mr. Gian Andrei N. Guardiano, Scholarship Coordinator, Guidance and Testing Office (2 nd floor – TEP wing)
5. Accomplish and submit the Tulong-Dunong Program under Tertiary Education Subsidy Application Form (TDP-TES Application Form)	<ul style="list-style-type: none"> Assist in accomplishing the TDP-TES Application Form (Annex 1) 	None	10 minutes	Mr. Gian Andrei N. Guardiano, Scholarship Coordinator, Guidance and Testing Office (2 nd floor – TEP wing)



The Field Study and Teaching Internship are programs intended for third year and fourth-year students that aim to develop the students' teaching competencies and professional attitude within the cooperating schools' community. The Teacher Education Program's (TEP) response is to deliver its course most flexibly, even during the pandemic. Thus, the following new policies and deployment guidelines will be followed, as the *Joint CHED-DEPED Memorandum Order Series of 2020 "New Normal Policies*



and Guidelines on the Deployment of Pre-service Teachers for Field Study and Teaching Deployment for AY 2020-2021” served as the major reference.

A practice teaching training program for students taking an education course is a requirement providing an opportunity to apply the theories, principles, and ideas learned in the academe under the supervision of the Practice Teaching Supervisor.

The Practice Teaching Supervisor shall be responsible for all aspects of the pre-service teachers' internship, including implementation and monitoring. He is expected to orient and clarify to the trainees the objectives of the *on-the-job training* program. He should regularly monitor the trainees to check their performance further and discuss further with the on-site Cooperating Teacher to improve the practice teaching training program. Practice Teaching Supervisor shall also be available for consultation with trainees and provide coaching and counseling assistance. Lastly, he is responsible for evaluating trainees and shall give the final grade considering the Cooperating Teacher's evaluation.

Practice teaching training program discloses the students to work realities that will hone their skills and prepare them once they graduate. In addition, achieving the Practice Teaching program objectives ensures the possibility of good performer graduates. Hence, vital as it is, it should be dynamic and skill-centered for the Pre-Service Teachers to effectively grasp practical learning in the workplace.

1.3.1 Memorandum of Agreement (MOA)

A Memorandum of Agreement and Guidelines should outline all concerned parties' roles and responsibilities, training plan, learning objectives, and evaluation method between our college (PCCM) and the partner schools. The MOA shall be signed by the representatives of the two parties involved, OIC, and the Dean, for the first party, while the School Division Superintendent for the second party, with witnesses from both parties. To make the agreement legal, it shall be notarized.

1.3.2 Preparation Before Deployment

1. Field Study students and Pre-service Teachers must submit a result of Medical Certificate and Psychological Test certifying that they are physically and emotionally fit to undergo the internship.
2. Conduct orientation activities on the policies and guidelines of deployment.
3. Prepare for webinars about the teaching practices in the new normal.

Note: The Office of the Guidance and Testing Services conducts free Psychological Tests for all incoming 4th-year students, per schedule



1.3.3. Teaching Internship Checklist

Students shall submit a checklist (per team) form duly signed by the authorized signatories, Practice Teaching Supervisor, TEP Head, OSA Directress, Dean, and OIC of PCCM. Student/s with incomplete approval from one or more signatories shall be removed from the assignment sheet and will no longer undergo the training.

Office or Division:	Practice Teaching Training Program (Teacher Education Program)			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Pre-Service Teachers/Cooperating Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Registration form enrolled for the Practice Teaching (Second Semester). Certificate of Candidate for Graduation/ Registrar's recommendation based on subject evaluation. Registration form (For the students who will cross enroll in other colleges for their lack subjects). Medical Requirements: Chest X-ray and Physical Examination, Pregnancy Test for the female students. Assignment sheet. Practice Teaching checklist form 		<ul style="list-style-type: none"> Registrar's Office Registrar's Office College where s/he will enroll Any clinics, hospitals, Accredited Health Centers of the DOH Practice Teaching Supervisor (Faculty Room) Practice Teaching Supervisor (Faculty room) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the checklist form, which will be signed by:		None		Mr. Ronaldo Aquino, Practice Teaching Supervisor
1.1 Registrar	<ul style="list-style-type: none"> Check the academic requirements 		5 minutes	Ms. Yolanda De Guzman, College Registrar
1.2 Guidance Counselor	<ul style="list-style-type: none"> Evaluate the results of the psychological test 		5 minutes	Mr. Gian Guardiano, Guidance Counsellor
1.3 College Nurse	<ul style="list-style-type: none"> Check the medical requirements 		10 minutes	Ms. Marie Hazel Castro, R.N., School Nurse
1.4 OSA Directress	<ul style="list-style-type: none"> Check the registration form and the insurance 		5 minutes	Dr. Ma. Paz G. Contreras, OSA Directress



1.5 Practice Teaching Supervisor	and parents' consent/waiver • Check the assignment sheet form, the practice teaching uniform and bar pin to be worn during the training, paraphernalia to be used, confirm that the students are qualified to undergo the practice teaching		10 minutes	Mr. Ronaldo Aquino, Practice Teaching Supervisor
2. Proceed to the following offices for the signature and final checking of the document	Check the completion of the checklist form	None	4 minutes	Prof. Frederick Berboso, TEP Head Dr. Reneliza C. Sta. Ana, Dean / OIC of the College

1.4. On-the-Job Training (Hospitality Management Program)

On-the-job training program for students who are taking Bachelor of Science in Hospitality Management course is a requirement providing an opportunity to apply the theories, principles, knowledge, skills, and attitude learned in the academe under the supervision of the OJT / Industrial Coordinator. It is designed to provide students with practical work experience which emphasizes the importance of learning by doing thus promotes the Outcomes Based Education. The OJT / Industrial Coordinator shall be responsible for all aspects of the hospitality service internship which include implementation and monitoring. He/She is expected to orient and clarify to the trainees the objectives of the *on-the-job training* program. He/She should do regular monitoring of the trainees to check their performance and discuss with the Industry Program Coordinator to further improve the OJT program. The Program requires 600 hours of OJT Training (300 hours for F&B and 300 hours for House Keeping) for more enhanced learning experiences and relevant industry exposures to meet global demands.

On-the job training program discloses the students to work realities which will ideally hone their skills and prepare them once they get out of the university or college. Achievement of the OJT program objectives ensures the possibility of (technically proficient) good performer graduates. Hence, on-the-job training programs, vital as it is, should be dynamic and skill focus for the hospitality service work to effectively grasp the practical learning in the workplace.

Hospitality Management Program shall implement the New Normal On-the-Job Training Deployment Implementing Rules and shall conform to the Memorandum Order issued by the Commission on Higher Education (CHED).



Memorandum of Agreement (MOA)

There should be a Memorandum of Agreement and Guidelines specifically outlining the roles and responsibilities of all concerned parties, training plan, learning objectives and method of evaluation between the college (PCCM) and the Hotel and Restaurant industries. The MOA shall be signed by the representatives of the 2 parties involved: OIC, and the Dean for the first party, while the Human Resource officer of the Hotel and Restaurant industry for the second party, with witnesses from both parties. To make the agreement legal, it shall be notarized.

1.4.1 OJT Checklist

Students shall submit OJT checklist (per OJT student) form duly signed by the authorized signatories, OJT Coordinator, HMP Head, OSA Directress, Dean, and OIC of PCCM. Student/s with incomplete approval from one or more of the signatories shall be removed from the assignment sheet and will no longer undergo the training.

Office or Division:	On-the-Job Training Program (Hospitality Management Program)			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	HMP OJT students/Partner Hotel and Restaurant Industries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Registration form, enrolled for the (On-the-Job training) Practicum students (second semester). Certificate of Candidate for Graduation/ Registrar's recommendation based on subject evaluation. Registration form (For the students who will cross enroll in other colleges for their lack subjects). Four (4) TESDA NC II Certification Medical Requirements: Fit to work/OJT Certificate (Chest X-ray, Drug test, Hepa-B test. Pregnancy Test for the female students) Assignment sheet. OJT checklist form. Portfolio 		<ul style="list-style-type: none"> Registrar's Office Registrar's Office College where s/he will enroll Any clinics, hospitals, Accredited Health Centers of the DOH OJT Coordinator (Faculty room) OJT Coordinator (faculty room) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>2. Accomplish the OJT checklist form which will be signed by:</p> <p>1.1 Registrar</p> <p>1.2 Guidance Counsellor</p> <p>1.3 College Nurse</p> <p>1.4 OSA Directress</p> <p>1.5 OJT Coordinator</p>	<ul style="list-style-type: none"> • Check the academic requirements • Evaluate the results of the psychological test • Check the medical requirements • Check the registration form and the insurance, and parents' consent/waiver • Check the Endorsement letter form and the OJT uniform to be worn during the training, paraphernalia to be used and give confirmation that the students are qualified to undergo the On-the-Job Training in hospitality service 	None	<p>5 minutes</p> <p>5 minutes</p> <p>10 minutes</p> <p>5 minutes</p> <p>10 minutes</p>	<p>Ms. Tracy Zyza Leopoldo, HMP OJT Coordinator</p> <p>Ms. Yolanda De Guzman, College Registrar</p> <p>Mr. Gian Guardiano, Guidance Counsellor</p> <p>Ms. Marie Hazel Castro, School Nurse</p> <p>Dr. Ma. Paz G. Contreras, OSA Directress</p> <p>Ms. Tracy Zyza Leopoldo, HMP OJT Coordinator</p>
<p>2. Proceed to the following offices for the signature and final checking of document</p>	<p>Check the completion of the checklist form</p>	None	5 minutes	<p>Prof. Maria Sheryl Decilio, HMP Head</p> <p>Dr. Reneliza C. Sta. Ana, Dean / OIC of the College</p>
End of Transaction = 40 minutes				



2. Student Services and Academic Support Division

2.1 Guidance Counselling and Testing Section

This refers to set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize potentials to the fullest, The Office works toward the total development of the learner and as a human person in the different field such as, scholastic, psychological, social, moral, and spiritual aspects. The Guidance Services aim to assist student become mature, integrative, self-directed, and self-sufficient individuals capable of maintaining a healthy social relationship and performing realistically as a responsible person within his community and the larger society. Mental and Socio-Emotional Health Concerns are addressed by the College Guidance Counsellor.

2.1.1 Admission Services

Refers to the services that take care of the processing of students' entrance and requirements, and management of scholarship assistance to deserving students.

Office or Division:	Guidance and Testing Center			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All College Applicants (K-12) Graduates)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Qualifications for Admission: <ul style="list-style-type: none"> At least a High School graduate with a general grade average or rating of not less than 85% from the previous school attended. Be of Good Moral Character. Be of good health certified by a competent physician. Have passed the <u>Online Screening Process</u> to be administered by the College Screening Committee. What are the Requirements: <ul style="list-style-type: none"> Report Card with GWA (Form 138) Xerox Copy Good Moral Certificate (Xerox Copy) PSA Birth Certificate (Xerox Copy) Mayor's Endorsement (Xerox Copy) Secure after passing the screening Proof of Residency/Voter's I.D. (Xerox Copy) Optional (upon request) Medical Certificate (Xerox Copy) Secure after passing the screening Two (2) I.D. Pictures (2"x2") E-Application Form, <u>All Scanned Requirements Are Submitted Online.</u> 		Official PCCM Facebook Page (Guidance Admission Procedures and Guidelines on Online-Admission Services. In case of a scheduled face-to-face transactions, the client may proceed to the 2 nd Floor Guidance Office (4 th Room, Left side from the stairs.). for the protection of all parties involve please be guided by the PCCM Guidance Health Protocol which is strictly enforced in the college.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<u>For Online Transaction</u> <ul style="list-style-type: none"> • Fill-up the PCCM E-Application Form from the Official Guidance Office Online-Admission Services Procedures and Guidelines accessible through PCCM website. 	<u>For Online Transaction</u> <ul style="list-style-type: none"> • Provide accessible e-application form and list of requirements to be scanned for submission. • Explain the online admission and screening procedure. • Provide Online notification per applicant for other procedures required. 	None	10 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> • Secure the PCCM Application Form from the Guidance Office or downloadable from PCCM website. 	<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> • Provide application form and list of requirements. • Explain the admission and screening procedure. • Provide Admission Slip for schedule and payment of entrance examination. 			Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online Transaction</u> <ul style="list-style-type: none"> • Submit and send completed E-Application Form with scanned requirements. 	<u>For Online Transaction</u> <ul style="list-style-type: none"> • Receive and record e-application form. • Advise the applicant to follow the schedule of online interview allotted. • Conduct assessment/evaluation of the 	100	10 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor Ms. Myra B. Pestaño, Finance Head



<p><u>For Scheduled Face-to-Face Transaction</u></p> <ul style="list-style-type: none"> • Submit completed Application Form with requirements and receipt of payment on the scheduled day of the entrance examination 	<p>submitted e-application form and scanned documents</p> <p><u>For Scheduled Face-to-Face Transaction</u></p> <ul style="list-style-type: none"> • Receive and record application form. • Advise the applicant to go to the testing area. • Conduct assessment/evaluation of the submitted application form and documents 			<p>Dr. Roderick M. Cardenas, Guidance Coordinator</p> <p>Mr. Gian Andrei N. Guardiano, Guidance Counselor</p>
<p><u>For Online Transaction</u></p> <ul style="list-style-type: none"> • Take the Online Entrance Examination <p><u>For Scheduled Face-to-Face Transaction</u></p> <ul style="list-style-type: none"> • Take the Entrance Examination 	<p><u>For Online Transaction</u></p> <ul style="list-style-type: none"> • Administer PCCM Online Entrance Examination. • Provide schedule of online interview by the college dean. <p><u>For Scheduled Face-to-Face Transaction</u></p> <ul style="list-style-type: none"> • Administer PCCM Entrance Examination. • Provide schedule of interview by the college dean. 	None	1 hour and 30 minutes	<p>Dr. Roderick M. Cardenas, Guidance Coordinator</p> <p>Mr. Gian Andrei N. Guardiano, Guidance Counselor</p> <p>Dr. Roderick M. Cardenas, Guidance Coordinator</p> <p>Mr. Gian Andrei N. Guardiano, Guidance Counselor</p>
<p><u>For Online Transaction</u></p> <ul style="list-style-type: none"> • Take the Online Entrance Examination 	<p><u>For Online Transaction</u></p> <ul style="list-style-type: none"> • Conduct scheduled online interview to applicant 	None	15 minutes	<p>Dr. Roderick M. Cardenas, Guidance Coordinator</p>



<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Take the Entrance Examination Submit to an Interview 	<ul style="list-style-type: none"> Provide schedule of result of screening through online announcements. 			Mr. Gian Andrei N. Guardiano, Guidance Counselor Dr. Reneliza C. Sta. Ana, Dean / OIC, PCCM
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Get result and secure Enrolment Permit 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Provide e- / non-e enrolment permit to qualified applicants and list of requirements to be scanned for submission in the enrolment. Explain the online enrolment procedure. Provide the schedule of enrolment through online announcement 	None	5 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
End of Transaction = 2 hours and 15 minutes				

2.1.2 Issuance of Certificate of Good Moral Character and other Related Certificates

Administer the issuance of the certificates for whatever legal, personnel and other related purposes pertaining thereof (i.e., Good Moral Character among others).

Office or Division:	Guidance and Testing Center
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	All Students and Alumni



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> School ID School Clearance Form Transcript of Records or Diploma for Alumni 		<p>Official PCCM Facebook Page (Guidance Procedures and Guidelines on Online-Issuance of Certificates)</p> <p>In case of a scheduled face-to-face transactions, the client may proceed to the 2nd Floor Guidance Office (4th Room, Left side from the stairs.) for the protection of all parties involve please be guided by the PCCM Guidance Health Protocol which is strictly enforced in the college.</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Submit and send Scanned Requirements to the Official Guidance Office Procedures and Guidelines on Issuance of Online-Certificates accessible through PCCM website. Present Requirements Writes request in the Logbook 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Verify the authenticity of the scanned requirement submitted. Provide request for certification form for e- / non-e payment. 	None	5 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online Transaction</u> <ul style="list-style-type: none"> Present E-Receipt of Payment 	<u>For Online Transaction</u> <ul style="list-style-type: none"> Prepare the certificate. Double check the certificate with the client Sign electronically the e-certificate Send the e-certificate 	100	5 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor Ms. Myra B. Pestaño, Finance Head
<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Present Receipt of Payment 	<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Prepare the certificate. Double check the certificate with the client 			Mr. Gian Andrei N. Guardiano, Guidance Counselor

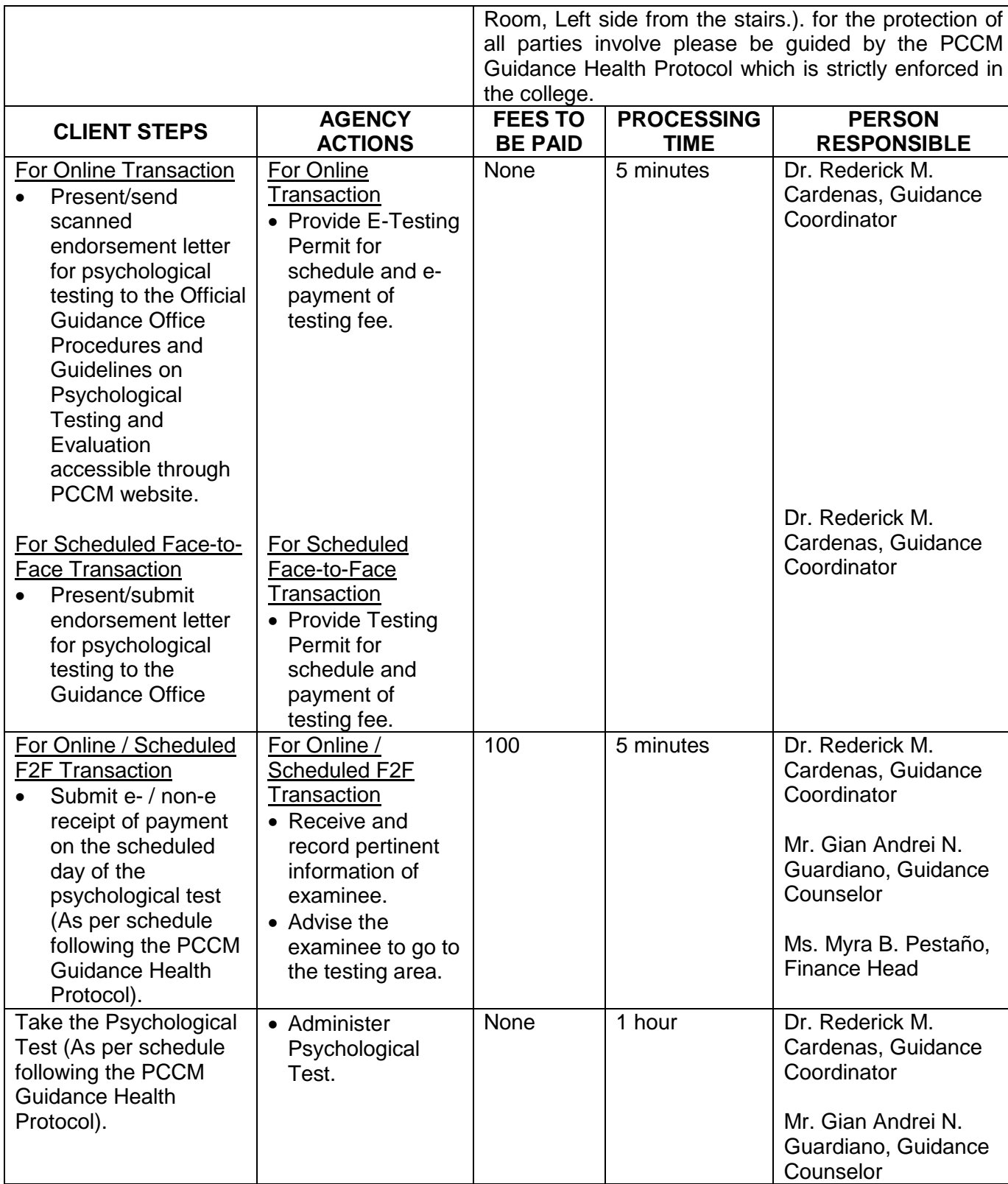


	<ul style="list-style-type: none"> • Print the certificate • Sign the certificate 			
<u>For Online / Scheduled F2fTransaction</u> <ul style="list-style-type: none"> • Reply through messenger or email for received certificate • Sign in the Logbook for received certificate 	<u>For Online Transaction</u> <ul style="list-style-type: none"> • Issue and release E / Non-e Certification • Advise client to go to the Registrar's Office Official website. 	None	2 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online Transaction</u> <ul style="list-style-type: none"> • Received the e-certificate and proceed to the Registrar's Office official website for online seal stamping. <u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> • Received the certificate and proceed to the Registrar's Office for seal stamping. 		None		Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor Ms. Yolanda D. De Guzman, College Registrar
End of Transaction = 12 minutes				

2.1.3 Psychological Testing and Evaluation Services (As per schedule following the PCCM Guidance Health Protocol)

Administer Psychological Test for OJT students as requirement for Student Deployment Checklist and Industry MOA; and for City Government applicants.

Office or Division:	Guidance and Testing Center
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	All Students, Teachers, Employee Alumni and Applicant
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • School ID/Company ID or Valid Id for Alumni and Applicants (scanned) • Endorsement Letter for Psychological Testing (Scanned) 	Official PCCM Facebook Page (Guidance Procedures and Guidelines on Psychological Testing and Evaluation Services. In case of a scheduled face-to-face transactions, the client may proceed to the 2 nd Floor Guidance Office (4 th





<u>For Online Transaction</u> <ul style="list-style-type: none"> Secure E-/ Non-e Certificate of Result 	<u>For Online Transaction</u> <ul style="list-style-type: none"> Provide interpretation and evaluation of test result through online / F2F consultations 	None	15 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Reply through messenger or email for received e- / non-e certificate and test result. 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Issue and release e-/ non-e certification and test result 	None	2 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
End of Transaction = 1 hour and 28 minutes				

2.1.4 Counseling, Follow-up, and Consultation Services

Its purpose is to help students know and gain insights about themselves life situation through the aid of test results and interview. Counseling Services may be individual routine counseling either voluntary or referrals are done any time when the need arises.

Office or Division:	Guidance and Testing Center			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All Students, Teachers, Employee Alumni and Parents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Walk-in Called-in (<u>mediums used are all online platforms</u>) Referral 		Official PCCM Facebook Page (Guidance Procedures and Guidelines on Online-Counseling, Follow-up and Consultation Services. . In case of a scheduled face-to-face transactions, the client may proceed to the 2 nd Floor Guidance Office (4 th Room, Left side from the stairs.). for the protection of all parties involve please be guided by the PCCM Guidance Health Protocol which is strictly enforced in the college.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Online Transaction</u> <ul style="list-style-type: none"> Sign-in for the Online Counseling Services. 	<u>For Online Transaction</u> <ul style="list-style-type: none"> Advice medium of online platform to be use for online / 	None	1 minute	Dr. Roderick M. Cardenas, Guidance Coordinator



<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> • Sign-in in the counseling logbook. 	F2F counseling to the client. <u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> • Present logbook to the client. 			Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online Transaction and For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> • Client shares information, responds to assessment / testing procedures 	<u>For Online / F2F Transaction</u> <ul style="list-style-type: none"> • Interview, assessment, and problem conceptualization. • Interviews, administers tests and other assessment procedures, analyze the problem 	None	30 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online Transaction Counseling Intervention and For Scheduled Face-to-Face Transaction</u>	<u>For Online / F2F Transaction Counseling interventions</u> <ul style="list-style-type: none"> • Sets counseling goals and start to conduct first counseling session 	None	1 hour	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
	<u>For Online / F2F Transaction</u> <ul style="list-style-type: none"> • Continue or terminate counseling session 	None	2 hours	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
	<u>For Scheduled Online / F2F Transaction</u> <ul style="list-style-type: none"> • Counselor calls or text the client for follow-up counseling session 	None	1 hour	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
End of Transaction = 4 hours and 30 minutes				



2.1.5 Individual Inventory Services

Assistance given to students to be truly effective if much information about his past, present status and his future-plans are available. The information which comprises the analysis of the individual must be recorded and filed in a meaningful and organized manner to present a developmental profile of the individual students.

Office or Division:	Guidance and Testing Center			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Individual Inventory E-Form Updating Form Cumulative Record 		<p>Official PCCM Facebook Page (Guidance Procedures and Guidelines on Online-Individual Inventory Services.</p> <p>In case of a scheduled face-to-face transactions, the client may proceed to the 2nd Floor Guidance Office (4th Room, Left side from the stairs.). for the protection of all parties involve please be guided by the PCCM Guidance Health Protocol which is strictly enforced in the college.</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Sign-in for the Online-Individual Inventory Services 	<u>For Online / F2F scheduled Transaction</u> <ul style="list-style-type: none"> Present Individual Inventory E- / Non-e Forms to the client. Present logbook to the client. 	None	1 minute	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online / Scheduled F2F Transaction</u> New students must fill out the Individual Inventory E-Form while continuing students must fill out the e-updating form accessible through PCCM website.	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Provide students with individual inventory form or updating form 	None	6 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor



<u>For Online Transaction</u> <ul style="list-style-type: none"> Send the accomplished e-form and the e-clearance form for electronic signature of the guidance counselor 	<u>For Online Transaction</u> <ul style="list-style-type: none"> Checks individual inventory e-form or e-updating form of students. Sign electronically clearance of students 	None	3 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Present the accomplished form and the clearance form for signature of the guidance counselor 	<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Checks individual inventory form or updating form of students. Sign clearance of students 			
End of Transaction = 10 minutes				

2.1.6 Scholarship Application Assistance Services

These are scholarships and financial aids given to students by local government agencies and officials, by the Commission on Higher Education and/or any private individuals and corporate benefactors. Endorsement by the College and assessed by the Guidance Office, grants shall only be given to student who are compliant and subject to the Scholarship and Retention Policies of the College.

Office or Division:	Guidance and Testing Center
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	All Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Transcript of Records TOR (Xerox Copy) Good Moral Certificate (Xerox Copy) PSA Birth Certificate (Xerox Copy) Two (2) I.D. Pictures (2"x2") Scholarship Application Form Scholarship Certificate <u>All Scanned Requirements Are Submitted Online</u> 	Official PCCM Facebook Page (Guidance Procedures and Guidelines on Online Scholarship Application Assistance Services. In case of a scheduled face-to-face transactions, the client may proceed to the 2 nd Floor Guidance Office (4 th Room, Left side from the stairs.). for the protection of all parties involve please be guided by the PCCM Guidance Health Protocol which is strictly enforced in the college.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Secure the Scholarship E-/ Non-e Application Form from the Guidance Office accessible through PCCM website or downloadable from the benefactor website 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Provide e-/ -/ n on-e-application form and list of requirements to be scanned and submitted online. Explain the scholarship e-screening procedure. Inform student's date of submission of e-application and scanned requirements. through online announcements 	None	5 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Submit completed Scholarship e-/ non-e-Application Form with scanned requirements 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Receive and record e-/ non-e-application form. Conduct assessment/evaluation of the submitted e-application form and scanned documents. 	None	5 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online Transaction</u> <ul style="list-style-type: none"> Submit to a Scheduled Online-Interview <u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Submit to an Interview 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Conduct online F2F interview to applicant Provide schedule of result of scholarship application through online announcements. 	None	15 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor



<u>For Online / Scheduled F2F Transaction</u> Get result of application and secure scholarship certificate	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> • Provide scholarship e- /non-e certificate to qualified applicants. • Explain duties and responsibilities of a scholar based on the standard of the benefactor through online / F2F announcement and consultation. 	None	5 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> • Received the e- / non-e certificate and proceed to the Registrar's Office for online seal stamping and submission to the Finance Office through official email address for assessment. 		None	7 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
End of Transaction = 4 hours and 30 minutes				

2.1.7 Consultation Services for Tertiary Education Subsidy (TES) Recipient

All Freshman students (Entrance Scholars) who qualified during the admission are considered Full Scholars, free of tuition, miscellaneous and other fees. If a student fails to meet the prescribed retention policy, he/she shall be converted to Socialized Scholarship grant whereby the student needs to pay corresponding fees. Students under the Socialized Scholarship are to comply with the same documentary procedures and requirements for the Opt-out students.

Office or Division:	Guidance and Testing Center
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	All Tertiary Education Subsidy (TES) Recipient
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> • E-Reflection Paper • E-Spending Plan Report 	WHERE TO SECURE Official PCCM Facebook Page (Guidance Procedures and Guidelines on Online- Consultation)



		<p>Services for Tertiary Education Subsidy (TES) Recipient.</p> <p>In case of a scheduled face-to-face transactions, the client may proceed to the 2nd Floor Guidance Office (4th Room, Left side from the stairs.). for the protection of all parties involve please be guided by the PCCM Guidance Health Protocol which is strictly enforced in the college.</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For Online Transaction</u> <ul style="list-style-type: none"> Sign-in for the Online- Consultation Services for Tertiary Education Subsidy (TES) Recipient 	<u>For Online Transaction</u> <ul style="list-style-type: none"> Advice medium of online platform to be use for Online- Consultation Services for Tertiary Education Subsidy (TES) Recipient 	None	1 minute	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Sign-in in the logbook. 	<u>For Scheduled Face-to-Face Transaction</u> <ul style="list-style-type: none"> Present logbook to the client. 			
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Submit to an Online / Scheduled F2F Interview 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Conduct online-interview to recipient Provide schedule of submission of e-reflection paper and e-spending plan report. 	None	30 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Submit E- / non-e Reflection Paper and E-Spending Plan Report 	<u>For Online / Scheduled F2F Transaction</u> <ul style="list-style-type: none"> Discuss duties and responsibilities of TES Grantees. (online / offline) Consolidate submitted/send 	None	30 minutes	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor



	scanned requirements.			
	<ul style="list-style-type: none"> Submit report to Unifast Focal Person through their online official website. 	None	A day after the submission	Dr. Roderick M. Cardenas, Guidance Coordinator Mr. Gian Andrei N. Guardiano, Guidance Counselor
End of Transaction = 1 hour				

2.2 Registrar's Office and Records Section

Shall be responsible in the repository of highly important and delicate documents. The office also determines admission course requirements, enrolment, load, transfer, graduation and other matters regarding school records and other documents pertinent to the office, appraises rules and regulations issued from time to time by CHED, PRC, Civil Service and DFA, submits Enrolment List, List of Graduates, CHED E-Form to CHED, PRC and Civil Service. Issuance of Transcript of Records (TOR), Certification, Authentication and Verification (CAV) and Duplicate Diploma. The office is also responsible in the proper conduct and efficient administration of students' enrolment.

2.2.1 Enrollment Services

Student Enrolment is a procedure in which students were formally admitted and legally bonded to the college after meeting all the requirements for Admission (I.e., GWA of 85% - SHS Grade 12, Entrance Examination, Interview) up until the duration of his/her entire stay within a semester or term inclusive of scholarship privileges provided by the UniFAST – TES (Free Higher Education).

Office or Division:	Registrar's Office and Records Section		
Classification:	Simple		
Type of Transaction:	G2C / Government to Client		
Who may avail:	1 st Year Students ... Face to Face Enrolment		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For 1st Year Students: Face to Face <ul style="list-style-type: none"> K-12 Report of Card with 2 photocopies. Transferees- TOR (No credit of subjects) Certificate of Good Moral Character. PSA Birth Certificate (Original and photocopy). Mayor's Endorsement. Short Brown Envelope. 		<ul style="list-style-type: none"> School Graduated in Grade 12 (SHS) Last School Attended Philippine Statistics Authority (PSA) City Government (Mayor's Office) 	



<ul style="list-style-type: none"> Medical Requirement: Chest X-ray and Physical Examination 		Any clinics, hospitals, Accredited Health Center of the DOH		
CLIENT STEPS	ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all pertinent requirements for enrolment (Office of the Registrar)	1. Checking and verification of submitted documents	None	4 minutes	Mr. Aries Esguerra / Ms. Rio Villarico / Lorna Mangawit, Registrar Staff
2. Encoding of student's data and Advising (Office of the Registrar)	2. Encoding student's data and information for records purposes in the system	None	8 minutes	
3. Finance Office Printing and Insurance data	Print 4 copies of Assessment Forms/Registration Forms and data for Insurance	None	4 minutes	Ms. Rowena Gatdula, Collection Officer
4. Receives the 4 copies of Assessment Form/Registration Form	Sign the 4 copies of Assessment Form/Registration Form	None	3 minutes	Ms. Exiel Sapico, Cashier
5. Bring the Assessment Forms/Registration Forms to the Advising Area	Saves the Assessment Form per program and directs student to the Advising for signing of Registration Form, then, to the Cashier if paying students	None	4 minutes	Ms. Exiel Sapico, Cashier Ms. Rowena Gatdula, Collection Officer
6. Keep a copy of Assessment Form with complete signatures	Receives Assessment Form/Registration form for Recording and Filing	None	1 minute	Exiel Sapico, Cashier
End of transactions - 25 minutes				



2.2.2 Online Services for the following Documents via PCCM Registrar Facebook Page / Issuances of Records and Certificates

Pertinent Records / Documents requested by clients for the purpose of enrolment, employment, travel requirement, among others.

Issuance of Transcript of Records (TOR), Certification, Authentication CAV, and Duplicate Diploma.

Office or Division:		Registrar's Office and Records Section		
Classification:		Simple		
Type of Transaction:		G2C / Government to Client		
Who may avail:		All Enrolled Student and Alumni		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Students' Clearance. Authorization letter and ID (For representative); 2x2 ID picture for CAV and LET Examination. Official Receipt from Finance Office 		<ul style="list-style-type: none"> Student (Fully signed clearance from Offices) Student (From parent or guardian) Student Student (Receipt issued by Finance Office) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Checking of fully accomplished clearance and retrieval of students' records	None	4 minutes	Ms. Lorna Mangawit / Ms. Rio Sol Villarico, Registrar Staff
2. Payment of fees	Checking of student's record for any balances, Issuance of Official Receipt	TOR: PHP 150.00 Cert: PHP 75.00 CAV: PHP 225.00 Duplicate copy of Diploma: PHP 200.00	3 minutes	MS. Exiel Sapico, Cashier Ms. Rowena Gatdula, Collection Officer
3. Processing of Documents	Encoding, checking, and printing of document	None	20 minutes	Ms. Lorna Mangawit, Registrar Staff Ms. Yolanda de Guzman, Registrar
4. Fill-out logbook	Issuance of requested documents	None	2 minutes	Ms. Lorna Mangawit, Registrar Staff
End of Transaction = 26 minutes				
Note: Release of documents may vary according to the availability of services				



2.2.3 Issuance of Request Form for Form 137-A, Dropping Form, Leave of Absence Form, Completion Form, Cross Enrolment Form, Adding and Cancellation of Subject Form

- **Form 137- A** - is used for students' evaluation and it should be requested from the school where the student graduated.
- **Dropping Form** - A student drops the subjects a week prior to the Midterm and student who fails to drop subjects is considered (AWOL).
- **Leave of Absence** - a student is required to file a leave of absence and for readmission. The maximum leave period is one year.
- **Completion Form** - An incomplete grade shall be completed immediately after the semester it was incurred; otherwise, the student shall automatically be given a failing grade mark (5.0);
- **Cross Enrolment Form** - may be allowed when desired subjects are not offered in the school where the student is enrolled in and /or during the term of enrolment.
- **Adding and Cancellation of Subject Form** - shall be scheduled only within the allowable period of two (2) weeks from the opening of classes.

Office or Division:		Registrar's Office and Records Section		
Classification:		Simple		
Type of Transaction:		G2C / Government to Client		
Who may avail:		All students from first year to fourth year		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Students' Clearance with complete signatures			• Finance Office	
•			•	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask the front liner staff for the needed form	Issue to students the needed form	None	2 minutes	Ms. Lorna Mangawit, Registrar Staff
2. Return the requested form on the specified date for submission	Check and file the submitted form	None	2 minutes	Ms. Lorna Mangawit, Registrar Staff
End of Transaction = 4 minutes				

2.2.4 Issuance of Report of Grades

Report of Student Grades are issued to the students every end of semester to be used for enrolment and for other purposes.

Office or Division:		Registrar's Office and Records Section		
Classification:		Simple		
Type of Transaction:		G2C / Government to Client		
Who may avail:		All students from first year to fourth year		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	



<ul style="list-style-type: none"> • Students' Clearance with complete signatures • Report of Grades 			<ul style="list-style-type: none"> • Finance Office • Registrar's Office 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the clearance with complete signature	Check the clearance and fill out the logbook	None	3 minutes	Ms. Rio Sol Villarico, Registrar Staff
2. Wait for the issuance of report of Grades	Provide student copy of Report of Grades	None	1 minute	Ms. Rio Sol Villarico, Registrar Staff
End of Transaction = 4 minutes				

2.3 Office for Student Affairs Section

Shall be responsible in the promotion and enforcement of the judicious implementation of institutional rules and regulations governing student behavior / character. It is primarily responsible to maintain and ensure the implementation of the College rules and preserve order, integrity, and reputation of the academic community. The office also provides leadership programs and opportunities for personal and organizational effectiveness, and activities, referring to supervision, recognition, and monitoring of all student organization and their programs. The OSA empowers student organizations by involving them in co-curricular/socio-cultural- civic activities and exposes students' talents and skills through effective networking in local and national school affiliations. Recognizes and accredits, supervises, monitors, and evaluates student organizations including the student government and student publications. Delegate official student body for official representation on matters where such representation is necessary, and the proper regulation of the affairs of official publication of the College (See: CMO No. 09 s. 2013).

Student Organization and Publication Services

The Student Organization and Publications office under the OSA oversees the conduct of various student activities in the College. It administers programs, group assemblies and activities geared towards the well- rounded development of students. It initiates student seminars, symposia, workshops, and other activities relevant to the acquisition of knowledge, skills and values needed for effective leadership and followership, civic-consciousness, and environmental awareness.

Ancillary Services

The ancillary services aid other student-related concerns, such as student insurance, accident - death aid benefits and similar matters and concerns.

2.3.1 Validation of Student Identification Cards

Authentication of enrolled student IDs administered every start of the Semester.



Office or Division:		Office for Student Affairs Section		
Classification:		Simple		
Type of Transaction:		G2C / Government to Client		
Who may avail:		All Bonafede students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Validation of Student Identification Cards: <ul style="list-style-type: none"> All Bonafede students with Certificate of Registration (COR)/Student's ID What are the Requirements: <ul style="list-style-type: none"> Certificate of Registration (COR); Student's ID 		<ul style="list-style-type: none"> Offline Scenario / Limited Face-to-Face <ul style="list-style-type: none"> All Bonafede students with Certificate of Registration (COR)/Student's ID may claim Student's I.D. Card Validation Sticker at the school entrance during distribution of scheduled Learning Guides during MGCQ govern with health and safety health protocols of the Department of Health and office health and safety protocols and depends on the community quarantine status of the localities of the Institution as identified by the COVID-19 Inter-Agency Task Force (IATF). ONLINE SCENARIO <ul style="list-style-type: none"> Requesting student may send request of Student's I.D. Card Validation Sticker thru pccmosas@gmail.com with attached picture image of Student's I.D. Card (front and back); or phone call: (044) 228-5442, Monday to Friday, office hours. 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
OFFLINE SCENARIO				
1. Present certificate of Registration (COR) and student I.D.	Sign the COR/Validates I.D.	None	1 minute	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress
2. Answer the Client Satisfaction Form	Returns the COR and validated I.D.	None	1 minute	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress
End of Transaction = 2 minutes				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ONLINE SCENARIO 1. Send request of Student's I.D. Card Validation Sticker thru pccmosas@gmail.com with attached picture image of Student's I.D. Card (front and back); or thru phone call: (044) 228-5442, Monday to Friday, office hours.	Reply in the e-mails	None	1 minute	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress
2. Answer the Client Satisfaction Form via Google Form	Reflect to the result of client satisfaction or customer feedback.	None	1 minute	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress
End of Transaction = 2 minutes				

2.3.2 Online Application of Certificate of Recognition / Renewal of Student Organization

Requisites of the CHED Learning Continuity Plan is to ensure that all student organizations of the College must undergo annual accreditation for recognition to evaluate the purpose its creation and realization of organizational objectives.

Note: All Face-to-Face interactions are suspended; all transactions are coursed-through online platform via the PCCM website.

Office or Division:	Office for Student Affairs Section
Classification:	Simple
Type of Transaction:	G2C / Government to Client
Who may avail:	All Bonafede students
CHECKLIST OF REQUIREMENTS	
Requirements: <ul style="list-style-type: none"> • Year-round program of activities. • List of Elected officers. • Biodata of officers with ID picture. • Roster of members. 	WHERE TO SECURE 2 nd Floor Student Affairs Office (3 rd Room, Left side from the stairs)



<ul style="list-style-type: none"> • Certificate of recognition/renewal of student organization. • Request Form 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Authorized representative of organization secures application form and list of requirements.	Application form and list of requirements are provided	None	5 minutes	OSA Forms and templates are download from and submitted through the PCCM website.
2. Authorized representative fills-up application form and collates supporting documents.	Aid if there are questions in filing up the application form	None	5 minutes	Ms. Marinel Malitao, OSA Staff
3. Authorized representative submits completed application form and supporting documents	Completeness of required documents is checked and if in order, affixes signature on the application form	None	10 minutes	Ms. Marinel Malitao, OSA Staff
4. Authorized representative presents completed application form and supporting documents	Document is reviewed and if in order, favorably endorses application for renewal/recognition	None	5 minutes	Dr. MA. Paz G. Contreras, OSA Directress
5. Authorized representative submits completed and endorsed application and supporting documents for final approval	Documents are evaluated and if in order, approves renewal/recognition of the organization	None	10 minutes	Ms. Marinel Malitao, OSA Staff
6. Authorized representative Requests issuance of Official Certificate of Recognition/Renewal	Issues certificate of recognition/renewal of the organization	None	5 minutes	Ms. Marinel Malitao, OSA Staff
End of Transaction = 40 minutes				



2.3.3 Procedures on the Request of Conduct of Students and Organization Activities, Processing and Release of Trust Funds

All activities concerned require Proposal and Financial/Budget Allocation, Scheduled Calendar, and School Activity Form to be evaluated by OSA for proper transfer, referrals and conduct of said activities. All activities are recommendatory and subject to the approval of the College Administrator.

Office or Division:	Office for Student Affairs Section			
Classification:	Simple – Multilevel Processing			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Accredited College Societies and Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Project Procurement Management Plan		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit general annual organizational calendar of activities;	• Check general annual organizational calendar of activities.	None	3 working days	Accredited College Societies and Organizations Adviser
2. Submit activity proposal (2) weeks to one (1) month before the actual date of the program.	• Check general annual organizational calendar of activities.	None	2 working days	Accredited College Societies and Organizations Adviser
3. Submit approved Request Letter or approved Proposals and signs the transaction logbook	1. Receive Approved Letter or Approved Project Proposals	None	5 minutes	Ms. Myra Pestaño, Finance Head
	2. Prepare Obligation Request or Trust Fund Utilization Request and submit to the College Administrator for signing	None	1 working day	Ms. Myra Pestaño, Finance Head
	3. Records Obligation Request or Trust Fund Utilization Request in the	None	1 working day	Ms. Myra Pestaño, Finance Head



	Vouchers Logbook. 3. Submits Obligation Request to the City Budget Office for signing 4. Submits Trust Fund Utilization Request to the City Accounting Office for Signing	None	1 working day	Ms. Myra Pestaño, Finance Head
End of Transaction = 8 working days and 5 minutes				

2.3.4. Job-Fair

Requisites of the CHED Learning Continuity Plan provides students with opportunities and exposure to employment through online means or by sharing the link of certified agencies with the conduct related to the job fair.

Office or Division:	Office for Student Affairs Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client – G2B / Government to Business			
Who may avail:	All fourth-year students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements: <ul style="list-style-type: none"> School ID. Job Fair e-forms. Online Attendance Sheet 		2 nd Floor Student Affairs Office (3 rd Room, Left side from the stairs)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register online to the Secretariat	Provide Online Attendance Sheet and Job Fair form	None	3 minutes	Ms. Marinel Malitao, OSA Staff
2. Shop for job online vacancies posted	Post job vacancies submitted by the companies	None	10 minutes	Ms. Marinel Malitao, OSA Staff Alumni Representative
3. Online search to preferred company relevant to the degree taken	Interview and screen prospective applicants via zoom	None	10 minutes	Ms. Marinel Malitao, OSA Staff Company Representative



4. Fill out the company e-form/s	Company representative requires filling up of company e-forms	None	10 minutes	Ms. Marinell Malitao, OSA Staff Company Representative
5. Give soft copy of Attendance Sheets to the company representative	Sign online the Attendance Slip	None	2 minutes	Ms. Marinell Malitao, OSA Staff Company Representative
End of Transaction = 35 minutes				

2.3.5 Application of Student Accident Insurance and Claims

Ancillary services of the College where Bonafede students are enrolled to free Group Accident Insurance and other claims (I.e., Medical Reimbursements).

Office or Division:	Office for Student Affairs Section			
Classification:	Highly Technical (Multistage Processing)			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Bonafede students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements: <ul style="list-style-type: none"> • Photocopy of Form 5 (insurance claim form) • Original of Police blotter/extract • Original of Death certificate • Original of Medical certificate • Birth Certificate (reimbursement only) 		2 nd Floor Student Affairs Office (3 rd Room, Left side from the stairs)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student to secure insurance claim form (ICF) and list of supporting documents via online thru pccmosas@gmail.com	Issues ICF and list	None	2 minutes	Ms. Marinell Malitao, OSA Staff
2. Student completes ICF and collates supporting documents	Provide schedule of submission	None	2 minutes	Ms. Marinell Malitao, OSA Staff
3. Student submits completed claim form and supporting documents via online thru pccmosas@gmail.com	<ul style="list-style-type: none"> • Reviews documents for completeness 	None	5 minutes	Ms. Marinell Malitao, OSA Staff
	<ul style="list-style-type: none"> • Submits completed claim with supporting documents to Group 	None	1 working day after submission	Ms. Marinell Malitao, OSA Staff



	Insurance Provider <ul style="list-style-type: none"> Insurance claim is processed (constant follow-up by the student affairs office to the student insurance group provider) 	None	15 working days to 1 month	Ms. Marinel Malitao, OSA Staff Student Insurance Group Provider
4. Requests release of insurance claim via online thru pccmosas@gmail.com	Follow-up from OSA Office. Prepares voucher and pays the claim.	None	Daily during duration of application	Ms. Marinel Malitao, OSA Staff Student Insurance Group Provider
End of Transaction = (approx.) 30 days				
Note: duration of 1-month processing by Group Accident Insurance provider				

2.3.6 Medical Reimbursement and Death Aid Claims

Ancillary services of the College where Bonafede students are enrolled to free Group Accident Insurance and other claims (I.e., Medical Reimbursements and Death Aid Claims).

Office or Division:	Office for Student Affairs Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Bonafede students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Photocopy of Form 5 (insurance claim form). Original of Police blotter/extract. Original of Death certificate. Original of Medical Certificate;(reimbursement only) 		2 nd Floor Student Affairs Office (3 rd Room, Left side from the stairs)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student or authorized representative to submit letter of request for medical reimbursement / death aid claims including supporting papers via online thru pccmosas@gmail.com	<ul style="list-style-type: none"> Reviews the completeness of documents 	None	6 minutes	Ms. Marinel Malitao, OSA Staff
	<ul style="list-style-type: none"> Request is processed and reimbursed /claim is computed 	None	30 minutes	Ms. Marinel Malitao, OSA Staff



	<ul style="list-style-type: none"> Prepares the voucher and process documents for funding 	None	3 working days depending on the availability of signatories	Insurance Agent
2. Request release of check payment	Check is released	None	5 minutes	Insurance Agent
End of Transaction = (approx.) 3 days				

2.3.7 Procedures on the Rules of Conduct and Due Process

This is the administration of a college procedure handling certain student issues that requires investigation, settlement and/or implementation of sanctions to infractions incurred by students.

Office or Division:	Office for Student Affairs Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Bonafede students / Teachers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> A formal written complaint against any student offender; An incident report from the Security Office relative to infraction of Code of Discipline 		2 nd Floor Office of Student Affairs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Reports the complaints via online thru pccmosas@gmail.com	Receives the complaints and clarifies the issues/complaint with office or personnel concerned	None	5 minutes	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress
2. Wait for feedback	Attending officer explains the issue and how to resolve it to the complainant	None	3 minutes	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress
3. If satisfied, thanks the office and fill-up the client satisfaction form via online thru pccmosas@gmail.com	Follow up the complaint until resolved	None	5 minutes	Ms. Marinel Malitao, OSA Staff Dr. Ma. Paz G. Contreras, OSA Directress



<p>4. If not satisfied, follow up the resolution of the complaint until resolved.</p>	<p>Inform the student offender of his violation immediately, or any accusation against him and shall answer the charges in writing</p> <p>If the offender is a minor, the parent(s) or guardian will be notified and summoned for conferencing</p> <p>If the student admits to the accusation, the OSA decides on the imposition of appropriate sanction on the case</p> <p>A CODI shall be convened to take appropriate action in accepting and hearing of the testimonies and evaluation of evidence for appropriate decision and sanctions commensurable to the gravity of the offense</p> <p>The decision of the Discipline Committee shall immediately take effect.</p>	<p>None</p>	<p>3 Working days</p>	<p>Dr. Roderick Cardenas, Guidance Coordinator</p> <p>Mr. Gian Andrei Guardiano, Guidance Counselor</p> <p>Class Adviser / Program Head</p> <p>CODI</p>
<p>End of Transaction = 3 working days</p>				



2.4 Library Section

Shall provide the basic information about the policies and procedures of the library. The outline of policies and procedures ensures that all the professional and paraprofessional members of the library staff are aware of the day-to-day activities that occur in their area and make them perform their jobs according to the accepted practices of library. It also serves to answer questions pertaining to administrative, public, technical services of the library. Library Services refer to the set of services using library materials for references, intellectual growth through reading, and connecting to global information, and provides informative activities and materials designed to meet student learning adjustments and requirements.

2.4.1 Application of Library Card (New Students)

Students must apply for a library card to borrow library resources and utilize library services.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	New Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Enrollment form Library Card Application form 1x1 picture 		<ul style="list-style-type: none"> Registrar's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Enrollment form	Check and verify the form	None	1 minute	Ms. Rizza, Bicaldo, Librarian
2. Fill-out library card application form and attach picture	Issue the application form	None	2 minutes	Ms. Rowenessie Ruiz, Librarian
3. Submit the form	Encode the information from the application form	None	2 minutes	Ms. Rowenessie Ruiz, Librarian
4. Claim the library card	Print and issue the library card	None	1 working day	Ms. Rizza, Bicaldo, Librarian
End of Transaction = 1 working day				

2.4.2 Validation of Library Card (Old Students)

Students must have their library cards validated every semester.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Old Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



• Enrollment form		• Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Enrollment form	Check and verify the form	None	1 minute	Ms. Rowenessie Ruiz, Librarian
2. Wait for the validated library card.	Validate library card and update the record in the library system.	None	2 minutes	Ms. Rowenessie Ruiz, Librarian
3. Claim validated library card	Issue the library card	None	1 minute	Ms. Rowenessie Ruiz, Librarian
End of Transaction = 4 minutes				

2.4.3 Checking - out (Borrowing) of Books

Checking-out of books service is available during all hours of library operation

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Library Card		• Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the library card and fill out the book slip to the Circulation Desk.	Verify the library card and check the filled-out book slip	None	2 minutes	Ms. Rowenessie Ruiz, Librarian
2. Wait for the book to check out in the library system	Scan the barcode of the book	None	1 minute	Ms. Rowenessie Ruiz, Librarian
3. Receive book/s	Issue book/s borrowed.	None	1 minute	Ms. Rowenessie Ruiz, Librarian
End of Transaction = 4 minutes				

2.4.4 Checking-in (Returning) Books

Checking-in of books service is available during all hours of library operation.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the book for return at the Circulation Desk	Receive the book and check accession number of book/s against the book slip	None	2 minutes	Ms. Rowenessie Ruiz, Librarian
2. Wait until the book checked in to the library system	Scan the barcode of book for return and clear borrower's account at the library system	None	1 minute	Ms. Rowenessie Ruiz, Librarian
End of Transaction = 3 minutes				

2.4.5 Signing of Clearance

Procedure for the signing of clearance issued to students, faculty members, and PCCM personnel.

Office or Division:	Library Section			
Classification:	Signing of Clearance			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Library Card Clearance Form 		<ul style="list-style-type: none"> Library HR Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the clearance form to the librarian	Check the library client's record in the library system.	None	1 minute	Ms. Rizza, Bicaldo, Librarian
2. Wait for the clearance	Sign if the client has no accountability	None	1 minute	Ms. Rizza, Bicaldo, Librarian
3. Receive clearance	Release the clearance	None	1 minute	Ms. Rizza, Bicaldo, Librarian
End of Transaction = 3 minutes				

2.4.6 Ask-a-Librarian Service

Librarian will answer the client's queries regarding the library resources and services through chat.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> None 		<ul style="list-style-type: none"> None 		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask the Librarian through chat	Interview the client and provide the information	None	Within the day	Ms. Rizza, Bicaldo, Librarian
End of Transaction = within the day				

2.4.7 Document Delivery Service (Online)

Library clients may request online a particular document from a book or other resources available at the library.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Library Card (Students)		• Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide Reference Query through chat	Search the available reference using the library system.	None	Within the day	Ms. Rizza, Bicaldo, Librarian
2. Wait for the electronic document	Scan the document and send it to the client	None	Within the day	Ms. Rizza, Bicaldo, Librarian
End of Transaction = within the day				

2.4.8 Online Catalog Search

Library clients may search for a particular title or other library materials available in the PCCM Library using the web OPAC. The library is using a web-based online public access catalog, Koha.

URL: <http://library.pccm.edu.ph/>

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Professional			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• None		• None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Search the online catalog for material needed URL: http://library.pccm.edu.ph/				



2. Client may download Open Educational Resources (OER) through the link provided in the OPAC				
3. A client may request a copy of a particular chapter or topic from the reference found in the OPAC.	Process the request		Within the day	Ms. Rizza, Bicaldo, Librarian
End of Transaction= within the day				

2.4.9 Issuance of Referral Letter

The library provides a referral letter to PCCM students and employees who want to visit the library of other institutions for research purposes.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Library Card (Students)		• Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out a form	Prepare the letter and have it signed	None	8 minutes	Ms. Rizza, Bicaldo, Librarian
2. Log in name on the logbook to acknowledge receipt.	Issue the letter	None	2 minutes	Ms. Rizza, Bicaldo, Librarian
End of Transaction = 10 minutes				

2.5 Health Section

Shall provide emergency care for illness or injury while at school, to ensure that all students get appropriate referrals to health care providers, to monitor for and control the spread of communicable disease, to provide education and counselling in a variety of health and wellness topics, to serve as medical resource in the development of policies and procedures in the school. Thus, providing preventive services, early identification of problems, interventions, and referrals to foster health and educational success. The Medical Clinic provides the necessary provisions relative to medical health care and wellness programs of students and employees. The clinic offers First-Aid treatment of simple medical cases and share referrals to some medical concerns of students and



employees that may require competent attention of the physician. The nurse-on-duty also aids in the issuance of medical certification needed for students' OJT deployment.

2.5.1 Online Health Consultation Services

Administration of immediate care and other health services for clients via online platform.

Office or Division:		Student Services and Academic Support Division (SASSD)		
Classification:		Health Office Services		
Type of Transaction:		G2C / Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3 Online Scanned Medical Records Monitoring and Update		Official PCCM Facebook Page (Clinic Procedures and Guidelines on Online-Health Consultation Services.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign-in for the Online Health Consultation Services.	<p>Ask client and records chief complaint, injury / wound.</p> <p>Performs online demonstration of necessary procedure/s for first aid actions</p> <p>Give the following services if needed through the online consultation:</p> <p>Suggest medicine if needed and available</p> <p>Make referrals if needed.</p> <p>Gives health teaching if needed.</p> <p>If needed further medical intervention send client to the nearest hospital.</p> <p>Proper assistance and links will be arranged by the health personnel</p>	None	10 minutes (or as needed)	Ms. Marie Hazel Castro. R.N., College Nurse



	through PCCM online portals for available health intervention action.			
Enrollment client submits pertinent medical requirements online (scanned medical certificate and x-ray)	Receives and Checks scanned medical certificate and x-ray if there's any medical concern and make referral if needed.	None	5 minutes	Ms. Marie Hazel Castro. R.N., College Nurse
Filling out of e-medical and e-dental form	Receives and reviews entry on the scanned medical record and the submitted scanned medical requirements.	None	5 minutes	Ms. Marie Hazel Castro. R.N., College Nurse
Request for medical assistance through the online consultation facilities of PCCM	Assisting / accompany client outside the school/home (in case of emergency only)	None	4 working days (Or as needed)	Ms. Marie Hazel Castro. R.N., College Nurse
End of Transaction = depends on the kind of services needed				

2.5.2 Health Office intervention and action plan in case of personnel suspected with infection, symptoms, and manifestation of COVID-19 while at work.

Assisting client regarding requests for specific medical assistance and needs. Ensur CoVID-19 Incident Command / Contact personnel must establish specific health and possible quarantine guidelines and triage protocols and practices of the DOH and Local Health Office.

Office or Division:	Health Section			
Classification:	Highly Technical (Multi-stage processing)			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Through Health and Medical Referrals Contact tracing forms 		<ul style="list-style-type: none"> Health Office and other accredited COVID-19 Agencies 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Medical Assistance: <ul style="list-style-type: none"> Person with symptoms or 	Assist clients on the following: <ul style="list-style-type: none"> The school medical personnel must 	None	5 minutes	Ms. Marie Hazel Castro. R.N., College Nurse Dr. Kahlil Solano



<p>suspected with COVID-19</p> <ul style="list-style-type: none"> Information to Health Office Contact tracing procedures 	<p>be immediately informed of the condition of the suspected personnel (showing signs and symptoms of CoVID-19).</p> <ul style="list-style-type: none"> The CoVID-19 Focal Person will call the City Health Office or DOH Hotline regarding the situation at hand. Get information of the history of possible illness and people who interacted with. Contact tracing will be done by Health Personnel accredited by DOH to the close contacts of the suspected individual 1-2 weeks prior to the showing of the symptoms. 	<p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>School Physician</p> <p>Ms. Marie Hazel Castro. R.N., College Nurse</p> <p>Ms. Lorna Mangawit, Surveillance Officer</p>
<p>Instructions for Quarantine Procedures for suspected or COVID-19 positive patient</p>	<p>Patient will be advised to take full 14-day (2 weeks) Home Quarantine health monitoring or will be immediately confined in an ISOLATION AREA to prevent possible spreading and transmission of the disease.</p>	<p>None</p>	<p>7 working days mandatory quarantine procedure</p>	<p>Ms. Marie Hazel Castro. R.N., College Nurse Ms. Marie Hazel Castro. R.N., College Nurse</p> <p>Dr. Kahlil Solano School Physician</p>
<p>Taking the COVID-19 Tests</p>	<p>The suspected patient shall undergo scheduled Rapid</p>	<p>3,000 – 5,000 Php range</p>	<p>3 working days for testing</p>	<p>IATF / City Health</p>



	Test, Swab or PCR tests for positive or negative results in contracting the contagion.		5 working days for results	
End of Transaction = (approx.) 5 minutes				
Note: Tests and result may vary on responses (depending on exigency)				

3. Administrative Division

3.1. Human Resource Management and Development Section

Shall be responsible in developing programs related to human resource planning, training development and management and in implementing the performance appraisal system; Likewise, in charge in the records management system of the HR office and in Initiating the improvement of Human Resource Management system such as recruitment and promotion, retention, rewards and recognition, employees' relations, Employee Health and Wellness program, Information systems, and employee discipline and in updating the manual of operations, faculty/employees handbook and the like.

3.1.1 Job Application (Contract of Service, Job Order)

Posting of vacant positions for open application for qualified applicant. Vacant Positions are posted on the City Government and Polytechnic College of the City of Meycauayan Page and Bulletin Boards.

Office or Division:	Human Resource Management and Development Section			
Classification:	Complex – Multilevel Activity			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Qualified Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Application Letter. <ul style="list-style-type: none"> Addressed to the City Mayor, attention to the PCCM Officer in Charge. Stating purpose of application. Personal Data Sheet. Transcript of Records/Diploma. Certificate of Eligibility/License. Certificates of Awards or Participation. Certificates of previous employment signed by previous employer. Latest performance rating 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application and complete requirements to PCCM HRDO /	<ul style="list-style-type: none"> Receives application and complete credentials 	None		Ms. Melissa T. Rodriguez, HRMO



pccmhrdo2022@gmail.com	<ul style="list-style-type: none"> Evaluate applicants' credentials 	None	2 working days per 10 applicants	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> Preparation of Zoom link and Documents for Convening 	None	½ day	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> Convening /Deliberation of PCCM Faculty Selection Board/ PCCM PSB 	None	1 working day	PCCM PSB and PCCM FSB <ul style="list-style-type: none"> College Dean College HRMO as Secretary Program Head of respective Program Administrative Officer V for Academics Faculty Association President OSA Directress (Student Services applicant) Human City Resource Management Officer
	<ul style="list-style-type: none"> Forward result of deliberation to the City Mayor for final action / selection 	None	1 working day	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> Prepare notice to selected applicants through letter/Email and phone call 	None	5 minutes	
	<ul style="list-style-type: none"> Ensure that the Personal Data Sheet is answered properly and 	None	1 hour	



	completely with recent photo, thumb mark affixed			
2. Successful Applicants, assume duty at specified date	Forward to City Human Resource Management Office for the preparation of contracts if the drug and rapid test results are negative.	None	5 working days	City Human Resource Management Office
End of Transaction = 9 and ½ working days				

3.1.2 Request for Personnel Certifications (Certificate of Employment/ COE with Compensation/Service Records/Leave Credits/Others for various purpose)

Securing personnel records for various purposes (I.e., Certificate of Employment, COE with Compensation, Service Records, Leave Credits among others).

Office or Division:	Human Resource Management and Development Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Active Employee/Separated Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish and submit the filled-up request form	• Review and receive accomplished request form	None	2 minutes	Ms. Melissa T. Rodriguez, HRMO
	• Forward to City Human Resource Management Office for preparation	None	½ day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	• Release request to client (Upon receipt)	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
End of Transaction = (approx.) ½ day				

- 3.1.3 Application for Leave of Absence (Sick Leave / Vacation Leave)
Filing of employee leave in advance to avail services; Medical Certificate is required if the applied sick leave is more than 5 days.



Office or Division:	Human Resource Management and Development Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All (Active Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Leave Application. Medical certification, in case of sick leave of more than five days. Clearance for vacation leave more than 30 calendar days; permit to travel, in case vacation leave will be spent overseas; 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the computerized CSC Form No. 6 with signature and recommending approval of OIC	<ul style="list-style-type: none"> Review and record control number in logbook (For sick leave more than five 5 days; verify medical certificate) 	None	2 minutes	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	<ul style="list-style-type: none"> Forward the CSC Form No.6 to CHRMO for recording and approval 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
End of Transaction = (approx.) ½ day				
Note: Employee should file Application for Leave at Least 5 days in advance; Medical Certificate <i>(when necessary to avail service)</i>				

- 3.1.4 Request for Locator and Pass Slip
Request for locator slip for official business and pass slip by an employee for personal or business purposes.

Office or Division:	Human Resource Management and Development Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Active Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Invitation/Program. Schedule of Activity. Itinerary. Approved request letter 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request then fill-up and submit the Locator/Pass slip to HRD Office	<ul style="list-style-type: none"> Review and record control number in logbook 	None	2 minutes	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	<ul style="list-style-type: none"> Endorsed Locator/Pass Slip to Immediate 	None	2 minutes	Mr. Edgar Llanillo, Administrative



	Supervisor for recommending approval			Assistant I / Liaison Officer
	<ul style="list-style-type: none"> Forward the Locator/Pass Slip to City Administrator's Office for recording and approval 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	<ul style="list-style-type: none"> Issue the Locator/Pass slip to the client upon approval 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
End of Transaction = (approx.) ½ day				
Note: Employee should request locator slip for official business and pass slip for personal business at least two (2) days before the intended date of use				

3.1.5 Request for Authority Travel

Submission of request letter to attend trainings / seminar-workshops before the exact date of the activity.

Office or Division:	Human Resource Management and Development Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All (Active Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Application Letter. <ul style="list-style-type: none"> Addressed to the City Mayor, noted by immediate supervisor. Stating purpose of request. Program/Invitation 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter duly signed by the immediate supervisor with attached invitation/ program/ memorandum from service provider	<ul style="list-style-type: none"> Review and check the learning development / participant who will attend 	None	5 minutes	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> Forward to Mayor's Office for approval 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	<ul style="list-style-type: none"> Forward the Approved letter to City CHRMO for travel order preparation 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer

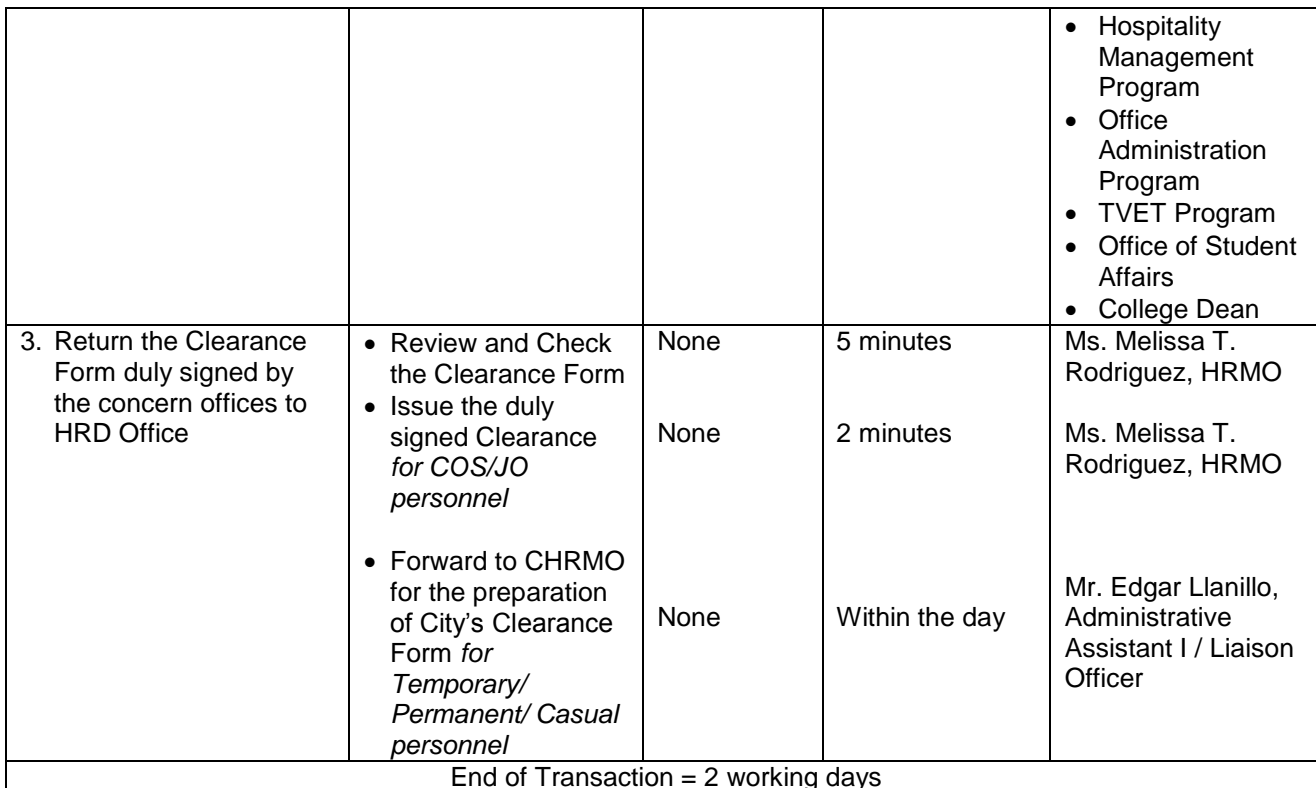


	<ul style="list-style-type: none"> Issue the Travel Order upon release from the City Administrator's Office 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
2. Claim check if registration / per diem / transportation is requested		None	Within the day	City Treasurer's Office
End of Transaction = (approx.) ½ day				
Note: Employee should submit a request letter to attend training two (2) weeks to one (1) month before the exact date of seminar/training				

3.1.6. Request for Clearance Form

Clearance is requested by extant, resigned / separated employees as attachment for loan applications and as a requirement in claiming terminal leave benefits and application to other agencies/companies.

Office or Division:	Human Resource Management and Development Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All (Active Employee/Separated Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Clearance Form. Government Issued ID 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Clearance Form at HRD Office	Prepare the Clearance Form	None	3 minutes	Ms. Melissa T. Rodriguez, HRMO
2. Fill up and proceed to designated offices for verification	Sign the Clearance upon verification if cleared	None	1-30 days	Heads of Offices <ul style="list-style-type: none"> Supply and Property Services Human Resource Welfare & Assistance Faculty Association Office of the College Dean Financial Services Library Registrar Program Heads Office Teacher Education Program



Office or Division:	Human Resource Management and Development Section			
Classification:	Complex – Multilevel Processing			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Memorandum of Agreement. <ul style="list-style-type: none"> Request Letter Addressed to the Officer in Charge. <ul style="list-style-type: none"> School Endorsement Resume/Bio Data 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Memorandum of Agreement, Request Letter <i>Addressed to the College Administrator</i> , School Endorsement and Resume/Bio Data	<ul style="list-style-type: none"> Receive all the documents 	None	2 minutes	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> Forward to College Administrator's Office for approval 	None	2 minutes	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	<ul style="list-style-type: none"> Evaluate, asses coordinate with 	None	1-2 days	Ms. Melissa T. Rodriguez, HRMO



	School Coordinator for deployment (If necessary) <ul style="list-style-type: none"> • Set schedule for orientation • Issue Endorsement letter and certificate of acceptance • Monitor students' activities in the assigned offices/ departments (for work immersion) 	None	1 day	Ms. Melissa T. Rodriguez, HRMO
		None	Occasional inspection during the OJT immersion process	Ms. Melissa T. Rodriguez, HRMO
End of Transaction = 3 working days				

3.1.8 Application for Certificate of Completion

Certificate of completion provided for work-immersion student after completing the duration of activity in conformity with the MOA.

Office or Division:	Human Resource Management and Development Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Work Immersion Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Certificate of completion from office of assignment 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit certificate of completion from office of assignment	<ul style="list-style-type: none"> • Receive certificate of Completion from office of assignment 	None	5 minutes	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> • Prepare HRDO Certificate of Completion 	None	2 minutes	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	<ul style="list-style-type: none"> • Forward to Office of the College Administrator for signing 	None	2 minutes	Ms. Melissa T. Rodriguez, HRMO
	<ul style="list-style-type: none"> • Release of Certification of Completion 			Ms. Melissa T. Rodriguez, HRMO
End of Transaction = 9 minutes				



3.1.9 Application for Loans (Land bank / HDMF / GSIS / Cooperative)
Loan application and processing forwarded to CHRMO.

Office or Division:	PCCM Human Resource Development Office			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All (Active Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished Loan Application Form. Pay slip. Valid IDs 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request Loan Application Form and required documents	<ul style="list-style-type: none"> Receive and checked the accomplished loan application form with attached documents 	None	5 minutes	<ul style="list-style-type: none"> Human Resource Management Officer II
	<ul style="list-style-type: none"> Forward to CHRMO for processing of loan application 	None	Within the day	<ul style="list-style-type: none"> Administrative Assistant I Liaison officer
End of Transaction = 5 minutes				

3.1.10 Procedure for Request of Overtime Services

Office or Division:	PCCM Human Resource Development Office			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All (Active Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished OT Services Form 		PCCM Human Resource Development Office 2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Request for OT Services form (OT Services request form should be fully accomplished and signed by the Department Head) 	<ul style="list-style-type: none"> Forward the request from to City Budget Office Forward to the City Administrator's Office for recommending approval of OT services as to CTO or OT pay Forward to City Mayor's Office for approval 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer



	<ul style="list-style-type: none"> Once approved by the City Mayor, it will then be forwarded to the CHRMO for proper monitoring of OT services (OT) services shall be rendered only after the request/authority has been approved by the City Mayor) Submit the dully filled up and signed Actual Output of Overtime Services Rendered form once the OT services have been rendered to CHRMO for computation of Compensatory OT Credits (COC) or OT Pay COC will be computed by the assigned CHRMO Staff and Certificate of COC will be issued to the concerned personnel who rendered OT services in availing the CTO. 	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
End of Transaction = within the day				
OT Services should be applied three (3) working days before the scheduled OT work;				

3.1.11 Procedure in availing of CTO

CTO may be availed in four (4) or eight (8) hours, it may be used continuously up to a maximum of five (5) consecutive days per single transaction, or on staggered basis within a year.

Office or Division:	PCCM Human Resource Development Office
Classification:	Simple
Type of Transaction:	G2C / Government to Client
Who may avail:	All (Active Employee)
CHECKLIST OF REQUIREMENTS	
CTO Availment Request Form	PCCM Human Resource Development Office
WHERE TO SECURE	



		2nd Floor Right Wing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> CTO in Availing Request Form (CTO Availing Request Form should be fully accomplished and signed by the Department Head) 	Forward to assigned CHRMO staff to compute COC balance.	None	5 minutes (depending on the issues involved)	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
	After approval of the City Administrator, it will then be forwarded to the CHRMO for recording, filing and distribution of copies to concerned employees	None	Within the day	Mr. Edgar Llanillo, Administrative Assistant I / Liaison Officer
End of Transaction = (approx.) ½ day				
CTO Availment request should be applied five (5) working days before the scheduled CTO				

3.2 Finance Section

Shall be responsible in overseeing the College financial resources and administrative duties to achieve the year's revenue and budget goals. Ensure the organization's 100% compliance to various accounting and tax regulations. Accepts payment for school fees and other related approved collections, maintains proper recording and bookkeeping, supports the operation of the college through financial services and provides financial report to different users as reference for decision making.

3.2.1 Signing and Releasing of Clearance

Students to secure fully accomplished and signed student clearance form to relieve them of any material and/or financial any accountability or obligations to be accomplished every end of the semester.

Office or Division:	Finance Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	Students, Parent-Guardian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Assessment Form Examination Permit 		<ul style="list-style-type: none"> Student 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Assessment Form and submit Examination Permit with complete signature of the Instructors	Checks documents as to completeness and accuracy	None	1 minute	Finance Staff/Finance Staff



2. Signs in the Transaction Logbook	Signs and releases Clearance with complete details	None	1 minute	Finance Staff/Finance Staff
3. Receives Clearance	Files the Examination Permit	None	1 minute	Finance Staff/Finance Staff
End of Transaction = 3 minutes				

3.2.2. Request for Petty Cash Fund

Requisition for money for petty expenses and any other urgent purchases.

Office or Division:	Finance Section			
Classification:	Simple			
Type of Transaction:	G2C Government to Client - G2C Government to Government			
Who may avail:	Teaching and Non-teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Locator Slip(Photocopy); • Itinerary of Travel (Original) • Certification of Emergency Purchase (Original) 		<ul style="list-style-type: none"> • PCCM HR Office, Ground Floor near HMP wing • Client • Client 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Locator Slip and Itinerary of Travel or Certification of Emergency of Purchase	Check documents as to completeness and accuracy	None	1 minute	Rowena Gatdula, Collections Officer
2. Complete the information needed in the Petty Cash Voucher, and submits to the College Administrator's Office for approval	Issue pre-numbered Petty Cash Voucher	None	1 minute	Rowena Gatdula, Collections Officer
3. Submits the Approved Petty Cash Voucher	Release the cash needed	None	1 minute	Rowena Gatdula, Collections Officer
4. Submits the Original Copy of Certificates of Appearance, Original Official Receipts or pictures and signs the Liquidation Submitted portion of the Petty Cash Voucher	Checks the accuracy and Attach the Original Copy of Certificates of Appearance, Original Official Receipts, or pictures in the Petty cash Voucher	None	2 minutes	Rowena Gatdula, Collections Officer
End of Transaction = 5 minutes				



3.2.3. Processing of Project Proposal funding under General Fund

Procedure for provisions of the release of budget and request of fund by requesting office or department reflected in their corresponding PPAs and AIPs.

Office or Division:		Finance Section		
Classification:		Complex - Multilevel Processing		
Type of Transaction:		G2C Government to Client / G2C Government to Government		
Who may avail:		Teaching and Non-teaching Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Project Proposals		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Project Proposal and signs the Transaction Logbook	1. Check the Programs/Projects/Activities if included in the AIP, PPA, PPMP and the contents of the Project Proposal	None	10 minutes	Ms. Myra Pestaño, Finance Head
	2. Submits the Project Proposal to the CUPDO, Accounting Office and Mayor's Office for approval	None	5 working days	Ms. Myra Pestaño, Finance Head
	3. Submits copy of approved Project Proposal to the Requesting Personnel	None	3 minutes	Ms. Myra Pestaño, Finance Head
End of Transaction = 5 working days and 8 minutes				

3.2.4. Processing of Purchase Requests

Procedure for provisions of purchase / procurement by request office or department.

Office or Division:		Finance Section		
Classification:		Simple – Multilevel Processing		
Type of Transaction:		G2C /Government to Client - G2C Government to Government		
Who may avail:		Teaching and Non-teaching Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Project Procurement Management Plan		Client		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit list of Supplies or Equipment and signs the Transaction Logbook	• Check list in the Project Procurement Management	None	10 minutes	Ms. Myra Pestaño, Finance Head
	• Encodes supplies or equipment in the Purchase Request Form	None	1 working day	Ms. Myra Pestaño, Finance Head
	• Let the requesting personnel signs the Purchase Request	None	3 minutes	Ms. Myra Pestaño, Finance Head
	• Submits the Purchase Request to the General Services Office	None	1 working day	Ms. Myra Pestaño, Finance Head
End of Transaction = 2 working days and 13 minutes				

4. Physical Plant and Facilities Division

In the furtherance of the CoVID-19 situation, the recourse of the College in establishing Institutional and Office Health Protocols is necessary and vis-a-vis obligatory to mitigate and control the spread of CoVID-19, and therefore not to compromise the health-safety and welfare of the public.

As deterrence, this is an effort to regulate and warrant the safety of all concerned, the College enforces the following guidelines based on the key elements of health standards prescribed by the DOH, IATF and CHED in all HEIs.

2.1 General Services Section - Utility and Maintenance Services

Shall be responsible in ensuring the total structure of the College, its premises, furniture and fixtures, properties and facilities are in good and working condition. The section also submits an inventory of status of all offices, classrooms, and function rooms as to serviceability of electrical appliances (i.e., electric fans, air-conditioning units, lighting system, technical and sound system, and the like). The section ensures the cleanliness and orderliness of the college premises, supervises the building and maintenance personnel, and assign specific task to the utility workers; and perform other functions that may be assigned to them from time to time.



4.1.1 Cleaning and Maintenance Services

Provision of clean and conducive learning and work environment.

Office or Division:	General Services Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client (Routine Activity)			
Who may avail:	PCCM Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request form; School I.D. (for students) 		2 nd Floor Faculty Room		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure a filled-out request form for cleaning of room(s), offices, and facilities. Scheduled cleaning of offices can be also requested	<ul style="list-style-type: none"> Verify the authenticity of the requirement submitted Dispatch available utility worker(s) for cleaning and grooming of room or facility 	None	45 minutes	Mr. Gerard M. Gaza, PPFO Head Utility and Maintenance Officers
End of Transaction = 45 minutes				

2.1.2 Repair Works

Provision of maintenance, reparation and construction work for unserviceable facilities and other resources.

Office or Division:	Physical Plant and Facilities Section			
Classification:	Simple			
Type of Transaction:	G2C / College to Client			
Who may avail:	All College Students, Faculty and Office Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request letter / Request Form Incidence Report School I.D. (for students) 		2 nd Floor Faculty Room		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide a request letter or incident report for damage facilities or equipment requested for repair works or replacements.	<ul style="list-style-type: none"> Verify the authenticity of the requirement submitted Request tools and equipment to Property 	None	1 hour	Mr. Gerard M. Gaza, PPFO Head Utility and Maintenance Officers Ms. Myra Pestaño, Finance Head



	Custodian (if available) <ul style="list-style-type: none"> • If tools and equipment are not available, request and obtain budget on Finance Office for purchase • Dispatch available utility worker(s) for repair works • If the severity of repair is unmanageable, request City General Service Office for Assistance 			City General Service Office
End of Transaction = 1 hour				

4.1.3 Transfer of Equipment

Provision for the prompt mobility and transfer of equipment and other requested material resources.

Office or Division:	Physical Plant and Facilities Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All College Students, Faculty and Office Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Request letter • School I.D. (for students) 		2nd Floor Faculty Room		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure filled-out request form for the transfer of school equipment within or outside the college.	<ul style="list-style-type: none"> • Verify the authenticity of the requirement submitted • Request tools and equipment for transfer to Property Custodian 	None	1 hour	Mr. Gerard M. Gaza, PPFO Head Utility and Maintenance Officers Ms. Myra Pestaño, Finance Head



	<ul style="list-style-type: none"> Dispatch available utility worker/s for equipment and tools transfer 			
End of Transaction = 1 hour				

4.2 Property Section

Shall be responsible and liable for keeping and maintaining the safety of all materials and equipment of the college and its laboratories. The section also performs the distribution or disposal of the supplies to each department, issues supplies, tools and equipment to the offices or staff, receives deliveries of the following: school supplies, office supplies, books, magazines, laboratory equipment, laboratory chemicals, etc., takes picture of the delivered supplies/ equipment and submits the report to the office of the General Services Officer, encodes and records all the delivered supplies and equipment from the date and time of delivery, labels the donated equipment or item properly (I.e. catalogues, manuals and similar identification will be encoded to the office of the College Property Office), prepares and conducts monthly inventory of equipment borrowed and those that are assigned to different department /offices, regularly monitors the supplies and equipment of the college, prepares the equipment and materials needed for students and faculty activities, checks and logs received and borrowed / returned item(s) among others.

4.2.1 Borrowing and use School Facilities and Issuance of Supplies Materials and Equipment

Procedures in the administration of prompt response and proper disposition on request for school facilities and equipment, supplies and materials.

Office or Division:	Property / General Services Section			
Classification:	Simple			
Type of Transaction:	G2C / Government to Client			
Who may avail:	All Bonafede students and College Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Borrower's slip. Requisition and Issue slip. Property Memorandum receipts addressed to the Administrative Officer - V for approval 		Office of the Property Custodian and Administrative Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requisition letter or borrower's slip	<ul style="list-style-type: none"> Issue and check entries in request form Submit letter and borrower's slip signed and 	None	3 minutes	Ms. Dianne Veneracion. Property Custodian



	<p>approved by the AO-V</p> <ul style="list-style-type: none"> • Present and surrender ID to the property officer 	None	3 minutes	Ms. Dianne Veneracion. Property Custodian
	<ul style="list-style-type: none"> • Receiving the item or returning the item then fill-out the user logbook 	None	4 minutes	Ms. Dianne Veneracion. Property Custodian
2. Request for office equipment and other supplies	<ul style="list-style-type: none"> • Check approved items requested • Issue approved requested school supplies / equipment from available stocks • Prepare memorandum receipt (MR) of the distributed supplies requested 	None	5 minutes	Ms. Dianne Veneracion. Property Custodian
3. Delivery of item to school property	<ul style="list-style-type: none"> • Accept and inspect items delivered • Take pictures of each items delivered • Catalog, label items with similar identification • Submit the report of the office to the general servicer 	None	5 minutes	Ms. Dianne Veneracion. Property Custodian
		None	15 minutes	Ms. Dianne Veneracion. Property Custodian
		None	15 minutes	Ms. Dianne Veneracion. Property Custodian
		None	½ day	Ms. Dianne Veneracion. Property Custodian
4. Inventory Report	Make inventory of equipment assigned to different	None	½ day	Ms. Dianne Veneracion. Property Custodian



	departments/offices each semester			
5. Receive property return slip	Receive, list and take pictures of procured items (if delivered items have damages; return item back to City Government)	None	5 minutes	Ms. Dianne Veneracion. Property Custodian
End of Transaction (approx.) 1 working day and 40 minutes				



OFFICE OF THE CITY MAYOR

Internal Services



1. IT Maintenance Services

IT maintenance services are extended to requesting offices / personnel for their computer needs and simple installation or repair of computers in their respective offices.

Office or Division:		City Mayor's Office – Information Technology (IT) Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		All departments/offices in the City Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (1 original copy)		City Mayor's Office – Information Technology (IT Unit), 2 nd Floor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the request form	1.1 Receive and record request	None	1 day	Reynan R. Resurreccion Computer Operator
	1.2 Conduct computer check up and / or installation			Carlo Enrico Q. Catajan Administrative Officer III Geoffrey S. Carlos Senior Admin. Asst. I Danilo R. Baluyot III Info. Technology Officer City Mayor's Office
2. Sign in the logbook	2.1 Record details of job performed in the logbook	None	5 minutes	Reynan R. Resurreccion Computer Operator Carlo Enrico Q. Catajan Administrative Officer III Geoffrey S. Carlos Senior Admin. Asst. I Danilo R. Baluyot III Info. Technology Officer City Mayor's Office
	TOTAL:	None	1 day and 5 minutes	



OFFICE OF THE CITY VICE MAYOR, SANGGUNIANG PANLUNGSOD MEMBERS AND SECRETARY TO THE SANGGUNIANG PANLUNGSOD

Internal Services



1. ISSUANCE OF CERTIFIED PHOTOCOPY/IES OF RESOLUTION/S AND ORDINANCE/S

Certified photocopy/ies of resolution/s and ordinance/s is issued to any requesting individual upon approval for a certain purpose.

Office or Division:		Secretary to the Sangguniang Panlungsod Office		
Classification:		Simple		
Type of Transaction:		G2C / G2B / G2G - Government to Citizen / Government to Business / Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter addressed to the Secretary to the Sangguniang Panlungsod (1 original copy)			To be provided by the Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter for verification • Make sure to secure the Order of Payment that will be issued	1. Verify request and issue order of payment	None	30 minutes	Jeane Eunice M. Lim Administrative Officer V Luzviminda M. Ocampo Supervising Administrative Officer Secretary to the SP Office
2. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by showing the Order of Payment • Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment and issue the official receipt	P50.00 per page	10 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Return to the Secretary to the SP Office, 2 nd Floor to present the official receipt and for the processing and release of	3.1 Check the official receipt	None	10 Minutes	Jeane Eunice M. Lim Administrative Officer V
	3.2 Prepare the requested document and forward to the Acting Secretary			Catherine C. Abacan Acting Secretary to the Sangguniang Panlungsod



requested document	to the SP for approval signature /			Secretary to the SP Office
4. Receive the requested document	4. Release requested document	None	5 minutes	Jeane Eunice M. Lim Administrative Officer V Secretary to the SP Office
	TOTAL:	P50.00 per page	55 minutes	

2. ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

Certificate of No Pending Administrative Case is issued to all requesting Barangay Officials.

Office or Division:	Secretary to the Sangguniang Panlungsod Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Barangay Officials of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Slip (1 original copy)			Secretary to the Sangguniang Panlungsod Office, 2 nd Floor	
Government Issued Identification Card (ID) (1 photocopy)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the request slip with the photocopy of government issued ID • Make sure to secure the Order of Payment that will be issued	1. Verify request and issue order of payment	None	30 minutes	Lina S. Adriano Administrative Assistant VI Secretary to the SP Office
2. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by	2. Issue the official receipt	P50.00	10 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V



showing the Order of Payment • Make sure to secure the Official Receipt that will be issued upon payment				Dominica I. Lagpao Administrative Aide I City Treasurer's Office
3. Photocopy the official receipt at the Community Center, 1 st Floor or any photocopying shop. Return to the Secretary to the SP Office, 2 nd Floor, present the original and photocopy of official receipt	3.1 Receive, check and return the original official receipt to the client	None	20 Minutes	Lina S. Adriano Administrative Assistant VI Catherine C. Abacan Acting Secretary to the SP Secretary to the SP Office
	3.2 Prepare the requested document and forward to the Acting Secretary to the SP for approval / signature			
4. Affix signature in the logbook and receive the requested document	4. Release requested document	None	5 minutes	Lina S. Adriano Administrative Assistant VI Secretary to the SP Office
	TOTAL:	P50.00	1 hour and 5 minutes	



3. ISSUANCE OF CERTIFICATE OF FRANCHISE TO TRICYCLE OWNERS

Certificate of Franchise is issued to all requesting tricycle owners.

Office or Division:	Secretary to the Sangguniang Panlungsod Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Tricycle Owners of the City of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application with approval of BPLO representative (1 photocopy)			City Business Permit and Licensing Office – Dropping/MTOP Window – 1 st Floor, Saluysoy, City of Meycauayan, Bulacan	
Principal				
Government Issued Identification Card (ID) (1 photocopy)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO	
Representative				
Authorization Letter from the person being represented (1 original copy)			To be provided by the client	
Government Issued Identification Card of the person being represented (1 original and 1 photocopy with specimen signature)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all required documents • Make sure to secure the Order of Payment that will be issued	1. Verify submitted documents and issue order of payment	None	10 minutes	Nelson E. Bañez Administrative Aide IV Maria Teresa C. Rivera Administrative Assistant III Secretary to the SP Office
2. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by showing the Order of Payment • Make sure to secure the Official Receipt that will be issued upon payment	2. Issue the official receipt	P600.00	10 minutes	Michelle A. Lanozo Senior Administrative Asst. I Ethel B. Zuñiga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office



3. Proceed to the City Business Permit and Licensing Office – Dropping/MTOP Window – 1 st Floor and present the official receipt	3.1 Receive and issue Claim Slip for the scheduled date of the release of requested certificate and forward complete documents to the Secretary to the SP Office	None	5 Minutes	<p>Ma. Eliza S. Zuñiga Administrative Aide IV</p> <p>Ma. Elizabeth Payas License Inspector II City Business Permit and Licensing Office</p>
	3.2 Schedule committee / session hearing for review and approval of the request	None	24 days	<p>Edgard E. Umbrete Administrative Assistant II</p> <p>Rowena P. Figueroa Local Legislative Staff Officer I</p> <p>Marx Angelo Urbano Administrative Assistant II</p> <p>Catherine C. Abacan Acting Secretary to the SP Secretary to the SP Office</p> <p>City Council City Vice Mayor and Sangguniang Panlungsod Members' Office</p>
	3.3 Forward approved Ordinance to the Sangguniang Panlalawigan for review/approval	None	30 days	<p>Luzviminda M. Ocampo Supervising Administrative Officer Secretary to the SP Office</p> <p>Sangguniang Panlalawigan Council Provincial Government of Bulacan</p>
	3.4 Prepare the Certificate of Franchise to Tricycle and forward to the City Vice Mayor and City Mayor for signature	None	2 days	<p>Marx Angelo Urbano Administrative Assistant II</p> <p>Josefina O. Violago City Vice Mayor City Vice Mayor's Office</p> <p>Atty. Henry R. Villarica City Mayor City Mayor's Office</p>



4. Present Claim Slip as to scheduled date and receive the requested certificate	4. Release the requested certificate	None	10 minutes	Nelson E. Bañez Administrative Aide IV Maria Teresa C. Rivera Administrative Assistant III Secretary to the SP Office
	TOTAL:	P50.00	56 days and 35 minutes	

Issuance of Certificate of Franchise to Tricycle qualified for multi-stage processing.

4. ISSUANCE OF COPY OF RESOLUTION AND CERTIFICATE OF ACCREDITATION

Copy of Resolution and Certificate of Accreditation is issued to the requesting Peoples' Organization, Non-Government Organization and Civil Society Organization.

Office or Division:	Secretary to the Sangguniang Panlungsod Office		
Classification:	Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Peoples’ Organization, Non-Government Organization and Civil Society Organization in the City of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter of Application Form (Annex D) (1 original and 6 photocopies)		To be provided by the client	
Application Form for Accreditation (Annex C) (1 original and 6 photocopies)		Secretary to the Sangguniang Panlungsod Office, 2 nd Floor, Saluysoy, City of Meycauayan, Bulacan	
Duly approved Board Resolution (1 original and 6 photocopies)		To be provided by the client	
Certificate of Registration or Accreditation from any NGA (1 original and 6 photocopies)		To be provided by the client	
List of Current Officers (Annex F) (1 original and 6 photocopies)		To be provided by the client	
Additional Requirements for Civil Society Organization’s operating for at least one (1) year			
Minutes of the Annual Meeting (1 original and 6 photocopies)		To be provided by the client	
Annual Accomplishment Report (1 original and 6 photocopies)		To be provided by the client	
Financial Statement (1 original and 6 photocopies)		To be provided by the client	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the application form and all the required documents	1.1 Check the submitted documents, give the received copy of application and inform the client to wait for the invitation for the schedule of Committee Hearing	None	20 minutes	Rowena P. Figueroa Local Legislative Staff Officer I Secretary to the SP Office
	1.2 Schedule the committee hearing and prepare invitation for signature and dissemination	None	3 working days	Edgard E. Umbrete Administrative Assistant II Rowena P. Figueroa Local Legislative Staff Officer I Secretary to the SP Office Chairman, City Council of the Respective Committee City Vice Mayor and SP Members' Office
2. Attend the committee hearing as per schedule (officers of the organization)	2.1 Conduct the Committee Hearing and approve the request for accreditation	None	16 working days	Rowena P. Figueroa Local Legislative Staff Officer I Edgard E. Umbrete Administrative Assistant II Marx Angelo Urbano Administrative Assistant II Catherine C. Abacan Acting Secretary to the SP Secretary to the SP Office City Council City Vice Mayor and Sangguniang Panlungsod Members' Office



	2.2 Inform the client of the date of release of requested documents	None	30 minutes	Rowena P. Figueroa Local Legislative Staff Officer I Secretary to the SP Office
3. Present the received copy of application, affix signature in the logbook and receive the requested document	3. Check the received copy of application and release the copy of resolution and certificate of accreditation	None	10 minutes	Rowena P. Figueroa Local Legislative Staff Officer I Edgard E. Umbrete Administrative Assistant II Secretary to the SP Office
	TOTAL:	None	19 working days and 1 hour	

Issuance of Copy of Resolution and Certificate of Accreditation qualified for multi-stage processing.



OFFICE OF THE CITY ADMINISTRATOR

Internal Services



1. Issuance and Approval of Travel Order

A travel order is issued to officials and employees of the LGU in attending training, seminars, conventions and other related activities on official time outside of the City of Meycauayan.

Office or Division:		City Administrator's Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		City Government Officials and Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of invitation (original)			Inviting Agency or Office	
Letter-endorsement of Department Head (1 original copy)			Department Head Concerned	
Human Resource Development Committee (HRDC) Comments and Recommendations (1 original and duplicate copy)			City Human Resource Management Office (CHRMO)	
Duly approved HRDC Form (1 original and duplicate copy)			City Human Resource Management Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of invitation and endorsement of Department Head	1.1 Receive, record request and forward to the City Administrator for approval	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator
	1.2 Forward to the City Human Resource Management Office for HRDC recommendation	None	10 minutes	Yolanda Baldomero Administrative Aide I Jennifer S. Mendoza Administrative Assistant I Office of the City Administrator
	1.3 Prepare travel order and memorandum upon receipt of complete	None	15 minutes	Loretta O. Mediina Administrative Asst. VI Pia S. Ramirez-Delos Santos



	documents from CHRMO for signature of the City Administrator			City Administrator Office of the City Administrator
2. Receive copy of travel order and memorandum	2. Photocopy, record and release travel order to concerned offices	None	15 minutes	Yolanda Baldomero Administrative Aide I Loretta O. Mediina Administrative Asst. VI Office of the City Administrator
	TOTAL:	None	45 minutes	

2. Approval of Locator and Pass Slips

Locator slip is a form issued to officials and employees of the LGU who are authorized to go on official business such as attendance to meetings and field inspections.

Pass slip may be issued to employees who would like to transact personal business during office hours.

Office or Division:	City Administrator's Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	City Government Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
LOCATOR SLIP:				
Locator Slip (1 original and duplicate copy)			City Human Resource Management Office (CHRMO)	
Letter request for inspection from private individuals or business establishments or letter of invitation from other agencies for meeting or 1 day seminar (1 original copy)			To be provided by the client	
PASS SLIP:				
Pass Slip (1 original and duplicate copy)			City Human Resource Management Office (CHRMO)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit locator or pass slip approved by the Department Head	1. Verify, record locator/pass slip and forward to the City Administrator for approval	None	10 minutes	<p>Madel Angelica V. Ramos Clerk</p> <p>Jennifer S. Mendoza Administrative Assistant I</p> <p>Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator</p>
2. Receive approved locator or pass slip	2. Release locator/ pass slip	None	1 Minute	<p>Madel Angelica V. Ramos Clerk</p> <p>Jennifer S. Mendoza Administrative Assistant I Office of the City Administrator</p>
	TOTAL:	None	11 minutes	



3. Issuance of Gas Slip, Trip Ticket and Purchase Order for Special Events or Activities

Issuance of gas slip, trip ticket and purchase order for special events or activities by any given office or department of the City Government of Meycauayan.

Office or Division:		City Administrator's Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		City Government Officials and Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request for special events or activities approved by the City Mayor or the City Administrator (1 original copy)			Office / Department Head Concerned	
Request form (1 original and duplicate copy)			City Administrator's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out request form and letter request	1.1 Record and forward to the City Administrator for approval	None	10 minutes	Maria Liza C. San Luis Administrative Aide IV Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator
	1.2 Prepare gas slip, trip ticket and purchase order and forward to the City Administrator for approval	None	20 minutes	
2. Receive gas slip, trip ticket and purchase order	2. Record and release gas slip, trip ticket and purchase order	None	3 minutes	Yolanda P. Baldomero Administrative Aide I Maria Liza C. San Luis Administrative Aide IV Office of the City Administrator
TOTAL:		None	33 minutes	



4. Issuance of Endorsement

An endorsement is a referral slip issued to clients requesting for data from Offices of the City Government for research purposes.

Office or Division:		City Administrator's Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen; G2B – Government to Business		
Who may avail:		Students, Business Establishments		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request (1 original copy)			To be provided by the client	
Additional Requirement For Students:				
Endorsement of School Head (1 original copy)			School	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and interview the client	None	8 minutes	Madel Angelica V. Ramos Clerk Jennifer S. Mendoza Administrative Assistant I Maria Liza C. San Luis Administrative Aide IV Office of the City Administrator
	1.2 Prepare referral slip to appropriate office and forward to the City Administrator for approval	None	6 minutes	Madel Angelica V. Ramos Clerk Jennifer S. Mendoza Administrative Assistant I Maria Liza C. San Luis Administrative Aide IV Pia S. Ramirez-Delos Santos City Administrator Office of the City Administrator



2. Receive referral slip and proceed to the concerned office	2. Release referral slip	None	1 Minute	Madel Angelica V. Ramos Clerk Jennifer S. Mendoza Administrative Assistant I Maria Liza C. San Luis Administrative Aide IV Office of the City Administrator
	TOTAL:	None	15 minutes	

5. Application for Truck Ban and Total Truck Ban Exemption Certificate

Truck Ban and Total Truck Ban Exemption Certificates are issued to business entities transporting perishable goods and livestock, or contractors of public utilities, and to residents and business establishments residing, receiving or making delivery at the Truck Ban or Total Truck Ban Area to allow the free-passage of their own or contracted trucks during truck ban schedules with one month validity. Truck Ban Exemption Certificate and Total Truck Ban Exemption Certificate are distinct and different from each other as to use and validity and should be applied and paid for separately.

Truck Ban or Total Truck Ban Exemption Certificate is renewable one (1) week before its expiration date.

Office or Division:	City Administrator’s Office		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business		
Who may avail:	Business entities transporting perishable goods and livestock, contractors of public utilities, and residents and business establishments residing, receiving or making delivery at the Truck Ban or Total Truck Ban Area		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request letter to Mayor indicating the goods or services to be delivered, origin and destination of delivery (1 original copy)		To be provided by the client	
Certificate of Registration and updated Official Receipt of each truck (1 photo copy)		Land Transportation Office (LTO)	
NEW:			
Photo of front and side view of truck/s (1 copy)		To be provided by the client	



Valid Business Permit (1 photo copy)			City Business Permit and Licensing Office (CBPLO)	
Proof of delivery (Purchase Order, Purchase Request, or latest Delivery Receipt) (1 photo copy)			To be provided by the client / Concerned business establishment	
RENEWAL:				
Previously approved Truck Ban / Total Truck Ban Exemption Certificate of each truck (1 photo copy)			City Mayor's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Review documents, interview and inform client to wait for the text/call on the date of release of requested Certificate	None	20 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
	1.2 Encode, print endorsement / routing form and transmit to Traffic Management Screening Committee for signature	None	5 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
	1.3 Review, evaluate and comment / recommend on the request for exemption	None	3 working days	Ret. Gen. Buenaventura M. Viray, Jr. Senior Transportation Regulation Officer Meyc. Traffic & Parking Bureau Sheila Marie T. Sinson Acting City Business Permit & Licensing Officer City Business Permit & Licensing Office Pia S. Ramirez-Delos Santos City Administrator



				Office of the City Administrator
	1.4 Transmit endorsement / routing form to the City Mayor's Office for processing and approval of the requested certificate	None	5 Minutes	Yolanda P. Baldomer Administrative Aide I Office of the City Administrator
	1.5 Record, prepare certificate and forward to the immediate supervisor for review	None	2 minutes	Charmaine Delos Reyes Administrative Aide VI Atty. Henry R. Villarica City Mayor City Mayor's Office
	1.6 Verify the documents and forward to the City Mayor for approval	None	3 working days	Atty. Jackelyn Joy B. Pernitez Attorney III Atty. Henry R. Villarica City Mayor City Mayor's Office
	1.7 Prepare order of payment and attached to all the documents then forward to the City Administrator	None	10 minutes	Charmaine Delos Reyes Administrative Aide VI City Mayor's Office
	1.8 Inform the client through text / call for scheduled date of payment and release of requested certificate	None	2 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
2. Proceed to the City Administrator's Office on the scheduled date of payment and release of	2. Give order of payment	None	2 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator



requested certificate				
<ul style="list-style-type: none"> Make sure to secure the Order of Payment that will be issued 				
3. Pay the required fees at the City Treasurer's Office – Cashier Window – 1 st Floor, by showing the Order of Payment <ul style="list-style-type: none"> Make sure to secure the Official Receipt that will be issued upon payment 	3. Accept the payment based on the Order of Payment and issue the official receipt	P1,000.00 per truck per month	10 minutes	Michelle A. Lanozo Senior Administrative Assistant I Ethel B. Zuñiga Administrative Assistant V Dominica I. Lagpao Administrative Aide I City Treasurer's Office
4. Return to the City Administrator's Office, present the original receipt and receive the requested certificate	4. Secure a photo copy of the official receipt and release the truck ban exemption certificate	None	2 minutes	Madel Angelica V. Ramos Clerk Fermin M. Velasco Senior Administrative Assistant II Office of the City Administrator
	TOTAL:	P1,000.00 per truck per month	6 working days and 58 minutes	

Issuance of Truck Ban and Total Truck Ban Exemption Certificate qualified for multi-stage processing.



OFFICE OF THE CITY BUDGET OFFICER

Internal Services



1. Processing of Obligation Request Slip (Payrolls / Obligations for General Fund and Special Education Fund)

Obligation Request Slip for certification as to the existence of Appropriation and Allotment.

Office or Division:	City Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Offices of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request (2 original copies)		Requisitioning Office		
FOR PAYROLL:				
Payrolls (1 original copy)		Requisitioning Office		
FOR PURCHASE OF SUPPLIES / MATERIALS / EQUIPMENT:				
Purchase Request (2 original copies)		Requisitioning Office		
FOR PROGRAMS/PROJECTS/ACTIVITIES:				
Project Proposal signed by concerned signatories (1 original copy)		Requisitioning Office / City Accountant's Office / City Urban Planning and Development Office / City Mayor's Office		
FOR MEALS:				
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)		Requisitioning Office		
Project Proposal signed by concerned signatories (1 original copy)		Requisitioning Office / City Accountant's Office / City Urban Planning and Development Office / City Mayor's Office		
FOR FINANCIAL / BURIAL / MEDICAL / OTHER ASSISTANCE:				
Request Letter approved by the City Mayor (1 original copy or 1 photo copy)		Requisitioning Office		
Social Case Study (1 original copy or 1 photo copy)		Requisitioning Office		
FOR GOVERNMENT FACILITIES / INFRASTRUCTURES:				
Program of Work for Infrastructure Project signed by concerned signatories (1 original copy)		Requisitioning Office / City Engineer's Office / City Urban Planning and Development Office / City Mayor's Office		
Purchase Request (2 original copies)		Requisitioning Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents required	1.1 Check the date and signature of the requesting officer	None	1 minute per Obligation Request Slip	Crisanto E. Sanchez Administrative Aide III Elena B. Inot Administrative Asst. II City Budget Office



	1.2 Scrutinize the Obligation Request and supporting documents	None	2 minutes per Obligation Request Slip and its supporting documents	Lardien M. Tayawa Administrative Aide I (Special Education Fund)
	1.3 Verify Obligation Request as to existence of appropriation and allotment. May return to requesting offices if there are deficiencies	None	3 minutes per voucher	Francis Dan D. Santos Administrative Assistant I (General Fund-Payroll) Lhiezll L. Lozada Administrative Officer V (General Fund-Maintenance and Other Operating Expenses and Capital Outlay)
	1.4 Record Obligation Request and assign series obligation number	None	3 minutes per Obligation Request Slip	City Budget Office
	1.5 Certify the existence of available appropriation and sign for release of allotment	None	3 minutes per Obligation Request Slip	Lhiezll L. Lozada Administrative Officer V Encarnita S. Angeles City Budget Officer City Budget Office
2. Receive requested document	1.6 Record the Certified Obligation Request Slip in the logbook and release it to the requesting offices	None	2 minutes per Obligation Request Slip	Elena B. Inot Administrative Asst. II Crisanto E. Sanchez Administrative Aide III City Budget Office
	TOTAL:	None	14 minutes per Obligation Request Slip	



2. Certifications as to Availability of Funds and Utilization as to Appropriation.

Issuance of Certification of Availability of Funds and Utilization as to Appropriation.

Office or Division:		City Budget Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter of the Department Head addressed to the City Budget Officer			Requisitioning Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Verify records in the Registry of Appropriation, Allotments and Obligations. Prepare and print certification	None	5 minutes	Francis Dan D. Santos Administrative Assistant I Lhiezll L. Lozada Administrative Officer V City Budget Office
	1.2 Sign the Certification of Availability of Funds and Utilization as to appropriation.	None	2 minutes	Encarnita S. Angeles City Budget Officer City Budget Office
2. Receive the requested Certification	2.1 Record and issue the Certification to the requesting office	None	2 minutes	Francis Dan D. Santos Administrative Assistant I/ Lhiezll L. Lozada Administrative Officer V City Budget Office
Total:		None	9 minutes	



OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER

Internal Services



1. REQUEST FOR CERTIFICATE OF EMPLOYMENT (COE) AND SERVICE RECORDS (SR)

Employees of the City Government of Meycauayan may request for a Certificate of Employment or Service Record for any legal purposes it may serve them such as for verification of their employment, loan applications, claiming of benefits, etc.

Office or Division:	City Human Resource Management Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. CHRMO Request Slip – 2 copies			City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Encode the details of request to the computer database and receive the CHRMO request slip form	1. Assist in entering data in the computer database and issue CHRMO request slip form	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office	
2. Submit duly filled-out CHRMO request slip	2.1 Check and return CHRMO request slip with written scheduled date of release	None	5 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office	
	2.2 Retrieve employee service record and forward to assigned staff	None	5 minutes	Federic E. Montes Administrative Aide III City Human Resource Management Office	
	2.3 Prepare, print requested document and forward to the City Human Resource Management Officer or authorized personnel for review and signature	None	15 minutes	Loida B. Init Senior Administrative Assistant I Cristina L. Peña Administrative Assistant II	



				City Human Resource Management Office
	2.4 Review and sign requested document	None	1 working day	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office
3. Return on the scheduled date, receive COE/SR and sign on the receiving copy (CHRMO request slip)	3. Release requested COE / SR	None	2 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total	None	1 working day and 37 minutes	



2. REQUEST FOR LOCATOR AND PASS SLIPS

All departures from the assigned work stations during office hours for the purpose of attending official assignments/business (other than with travel order) should be made with a duly approved locator slip. Pass slip is to be requested for the purpose of leaving the office during office hours for personal transaction such as paying bills, going to the bank, etc.

Any employee who leaves her work station without any approved locator or pass slip shall be considered to have incurred an undertime or an unauthorized absence and shall subject him/her to appropriate disciplinary action if warranted.

Office or Division:	City Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Locator Slip Form – 2 copies 2. Pass Slip Form – 2 copies		City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode the details of official assignments / business or personal transaction on the computer database and receive the locator / pass slip form	1. Assist in entering data in the computer database and issue locator / pass slip form	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit duly accomplished locator / pass slip at the City Administrator's Office at 4 th Floor for approval	2. Verify, record locator / pass slip and forward to the City Administrator for approval	None	10 minutes	Madel Angelica V. Ramos Administrative Staff Jennifer S. Mendoza Administrative Assistant I Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
3. Receive approved locator / pass slip	3. Release approved locator / pass slip	None	1 minute	Madel Angelica V. Ramos Administrative Staff



				Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
	Total	None	21 minutes	

3. REQUEST FOR OVERTIME (OT) SERVICES

Employees who may accomplish tasks that cannot be done during regular hours can request an overtime (OT) pay.

Office or Division:	City Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Overtime Services Form – 2 copies		City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode the details of request to the computer database and receive the request for OT services form	1. Assist in entering data in the computer database and issue request for OT services form	None	10 minutes	Ferdinand SJ. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit duly accomplished Request for Overtime Services form with Department Head's signature	2.1. Receive duly accomplished request form and inform requestee to wait for the approval through call/text	None	5 minutes	Ferdinand SJ. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	2.2. Compute tentative amount and forward to the City Human Resource Management Officer or authorized	None	2 working days	Gemma G. Carpon Administrative Aide I City Human Resource Management Office



	personnel for review and initial			
	2.3. Review and initial	None	1 working days	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	2.4. Record to logbook and forward to the City Budget Office for budget appropriation	None	5 minutes	Ferdinand S.J. Rafols Driver / Messenger Federic E. Montes Administrative Aide III Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.5. Review and sign	None	1 working day	Encarnita S. Angeles City Budget Officer City Budget Office
	2.6. Record to logbook and forward to the City Administrator's Office for recommending approval	None	5 minutes	Elena B. Inot Administrative Assistant II Crisanto E. Sanchez Administrative Aide III City Budget Office
	2.7. Review and sign	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.8. Record to logbook and forward to the City Mayor's Office for approval	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I



				Yolanda P. Baldomero Administrative Aide I City Administrator's Office
	2.9. Review and sign	None	1 working day	Atty. Henry R. Villarica City Mayor City Mayor's Office
	2.10. Record to logbook and forward to the City Human Resource Management Office	None	5 minutes	Hershey B. Hong Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office
	2.11. Record to logbook and inform requestee of the status of request through call / text	None	5 minutes	Gemma G. Carpon Administrative Aide I City Human Resource Management Office
3. Proceed to City Human Resource Management Office, 5 th Floor, receive request and sign on the logbook	3. Release OT request	None	2 minutes	Ferdinand S.J. Rafols Driver / Messenger Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total	None	6 working days and 42 minutes	



4. REQUEST FOR AVAILMENT OF COMPENSATORY TIME-OFF (CTO)

Compensatory Time-Off refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.

Office or Division:		City Human Resource Management Office		
Classification:		Complex		
Type of Transaction:		G2G - Government to Government		
Who may avail:		Incumbent Officials and Employees of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Compensatory Time-Off (CTO) Availment Request Form – 2 copies			City Human Resource Management Office, 5 th Floor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Encode details of request on the computer database and receive the CTO Availment request form	1. Assist in entering data in the computer database and issue CTO Availment request form	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
3. Submit duly accomplished CTO Availment request form with Department Head's signature	2.1 Check submitted documents, process and forward to the CHRM Officer or authorized personnel for review and signature	None	1 working day	Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.2 Review and sign request	None	1 working day	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	2.3 Record to logbook and forward to the City Administrator's Office for approval	None	5 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III



				City Human Resource Management Office
	2.4 Review and approve	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.5 Record to logbook and forward to the City Human Resource Management Office	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
4. Receive employee's copy and sign on the logbook	2.6 Record to logbook and release employee's copy to concerned offices	None	1 hour	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total	None	3 days, 1 hour and 20 minutes	



5. APPLICATION FOR LEAVE OF ABSENCE / MONETIZATION

Leave of Absence is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of Executive Order No. 292.

Application for leave of absence may be filed by the officials and employees of the City Government of Meycauayan with permanent, temporary, coterminous, contractual & casual status of appointment including elected officials.

Monetization refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

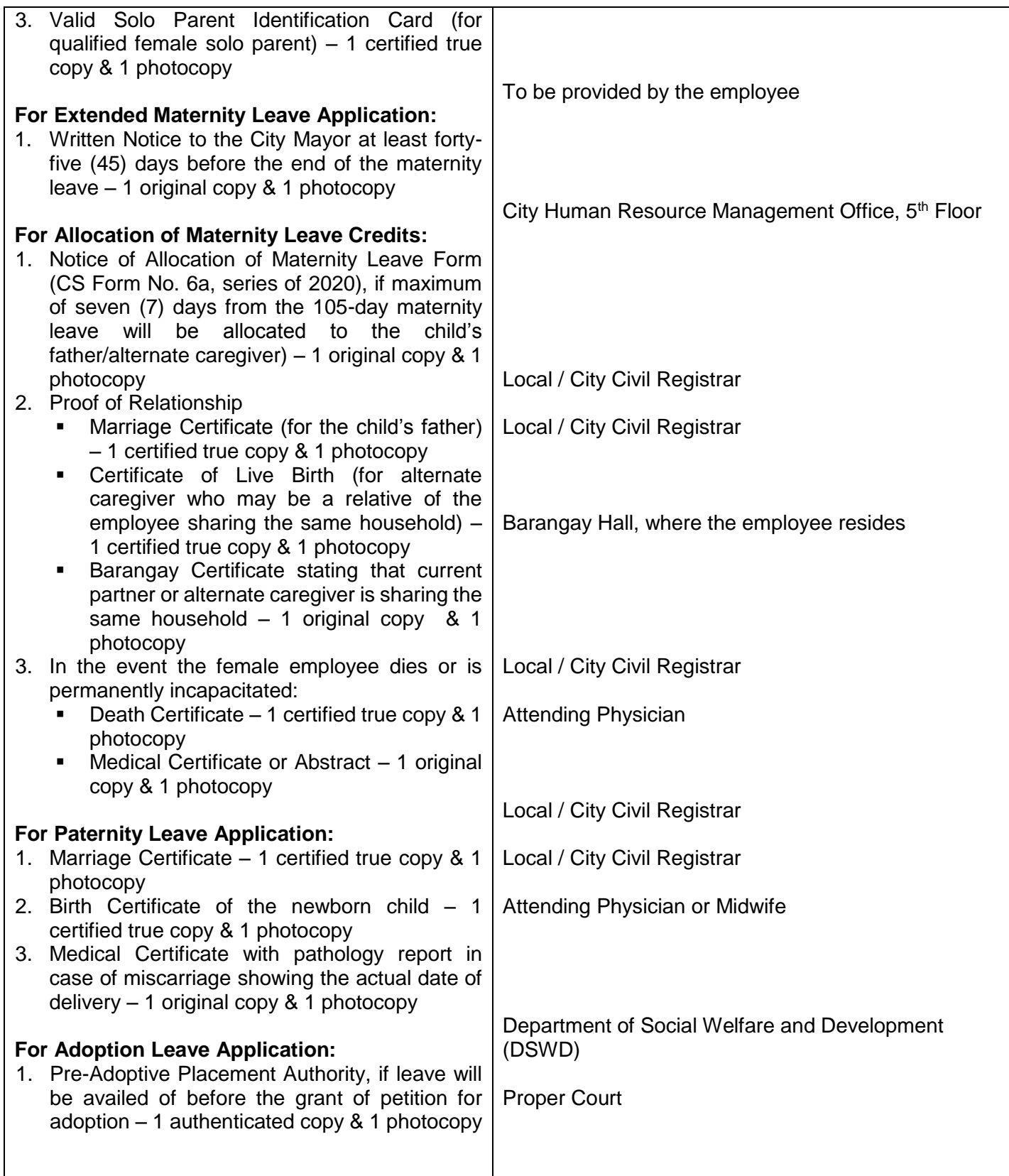
Officials and employees whether elective, permanent, co-terminous, temporary, contractual or casual, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days, provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

Monetization of fifty percent (50%) of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the City Mayor and the availability of funds, such as:

- a. Health, medical and hospital needs of the employee and the immediate members of his family
- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family
- c. Educational needs of the employee and the immediate members of his/her family
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family
- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are enough to fulfill basic needs such as food, shelter and clothing



Office or Division:	City Human Resource Management Office
Classification:	Complex
Type of Transaction:	G2G - Government to Government
Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan (elective, co-terminous, permanent, temporary, contractual, casual status of appointment)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Leave Application Form (Civil Service Form No. 6 Revised 2020) - 1 original copy & 2 photocopies/duplicate copies	City Human Resource Management Office, 5 th Floor
Additional Requirements:	
For Sick Leave Application: 1. Medical Certificate (if filed in advance to undergo medical procedure or advised to rest or if absence from work is more than five (5) days) – 1 original copy & 1 photocopy 2. Duly Notarized Affidavit (in case medical consultation was not availed of) – 1 original copy & 1 photocopy For Special Emergency (Calamity) Leave Application: 1. Proof of damaged house or been stranded in affected areas – 1 original copy & 1 photocopy 2. Medical Certificate, if disease/illness of employee or caring of immediate family members is brought by natural calamity/disaster – 1 original copy & 1 photocopy For Solo Parent Leave Application: 1. Valid Solo Parent Identification Card – 1 certified true copy & 1 photocopy 2. Birth Certificate of the child/children – 1 certified true copy & 1 photocopy 3. Medical Certificate, if child/children is sick – 1 original copy & 1 photocopy For Maternity Leave Application: 1. Written Notice to the City Mayor of Pregnancy and availment of maternity leave at least thirty (30) days in advance, specifying the effectivity of the leave– 1 original copy & 1 photocopy 2. Proof of pregnancy (ultrasound or doctor's certificate on the expected delivery date) – 1 original copy & 1 photocopy	Attending Physician Notary Public To be provided by the employee Attending Physician City Social Welfare and Development Office, 2 nd Floor Local / City Civil Registrar Attending Physician To be provided by the employee Attending Physician City Social Welfare and Development Office, 2 nd Floor





<p>2. Decree of Adoption, if leave is availed after the grant of the petition for adoption – 1 authenticated copy & 1 photocopy</p>	
<p>For Special Leave Benefits for Women Application:</p>	<p>Attending Physician</p>
<p>1. Medical Certificate reflecting the gynecological disorder, histopathological report, operative technique used for the surgery, the duration of the surgery including the peri-operative period (period of confinement around surgery) and estimated period of recuperation of the employee – 1 original copy & 1 photocopy</p> <p>2. Medical Certificate reflecting that the female employee is physically fit to assume the duties of her position, upon the employee's return to work – 1 original copy & 1 photocopy</p>	<p>Attending Physician</p> <p>Barangay Hall where the application for protection order has been filed</p>
<p>For VAWC Leave Application:</p>	<p>Trial Court where the application for TPO/PPO has been filed</p>
<p>1. Barangay Protection Order (BPO - 1 original copy & 1 photocopy or</p>	<p>Barangay Captain/Councilor or Prosecutor or the Clerk of Court where the BPO/TPO/PPO has been filed</p>
<p>Temporary/Permanent Protection Order (TPO/PPO) – 1 original copy & 1 photocopy or</p>	<p>Philippine National Police (PNP)</p>
<p>Certification that the application for the BPO/TPO/PPO has been filed, if the protection order is not yet issued by the barangay or the court – 1 original copy & 1 photocopy or</p>	
<p>Police Report specifying the details of the occurrence of violence on the victim, in the absence of the BPO/TPO/PPO or the Certification from Barangay – 1 original copy & 1 photocopy</p>	<p>Attending Physician</p>
<p>2. Medical Certificate – 1 original copy & 1 photocopy</p>	<p>Registrar's Office of the School attended</p>
<p>For Study Leave Application:</p>	<p>Supreme Court or Professional Regulation Commission</p>
<p>1. Bachelor's degree diploma – 1 certified true copy & 1 photocopy</p>	<p>Registrar's Office of the School Attended</p>
<p>2. Application form for taking the bar or board examinations – 2 photocopies or Registration Certificate, for completing the Master's Degree – 2 photocopies</p>	<p>To be provided by the employee</p>
	<p>Barangay Hall or Philippine National Philippine (PNP)</p>



<p>For Rehabilitation Privilege/Leave Application:</p> <ol style="list-style-type: none"> 1. Letter addressed to the City Mayor – 1 original copy & 1 photocopy 2. Barangay or Police Report – 1 original copy & 1 photocopy 3. Medical Certificate on the nature of the injuries, the course of treatment involved and the need to undergo rest, recuperation and rehabilitation – 1 original copy & 1 photocopy 4. Written concurrence of a government physician for recommendation of rehabilitation, if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation – 1 original copy & 1 photocopy 	<p>Attending Physician</p> <p>Government Physician</p> <p>Government / Private Physician</p>
<p>For application of absences due to Quarantine and/or Treatment of COVID-19:</p> <ol style="list-style-type: none"> 1. Certificate, indicating that the employee has submitted himself/herself for monitoring/investigation, as applicable (for close contact) – 1 original copy & 1 photocopy 2. Quarantine Certificate – 1 original copy & 1 photocopy 3. Medical Certificate, indicating that the employee is cleared to report back to work – 1 original copy & 1 photocopy 4. Medical Records showing that the employee was treated of the COVID-19 (for those under treatment) – 1 original copy & 1 photocopy 5. Reverse Transcription Polymerase Chain Reaction (RT-PCR) Test Result (for infected or identified as close contact of a suspect, probable and/or confirmed case while in the performance of official functions) – 2 photocopies 6. Vaccination Card (for those fully vaccinated) – 2 photocopies 7. Barangay Contact Tracing form (for those infected or identified as close contact or a suspect, probable and/or confirmed case due to personal activities) – 1 original copy & 1 photocopy 	<p>Local Quarantine / Health Official</p> <p>Government / Private Physician</p> <p>Government / Private Physician</p> <p>Laboratory where test was done</p> <p>To be provided by the employee</p> <p>Barangay Hall where the employee resides</p> <p>Vaccination Operations Center or Vaccination Site</p>
<p>For application of absences due to COVID-19 Vaccination and/or Adverse Events following Immunization of COVID-19 Vaccine:</p> <ol style="list-style-type: none"> 1. Immunization / Vaccination Card, with indicated information on the local vaccination operations center or vaccination site – 2 photocopies 	<p>Attending Physician</p>



<ol style="list-style-type: none"> 2. Medical Certificate and/or clinical abstract indicating the diagnosis, management done and number of days of recuperation needed with physicians contact information (for serious AEFIs) – 1 original copy & 1 photocopy 3. Medical Certificate indicating that the employee underwent observation due to AEFI (for non-serious or minor AEFIs) – 1 original copy & 1 photocopy 	<p>Physician at the vaccination center or medical facility</p>
<p>For leave application of more than thirty (30) days:</p> <ol style="list-style-type: none"> 1. Duly Accomplished Clearance Form (CS Form No. 7 Revised 2018) – 3 originally signed copies 2. Duly Accomplished Hand-Over Form – 1 original copy & 2 photocopies 3. Medical Certificate, if for medical reason – 1 original copy & 1 photocopy 	<p>City Human Resource Management Office, 5th Floor</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Attending Physician</p>
<p>For leave application when travelling abroad:</p> <p>a. Unofficial Trip of Less than three (3) months and no emergency or crisis</p> <ol style="list-style-type: none"> 1. Request Letter to the Local Chief Executive stating the employee's full name, position title/designation, country or destination, duration and purpose of travel – 1 original copy 2. Duly Notarized Affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant – 1 original copy 3. Oath of Undertaking, when the applicant has a pending case – 1 original copy 4. Medical Certificate, if for medical reason – 1 original copy 5. Foreign Travel Authority (FTA) – 1 copy 	<p>To be provided by the employee</p> <p>Notary Public</p> <p>Notary Public</p> <p>Attending Physician</p> <p>City Mayor (for all officials and employees) Provincial Governor (if applicant is City Mayor)</p>
<p>b. Unofficial Trip of More than three (3) months and during periods of emergency or crisis</p> <ol style="list-style-type: none"> 1. Request Letter to the Local Chief Executive stating the employee's full name, position title/designation, country or destination, duration and purpose of travel – 1 original copy & 2 photocopies/duplicate copies 2. Duly Notarized Affidavit attesting that no administrative charge or criminal case has 	<p>To be provided by the employee</p> <p>Notary Public</p>



been filed or is pending against the applicant – 1 original copy & 2 photocopies or 3. Oath of Undertaking, when the applicant has a pending case – 1 original copy & 2 photocopies 4. Medical Certificate, if for medical reason – 1 original copy & 2 photocopies 5. Citizen's Charter Service Request Form – 2 original copies 6. Foreign Travel Authority (FTA) – 2 copies		Notary Public Attending Physician City Human Resource Management Office, 5 th Floor Or download at www.fta.dilg.gov.ph Secretary of the Interior and Local Government (SILG)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode details of leave in the computer database and receive leave application form.	1. Assist the employee in encoding details of leave and issue leave application form.	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit the duly accomplished leave form and attached all required documents.	2.1 Check submitted documents and forward to leave processor.	None	5 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	2.2 Process and forward to the City Human Resource Management Officer or authorized personnel for checking and signature.	None	4 hours	Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.3 Check and sign	None	1 working day	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office



	2.4	Record to logbook and forward to the City Administrator for initial.	None	15 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.5	Review and initial	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.6	Record to logbook and forward to the City Mayor's Office for approval	None	30 minutes	Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
	2.7	Approve leave application	None	1 working day	Atty. Henry R. Villarica City Mayor City Mayor's Office
	2.8	Record to logbook and forward to the City Human Resource Management Office	None	30 minutes	Hershey B. Hong Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office
3. Receive employee's copy	3.	Record to logbook and release employee's copy to concerned offices	None	1 hour	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total		None	4 days and 7 hours	



OFFICE OF THE CITY GENERAL SERVICES OFFICER

Internal Services



1. Procurement of Supplies, materials, and equipment/spare parts

Requesting, canvassing and procurement of supplies, materials and equipment delivered to the City General Services Office

Office or Division:	PROCUREMENT AND MANAGEMENT DIVISION			
Classification:	Highly Technical			
Type of Transaction:	Government to Business, Government to Government			
Who may avail:	Different Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request - 4 copies		City General Services Office		
Obligation Request - 4 copies		City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents required duly signed by the Head of requesting office, Budget, Treasury & City Mayor	1.1 Check the PPMP submitted by the requesting office	None	3 minutes	Rowell M. Talusig Administrative Aide I City General Services Office
	1.2 Canvass and prepare all the documents needed	None	3 days	Edna A. Gonzales Administrative Asst. III Ma. Elizabeth C. Samson Administrative Asst. I Rowell M. Talusig Administrative Aide I Amelita Alcantara City Assistant General Services Officer City General Services Office
	1.3 Record and forward documents to concerned office for signature	None	2 days	Christian SD. Legaspi Administrative Aide I City General Services Office
	1.4 Place Order to the lowest bidded Supplier upon Issuance of Notice of Award and Approval of Purchase Order to the supplier	None	1 day	Edna A. Gonzales Administrative Asst. III Ma. Elizabeth C. Samson Administrative Asst. I Rowell M. Talusig Administrative Aide I Amelita A. Alcantara City Assistant General Services Officer City General Services Office



	1.5 Proceed to COA for stamping of P.O and Notice of Delivery	None	5 minutes	Christian SD. Legaspi Administrative Aide I Florita D. Hipolito Administrative Aide I City General Services Office
	1.6 Record and submit all documents upon completion of dates, signatures and pictures of delivered items for payment processing to the Accounting Office	None	5 minutes Delivery Dates: • Small value – 30 days • Bidding – 3 months	Christian SD. Legaspi Administrative Aide I City General Services Office
2. Receive request	2.1 Record and release supplies requested	None	1 day	Mary Jane B. Rublico Administrative Aide I Jhoana D. Tabora Administrative Aide I Rowell M. Talusig Administrative Aide I Edna A. Gonzales Administrative Asst. III City General Services Office
	TOTAL	None	Small Value – 37 days & 13 minutes Bidding – 3 months, 7 days & 13 minutes	



2. Inspection of Supplies, Materials, and Equipment/Spare Parts

Inspection of supplies, materials and equipment delivered to the City General Services Office.

Office or Division:		PROCUREMENT AND MANAGEMENT DIVISION		
Classification:		Simple		
Type of Transaction:		Government to Business, Government to Government		
Who may avail:		Different Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Delivery Receipts – 4 copies Sales Invoice – 4 copies		Supplier Supplies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the document required and supplies, materials and equipment for inspection	1.1 Conduct inspection of delivered goods and specification of items stipulated in delivery receipt and Purchase Order	None	2 hours (depending on the volume of items)	Mary Jane B. Rublico Administrative Aide I Rowell M. Talusig Administrative Aide I Roger A. Clet Administrative Assistant II Edna A. Gonzales Administrative Assistant III City General Services Office
	1.2 Approve Acceptance and Inspection Report	None	10 minutes	Roger A. Clet Administrative Assistant II City General Services Office Mary Jane B. Rublico Administrative Aide I City General Services Office
	1.3 Affix tagging stickers on the item/s for inventory and inclusion in the asset list of the City and prepare RIS and ARE to end user for signature	None	2 hours	
2. Receive Property Acknowledgment Receipt (PAR)	2.1 Release Property Acknowledgment Receipt (PAR)	None	10 minutes	Mary Jane B. Rublico Administrative Aide I City General Services Office
	TOTAL	None	4 hours & 20 minutes	



3. Issuance of Commonly Used Supplies from Centralized Stocking thru Funded Requisition and Issue Slips (RIS)

Issuance of supplies, materials and equipment delivered to the City General Services Office.

Office or Division:	PROCUREMENT AND MANAGEMENT DIVISION			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Different Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Funded Requisition and Issue Slip (RIS) – 4 copies		City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit funded RIS and receive goods	1.1 Checks the list of Commonly used supplies available from centralized stocking	None	1 hour (depending on the volume of items)	Mary Jane B. Rublico Administrative Aide I Rowell M. Talusig Administrative Aide I Jhoana D. Tabora Administrative Aide I City General Services Office
2. Receive goods	2.1 Issuance of goods to end-user through funded RIS	None	1 hour (depending on the volume of items)	Mary Jane B. Rublico Administrative Aide I Rowell M. Talusig Administrative Aide I Jhoana D. Tabora Administrative Aide I City General Services Office
	TOTAL	None	2 hours	



4. Securing Clearance from Property Accountabilities

Clearance from property accountabilities requires officials and employees to secure upon transfer to other agencies, retirement, resignation or leave application of more than thirty (30) days.

Office or Division:	PROCUREMENT AND MANAGEMENT DIVISION			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Different Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Property Return Slip – 1 copy		City General Services Office		
Clearance Form – 4 copies		Offices concerned		
Accountable properties - all		To be provided by the employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements and surrender all accountable properties whether serviceable or unserviceable	1.1 Prepare GSO clearance and check ARE for turn over or cancellation of ARE	None	20 minutes	Mary Jane B. Rublico Administrative Aide I Amelita A. Alcantara City Assistant General Services Officer City General Services Office
	1.2 Affix initial upon checking on the accuracy and completeness of information	None	2 minutes	Amelita A. Alcantara City Assistant General Services Officer City General Services Office
	1.3 Sign Clearance	None	1 minute	Ma. Cristina DV. Pineda City General Services Officer City General Services Office
2. Receive signed clearance	2.1 Release clearance	None	5 minutes	Mary Jane B. Rublico Administrative Aide I City General Services Office
	TOTAL	None	28 Minutes	



**OFFICE OF THE CITY
INFORMATION AND COMMUNICATION
RELATIONS OFFICER**

Internal Services



1. Request for Lay-out / Photo Coverage / Article Writing

CICRO performs internal services by doing print lay-out for tarpaulins and posters, editing of materials, photo coverage and article writing, announcements and advisories, as well as speeches and scripts for programs, plans and projects of different departments in the city government for the official facebook account and website, zoom meetings or other online platforms.

Office		City Information and Community Relations Office (CICRO)		
Classification		Simple		
Type of Transaction		G2G Government to Government		
Who may avail		Departments in the City Government		
Checklist of Requirements		Where to Secure		
Request Slip		CICRO		
Sample Material/Concept, if any		To be provided by the requesting party		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
A. Printed Programs, Certificates, Invitations, Tarpaulins for Events 1. Submit filled out request slip and sample material/concept	1.1 Forward request to CICRO Head for review and approval.	None	10 minutes	John Benedict Atadero Emilyn Santiago Support Staff Raquel Rodriguez Community Affairs Off. IV Agnes Gina-Lyn Cayaban Head, CICRO City Information & Community Relations Office (CICRO)
	1.2 Clarify requirements & other details with requesting party and forward to lay-out artist	None	1 hour	Raquel Rodriguez Community Affairs Officer IV
	1.3 Draft Lay-out and forward to department head for approval as indicated on marginal notation	None	1 day	Rizaldy Doctor Administrative Asst. V Jeanalyn Estrella Support Staff CICRO
	1.4 Forward draft lay-out to the City Mayor's Office for final approval	None	10 mins.	Adela Cariño Administrative Aide I CICRO
	TOTAL	None	1 day, 1 hour & 20 minutes	



B. For Tarpaulin: 1. Makes either Verbal Request or Submit filled out request slip and sample material/concept 2. Received the requested tarpaulin	For tarpaulin: 1.1 Receives request 1.2 Draft Lay-out and forward to department head for approval. Once approved, forward the draft lay-out to Mayor's Office for approval as indicated on marginal notation. 1.3 Forward approved tarpaulin lay-out to Starbase for printing.	None None None	3 minutes 1 day 2 days	John Benedict Atadero Support Staff CICRO Rizaldy Doctor Administrative Asst. V CICRO Rizaldy Doctor Administrative Asst. V CICRO Rizaldy Doctor Administrative Asst. V CICRO
	TOTAL	None	3 days & 3 minutes	
C. Copy Editing of Materials: 1. Submit filled out request slip and sample material/concept 3. Received the requested material	1.1 Receive request & forward to CICRO Head 1.2 Edit the material and forward to Mayor's Office for approval or further edit on marginal note of final draft for appropriate action by CICRO Head 3.1 Informs client when request is ready for pick-up or email	None None	5 minutes 2 hours 5 minutes	Raquel Rodriguez Community Affairs Off. IV John Benedict Atadero Support Staff Erika Margeaux Motril Support Staff Agnes Gina-Lyn Cayaban Head, CICRO Raquel Rodriguez Community Affairs Off. IV CICRO
	TOTAL	None	2 hours & 10 minutes	



D. Speech/ Messages/ Scripts				
1. Submit written request or request verbally	1.1 Forward request to CICRO Head for approval	None	3 minutes	Raquel Rodriguez Community Affairs Off. IV
	1.2 Assign writer interviews concerned staff/officer	None	15 minutes	Agnes Gina-Lyn Cayaban Head, CICRO Erika Margeaux Motril Support Staff
	1.3 Writer drafts speech / greetings / script	None	1 day	Thea Janica Teh Erika Margeaux Motril Support Staff
	1.4 Fact checks content with concerned department heads and / or Mayor as necessary and revises for final draft	None	1 day	Agnes Gina-Lyn Cayaban Head, CICRO Erika Margeaux Motril Support Staff CICRO
	1.5 Revise and inform staff when request is ready for pick-up or email		5 minutes	
2. Received the requested material				
	TOTAL	None	2 days & 23 minutes	
E. For Article-writing:				
1. Submit written request or request verbally	1.1 Forward request to CICRO Head for approval	None	3 minutes	Thea Janica Teh Support Staff
	1.2 Assign writer interviews concerned staff or officer		15 minutes	Agnes Gina-Lyn Cayaban Head, CICRO
	1.3. Writer draft and revise as necessary in consultation with requesting party.		1 day	CICRO
	1.4 Forward write-up to department head who indicates approval on marginal note		15 minutes	



2. Received the requested material	1.5 Post/ release write-up as requested		3 minutes	
	TOTAL	None	1 day & 36 minutes	
F. For photos or photo coverage:				
1. Submit written request or request verbally at least 1 day before the event	1.1 Direct photographer for availability from stock photos or assigns photographer and / or livestreaming team for coverage of event.	None	10 minutes	Agnes Gina-Lyn Cayaban Head, CICRO
	1.2 Photographer or support staff searches for requested stock fotos in desktop and releases to client	None	1 hour	Gary Dator Photographer John Benedict Atadero Support Staff CICRO
	1.3 Photographer and / or livestreaming team covers the event	None	4 hours	Erika Margeaux Motril Thea Janica Teh John Benedict Atadero Support Staff Gary Dator Photographer CICRO
2. Client receives requested photo image files online or brings own USB for file copies	1.4 Photographer selects photo for release to client	None	2 hours	Gary Dator Photographer CICRO
3. Client receives requested photo image files online or brings own USB for file copies and or downloads livestreamed file from social media account			10 minutes	John Benedict Atadero Emilyn Abacan Support Staff CICRO



	TOTAL	None	Photo request : 1 hour & 10 mins. Photo coverage / Live Streaming Coverage: 6 hours & 10 minutes	
G. For AVP Productions				
1. Submit written request or request verbally at least six (6) weeks before the event presentation	1.1 Forward request to CICRO Head for approval	None	3 minutes	Emilyn Abacan Thea Janica Teh Support Staff CICRO
	1.2 Writer directed to coordinate with requesting client for content research (including stock foto & video research) and series of writing with fact checking until final working draft		2 weeks	Agnes Gina-Lyn Cayaban Head, CICRO Erika Margeaux Motril Thea Janica Teh John Benedict Atadero Support Staff Gary Dator Photographer CICRO
	1.3 Prepare for shoot (script breakdown; coordinate with various personalities / agencies, departments or groups included in video for permits, and schedules for shoot		2 weeks	Agnes Gina-Lyn Cayaban Head, CICRO Raquel Rodriguez, Community Affairs Off. IV Erika Margeaux Motril Thea Janica Teh John Benedict Atadero Emilyn Santiago Support Staff
	1.4 Shoot and Video Editing (including fact checking for final narration, motion graphics, music scoring, etc.)		2 weeks	Erika Margeaux Motril Thea Janica Teh John Benedict Atadero Emilyn Santiago Support Staff
	1.5 Video output forwarded to Department Head, City Administrator / Mayor for approval and / or re-edits as needed		2 days	Agnes Gina-Lyn Cayaban Head, CICRO Erika Margeaux Motril
	1.6 Informs client when request is ready for pick-up and or assists in presentation set-up as needed		1 hour	Erika Margeaux Motril John Benedict Atadero Support Staff
	TOTAL	None	6 wks., 2 days, 1 hr. & 3 mins.	



2. Request for Video Advocacy Messages by the City Mayor for On-line Platforms

CICRO performs internal services by doing video advocacy messages by the City Mayor for different on-line platforms.

Office	City Information and Community Relations Office (CICRO)			
Classification	Highly Technical			
Type of Transaction	G2G Government to Government			
Who may avail	Departments in the City Government			
Checklist of Requirements		Where to Secure		
Request Slip / Written request		CICRO		
Sample Material/Concept, if any		To be provided by the requesting party		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Email request letter to cityofmeycauayanbulacan@yahoo.com / If walk-in: sign in to logbook and attach e-copy or hardcopy of requirements	1.1 Print-out emailed request or Receive request letter for walk-in and forward to Mayor's office for approval.	None	3 minutes	Emilyn Abacan Thea Janica Teh Support Staff CICRO
	1.2 Upon approval, write the script for video or on-line message, fact check, get Mayor's inputs & approval.		Short Video Message – 7 minutes	Thea Janica Teh Erika Margeaux Motril Support Staff Agnes Gina-Lyn Cayaban Head, CICRO
	1.3 Shoots Mayor's Video,		Complex type: 10 days	
			3 days	Erika Margeaux Motril Emilyn Abacan Thea Janica Teh John Benedict Atadero Support Staff Gary Dator Photographer CICRO
	1.4 Edit Video		3 hours	Erika Margeaux Motril Support Staff Agnes Gina-Lyn Cayaban Head, CICRO
	1.5 Final Approval sought from City Mayor / City Administrator		6 hours	Pia Ramirez-Delos Santos City Administrator



2. Wait for approved request to be produced & emailed or sent link from CICRO	<p>1.6 If further edits are required, another round of editing & approval</p> <p>2.1 Advise client thru email or text on approved final video message to be received via email, link, or pick-up</p>		<p>6 hours</p> <p>5 mins.</p>	<p>City Admin. Office Agnes Gina-Lyn Cayaban Head, CICRO</p> <p>Erika Margeaux Motril Support Staff Agnes Gina-Lyn Cayaban Head, CICRO</p>
	TOTAL	None	13 days, 15 hours & 8 minutes	



OFFICE OF THE CITY LEGAL OFFICER

Internal Services



1. Rendering of Legal Opinions

A type of document expressing legal conclusions about and/or legal analysis of a transaction or matter which is relied on by the requesting party indicating the legal effects of their concern and the legal risks that the requesting party should consider further and evaluate.

Office or Division:		CITY LEGAL OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Client / G2G – Government to Government		
Who may avail:		Employees of the City Government.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written query or request for legal opinion			To be provided by the client / requesting office or employee.	
All documents relative to the client's concern.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents required	1.1 Record request and refer to the City Legal Officer for proper disposition of request.	None	2 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	1.2 Assess and assign document preparation to concerned lawyer	None	15 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
	1.3 Gather and provide all necessary information and finalize the legal opinion requested.	None	2 days (for simple requests) 9 days (for complex requests)	Atty. Deanne Gel DC. Santos Assistant Legal Counsel City Legal Office



	1.4 Review and approve release of document by the City Legal Officer.	None	30 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
	1.5 Inform the requesting party on the copy of the approved document through text / call	None	5 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
2. Receive the requested document.	2. Record and release the signed legal opinion	None	2 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	Total	None	2 days and 54 minutes <i>(Simple requests)</i> 9 days and 54 minutes <i>(Complex requests)</i>	



2. Review and/or Drafting of Contracts, Ordinances, and other Legal Instruments

In relation to the CLO's mandate to provide assistance and guidance to the City Government, CLO renders complete and final legal document in relation to the request of the requesting office.

Office or Division:	CITY LEGAL OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Officials and employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written query or request for review			To be provided by the requesting office.	
Contract Proposed ordinance Other legal instrument				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s to submit written request for review of documents to the receiving officer.	1.1. CLO staff to receive client's request.	None	5 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	1.2. Refer to the City Legal Officer for proper disposition of request			
	1.3. Evaluate request.	None	15 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
	1.4. Assign document review to concerned lawyer.			



	1.5. Gather and provide all necessary information, provide comments and draft a legal opinion, if necessary.	None	2 days (for simple requests) 9 days (for complex requests)	Atty. Deanne Gel DC. Santos Assistant Legal Counsel City Legal Office
	1.6. Review and approve release of document by the City Legal Officer.	None	30 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
2. Return to the CLO for the claiming of the requested document.	2.1. Record and release the signed document to the requesting client.	None	2 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	Total	None	2 days and 52 minutes <i>(Simple requests)</i> 9 days and 52 minutes <i>(Complex requests)</i>	



OFFICE OF THE CITY ACCOUNTANT

Internal Services



1. PHILHEALTH Certification of Contributions

Issuance of Certification of PhilHealth Contributions of members.

Office or Division:	Office of the City Accountant			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Officials and Employees of the City Government of Meycauayan (with permanent, temporary, co-terminous, contractual & casual appointment)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
PhilHealth ID or Member's Data Record – for presentation			PhilHealth	
Employee's ID – for presentation			City Government of Meycauayan	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete documents	1.1 Verify records and prepare certification for signature	None	7 minutes	Agnes Brillo Admin. Assistant VI Carlos Jerome Flores Administrative Aide IV Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
2. Receive the issued Certification	2. Record and issue the Certification	None	3 minutes	Agnes Brillo Admin. Assistant VI Carlos Jerome Flores Administrative Aide IV Office of the City Accountant
	Total	None	10 minutes	



2. Request for Clearance from Money and Property Accountabilities

Clearances forwarded to the Office of the City Accountant are facilitated

Office or Division:		Office of the City Accountant		
Classification:		Simple		
Type of Transaction:		G2C – Government to Government		
Who may avail:		Different offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Clearance form			Human Resource Management Office (HRMO)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Clearance form	1.1 Verify record and forward clearance form for signature	None	25 minutes	Ma. Daisy Antonio Admin. Assistant VI Dexter Calalang Admin. Officer V Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
2. Receive the clearance	2. Record and release the signed clearance	None	3 minutes	Ma. Daisy Antonio Admin. Assistant VI Office of the City Accountant
Total		None	24 minutes	

3. Request for Financial Documents

Financial Documents from the Barangays of the City Government of Meycauayan are submitted to the Office of the City Accountant for the preparation of Financial Reports as mandated by the Commission on Audit

Office or Division:		Office of the City Accountant		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Different barangays of City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	



The following are to be submitted in original copy 1. Transmittal of Report 2. Punong Barangay Certification 3. Summary of Checks Issued with DV 4. Record of Appropriations and Obligations 5. Report of Accountability for Accountable Forms 6. Report of Collections and Deposits 7. Cashbook			Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan Barangays of the City of Meycauayan	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the Reports	1.1 Receive the reports with supporting documents	None	3 minutes per transmittal	Ramil Alcaraz Senior Admin. Asst. II Ma. Cristina Areglo Senior Admin. Asst. II
	1.2 Arrange and sort the transmitted reports	None	3 minutes per transmittal	Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant
	1.3 Check and review the submitted reports including the supporting documents	None	3 hours per transmittal	Ramil Alcaraz Senior Admin. Asst. II Ma. Cristina Areglo Senior Admin. Asst. II Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant
	1.4 Submit the report to the encoders	None	3 minutes per transmittal	Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant



	1.5 Encode and prepare the necessary financial documents	None	30 days per barangay	Ramil Alcaraz Senior Admin. Asst. II Ma. Cristina Areglo Senior Admin. Asst. II Michael Javier Admin. Assistant VI Imelda Bausa Admin. Assistant VI Ma. Daisy Antonio Admin. Assistant VI Agnes Brillo Admin. Assistant VI Grace Antonio Admin. Assistant III Office of the City Accountant
	1.6 Submit the reports to the requesting party			Gina Marbella Admin. Officer IV
	Total	None	30 days, 3 hours and 9 minutes	

4. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Food Expenses/Meals and Snacks)

Disbursement Vouchers for payment to Suppliers for Meals from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Requisitioning Offices of the City Government of Meycauayan	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher – 2 copies		Requisitioning Office
2. Approved Purchase Request – 2 copies		Requisitioning Office
3. Obligation Request – 2 copies		Requisitioning Office
4. Resolution Establishing Mode of Procurement – 1 copy		Bids and Awards Committee
5. Request for Quotation - 1 copy		Bids and Awards Committee
6. Project Proposal -1 copy		Requisitioning Office



7. Notice of Award – 2 copies 8. Purchase Order duly received by COA – 2 copies 9. Notice of Delivery duly received by COA – 2 copies 10. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies 11. Attendance Sheet – 1 copy 12. Inspection and Acceptance Report - 2 copies 13. Pictures Taken – 1 copy Additional Requirements: Competitive Bidding <ul style="list-style-type: none"> • Invitation to Bid • Posting at Philgeps and in conspicuous places of the City Government • Notice to Proceed – 2 copies • Notice of Award – 2 copies • Minutes of Bid Opening – 2 copies • Notice of Post Qualification – 2 copies • BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies • Contract – 2 copies • Bid Form Shopping/Small Value Procurement <ul style="list-style-type: none"> • Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies • Abstract of Quotation Bidding – 2 copies • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies Repeat Order <ul style="list-style-type: none"> • Recommendation for Repeat Order by the BAC Chairperson – 2 copies • Copy of the original Contract used as basis for the Repeat Order 			City General Services Office City General Services Office City General Services Office City General Services Office Requisitioning Office City General Services Office Requisitioning Office Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee City General Services Office City General Services Office City General Services Office Bids and Awards Committee City General Services Office City General Services Office City General Services Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Record and forward documents for pre-audit	None	10 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	1.4 Pre-audit the disbursement vouchers	None	20 minutes per voucher	Dexter Calalang Administrative Officer V Office of the City Accountant



	1.6 Forward to assigned staf for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	20 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review and signing of all the supporting documents and certification of the financial documents as to its completeness	None	25 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Office of the City Accountant Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	1 hour and 20 minutes per voucher	

5. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Supplies and Materials/ Capital Outlay-Equipment)

Disbursement Vouchers for payment to Suppliers for Supplies and Materials/Capital Outlay-Equipment from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Offices of the City Government of Meycauayan



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Disbursement Voucher – 2 copies 2. Approved Purchase Request – 2 copies 3. Obligation Request – 2 copies 4. Project Proposal 1 copy 5. Resolution on Mode of Procurement – 1 copy 6. Request for quotation – 1 copy 7. Notice of Award – 2 copies 8. Purchase Order duly received by COA – 2 copies 9. Notice of Delivery duly received by COA – 2 copies 10. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies 11. Inspection and Acceptance Report - 2 copies 12. Photocopy of Warranty Certificate 13. Pictures Taken – 1 copy 	<p>Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Bids and Awards Committee Bids and Awards Committee City General Services Office City General Services Office City General Services Office City General Services Office City General Services Office City General Services Office Requisitioning Office</p>
Additional Requirements:	
Competitive Bidding	Bids and Awards Committee
<ul style="list-style-type: none"> • Invitation to Bid 	
<ul style="list-style-type: none"> • Printout copy of advertisement posted in Philgeps – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Photo of posting of advertisement in conspicuous places – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Notice to Proceed – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Minutes of Pre-procurement conference – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Letter of Intent – 1 copy 	Bids and Awards Committee
<ul style="list-style-type: none"> • Minutes of Bid Opening – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Abstract of Bid – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Post Qualification Report of Technical Working Group – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Notice of Post Qualification – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • BAC Resolution recommending approval by the HOPE of the award of contract – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Approval by the HOPE of the BAC recommendation of award of contract – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Performance Security/Bond – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Completed, approved and notarized Contract – 2 copies 	Bids and Awards Committee
<ul style="list-style-type: none"> • Bid Form 	Bids and Awards Committee
Shopping/Small Value Procurement	
<ul style="list-style-type: none"> • Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies 	City General Services Office City General Services Office City General Services Office
<ul style="list-style-type: none"> • Abstract of Quotation Bidding – 2 copies 	
<ul style="list-style-type: none"> • Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies 	City General Services Office
Repeat Order	



<ul style="list-style-type: none"> Recommendation for Repeat Order by the BAC Chairperson – 2 copies Copy of the original Contract used as basis for the Repeat Order – 1 copy 		City General Services Office		
Direct Contracting		City General Services Office		
<ul style="list-style-type: none"> Recommendation for Direct Contracting by BAC Chairperson – 2 copies Notice to Proceed – 2 copies Notice of Award – 2 copies Copy of letter to selected manufacturer/supplier/distributor to submit price quotation and conditions of sale – 2 copies Certificate of Exclusive Distributorship – 2 copies DILG Authority (for purchase of motor vehicles) – 1 copy 		Bids and Awards Committee		
Negotiated Procurement		Bids and Awards Committee		
<ul style="list-style-type: none"> Recommendation for Negotiated Purchase by the BAC Chairperson – 2 copies Price quotation/final offers from at least three (3) invited suppliers 		Bids and Awards Committee		
		City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III
	1.4 Log the received disbursement voucher	None	3 minutes per voucher	Rhodilyn Manalastas Accounting Staff
	1.5 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	25 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or	None	5 minutes per voucher	



	with concerns needed for compliance			
	1.6 Forward to Admin Officer V for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	25 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	30 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Office of the City Accountant Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	1 hour and 37 minutes per voucher	



6. Pre-Audit and Processing of Disbursement Vouchers for Payment to Suppliers (Repairs and Maintenance)

Disbursement Vouchers for payment to Suppliers for Repairs and Maintenance from the City General Services Office to the Office of the City Accountant for pre-audit and certification as to the completeness of its supporting documents and withholding of taxes based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing.

Office or Division:	Office of the City Accountant		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Requisitioning Offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Disbursement Voucher – 2 copies		Requisitioning Office	
2. Approved Purchase Request – 2 copies		Requisitioning Office	
3. Obligation Request – 2 copies		Requisitioning Office	
4. Resolution on Mode of Procurement – 1 copy		Bids and Awards Committee	
5. Request for Quotation – 1 copy		Bids and Awards Committee	
6. Notice of Award – 2 copies		Requisitioning Office	
7. Purchase Order duly received by COA – 2 copies		City General Services Office	
8. Notice of Delivery duly received by COA – 2 copies		City General Services Office	
9. Delivery Receipt/Sales Invoice/ Official Receipt – 2 copies		City General Services Office	
10. Pre-repair inspection report – 1 copy		City General Services Office	
11. Warranty Certificate – 1 copy		City General Services Office	
12. Contractor’s Compliance – 1 copy		City General Services Office	
13. Waste Material Report – 1 copy		City General Services Office	
14. Inspection and Acceptance Report - 2 copies		Requisitioning Office	
15. Pictures Taken – 1 copy		City General Services Office	
Additional Requirements:		Requisitioning Office	
Competitive Bidding			
• Invitation to Bid		Bids and Awards Committee	
• Posting at Philgeps and in conspicuous places of the City Government			
• Notice to Proceed – 2 copies		Bids and Awards Committee	
• Notice of Award – 2 copies		Bids and Awards Committee	
• Minutes of Bid Opening – 2 copies		Bids and Awards Committee	
• Notice of Post Qualification – 2 copies		Bids and Awards Committee	
• BAC Resolution Declaring Lowest Calculated Responsive Bid – 2 copies		Bids and Awards Committee	
• Contract – 2 copies		Bids and Awards Committee	
• Bid Form		Bids and Awards Committee	
Shopping/Small Value Procurement			



<ul style="list-style-type: none"> Request for Price Quotation/Canvass Form (duly signed) from at least three (3) qualified suppliers – 2 copies – 2 copies Abstract of Quotation Bidding – 2 copies Recommendation for Shopping Mode of Procurement by the BAC Chairperson – 2 copies 		City General Services Office City General Services Office City General Services Office		
Repeat Order		City General Services Office City General Services Office City General Services Office		
<ul style="list-style-type: none"> Recommendation for Repeat Order by the BAC Chairperson – 2 copies Copy of the original Contract used as basis for the Repeat Order 		City General Services Office City General Services Office City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	1.2 Log the received disbursement voucher	None	3 minutes per voucher	
	1.3 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	
	1.4 Pre-audit of the disbursement vouchers	None	20 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	
	1.6 Forward to Admin Officer V for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	20 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review of all the supporting documents and	None	25 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant



	certification of the financial documents as to its completeness			
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	1 hour and 22 minutes per voucher	

7. Pre-Audit and Processing of Disbursement Vouchers for Cash Advances (Special Disbursing Officer)

Disbursement Vouchers from the City Budget Office of the City Government of Meycauayan for cash advances for activities such prizes, meals, accommodation thru Special Disbursing Officers are forwarded to the Office of the City Accountant for the pre-audit of the financial documents as to the completeness of its supporting documents, withholding of taxes and other deductions based on the Government Procurement Act (RA 9184), DBM, DILG and COA Circulars, CSC Issuances, BIR Issuances and other Regulating Bodies and its processing

Office or Division:	Office of the City Accountant		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Requisitioning Offices and Liaison Officers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Honorarium and Prizes			
1. Disbursement Vouchers – 2 copies		Requisitioning Office	
2. Obligation Request – 2 copies		Requisitioning Office	
3. Project Proposal – 1 copy		Requisitioning Office	
4. Payroll for Honorarium/Prizes – 4 copies		Office of the City Accountant	
5. Criteria/Mechanics – 1 copy		Requisitioning Office	
6. Program of Activities – 1 copy		Requisitioning Office	
7. CV/Resume of invited guest (for honorarium) – 1 copy		Requisitioning Office	
8. Pictures of the Activity		Requisitioning Office	
Meals and Accommodation		Requisitioning Office	
8. Disbursement Vouchers – 2 copies		Requisitioning Office	
9. Obligation Request – 2 copies		City Administrator’s Office	



10. Call/Memorandum Order – 2 copies 11. Approved Travel Order – 2 copies 12. Request for quotation – 2 copies 13. Purchase Request – 2 copies 14. Pictures of the Activity Meals Allowance 1. Disbursement Vouchers – 2 copies 2. Obligation Request – 2 copies 3. Project Proposal 4. Payroll Report – 3 copies 5. Pictures of the Activity		City Mayor's Office Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Requisitioning Office Office of the City Accountant Requisitioning Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	1.2 Log the received disbursement voucher	None	3 minutes per voucher	
	1.3 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	
	1.4 Pre-audit of the disbursement vouchers	None	10 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	
	1.6 Forward to Admin Officer V for JEV preparation, withholding of taxes, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant



	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	15 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	52 minutes per voucher	

8. Pre-audit and Processing of Disbursement Vouchers for Medical, Burial and other Financial Assistance

Disbursement Vouchers from the City Budget Office of the City Government of Meycauayan for the qualified recipients of Medical, Burial, and other Financial Assistance are forwarded to the Office of the City Accountant for pre-audit of financial documents as to the completeness of its supporting documents based on the existing guidelines of the Department of Social Welfare and Development (DSWD) as well as the Government Procurement Act (RA 9184), DBM, DILG, COA Circulars and other regulating bodies and its processing.

Office or Division:	Office of the City Accountant		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Requisitioning Offices of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Disbursement Voucher – 2 copies		City Social Welfare and Development	
2. Obligation Request – 2 copies		Office (CSWDO)	
3. Interview of the beneficiary/authorized representative – 1 coy		City Mayor’s Office	
4. Certification from the Barangay – 1 copy		Office of Barangay Captain	
5. Copy of valid IDs of the beneficiary and authorized representative – 1 copy		Client	
6. Certificate of Eligibility – 1 copy		City Social Welfare and Development	
7. Social Case Study Report		Office	
Medical Assistance:		City Social Welfare and Development	
• Clinical Abstract		Office	
• Medical Certificate		Client	
• Temporary bill		Client	
• Official Receipt		Client	



Burial Assistance <ul style="list-style-type: none"> • Death Certificate • Funeral Contract 			Client Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the City Accountant	1.1 Receive the disbursement vouchers with supporting documents	None	2 minutes per voucher	Eduardo Dulatas Admin. Aide III
	1.6 Log the received disbursement voucher	None	3 minutes per voucher	Rhodalyn Manalastas Accounting Staff
	1.7 Forward the disbursement voucher to the Admin Officer V for pre-audit	None	2 minutes per voucher	Office of the City Accountant
	1.4 Pre-audit of the disbursement vouchers	None	10 minutes per voucher	Dexter Calalang Admin. Officer V Office of the City Accountant
	1.5 Return disbursement vouchers for those with lacking documents and/or with concerns needed for compliance	None	5 minutes per voucher	
	1.6 Forward to Admin Officer V for JEV preparation, other deductions and inclusion of the needed reports	None	10 minutes per voucher	Sherry Bernabe Admin. Officer V Office of the City Accountant
	1.7 Final Review of all the supporting documents and certification of the financial documents as to its completeness	None	15 minutes per voucher	Atty. Mariedel P. Tambis-Calamba Acting City Accountant
	1.8 Release and forward the disbursement voucher to the City Treasurer's Office	None	5 minutes per voucher	Eduardo Dulatas Admin. Aide III Rhodalyn Manalastas Accounting Staff Office of the City Accountant
	Total	None	52 minutes per voucher	



9. Issuance of Tax Certificates

Certified photocopies of the Signed/Approved and Filled up Tax Certificates (BIR Form 2304 and 2316) are issued by this office to the Employees of the City Government of Meycauayan as per request due to loss of the previously issued BIR forms/for foreign travel/loans/scholarships

Office or Division:		Office of the City Accountant		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		All employees of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Verbal request only			Office of the City Accountant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the Certified photocopy of the BIR form 2316 or issuance of Form 2304	1.1 Prepare the BIR Form 2316 and/or 2304	None	12 minutes	Carlos Jerome Flores Administrative Aide IV Dexter Calalang Admin. Officer V Office of the City Accountant
	1.2 Signing Approval of the Certification		3 minutes	Atty. Mariedel P. Tambis-Calamba Acting City Accountant Office of the City Accountant
2. Receive the issued Certification in the logbook	2. Issue of the Certification to the requesting party	None	3 minutes	Carlos Jerome Flores Administrative Aide IV Office of the City Accountant
	Total	None	18 minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the Client Feedback Form (to be taken in every Offices or at Public Assistance and Complaint Desk) and drop it at the designated drop box in front of the Public Assistance and Complaint Desk.</p> <p>Contact info: (044) 919-8020 local 204 / 0917-557-0099 or complaints@cityofmeycauayanbulacan.gov.ph; cityofmeycauayanbulacan@yahoo.com or www.cityofmeycauayanbulacan.gov.ph</p>
How feedbacks are processed	<p>Every Friday, the City Information and Community Relations Office (CICRO) opens the drop box and compiles and records all Client Feedback Forms submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the Client Feedback Form.</p> <p>The answer of the office is then forwarded to the CICRO.</p> <p>CICRO will forward the answer to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following number: (044) 919-8020 local 204 / 0917-557-0099 or complaints@cityofmeycauayanbulacan.gov.ph; cityofmeycauayanbulacan@yahoo.com or www.cityofmeycauayanbulacan.gov.ph</p>
How to file a complaint	<p>Answer the Client Complaint Form (to be taken in every Offices or at Public Assistance and Complaint Desk) and drop it at the designated drop box in front of the Public Assistance and Complaint Desk.</p> <p>Complaints can also be filed via telephone, Facebook Messenger or official website of the City of Meycauayan, Bulacan. Make sure to provide the following information:</p> <ul style="list-style-type: none"> • Name of Client • Contact Number of Client • Email Address of Client • Name of person being complained



	<ul style="list-style-type: none"> • Incident • Evidence <p>(All client information will be kept confidential)</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (044) 919-8020 local 204 / 0917-557-0099 or complaints@cityofmeycauayanbulacan.gov.ph; cityofmeycauayanbulacan@yahoo.com or www.cityofmeycauayanbulacan.gov.ph</p>
How complaints are processed	<p>Every Friday, the City Information and Community Relations Office (CICRO) opens the drop box and compiles and records all complaints submitted.</p> <p>Complaints shall then be forwarded to the City Administrator's Office for evaluation.</p> <p>Upon evaluation, the City Administrator shall start the investigation and forward the complaint to the relevant office for their explanation or to the Investigating Committee on Administrative Cases (ICAC) depending on the complaint filed.</p> <p>The City Administrator / ICAC will create a report after the investigation and shall submit to the City Mayor for appropriate action.</p> <p>The City Administrator / ICAC will give the decision on the complaint to City Information and Community Relations Office (CICRO).</p> <p>The City Information and Community Relations Office (CICRO) will then forward the decision to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (044) 919-8020 local 204 / 0917-557-0099 or complaints@cityofmeycauayanbulacan.gov.ph; cityofmeycauayanbulacan@yahoo.com or www.cityofmeycauayanbulacan.gov.ph</p>
Contact Information of CCB, PCC, ARTA	<p>ARTA : complaints@arta.gov.ph : 1-ARTA (2782)</p> <p>PCC : 8888</p> <p>CCB : 0908-881-6565 (SMS)</p>



LIST OF OFFICES

Office	Address	Contact information
Office of the City Mayor	4 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 402
Office of the City Assessor	1 st Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 103
Business Permit & Licensing Office	1 st Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 102
Office of the City Engineer	3 rd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 306
City Urban Planning & Development Office	3 rd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 304
Office of the City Treasurer	1 st Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 104
Office of the City Civil Registrar	1 st Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 105
Office of the City Health Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 503
Office of the City Social Welfare & Development Officer	2 nd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 205
Office of the City Environment & Natural Resources Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 508
Office of the City Population Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 507
Office of the City Economic Enterprise Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 508
Office of the City Cooperative Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 506
Office of the Public Employment Services Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 502



Office of the City Disaster & Risk Reduction Management Officer	3 rd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 301
Office of the City Veterinary Office	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 504
Office of the City Agriculturist	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 504
Polytechnic College of the City of Meycauayan	Brgy. Malhacan, City of Meycauayan, Bulacan	044.320.5653
Office of the City Vice Mayor	2 nd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 201
Office of the Secretary to SP	2 nd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 203
Office of the City Administrator	4 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 403
Office of the City Budget Officer	3 rd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 305
Office of the City Human Resource Management Officer	5 th Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 501
Office of the City General Services Officer	2 nd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 206
Office of the City Information & Communication Relations Officer	2 nd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 204
Office of the City Legal Officer	3 rd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 303
Office of the City Accountant	3 rd Floor, Meycauayan City Hall, Brgy. Saluysoy, City of Meycauayan, Bulacan	044.919.8020 local 302



Republic of the Philippines
City Government of Meycauayan
Province of Bulacan
OFFICE OF THE CITY MAYOR

CERTIFICATE OF COMPLIANCE

Year: 2023

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, **ATTY. HENRY R. VILLARICA**, Filipino, of legal age, **City Mayor** of the **City of Meycauayan**, the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, hereby declare and certify the following facts:

- 1) The **City of Meycauayan** has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen' Charter Handbook Edition: 2023, 1st Edition

- 2) The following required forms of posting of the Citizen's Charter are present:

<input checked="" type="checkbox"/>	Citizen's Charter Information Billboard <i>(In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others)</i>
<input checked="" type="checkbox"/>	Citizen's Charter Handbook <i>(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)</i>
<input checked="" type="checkbox"/>	Official website/Online Posting

- 3) The Citizen's Charter Information Billboard enumerates the following information:

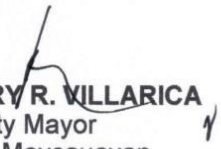
- a. External services;
- b. Checklist of requirements for each type of application or request;
- c. Name of the person responsible for each step;
- d. Maximum processing time;
- e. Fee/s to be paid, if necessary; and
- f. Procedure for filing complaints and feedback.

- 4) The Citizen's Charter Handbook enumerates the following information:

- a. Mandate, vision, mission, and service pledge of the agency;
- b. Government services offered (External and Internal Services);
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Classification of service;
 - iii. Type of transaction;
 - iv. Who may avail;
 - v. Client steps and agency actions to obtain a particular service;

- vi. Person responsible for each step;
 - vii. Processing time per step and total;
 - viii. Fee/s to be paid per step and total, if necessary.
- c. Procedure for filing complaints and feedback;
 - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC
Contact Center ng Bayan in the complaints mechanism; and
 - e. List of Offices
- 5) The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
 - 6) The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
 - 7) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
 - 8) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
 - 9) There is an established Client Satisfaction Measurement per service.
 - 10) The head of the office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service, pursuant to Sec. 8 of R.A. 11032.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.


ATTY. HENRY R. VILLARICA
City Mayor
City of Meycauayan