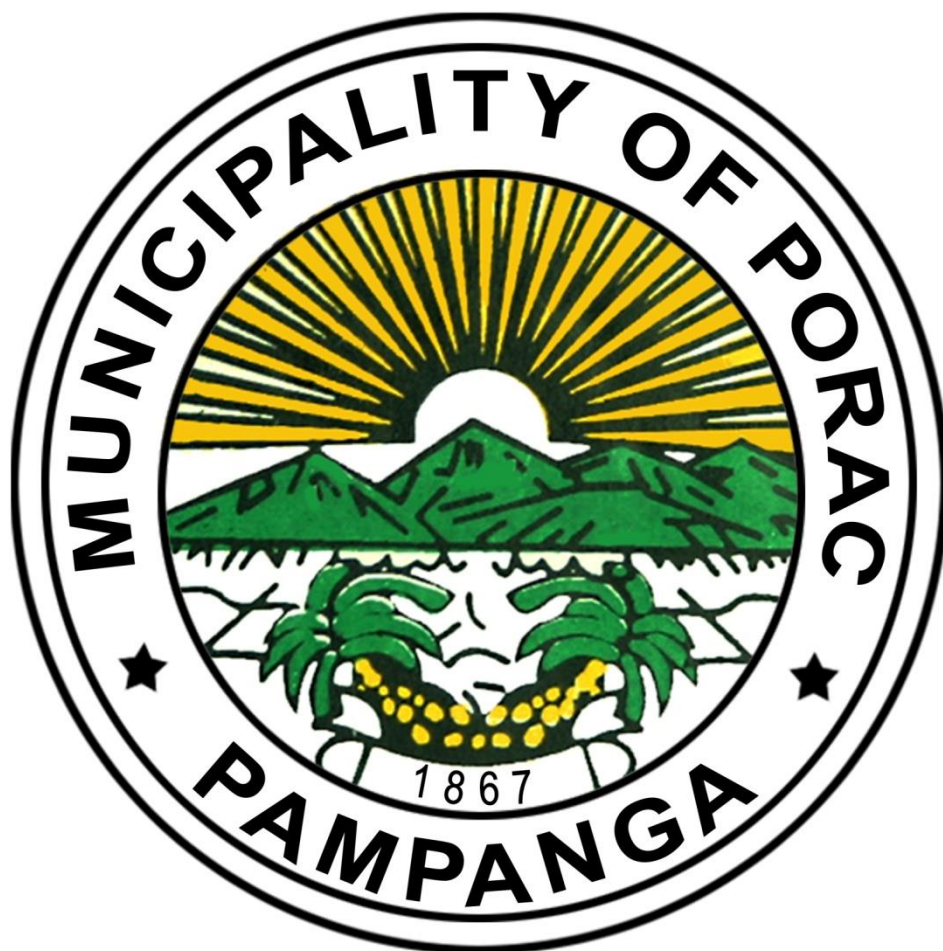


LOCAL GOVERNMENT UNIT OF PORAC

CITIZEN'S CHARTER

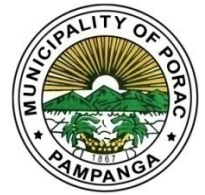
2020 1st Edition



LOCAL GOVERNMENT UNIT OF PORAC

CITIZEN'S CHARTER

2020 1st Edition



I. Mandate:

To serve primarily as a general purpose government for the coordination and delivery of basic, regular and effective governance of the inhabitants within its territorial jurisdiction as well as the enforcement of local and national laws for the protection of its citizenry and the environment.

II. Vision:

We envision “BAYUNG PORAC” as a growing economic, agro-industrial and eco-tourism hub of Central Luzon with balanced ecology, peaceful, healthy and empowered community, guided by leaders with the principle of “MATINO, MAHUSAY AT MAY TAKOT SA DIYOS”.

III. Mission:

To continue implementing sustainable development programs, in partnership with the community, that will propel greater social and economic activities while conserving the municipality’s natural resources.

IV. Service Pledge:

We, the officials and employees of the Municipal Government of Porac, Pampanga, pledge and commit to deliver quality public services as promised in the Citizen’s Charter. Specifically we will:

- a. Serve with integrity.
- b. Be prompt and timely.
- c. Display procedures, fees and charges.
- d. Provide adequate and correct information.
- e. Be consistent in applying the rules.
- f. Provide feedback mechanism.
- g. Be polite and courteous.
- h. Demonstrate sensitivity, appropriate behavior and professionalism.
- i. Be available during office hours.
- j. Respond to complaints.
- k. Provide comfortable waiting area.
- l. Treat everyone equally.



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MAYOR'S OFFICE

External Service



1. ISSUANCE OF MAYOR'S CLEARANCE

The Mayor's Clearance certifies that the individual is a resident of the municipality, of good moral character and is a law-abiding citizen.

The clearance is a document usually availed of by individuals seeking employment and for any other purpose.

Office or Division:	Mayor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 original)		Barangay Hall where the Client/Applicant is residing		
2. Police Clearance (1 original)		Police Station Poblacion, Porac, Pampanga		
3. Community Tax Certificate (1 original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements.	1.1 Receive and review the requirements if complete and duly signed.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Prepare the clearance.	None	5minutes	<i>Administrative Aide</i> Mayor's Office
2. Proceed to the Treasurer's Office to pay prescribed fee.	2. Receive payment and issue Official Receipt.	PHP 50.00 for the Clearance	10 minutes	<i>Cashier</i> Municipal Treasurer's Office
3. Affix signature on the clearance.	3. Sign the clearance.	None	5minutes	<i>Municipal Mayor/ Municipal Administrator/ Executive Assistant</i> Mayor's Office
4. Receive the Mayor's clearance	4. Get a duplicate copy, record and release the clearance.	None	5minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL:		PHP 50.00	30 minutes	



2. ISSUANCE OF BUSINESS PERMIT

There shall be collected an annual fee at the rates provided for the issuance of Business Permit to every person that shall conduct business, trade or activity within the municipality.

Office or Division:	Mayor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	Entrepreneurs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NEW BUSINESS				
1. Proof of Business Registration (1 original)		Department of Trade & Industry/ Securities & Exchange Commission/ Cooperative Development Authority 1Regional Office No. 3 SACOP, Maimpis, City of San Fernando		
2. Business capitalization(1 photocopy)		Client		
3. Occupancy Permit (1 photocopy)		Municipal Engineer's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
4. Contract of Lease (if lessee) (1 photocopy)		Lessor		
5. Barangay Business Clearance (1 original)		Barangay Hall where the Client/Applicant where the business is located		
RENEWAL APPLICATION				
1. Proof of Gross Receipts/ITR (1 photocopy)		Bureau of Internal Revenue RR 4 Building, BIR Complex, Mc Arthur Highway Sindalan City of San Fernando, Pampanga		
2. Barangay Business Clearance (1 original)		Barangay Hall where the Client/Applicant where the business is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete and accomplished application forms and attach documentary requirements and one-time verification	1.1 Receive and review the application.	None	10 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Prepare the Permit.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
2. Receive the Mayor's Business Permit	2. Get a duplicate copy, record and release the Permit.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL:		None	20 minutes	



3. ISSUANCE OF CERTIFICATE OF INDIGENCY

This service is intended to help indigent families to avail of services such as medical/hospital referral.

Office or Division:	Mayor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 original)		Barangay Hall where the Client/Applicant is residing		
2. MSWD Certification (1 original)		Municipal Social Welfare Development Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements.	1.1 Receive and review the requirements if complete and duly signed.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Prepare the Certificate of Indigency.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3 Sign the Certificate of Indigency.	None	5 minutes	<i>Municipal Mayor/ Municipal Administrator/ Executive Assistant</i> Mayor's Office
2. Receive the Certificate of Indigency.	2. Get a duplicate copy, record and release Certificate of Indigency.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL:		None	20 minutes	



4. ISSUANCE OF ENDORSEMENT LETTER

An endorsement letter is made to facilitate the approval of municipal/barangay resolutions.

Office or Division:		Mayor's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Government		
Who may avail:		Barangays within the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Municipal/barangay resolutions (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the municipal/barangay resolution(s).	1.1 Receive and review resolution if duly signed by persons concerned.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Prepare endorsement/ cover letter ready for the signature of the Mayor.	None	5 minutes	<i>Municipal Mayor/ Municipal Administrator/ Executive Assistant</i> Mayor's Office
	1.3 Endorse resolution to Office concerned	None	5 minutes	<i>Municipal Mayor/ Municipal Administrator/ Executive Assistant</i> Mayor's Office
2. Receive copy of the endorsement	2. Get a duplicate copy, record and release the Endorsement Letter.	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL:		None	20 minutes	



5. ISSUANCE OF PERMIT TO ENTER (BRGY. SAPANG UWAK & MIYAMIT FALLS)

The permit is given to the tourist or group of excursionists to enter Barangay SapangUwak and hike at Miyamit Falls provided they will follow the rules and regulations of the barangay.

The Permit to enter is revocable if the tourist or group violates any existing rules and regulations being implemented by the Barangay SapangUwak.

Office or Division:	Mayor's Office (Tourism Office)			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (1 photocopy)		Client		
2. Waiver Form(Signed and Filled Up) (1 original)		2 nd floor Municipal Annex Building, Cangatba, Porac, Pampanga		
3. Official Receipt for Environmental Fee (PHP 100.00) per pax (1 original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements.	1. Receive and review the requirements if complete and duly signed.	None	2 minutes	<i>Administrative Aide</i> Tourism Office
2. Proceed to the Treasurer's Office to pay prescribed fee.	2.1 Receive payment and issue Official Receipt.	Php 100.00 per pax	3 minutes	<i>Cashier</i> Municipal Treasurer's Office
	2.2 Sign the permit.	None	1 minute	<i>Officer In Charge- Tourism Officer</i> Tourism Office
3. Receive the Permit to Enter	3. Get a duplicate copy, record and release the permit	None	1 minute	<i>Administrative Aide</i> Tourism Office
TOTAL:		PHP 100.00	7 minutes	



6. REQUEST FOR DATA, TRAINING, DRILLS AND OTHER SERVICES

The Municipal Disaster Risk Reduction and Management Office (MDRRMO), aims to develop and strengthen the capacities of vulnerable and marginalized groups to mitigate, prepare for, respond to, and recover from the effects of disaster.

Office or Division:	Mayor's Office (Municipal Disaster Risk Reduction and Management Office)			
Classification:	Complex Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (2 original) 2. Training Design for Trainings (2 original)		Client Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter addressed to Municipal Mayor: Hon. Jaime V. Capil, attention to LDRRMO: Francis S. Caligagan, RN	1.1 Received approved letter from Mayor' Office and coordinate to the concerned section	None	2 minutes	Assistant LDRRMO LDRRMO Municipal Disaster Risk Reduction and Management Office
	1.2 Verify request and forward to the appropriate division/section	None	10 minutes	LDRRMO Municipal Disaster Risk Reduction and Management Office
	1.3 Evaluate request for approval: <ul style="list-style-type: none"> Furnish copy of requested documents. Schedule date of activity (for training) 	None	15 minutes	LDRRMO Municipal Disaster Risk Reduction and Management Office
	1.4 Inform the requesting entity of the status of their request	None	2 minutes	Assistant LDRRMO Municipal Disaster Risk Reduction and Management Office
	1.5 Organize and	None	5 minutes	LDRRMO



	Prepare MDRRMO Personnel for the requested training			Municipal Disaster Risk Reduction and Management Office
2. Receive requested service(s).	2. Conduct appropriate assistance to the client.	None	3 days	Assistant LDRRMO Municipal Disaster Risk Reduction and Management Office
TOTAL:		None	3 days, 34 minutes	

7. ISSUANCE OF ENVIRONMENTAL CERTIFICATION

An issuance of certification for those business establishments (medium to large business) is one of the proofs that they are compliant on the environmental laws and for public safety and healthy environment.

Office or Division:	Mayor's Office (Municipal Environment and Natural Resources Office)			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Business			
Who may avail:	Business Establishment in the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent (1 original, 1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of intent	1. Receive and discuss the letter of intent with the client	None	2 minutes	Administrative Aide Senior Environmental Management Specialist Municipal Environment and Natural Resources Office
2. Assist the MENRO or MENRO staff to the site in conducting the inspection	2. Conduct inspection in the site together with the client	None	45 minutes Including travel time	Administrative Aide Senior Environmental Management Specialist Municipal Environment and Natural Resources Office



3. Verify and confirm the inspection report	3. Review the discuss the inspection report with the client	None	5 minutes	<i>Administrative Aide Senior Environmental Management Specialist Municipal Environment and Natural Resources Office</i>
4. Receive the certification	4. Release the certification to the client	None	2minutes	<i>Administrative Aide Senior Environmental Management Specialist Municipal Environment and Natural Resources Office</i>
TOTAL:		None	54 minutes	



MUNICIPAL CIVIL REGISTRY OFFICE

External Service

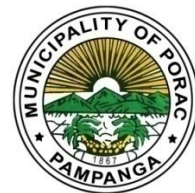


1. REGISTRATION OF CIVIL REGISTRY DOCUMENT (TIMELY)

Registration of vital events apart from the judicial decree/orders affecting the civil status of persons and all incidents relative thereof is the responsibility of the LGU thru the Municipal Civil Registry Office (MCRO) under the technical supervision of OCRG-PSA.

The hospitals, clinics, rural health units and similar institutions including barangay secretaries, practicing physicians, midwives, nurses, traditional birth attendants who attended the birth and deaths, and solemnizing officers from various religious sects and denominations who officiated the marriage ceremonies are responsible in causing registration and shall certify to the facts of the event within the reglementary period of 30 days. In default, the parents, next of kin contracting parties, a witness or the person who has full knowledge of the occurrence of the event shall report it instead.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document to be registered:				
1. Birth Certificate (4 original)		Hospitals, Clinics, Rural Health Units And Similar Institutions Including Barangay Secretaries, Practicing Physicians, Midwives, Nurses, Traditional Birth Attendants		
2. Death Certificate (4 original)				
3. Marriage Certificate (4 original)		Solemnizing Officer		
4. Other Registrable Document (4 original)		Court /Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit document for registration at Table 7	1.1 If client has the document , review the entries and check if properly accomplished	None	5 minutes	Administrative Aide Registration Officer Asst.Registration Officer Municipal Civil Registrar Municipal Civil Registry Office
	1.2 If client has no copy of the document, Interview the client and prepare document		30 minutes	



2. Review entries in the document for any error	2.Review and register the document 2.1 Assign a Registry Number 2.2 Sign the document 2.3 Enter in the Registry Book 2.4 Enter in the Computer	None	10 minutes	<i>Administrative Aide Registration Officer Asst.Registration Officer Municipal Civil Registrar Municipal Civil Registry Office</i>
3. Receive and registered document at Table 7	3. Issue the registered document	None	3 minutes	<i>Administrative Aide Municipal Civil Registry Office</i>
TOTAL:		None	48 minutes	

2. REGISTRATION OF CIVIL REGISTRY DOCUMENT (DELAYED)

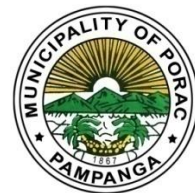
Registration of vital events is to be done within the reglementary period prescribed by law and on the place of occurrence of the event .

This service is offered by MCRO for those who neglect to register the document on time. The interested party can file for the delayed registration of such document after submitting the required documents mandated by law.

Office or Division:	Municipal Civil Registry Office		
Classification:	Simple Transaction		
Type of Transaction:	Government-to-Citizens		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Birth Certificate :			
1. Negative certification from PSA (1 original, 1 photocopy)		Philippine Statistics Authority DiosdadoMacapagal Government Center Maimpis, City of San Fernando,2000 Pampanga	
2. Any two (2) documents showing the date and place of birth of the child (2 photocopy)		Client	
3. Joint Affidavit of 2 disinterested persons (2 original)		Mayor’s Office	
4. Four (4) copies of accomplished birth certificate(4 original)		Municipal Civil Registry Office	
For Death Certificate:			



1. Negative certification from PSA (1 original, 1 photocopy)		Philippine Statistics Authority Diosdado Macapagal Government Center Maimpis, City of San Fernando, 2000 Pampanga		
2. Affidavit for delayed registration executed by hospital/clinic administrator, if the person died in the hospital, clinic or similar institution or if the person died elsewhere, the attendant at death. In default, the affidavit shall be executed by any of the nearest relative of the deceased, or by any person having legal charge of the deceased when he was still alive. (4 original – can be found at the back of Death Certificate)		Hospital/Clinic/Client		
3. Authenticated copy of the certificate of burial, cremation or other means of corpse disposal (2 photocopy)		Funeral		
4. Approval for registration by the Municipal Health Officer (4 original – can be found at the Death Certificate)		Municipal Health Office		
5. Copies of accomplished death certificate (4 original)		Municipal Health Office		
For Marriage Certificate:				
1. Accomplished marriage certificates (4 original)		Solemnizing Officer		
2. Affidavit for delayed registration (back of certificate) (4 original – can be found at the back of Marriage Certificate)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document for registration at Table 6	1.1 If client has the document, review the entries and check if properly accomplished	None	5 minutes	Administrative Aide Registration Officer Asst. Registration Officer Municipal Civil Registrar Municipal Civil Registry Office
	1.2 If client has no copy of the document, Interview the client and prepare document		30 minutes	
2. Review entries in	2. Review,	None	10 minutes	Administrative Aide Registration Officer



the document for any error	prepare the notice of posting and post it in the bulletin board for 10 consecutive days. 2.1 Assign a Registry Number 2.2 Sign the document 2.3 Enter in the Registry Book 2.4 Enter in the Computer			<i>Asst.Registration Officer Municipal Civil Registrar Municipal Civil Registry Office</i>
3. Receive the registered document at Table 6	3.Issue the registered document	None	3 minutes	<i>Administrative Aide Municipal Civil Registry Office</i>
TOTAL:		None	48 minutes	

3. COPY ISSUANCE OF CIVIL REGISTRY DOCUMENTS

When a civil registry document and other registrable document is accepted for registration, the duplicate is filed and binded, encoded in the computer and entered in the Registry Book.

The MCRO can issue a copy of transcription, certification, or certified true copy of the registered document for purpose of enrolment, employment and other legal purpose upon request of the owner or authorized representative upon payment of the prescribed fee to the Treasurer's office.

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If requesting party is not the owner:				
1. Authorization Letter (1 original)		Client/authorized representative		
2. Valid ID of the owner (1 photocopy)		Client/authorized representative		
3. Valid ID of authorized representative (1 photocopy)		Client/authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. File request at Table 1	1. Verify the requested document, in the computer index /Registry Book	None	5 minutes	Administrative Aide Municipal Civil Registry Office
2. Pay the prescribed fee to MTO	2. Prepare the order of payment	PHP 50.00/per document	1 minute	Administrative Aide Municipal Civil Registry Office Cashier Municipal Treasurer's Office
3. Go back to MCRO Table 1 and submit Official Receipt.	3. Photocopy/ print the document and attached official receipt and affix signature	None	5 minutes	Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office
4. Receive the document at MCRO Table 1	4. Sign and issue the document	None	3 minutes	Administrative Aide Municipal Civil Registry Office
TOTAL:		PHP 50.00	14 minutes	

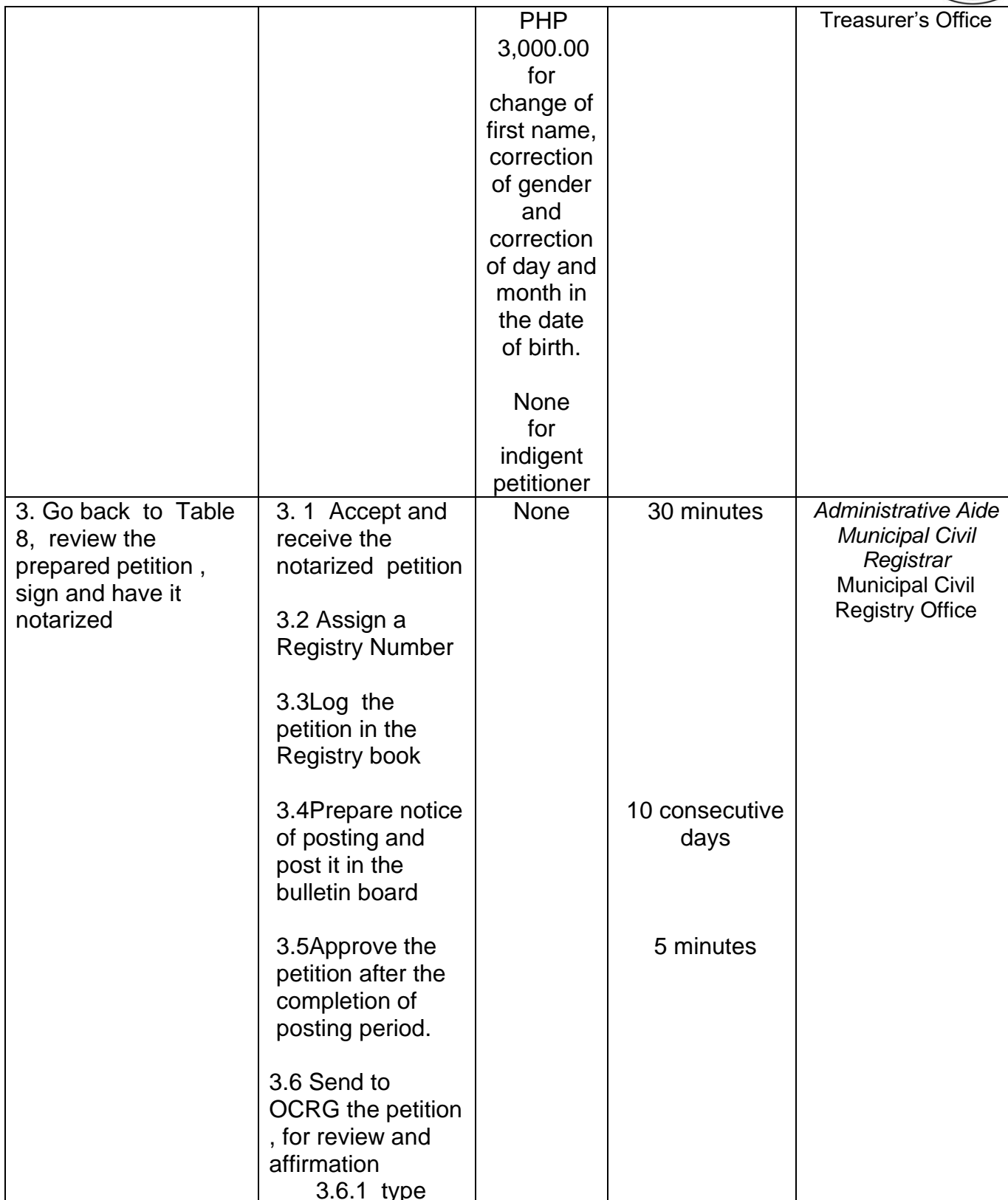
4. CORRECTION OF CLERICAL ERROR/CHANGE OF FIRST NAME/CORRECTION OF SEX/DAY AND MONTH IN THE DATE OF BIRTH

The Municipal Civil Registrar is authorized to process and approve correction of entry in the civil register pursuant to Republic Act 9048 and Republic Act 10172. The client can now avail of this service without going to the tedious process in court, apart from the fact that it is less costly and you need not hire the services of a lawyer. Moreover, indigent petitioner is exempted from the payment of filing fee.

Office or Division:	Municipal Civil Registry Office		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-to-Citizens		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
DOCUMENT SUBJECT OF CORRECTION			



AS MANY AS PUBLIC OR PRIVATE DOCUMENT TO SUPPORT THE PETITION				
1. Baptismal Certificate (2 photocopy)		Church were baptized		
2. Voters Certificate (2 photocopy)		COMELEC		
3. Employment Record (2 photocopy)		Employer		
4. GSIS/SSS record (2 photocopy)		GSIS/SSS		
5. Medical Record/ Medical Certification (1 original, 1 photocopy)		Physician/ Government Physician		
6. School Record (2 photocopy)		School		
7. Driver's License (2 photocopy)		LTO		
8. Civil Registry Document (2 photocopy)		MCRO		
Others, as may be required by the Registrar				
CLEARANCE FROM AUTHORITIES				
9. Employer, if employed (1 original, 1 photocopy)		Employer		
10. NBI Clearance (1 original, 1 photocopy)		NBI		
11. Police Clearance (1 original, 1 photocopy)		PNP		
PROOF OF PUBLICATION				
12. Affidavit of Publication (1 original, 1 photocopy)		Publisher		
13. Copy of the Newspaper Clippings (1 original, 1 photocopy)		Publisher		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Table 8 and submit requirements	1.1 Interview client 1.2 Examine the documents, if complete and sufficient 1.3 Prepare and print the petition	None	25 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>
2. Pay the required fee to MTO and	2. Prepare the order of payment	PHP 1,000.00 for clerical error	1 minute	<i>Administrative Aide Municipal Civil Registry Office Cashier Municipal</i>





	<p>the transmittal letter</p> <p>3.6.2 Sign the letter</p> <p>3.7 Once affirmed, prepare certificate of finality and certified copies of the approved documents and other attachment.</p> <p>3.8 Send certificate of finality with attachments to Office of the Civil Registrar General (OCRG)</p>		30 minutes	
4. Receive the copy of the approved and affirmed petition with certificate of finality	4. Issue and release approved and affirmed decision with certificate of finality	None	3 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office
TOTAL:		<p>PHP 1,000.00 for clerical error</p> <p>PHP 3,000.00 for change of first name, correction of gender and correction of day and month in the date</p>	10 days, 1 hour, 34 minutes	



	of birth.		
	None for indigent petitioner		

Correction of Clerical Error/Change of First Name/Correction of Sex/Day and Month in the Date of Birth is covered under Republic Act 9048 and Republic Act 10172.

5. ANNOTATION OF CIVIL REGISTRY DOCUMENTS SUBJECT OF COURT DECREE/ORDER

One of the functions of the Municipal Civil Registry Office headed by the Municipal Civil Registrar is to comply with the court order /decision regarding the annotation of the civil registry document subject of the court decision.

Upon submission of the client of the complete requirements and payment of prescribed fees, an annotated copy is issued to the owner.

Office or Division:	Municipal Civil Registry Office			
Classification:	Complex Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Court decision/order (2 original)		RTC where the decision was issued		
2. Certificate of Finality (2 original)		RTC where the decision was issued		
3. Certificate of Authenticity (2 original)		Civil Registrar where the court is functioning		
4. Certificate of Registration (2 original)		Civil Registrar where the court is functioning		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to Table 8	1.1 Examine and Accept, if complete	None	5 minutes	Administrative Aide Municipal Civil Registry Office
	1.2. Verify and retrieve record if existing in MCRO file		10 minutes	
	1.3. Get contact no. of client		3 days , if within Pampanga	
	1.4. Inform client to return after the		7 days or more	



	court order has been verified to RTC /Registrar		if outside of Pampanga	
2. Get claim stub	2. Issues claim stub	None	2 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office
3. Pay the prescribed fees to MTO (on the date specified on the claim stub)	3.1 Make the order of payment 3.1 Annotate the record original and duplicate 3.2 Prepare and sign certified copies	PHP 50.00/per document	30 minutes	<i>Administrative Aide</i> <i>Municipal Civil Registrar</i> Municipal Civil Registry Office <i>Cashier</i> Municipal Treasurer's Office
4. Receive the annotated copy	4. Issue the annotated document	None	3 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office
TOTAL:		PHP 50.00	7 days, 50 minutes	

6. ELECTRONIC ENDORSEMENT OF CIVIL REGISTRY DOCUMENT

Generally, civil registry documents registered by MCRO during a particular month are submitted to OCRG PSA Provincial Office every 10th day of the following month and It will take 8 months before these documents are uploaded to PSA database.

However, to accommodate client's request for a faster release of PSA issued certificate, this office transmit the concerned document ahead of the other documents thru a courier (LBC), to PSA Regional Office who endorse the said document electronically to PSA Quezon City and once approved in about 10 working days, the client is notified by Regional outlet thru text that the document is now available.

Office or Division:	Municipal Civil Registry Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens, Government-to-Government
Who may avail:	General Public, Government Agencies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
If requesting party is not the owner Bring :	
1. Authorization Letter (1 original)	Client/authorized representative



2. Valid ID of the owner (1 photocopy)		Client/authorized representative		
3. Valid ID of authorized representative (1 photocopy)		Client/authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File request to Table 6	1. Get the requirements and retrieve document requested for endorsement.	Courier's fee more or less PHP 150.00	5 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office
2. Review the document for any error	2.1 Have the document photocopied 2.2 Certify the copies and sign 2.3 Prepare and sign transmittal letter 2.4 Have the client fill up the notice form	None	30 minutes	<i>Administrative Aide</i> <i>Municipal Civil Registrar</i> Municipal Civil Registry Office
3. Pay the prescribed fees to MTO	3. Prepare the order of payment	PHP 150.00 Endorsement fee PHP 50.00 Notarial fee PHP 50 certified true copy per document	3 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office <i>Cashier</i> Municipal Treasurer's Office
4. Receive copy of the transmitted document, courier's receipt and transmittal letter	4. Furnish the client copy of the transmitted document, courier's receipt and transmittal	None	5 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office



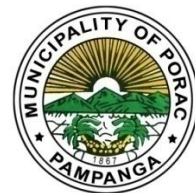
	letter and instruct the client to present it when securing PSA issued copy to regional outlet, once notified.			
TOTAL:		PHP 400.00	43 minutes	

7. OUT- OF-TOWN REPORTING OF BIRTH

Out-of- town reporting of birth occurs when the Certificate of Live Birth 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 birth occurred and where it should be registered.

If the client is residing in Porac, Pampanga and cannot anymore go to the civil registry office of his birthplace to file for the delayed registration of his birth record because of time and long distance, then this is the service offered by the LGU Porac thru the MCRO.

Office or Division:	Municipal Civil Registry Office		
Classification:	Simple Transaction		
Type of Transaction:	Government-to-Citizens, Government-to-Government		
Who may avail:	General Public, Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Affidavit declaring therein, among other things, the facts of birth and the reasons why said birth was not recorded in the civil register of the city or municipality where it occurred. The affidavit which must be attested by at least two (2) witnesses, shall serve as an application. (1 original)		Notary Public	
2. At least two (2) document showing the name, date of birth and place of birth of the applicant. (1 original)		Client	
3. Joint Affidavit of two (2) disinterested persons. (1 original)		Notary Public	
4. Negative certification of birth from PSA (1 original, 1 photocopy)		Philippine Statistics Authority DiosdadoMacapagal Government Center Maimpis, City of San Fernando,2000 Pampanga	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Table 6	<p>1.1 Review the documents submitted, if complete and sufficient.</p> <p>1.2 Interview the client for information to be entered in the birth certificate and get his contact no. for notification purpose</p> <p>1.3 Prepare and accomplish the form</p>	None	30 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>
2. Review the prepared Birth certificate for any error, and sign it afterwards	<p>2.1 Sign the birth certificate</p> <p>2.2 Prepare and sign the transmittal letter</p>	None	20 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>
3. Buy postal money order (PMO) payable to POST Office payable to MTO of the place of birth or LBC Cash Padala to be sent to the record keeping civil registrar.	<p>3.1 Transmit the document together with the money order or cash padala to the record keeping civil registrar</p> <p>3.2 Furnish client of the transmittal letter and advise him to wait for about a month or more or until notified.</p>	<p>More or less PHP 400.00 courier's fee, to and from record keeping civil registrar</p> <p>Amount of PMO within Pampanga</p>	15 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>



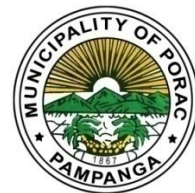
		Minimum of PHP 500.00 Outside Pampang a Minimum of PHP 1,000.00		
4. Receive the registered document at Table 6, once notified.	4. Release to client the document registered and sent back by the record keeping civil registrar.	None	5 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>
TOTAL:		More or less PHP 400.00 courier's fee, to and from record keeping civil registrar Amount of PMO within Pampang a Minimum of PHP 500.00 Outside Pampang a Minimum of PHP 1,000.00	1 hour, 10 minutes	



8. APPLICATION FOR MARRIAGE LICENSE

The Municipal Civil Registrar is authorized to issue marriage license before any contracting parties can contract marriage provided all the requisites mandated by law is submitted and complied with.

Office or Division:	Municipal Civil Registry Office		
Classification:	Simple Transaction		
Type of Transaction:	Government-to-Citizens		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Applicants must be a male and female		Client	
2. One of the applicant is a resident of Porac		Client	
3. Certificate of No Marriage (CENOMAR) issued by PSA (1 original, 1 photocopy)		Philippine Statistics Authority DiosdadoMacapagal Government Center Maimpis, City of San Fernando,2000 Pampanga	
4. Certificate of Pre Marriage counseling and Responsible Parenthood (1 original, 1 photocopy)		Commission on Population	
5. Parental Consent (18-20 yrs. old) (2 original)		Municipal Civil Registry Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga	
6. Parental Advice (21-24 yrs. old) (2 original)		Municipal Civil Registry Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga	
7. If widowed, death certificate of spouse (1 original, 1 certified true copy)		Client	
8. If previous marriage is annulled , copy of court decision with Finality and Judicial Decree of Annulment (1 original, 1 certified true copy)		Client	
9. If divorced, copy of final decree of absolute divorce (1 original, 1 certified true copy)		Client	
10. If foreigner, Certificate of Legal capacity to marry issued by his Diplomatic Consular in the Philippines (1 original, 1 photocopy)		Consular	
11. Community Tax Certificate (1 original)		Municipal Treasurer’s Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Go to Table 5 and submit requirements	1.1 Check the requirements, if complete 1.2 Interview the parties 1.3 Prepare and Accomplish the Application Form 1.4 Prepare the notice of posting and post it in the bulletin board for 10 consecutive days	None	30 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>
2.Review and sign the Application Form	2.Register the Accomplished Application 2.1 Assign Registry Number 2.2 Sign the application 2.3 Enter the application in the Registry Book	None	15 minutes	<i>Administrative Aide Assistant Registration Officer Municipal Civil Registrar Municipal Civil Registry Office</i>
3. Pay the authorized fee to MTO	3. Prepare the order of payment	PHP 420.00 application fee	3 minutes	<i>Administrative Aide Assistant Registration Officer Municipal Civil Registry Office Cashier Municipal Treasurer's Office</i>
4. Receive a copy of the registered application	4. Release a copy of the registered application	None	5 minutes	<i>Assistant Registration Officer Municipal Civil Registry Office</i>
5. Receive the marriage license after the completion of the 10-day posting period	5. Release the marriage license	PHP 2.00 marriage license	5 minutes	<i>Assistant Registration Officer Municipal Civil Registry Office</i>
TOTAL:		PHP 422.00	58 minutes	



9. SUPPLEMENTAL REPORT

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

To supply the missing information or entry/ies a Supplemental Report may be filed by interested party to MCRO where the event was registered

Office or Division:	Municipal Civil Registry Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified copy of the registered document with omitted entry/ies (1 original, 1 photocopy)		Municipal Civil Registry Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga		
2. Affidavit for Supplemental Report indicating the facts of events, like name of the document owner, date and place of event, entry/ies omitted and reason for failure to supply the missing information at the time of registration. (2 original)		Client/Notary Public		
3. Marriage certificate of parents, (if the affected document is a certificate of Live Birth) (2 certified true copy)		Philippine Statistics Authority Diosdado Macapagal Government Center Maimpis, City of San Fernando, 2000 Pampanga or Municipal Civil Registry Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to Table 6	1.1 Check the documents submitted, if complete 1.2 Prepare the Supplemental Report 1.3 Transcribe the	None	30 minutes	<i>Administrative Aide</i> Municipal Civil Registry Office



	civil Registry no. of the birth certificate to the Supplemental Report			
2. Review the Supplemental Report	2. Prepare, and sign certified copies of the supplemental report, Affidavit and copy of the doc. bearing the effects of Supplemental Report and submit it to OCRG	None	10 minutes	<i>Administrative Aide Municipal Civil Registrar Municipal Civil Registry Office</i>
3. Pay the prescribed fee to MTO	3. Prepare the order of payment	PHP 50.00 per document Courier's fee- PHP 195.00	3 minutes	<i>Administrative Aide Assistant Registration Officer Municipal Civil Registry Office Cashier Municipal Treasurer's Office</i>
4. Receive copies of the same documents submitted to OCRG	4. Furnish and advise client to present the copies to PSA when requesting birth certificate bearing the effects of Supplemental Report	None	5 minutes	<i>Administrative Aide Municipal Civil Registry Office</i>
TOTAL:		PHP 245.00	48 minutes	



MUNICIPAL TREASURER'S OFFICE

External Service



1. ISSUANCE OF COMMUNITY TAX CERTIFICATE

A Community Tax Certificate (CTC) is a form of identification issued and paid at the Municipal Treasurer's Office to all individuals that have reached the age of 18 years old. CTC is a proof that an individual is a resident of the Municipality and that he/she paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area.

Issuance of Community Tax Certificate (CTC) without interest is on January 1 to February 28 of each year, while CTC issued on March 1 of each year onwards will earn an interest of 2% per month.

Office or Division:		Municipal Treasurer's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card or old CTC (For individuals) (1 Original or Photocopy)		Client		
2. SEC Registration or previous year's declared gross sales (For corporation) (1 Original or Photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID/Declared gross sales.	1. Interview applicant on source of income/verify declared gross sales for the computation of tax.	None	1 minute	<i>Revenue Collection Clerk/Administrative Aide</i> Municipal Treasurer's Office
2. Wait for the issuance of CTC.	2. Fill up the CTC, compute the amount to be collected.	None	3 minutes	<i>Revenue Collection Clerk/Administrative Aide</i> Municipal Treasurer's Office



3. Sign and affix thumb mark on the space provided on the CTC.	3. Collect payment and issue CTC.	<p>PHP 20.00 (For individual s with no income)</p> <p>Basic tax, PHP 5.00 plus PHP 1.00 for every PHP 1,000.00 income (For individual s with income)</p> <p>Basic tax, PHP 500 plus PHP 2 for every PHP 5,000.00 income (For corporati on)</p>	1 minute	<i>Revenue Collection Clerk/Administrative Aide</i> Municipal Treasurer's Office
TOTAL:		<p>PHP 20.00 (For individual s with no income)</p> <p>Basic tax, PHP 5.00 plus PHP 1.00 for every PHP</p>	5 minutes	

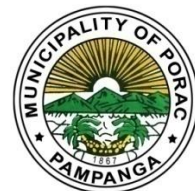


	1,000.00 income (For individual s with income)		
	Basic tax, PHP 500 plus PHP 2 for every PHP 5,000.00 income (For corporati on)		

2. PAYMENT OF BUSINESS TAX

There shall be collected an annual fee at the rates provided for the issuance of Business Permit to every person that shall conduct business, trade or activity within the municipality.

Office or Division:		Municipal Treasurer's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		Taxpayers or their authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. System-encoded application (New/Renewal) (1 Original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
2. Duly computed assessment (1 Original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Proceed to collection clerk and state the name of taxpayer/business.	1. Search name of taxpayer/business in the BPLS.	None	1 minute	Revenue Collection Clerk/Administrative Aide Municipal Treasurer's Office
2. Pay corresponding amount and wait for issuance of Official Receipt.	2. Receive payment and issue Official Receipt.	Depending on the amount	3 minutes	Revenue Collection Clerk/Administrative Aide Municipal Treasurer's Office
TOTAL:		Depending on the amount	4 minutes	

3. PAYMENT OF REAL PROPERTY TAX

It is the responsibility of the municipal treasurer and her deputies to collect real property tax with interest thereon and related expenses, and the enforcement of remedies provided under the Local Government Code of 1991 (R. A. 7160).

The Municipal Treasurer is deputized to collect all taxes on real properties located in the municipality.

Office or Division:		Municipal Treasurer's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		Real property owners or their authorized representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Assessment/copy of Tax Declaration/previous RPT receipt (1 Original or Photocopy)		Municipal Assessor's Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents to RPT clerk.	1. Verify previous payments and compute taxes.	None	3 minutes	Revenue Collection Clerk/Administrative Aide Municipal Treasurer's Office
2. Pay corresponding amount and wait for issuance of	2. Receive payment and issue Official Receipt.	Depending on the assessed value of	5 minutes	Revenue Collection Clerk/Administrative Aide Municipal



Official Receipt.		the property		Treasurer's Office
TOTAL:		Depending on the assessed value of the property	8 minutes	

4. PAYMENT OF TRAFFIC VIOLATION FEES

All confiscated driver's license subject for violation of traffic rules and regulation shall be claimed from the Police Station Office after paying/ rendering the corresponding penalty at the Municipal Treasurer's Office.

Office or Division:		Municipal Treasurer's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		Traffic violators or authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Traffic Citation Ticket (1 Original)		PNP/PTEMO Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Traffic Citation Ticket to collection clerk.	1. Verify Traffic Citation Ticket and compute the total fines for violations committed.	None	1 minute	Revenue Collection Clerk/Administrative Aide Municipal Treasurer's Office
2. Pay corresponding amount and wait for issuance of Official Receipt.	2. Collect payment and issue Official Receipt.	As stated in the Traffic Citation Ticket	3 minutes	Revenue Collection Clerk/Administrative Aide Municipal Treasurer's Office
TOTAL:		As stated in the Traffic	4 minutes	



	Citation Ticket		
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5. TAX CLERANCE CERTIFICATION

Tax Clearance is usually used for documentation purposes.

Office or Division:		Municipal Treasurer's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		Real Property owners or their authorized representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt of Real Property Tax payment (1 Original or Photocopy)		Municipal Treasurer's Office RPT Division 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Real Property Tax Official Receipt to RPT clerk	1. Verify RPT payment in the i-Tax system	None	1 minute	<i>Revenue Collection Clerk/Administrative Aide/RPT Clerk</i> Municipal Treasurer's Office
2. Pay the certification fee to Fees & Charges collection clerk	2. Print the Tax Clearance and attach Official Receipt	PHP 50.00 for the Certification	3 minutes	<i>Revenue Collection Clerk/Administrative Aide/Fees & Charge Clerk</i> Municipal Treasurer's Office
3. Wait for issuance of Tax Clearance	3. Present Tax Clearance for approving officer's signature, then issue the document to tax payer	None	3 minutes	<i>Revenue Collection Clerk/Administrative Aide/RPT Clerk</i> Municipal Treasurer's Office
TOTAL:		PHP 50.00	7 minutes	



6. PAYMENT OF OTHER FEES AND CHARGES

All payments are made in the Municipal Treasurer's Office.

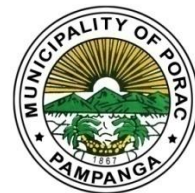
Office or Division:		Municipal Treasurer's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		Tax payers or authorized representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Assessment Form/Order of Payment (1 Original)		Concerned department office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment to collection clerk	1. Verify Order of Payment to collection clerk	None	1 minute	Revenue Collection Clerk/Administrative Aide/Fees & Charge Clerk Municipal Treasurer's Office
2. Pay the corresponding amount and wait for Official Receipt	2. Collect payment and issue Official Receipt	As stated in the Assessment Form/Order of Payment	3 minutes	Revenue Collection Clerk/Administrative Aide/Fees & Charge Clerk Municipal Treasurer's Office
TOTAL:		As stated in the Assessment Form/Order of Payment	4 minutes	



7. ISSUANCE OF NEW BUSINESS PERMIT

The Municipal Government of Porac, Pampanga, through its Business Permit Licensing Office (BPLO), aims to promote ease of doing business have been the centerpiece of this current administration which BPLO carries the great responsibility not just in the implementation at the local level but also in the national policymaking.

Office or Division:	Business Permit Licensing Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	Entrepreneurs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DTI/SEC/CDA Registration (1 photocopy)	Department of Trade & Industry/ Securities & Exchange Commission/ Cooperative Development Authority Regional Office No. 3 SACOP, Maimpis, City of San Fernando
2. Fire Safety Evaluation Clearance (FSEC)/Fire Safety Inspection Clearance (FSIC) for Occupancy (1 original)	Local Fire Station Poblacion, Porac, Pampanga
3. Occupancy/Building Permit (1 original)	Municipal Engineer's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga
4. Business Capitalization (can be found at the form)	Client
5. Barangay Business Clearance (1 original)	Barangay Hall
6. Resolution of No Objection (if applicable) (1 photocopy)	Barangay Hall
7. Zoning Clearance (1 photocopy)	Municipal Engineer's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga
8. Sangguniang Bayan Resolution (if applicable) (1 photocopy)	Office of the Sangguniang Bayan 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga
9. Environmental Compliance Certificate (ECC) (if applicable) (1 photocopy)	Department of Environment & Natural Resources Regional Office No. 3 SACOP, Maimpis, City of San Fernando
10. Contract of Lease (if lessee) (1 photocopy)	Lessor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assess and pay the necessary fee	1. Receive the complete documentary requirements and print the official receipt.	It depends on the total assessment	30 minutes	<i>License Inspector II Municipal Treasurer Cashier Treasurer's Office</i>
2. Approve and release	2. Give the mayor's permit plate and sticker to the client	None	15 minutes	<i>Office of the Mayor</i>
TOTAL:		Depends on the total assessment	45 minutes	

8. ISSUANCE OF RENEWAL BUSINESS PERMIT

The Municipal Government of Porac, Pampanga, through its Business Permit Licensing Office (BPLO), aims to promote ease of doing business have been the centerpiece of this current administration which BPLO carries the great responsibility not just in the implementation at the local level but also in the national policymaking.

Office or Division:	Business Permit Licensing Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	Entrepreneurs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DTI/SEC/CDA Registration (1 photocopy)	Department of Trade & Industry/ Securities & Exchange Commission/ Cooperative Development Authority Regional Office No. 3 SACOP, Maimpis, City of San Fernando
2. Fire Safety Evaluation Clearance(FSEC)/Fire Safety Inspection Clearance (FSIC) for Occupancy (1 original)	Local Fire Station Poblacion, Porac, Pampanga
3. Occupancy/Building Permit (1 original)	Municipal Engineer's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga
4. Proof of Gross Receipts/ITR (1 photocopy)	Bureau of Internal Revenue RR 4 Building, BIR Complex, Mc Arthur Highway



		Sindalan City of San Fernando, Pampanga		
5.Barangay Business Clearance (1 original)		Barangay Hall		
6. Contract of Lease (if lessee) (1 photocopy)		Lessor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assess and pay the necessary fee	1. Receive the complete documentary requirements and print the official receipt.	It depends on the total assessment	30 minutes	<i>License Inspector II Municipal Treasurer Cashier Treasurer's Office</i>
2. Approve and release	2. Give the mayor's permit plate and sticker to the client	None	15 minutes	<i>Office of the Mayor</i>
TOTAL:		Depends on the total assessment	45 minutes	

Post- Registration

Requirement:

Sanitary Permit and other regulatory requirements could be complied and secured by the applicant within 30 days otherwise will result in the revocation of the Business Permit.



MUNICIPAL ASSESSOR'S OFFICE

External Service



1. SIMPLE TRANSFER OF TAX DECLARATION

The Municipal Government of Porac, Pampanga, through its Office of the Municipal Assessor, aims to update and upgrade an equitable market value of real properties and to account all real property units within the Municipality; to provide an efficient frontline service in the field of real property taxation through properly trained, responsible and highly motivated workforce.

This service is being availed at the Assessor's Office every time there is change of ownership from the declared owner to a new owner. This declaration is for real property taxation purposes only and the valuation indicated herein are based on schedule of fair market values prepared for the purpose and duly enacted into Ordinance by the Sangguniang Panlalawigan under Ordinance No. 642 dated 11/14/2014.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of Land Title (2 photocopy)		Registry of Deeds of Pampanga		
2. Deed of Sale/Donation (2 photocopy)		Registry of Deeds of Pampanga		
3. Certificate Authorizing Registration (CAR) (2 photocopy)		Registry of Deeds of Pampanga		
4. Transfer Tax (2 photocopy)		Registry of Deeds of Pampanga		
5. Tax Clearance (2 photocopy)		Municipal Treasurer's Office 1 st Floor, Municipal Hall Bldg., Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements for verification.	1. Verify the requirements presented	None	3 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
2. Wait for the evaluation of documents.	2.1 Encode & print the Tax declaration	None	10 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	2.2 Prepare & print Notice of Assessment	None	3 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	2.3 Check & sign the Tax	None	2 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office



	Declaration			
3. Received the document	3. Release the Tax Declaration	None	1 minute	Assessment Clerk Municipal Assessor's Office
TOTAL:		None	19 minutes	

2. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

The Municipal Government of Porac, Pampanga, through its Office of the Municipal Assessor, aims to update and upgrade an equitable market value of real properties and to account all real property units within the Municipality; to provide an efficient frontline service in the field of real property taxation through properly trained, responsible and highly motivated workforce.

This is being availed by taxpayers for various reasons such as: (1) for personal file of the declared owner (2) for loan purposes (3) for transfer of ownership (4) for legal purposes.

Office or Division:	Municipal Assessor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization letter (if not the owner) (1 original)		Client		
2. Photocopy of valid ID/proof of identity (owner & authorized representative) (1 original)		Client		
3. Official receipt/Tax Clearance evidencing full payment of real property tax for the current year (1 original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall Bldg., Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements for verification.	1. Verify the requirements presented	None	3 minutes	Assessment Clerk Municipal Assessor's Office
2. Wait for the evaluation of documents	2.1 Check the records on file.	None	3 minutes	Assessment Clerk Municipal Assessor's Office
	2.2 Prepare the	None	1 minute	Assessment Clerk



	order of payment			Municipal Assessor's Office
3. Pay the necessary fee to the Municipal Treasurer's Office	3. Issue order of payment	PHP 50.00 per Tax Declaration	3 minutes	<i>Revenue Collection Clerk</i> Municipal Treasurer's Office
4. Present the official receipt issued by the Municipal Treasurer's Office	4.1 Print the Tax Declaration	None	2 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	4.2. Check & sign the Tax Declaration	None	2 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
5. Received the document	5. Release the Tax Declaration	None	1 minute	<i>Assessment Clerk</i> Municipal Assessor's Office
TOTAL:		PHP 50.00 per Tax Declaration	15 minutes	

3. ISSUANCE OF CERTIFICATE OF NO IMPROVEMENT

The Municipal Government of Porac, Pampanga, through its Office of the Municipal Assessor, aims to update and upgrade an equitable market value of real properties and to account all real property units within the Municipality; to provide an efficient frontline service in the field of real property taxation through properly trained, responsible and highly motivated workforce.

This is being availed by taxpayers as supporting document also for change of ownership from the declared owner to a new owner. This document states that there is no existing improvement on the said property being transferred to another owner.

Office or Division:	Municipal Assessor's Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Authorization letter (if not the owner) (1 original)	Client



2. Photocopy of valid ID/proof of identity (owner/authorized representative) (1 original)		Client		
3. Affidavit of No Improvement duly notarized by a Notary Public. (1 original)		Notary Public		
4. Official Receipt/Tax Clearance evidencing full payment of real property tax for the current year. (1 original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall Bldg., Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements for verification.	1. Verify the requirements presented	None	3 minutes	Assessment Clerk Municipal Assessor's Office
2. Wait for the evaluation of documents	2.1 Check the records on file.	None	3 minutes	Assessment Clerk Municipal Assessor's Office
	2.2 Prepare the order of payment	None	1 minute	Assessment Clerk Municipal Assessor's Office
3. Pay the necessary fee to the Municipal Treasurer's Office	3. Issue order of payment	PHP 50.00 per Certification	3 minutes	Revenue Collection Clerk Municipal Treasurer's Office
4. Present the official receipt issued by the Municipal Treasurer's Office	4.1 Prepare & print the Certification requested.	None	2 minutes	Assessment Clerk Municipal Assessor's Office
	4.2 Check & sign the Certification requested.	None	2 minutes	Municipal Assessor Municipal Assessor's Office
5. Received the document	5. Release the Tax Declaration	None	1 minute	Assessment Clerk Municipal Assessor's Office
TOTAL:		PHP 50.00 per Certification	15 minutes	



4. ISSUANCE OF CERTIFICATE OF PROPERTY HOLDINGS

The Municipal Government of Porac, Pampanga, through its Office of the Municipal Assessor, aims to update and upgrade an equitable market value of real properties and to account all real property units within the Municipality; to provide an efficient frontline service in the field of real property taxation through properly trained, responsible and highly motivated workforce.

This service is being availed for used as supporting document for extrajudicial settlement of estate of deceased person's transaction which is being used for computation of estate tax.

Office or Division:		Municipal Assessor's Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization letter (if not the owner) (1 original)		Client		
2. Photocopy of valid ID/proof of identity (owner/authorized representative) (1 original)		Client		
3. Official receipt evidencing full payment of real property tax for the current year (1 original)		Municipal Treasurer's Office 1 st Floor, Municipal Hall Bldg., Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present therequirements for verification.	1. Verify the requirements presented	None	2 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
2. Wait for the evaluation of documents	2.1 Check the records on file.	None	6 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office
	2.2 Prepare the order of payment	None	1 minute	<i>Assessment Clerk</i> Municipal Assessor's Office
3. Pay the necessary fee to the Municipal Treasurer's Office	3. Issue order of payment	PHP 50.00 per Certificati on	3 minutes	<i>Revenue Collection Clerk</i> Municipal Treasurer's Office
4. Present the official receipt issued by the Municipal	4.1 Prepare & print the Certification	None	2 minutes	<i>Assessment Clerk</i> Municipal Assessor's Office



Treasurer's Office	requested.			
	4.2 Check& sign the Certification requested.	None	2 minutes	<i>Municipal Assessor</i> Municipal Assessor's Office
5. Received the document	5. Release the Tax Declaration	None	1 minute	<i>Assessment Clerk</i> Municipal Assessor's Office
TOTAL:		PHP 50.00 per Certification	17 minutes	



MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

External Service



1. ISSUANCE OF LOCATIONAL CLEARANCE/ZONING CERTIFICATE FOR BUILDING

All enterprises and private persons constructing new building or applying for expansion/renovation are required to secure a Zoning Clearance at the Municipal Planning & Development Coordinator's Office (MPDC) upon the application for Building Permit.

This should be done before the start of construction to ensure that the building/business is allowed in the chosen location as per the Comprehensive Land Use Plan (CLUP) of the municipality.

Office or Division:	Municipal Planning & Development Coordinator's Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) set of plans duly signed and sealed by registered engineer/architect concerned with the conformity of the owner/applicant;	Client/Applicant
2. One (1) copy of location plan duly signed and sealed by a registered geodetic engineer;	Client/Applicant
3. One (1) certified photocopy of TCT;	Client/Applicant
4. One (1) photocopy of Real Property Tax Receipt;	Municipal Assessor's Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga
5. One (1) photocopy of Tax Declaration;	Municipal Assessor's Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga
6. One (1) copy of Bill of Materials duly signed and sealed by a registered civil engineer or architect	Client/Applicant
7. Barangay Clearance (for construction) (1 original)	Barangay Hall where the Building/Structure will be located
8. If the applicant is not the registered owner, any of the following will be required: 8.1 Special Power of Attorney	Client/Applicant



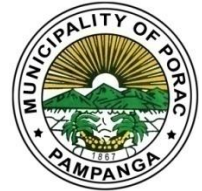
(1 original) 8.2 Notarized Authorization Letter (1 original) 8.3 Duly Notarized Deed of Sale (1 photocopy) 8.4 Deed of Donation (1 photocopy) 8.5 Contract of Lease (1 original) 8.6 Secretary's Certificate for Corporation (1 original)		Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant/Corporate Secretary for Corporation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for review and evaluation	1.1 Receive and review application	None	5 minutes	<i>Administrative Aide</i> <i>Zoning Officer</i> Municipal Planning & Development Coordinator's Office
	1.2 Conduct actual inspection.	None	1 day	<i>Zoning Officer</i> Municipal Planning & Development Coordinator's Office
	1.3 Prepare the Locational Clearance/Zoning Certificate for Building and order of payment based on the schedule of fees.	None	10 minutes	<i>Administrative Aide</i> Municipal Planning & Development Coordinator's Office
2. Proceed to the Cashier for payment.	2 Receive the payment and issue official receipt.	Schedule of Fees based on the HLURB 2013 Schedule of Fees Resolution No. 912 series of 2013	3 minutes	<i>Cashier</i> Municipal Treasurer's Office



3. Go back to the MPDC Office and submit official receipt	3. Receive the copy of official receipt as proof of payment	None	3 minutes	<i>Administrative Aide Municipal Planning & Development Coordinator's Office</i>
4. Receive the certificate.	4. Release the Locational Clearance/Zoning Certificate for Building	None	5 minutes	<i>Administrative Aide Municipal Planning & Development Coordinator's Office</i>
TOTAL:		Please refer to the attached Schedule of Fees based on the HLURB 2013 Schedule of Fees Resolution No. 912 series of 2013	1 day, 26 minutes	



Republic of the Philippines
Office of the President
Housing and Urban Development Coordinating Council
HOUSING AND LAND USE REGULATORY BOARD




BOARD OF COMMISSIONERS

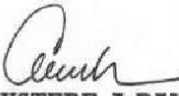
RESOLUTION NO. 912
Series of 2013

APPROVING THE 2013 REVISED SCHEDULE OF FEES

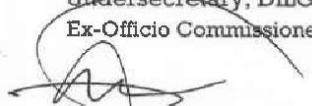
RESOLVED, AS IT IS HEREBY RESOLVED, that the proposed 2013 Revised Schedule of Fees attached as Annex "A," and forming as an integral part hereof be, as it is hereby **APPROVED**.


APPROVED this 3rd day of December 2013, Coconut Palace, Pasay City

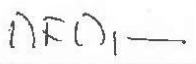

HON. JEJOMAR C. BINAY
Vice-President of the Philippines
and HLURB Chairman


AUSTERE A. PANADERO
Undersecretary, DILG
Ex-Officio Commissioner


ANTONIO M. BERNARDO
Chief Executive Officer and Commissioner

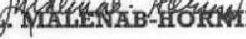

JAIME A. PACANAN
Undersecretary, DPWH
Ex-Officio Commissioner

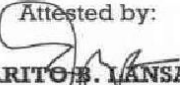

RIA CORAZON GOLEZ- CABRERA
Commissioner


EMMANUEL F. ESGUERRA
Deputy Director-General, NEDA
Ex-Officio Commissioner


LUIS ALVAREZ PAREDES
Commissioner


JOSE F. JUSTINIANO
Undersecretary, DOJ
Ex-Officio Commissioner


LINDA L. MALENAB-HORMILLA, MNSA
Commissioner

Attested by:

CHARITO B. LANSANG
Board Secretary

HLURB Bldg. Kalayaan Avenue corner Mayaman Street, Diliman, Quezon City
www.hlurb.gov.ph



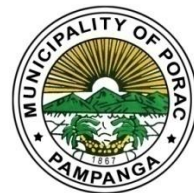
HOUSING AND LAND USE REGULATORY BOARD

2013 SCHEDULE OF FEES

1. ZONING / LOCATIONAL CLEARANCE	
A. Single residential structure attached or detached	
1. P100,000 and below	P288
2. Over P100,000 to P200,000	P576
3. Over P200,000	P720 + (1/10 of 1% in excess of P200,000)
B. Apartments/ Townhouses	
1. P500,000 and below	P1,440
2. Over P500,000 to 2 Million	P2,160
3. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
C. Dormitories	
1. P 2 Million and below	P3,600
2. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
D. Institutional	
Project Cost of which is:	
1. Below P2 Million	P2,880
2. Over 2 Million	P2,880 + (1/10 of 1% of cost in excess of P2.M)
E. Commercial, Industrial and Agro-Industrial Project Cost of which is:	
1. Below P100,000	P1,440
2. Over P100,000 – P500,000	P2,160
3. Over P500,000	P2,880
4. Over P1 Million – P2 Million	P4,320
5. Over P2 Million	P7,200 + (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	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
G. Alteration / Expansion (affected areas/ cost only)	Same as the original application
2. SUBDIVISION AND CONDOMINIUM PROJECTS (under P.D. 957)	
A. Subdivision Projects	
1. Approval of Subdivision Plans (including townhouses)	
1. Preliminary Approval and Location Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP)	
• Processing Fee	P360/ ha. or a fraction thereof
• Inspection Fee *	P1,500/ ha. regardless of density
2. Final Approval and Development Permit	
• Processing Fee	P2,880/ ha. regardless of density
• Additional Fee on Floor Area of housing component	P3.00/ sq.m.
• Inspection Fee *	P1,500/ ha. regardless of density
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development



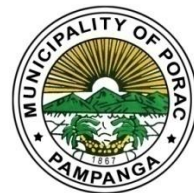
	Permit
2. Certificate of Registration Processing Fee	
• Processing Fee	P2,880
3. License to Sell	
• Processing Fee	P216/saleable lot
Additional Fee on Floor Area of housing component	P14.4/ sq.m.
• Inspection Fee *	P1,500/ ha. regardless of density
4. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee *	P1,500/ ha. regardless of density
5. Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished area for development)	P14.40 sq.m.
• Inspection Fee *	P1,500 / ha. regardless of density
* Application for CR/LS with DP issued by LGU shall be charge inspection fee	
B. Condominium Project	
1. Approval of Condominium Plans/Final Approval and Development Permit	
1. Preliminary Approval and Locational Clearance	
2. Final Approval / Development Permit	
• Processing Fee	P720
a. Land Area	P7.20/ sq.m.
b. No. of Floors	P288/ floor
c. Building Areas	P23.05/ sq.m. of GFA
• Inspection Fee *	P1,500/ ha
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Conversion (affected areas only)	- do -
2. Certificate of Registration	
• Processing Fee	P2,880
3. License to Sell	
a. Residential	P17.30/ sq.m. of saleable area
b. Commercial	P36/ sq.m. of saleable area
Inspection Fee	P1500/ ha
4. Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished floor area for development)	P17.30/ sq.m.
• Inspection Fee	P1,500/ ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500/ floor
3. SUBDIVISION AND CONDOMINIUM PROJECTS (under B.P. 220)	



A. Subdivision Projects	
1. Approval of Subdivision Projects	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	
a. Socialized Housing	P90/ ha
b. Economic Housing	P216/ha
• Inspection Fee	
a. Socialized Housing	P1,500/ ha
b. Economic Housing	P1,500/ ha
2. Final Approval and Development Permit	
• Processing Fee	
a. Socialized Housing	P600/ ha.
b. Economic Housing	P1,440/ ha
• Inspection Fee	
c. Socialized Housing	P1,500/ ha
d. Economic Housing	P1,500/ ha
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Building Permit (floor area of housing unit)	P7.20/ sq.m.
2. Certificate of Registration	
• Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P720
3. License to Sell (per saleable lot)	
• Processing Fee	
a. Socialized Housing	P24/ saleable lot
b. Economic Housing	P72/ saleable lot
Additional fee on floor area of housing component	P3.00/ sq.m.
• Inspection Fee *	
a. Socialized Housing	P1,500/ha.
b. Economic Housing	P1,500/ ha.
4. Extension of Time to Develop	
• Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P504
Additional Fee (unfinished area for development)	P2.88/sq.m.
• Inspection Fee	
a. Socialized Housing	P1,500/ha.
b. Economic Housing	P1,500/ha.
5. Certificate of Completion	
• Certificate Fee	
a. Socialized Housing	P180
b. Economic Housing	P216
• Processing Fee	
a. Socialized Housing	
b. Economic Housing	
• Inspection Fee	P1500/ha



6. Occupancy Permit	
• Processing Fee	
a. Socialized Housing	P6/ sq.m.
b. Economic Housing	P7.20 / sq.m.
• Inspection Fee (saleable floor area of the housing component)	
c. Socialized Housing	P1,500/ ha.
d. Economic Housing	P1,500/ ha.
B. Condominium Projects	
1. Approval of Condominium Plans	
1. Preliminary Approval and Locational Clearance	P720
2. Final Approval and Development Permit	
• Processing Fee	
a. Total Land Area	P7.20/ sq.m.
b. No. of Floors	P144/ floor
c. Building Areas	P5.80/ sq.m. of GFA
• Inspection Fee	
• Inspection Fee	P1,500/ ha.
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	P720
3. License to Sell	
a. Residential	P7.20/ sq.m. of saleable area.
a. Commercial	P10.65/ sq.m. of saleable area
Inspection Fee	P1500/ ha
4. Extension of Time to Develop	
• Processing Fee	P3.00/ sq.m.
• Inspection Fee (unfinished area for development)	P1,500/floor
5. Certificate of Completion	
Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500/floor
4. INDUSTRIAL/ COMMERCIAL SUBDIVISION	
1. Approval of Industrial/ Commercial Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P432/ha
• Inspection Fee	P1,500/ ha.
2. Final Approval and Development Permit	
• Processing Fee	P720/ha
• Inspection Fee	P1,500/ ha.
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	
	Same as Final Approval and Development Permit



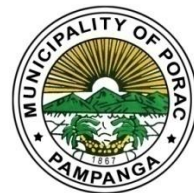
2. Certificate of Registration	P2,880
3. License to Sell	
• Processing Fee	P3.00/ sq.m. of land area.
• Inspection Fee *	P1,500/ ha.
4. Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished area for development)	P14.40 sq.m.
• Inspection Fee	1,500/ ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
a. Industrial	P504
b. Commercial	P720
• Inspection Fee *	P1,500/ ha.
5. FARMLOT SUBDIVISION	
1. Approval of Farmlot Subdivision	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P288/ ha.
• Inspection Fee	P1,500/ha.
2. Final Approval and Development Permit	
• Processing Fee	P1,440/ ha.
• Inspection Fee	P1,500/ ha.
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	P2,880
3. License to Sell	
• Processing Fee	P720/lot
• Inspection Fee *	P1,500/ha
4. Extension of Time to Develop	
• Processing Fee	P504
• Additional Fee on Floor Area of housing component and other development	P14.40 sq.m.
• Inspection Fee	P1500/ha
5. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1500/ha
6. Memorial Park/ Cemetery Project/ Columbarium	
1. Approval of Memorial Park/Cemetery Project/ Columbarium	
1. Preliminary Approval and Locational Clearance	
a. Memorial Project	P720/ha
b. Cemeteries	P288/ha
c. Columbarium	P3600/ha
• Inspection Fee	
a. Memorial Project	P1500/ha



b. Cemeteries	P1500/ha
c. Columbarium	P1500/ha
2.Final Approval and Development Permit	
a. Memorial Project	P3.00/ sq.m.
b. Cemeteries	P1.50/ sq.m.
c. Columbarium	P7.20/ sq.m. of land area
	P3.00/ floor
	P23.05/sq.m. of GFA
• Inspection Fee	
(Projects already inspected for PALC application may not be charged inspection fee)	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha.
c. Columbarium	P1500/ ha
3.Alteration of Fee	
	Same as Final Approval/ Development Permit
2.Certificate of Registration	P2,880
3.License to Sell	
• Processing Fee	
a. Memorial Project	P72/ 2.5sq.m.
- Apartment Type	P28.80/ unit
b. Cemeteries	P28.80/ tomb
c. Columbarium	P72.00/ vault
• Inspection Fee	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha
c. Columbarium	P1500/ floor
4.Extension of Time to Develop	
• Processing Fee	P504
Additional Fee (unfinished area for development)	
a. Memorial Project	P1,440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq.m. of GFA
• Inspection Fee	
a. Memorial Project	P1500/ ha
b. Cemeteries	P1500/ ha
c. Columbarium	P1500/ floor
5.Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
a. Memorial Project	P1,440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq.m. of GFA
• Processing Fee	
• Inspection Fee	
a. Memorial Project	P1500/ ha
b. Cemeteries	P7500/ ha
c. Columbarium	P1500/ floor
7. Other Transactions/ Certifications	
A. Application/ Request for:	



1. Advertisement Approval	P720
2. Cancellation/ Reduction of Performance Bond	P2880
3. Lifting of Suspended License to Sell	P2880
4. Exemption from Cease and /Desist Order	P216
5. Clearance to Mortgage	P1440
6. Lifting of Cease and Desist Order	P2880
7. Change of Name/ Ownership/ Amendments of CRLS	P1440
8. Voluntary cancellation of CRLS	P1440
9. Revalidation/ Renewal of Permit (Condominium)	P60% of current processing
B. Other Certifications	
1. Zoning Certifications	P720/ ha
2. Certification of Town Plan/ zoning Ordinance Approval	P216
3. Certification of New Rights/Sales	P216
4. Certificate of Registration (form)	P216
5. License to Sell (form)	P216
6. Certificate of Creditable Withholding Tax (maximum of 5 lots per certificate)	P216/ lot or unit
7. Other, to include:	
a. Availability of records/ public request	P288
b. Certificate of no record on file	P288
c. Certification of with or without CRLS	P288
d. Certified true copy of documents (report size)	
• Document of five (5) pages or less	P43.20
• Every additional page	P4.40
e. Photo copy of documents	P3.00
f. Other not listed above	P216
8. Registration of Dealer/ Broker/ Salesman	
1. Dealers/Brokers	P720
2. Salesman/ Agent	P288
9. Homeowners Association	
1. Registration of HOA	
Examination/ Registration	Regular HOAS
• Articles of Incorporation	P940
• By-Laws	P940
2. Stamping of Books	P50/ book
3. Amendments	
• Articles of Incorporation	P720
• By-Laws	P720
4. Dissolution of Homeowners Association	P720
5. Certification of the new set of Officers	P504
6. Other Certification	P216
• Inspection Fee	P1500/ ha.
7. Research Fee	P50/docket
10. Legal Fees (CMP Project)	
1. Filing Fee	P1440

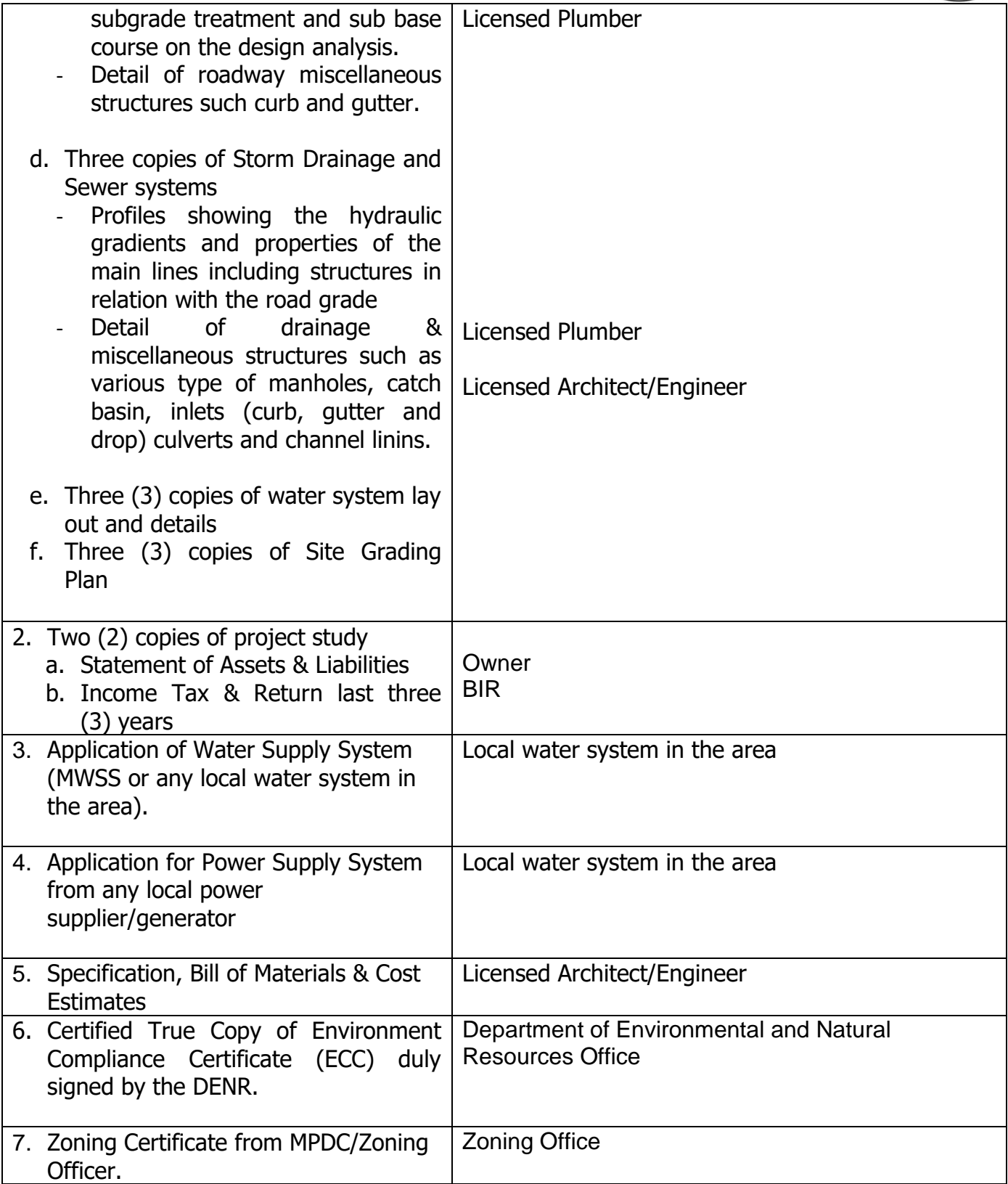


2. Additional Fees for claims (for refund, damages, attorney's fee, etc.)	
1. Not more than P20,000	P173.00
2. More than P20,000 but less than P80,000	P576
3. P80,000 or more but less than P100,000	P864
4. P100,000 or more but less than P150,000	P1440
5. For each P1,000 in excess of P150,000	P7.20
3. Motion for reconsideration	P600
4. Petition of Review	P2880
5. Prayer for Cease and Desist Order	P1200
6. Pauper-litigants are exempt from payment of legal fees	
1. Those who gross income is not more than P6,000 per month and residing within M.M.	
2. Those who gross income is not more than P4,000 per month and residing within M.M.	
3. Those who do not own real property	
7. Government agencies and its instrumentalities are exempted from paying Legal fees	
8. Local government and government owned or controlled corporation with or without independent charters are not exempted paying legal fees.	
11. UPLC Legal Research Fee	
Computation of Legal Research Fee for the University of the Philippines Law Center	
(UPLR) remains at One Percent (1%) of every fee charged but shall in No Case Be Lower than P12.00	Covered by MEMORANDUM CIRCULAR NO. 18 Series of 2013 (October 2, 2013)



2. ISSUANCE OF DEVELOPMENT PERMIT (DP) SUBDIVISION AND MEMORIAL PARKS

Office or Division:	Municipal Planning and Development Office
Classification:	Complex Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	Porac residents or any developer who owns a piece of land or has the authority to use a piece of land for the development of a subdivision or memorial park project within the municipality provided that the concerned piece of land conforms with the land use plan and policy of the LGU
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
MPDC/ Mun. Engineer	
1. Two (2) sets of the following documents duly signed by a licensed Arch/Engr. (1 Copy each for Municipal Planning and Development Coordinator & Municipal Engineer)	Licensed Architect/Engineer
a. One (1) copy of topographic map of site	Licensed Architect/Engineer
b. Three (3) copies of Site Development Plan (one copy each for Mayor/Municipal Planning and Development Coordinator, Municipal Engineer & Sangguniang Bayan)	Licensed Architect/Engineer
c. Three (3) copies of Road (Geometric & Structural) Design Plan.	
- Profile showing the vertical control design grade, curve elements and all information needed for construction.	
- Typical road way sections showing relative dimensions and slopes of pavement, gutters, sidewalk, shoulders, benching & others.	
- Detail of roadway showing the required thickness of pavement	

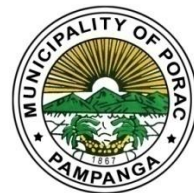




8. List of names of duly licensed professional who signed the plan and other similar documents in connections with applications files indicating the following: a. Surname b. First Name c. Middle Name d. Maiden, date of issue and expiration of its validity, Professional Tax Receipt and date of issue. e. Taxpayer's Identification Number (TIN)		Licensed Architect/Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of 2 separate Letters of Intent with pertinent plans & documents addressed to the Mun. Mayor & Vice Mayor (for passage of an ordinance approving the project)	1.1 Technical review & evaluation of pertinent plans & documents: ocular inspection of project	None	5 days or less (if complete documents have been submitted)	MPDC/ Mun. Engineer
	1.2 Preparation of evaluation report	None	1 day or less	MPDC/ Mun. Engineer
	1.3 Filing of evaluation report/recommendations to SB for consideration in their deliberation and/ or approval of the project	None	1 day or less	MPDC/ Mun. Engineer
2. Payment	2. Refer to Cashier	Final Approval and	5 minutes	MPDO



of Fees	for payment	Development Permit		
		P 2,200.00/ha regardless of density - Final Additional Fee on floor area of house/buildings sold with lot		
		P 5/sq. m. - Inspection Fee (Not Applicable form projects already inspected for PALC application)		
3. Present proof of payment (OR)	3.1 Processing of Dev't Permit (computer generated)	None	10 Minutes or less	MPDO
	3.2 Approval/signing of Development Permit (Recommending Approval)	None	5 minutes	MPDC/Mun. Engr.
	3.3 Filing of DP to Mayor's Office for final Signature	None	5 minutes	MPDO
	3.4 Released of duly signed Development Permit	None	5 minutes	MPDC/STAFF
		Alteration / Expansion (Affected areas/cost of expansion only)		
		Same as Original Application		
4. Present of Proof of Payment (Official Receipt)	4.1 Processing of Locational Clearance & Zoning Certificate duly signed by the MPDC	None	5 minutes	MPDO Staff
	4.2 Issuance of Location	None	1 minute	MPDO Staff



	Clearance.			
	4.3 Refer/instruct application to proceed to Engineering Office	None	2 minutes	MPDO Staff
TOTAL:		P 2,200.00/ha regardless of density - Final Additional Fee on floor area of house/buildings sold with lot P 5/sq. m. - Inspection Fee (Not Applicable form projects already inspected for PALC application)	7 days and 37 minutes	

3. ISSUANCE OF PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) SUBDIVISION AND MEMORIAL PARKS

Office or Division:	Municipal Planning and Development Office	
Classification :	Complex Transaction	
Type of Transaction:	Government-to-Citizens	
Who may avail:	Porac residents or any developer who owns a piece of land within the municipality or has the authorization to use a piece of land for the development of subdivision or a memorial park provided that said land conforms with the land use plan and policy of the LGU.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Two (2) sets of the following documents duly signed by a licensed Architect/Engineer. One (1) copy each for Municipal Planning and Development Coordinator and Municipal Engineer)		
a. Site Development Plan (Schematic Plan) showing the proposed lay out.		Licensed Architect/Engineer
		Licensed Architect/Engineer



<p>b. Vicinity Map with a minimum of 2 km. radius from the periphery of the project to existing community facilities and infrastructure,</p> <p>c. Survey plans of lot(s) as described in TCT(s).</p>		Licensed Geodetic Engineer		
<p>2. Certified true copy of the following documents:</p> <p>a. Title(s) and</p> <p>b. Tax Declaration(s)</p>		Registry of Deeds Office Municipal Assessor’s Office		
<p>3. Certificate of non-tenancy from the Department of Agrarian Reform of an Affidavit of waiver of tenants if the land is in agricultural/pasture land planted to rice and corn.</p>		Department of Agrarian Reform		
<p>4. Barangay Clearance/Certification approving the project</p>		Barangay Hall		
<p>5. Environmental Compliance Certificate (EGC) issued by DENR.</p>		DENR Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling of Letter of Intent addressed to the Municipal Mayor	1. Provision of checklist for Preliminary Approval and Locational Clearance (PALC)	None	10 minutes	MPDO Staff
2. Submission of pertinent documents/plans	2. Technical review and evaluation of pertinent plans and documents, ocular inspection of project	None	5 days or less (if complete documents have been submitted)	MPDC/Municipal Engineer
3. Payment of Fees	3. Refer to Cashier for payment	P 350.00/ha or a fraction thereof – Preliminary Approval and Locational	5 minutes	MPDO



		<p>Clearance (PALC) Subdivision Development Plan (SDP)</p> <p>P 1,100 ha. Regularities of density (DP, CR/LS, ETD, COC, etc.) – Inspection Fee</p>		
4. Present proof of payment	4.1 Processing of PALC (computer generated)	None	10 minutes or less	MPDO
	4.2 Approval/signing of PALC (Recommending Approval)	None	10 minutes	MPDC/Municipal Engineer
	4.3 Filing of PALC to Mayor's Office for Final Signature	None	5 minutes	MPDC/Staff
	4.4 Issuance/Release of PALC	None	5 minutes	MPDC/Staff
	TOTAL:	<p>P 350.00/ha or a fraction thereof – Preliminary Approval and Locationa Clearance (PALC) Subdivision Development Plan (SDP)</p> <p>P 1,100 ha. Regularities of density (DP, CR/LS, ETD, COC, etc.) – Inspection Fee</p>	5 days and 45 minutes	



MUNICIPAL ENGINEER'S OFFICE

External Service



1. ISSUANCE OF BUILDING PERMIT

The Municipal Engineer, as the Local Building Official is primarily responsible for the issuance of Building Permits and other related permits as mandated by law particularly the National Building Code (P.D. 1096) and its Implementing Rules and Regulations in order to promote public safety, order and welfare towards a sustainable and sound environment catering to Porac's development.

A Building Permit is required by any person, firm or corporation prior to erection, construction, alteration, major repair or renovation or conversion of any building or structure.

Office or Division:	Municipal Engineer's Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Four (4) original copies fully accomplished application forms, duly signed and sealed; <ul style="list-style-type: none"> 1.1. Building Permit Form 1.2. Architectural Permit Form 1.3. Civil/Structural Permit Form 1.4. Plumbing/Sanitary Permit Form 1.5. Electrical Permit Form 1.6. Mechanical Permit Form 1.7. Electronics Permit Form 1.8. Fencing Permit Form 	Office of the Municipal Engineer 2 nd floor, Municipal Hall, Poblacion, Porac, Pampanga
2. Four (4) certified true copies of Transfer Certificate Title (TCT); **In case the applicant is not the registered owner of the lot, submit four (4) copies of any of the following duly notarized documents showing proof of ownership; <ul style="list-style-type: none"> 2.1 Contract of Lease 2.2 Deed of Absolute Sale or Contract of Sale 	Client/Applicant Client/Applicant Client/Applicant
3. Four (4) photocopies of Current Tax Declaration;	Municipal Assessor's Office 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga
4. Four (4) original copies of Current Real	Office of the Municipal Assessor



Property Tax Receipt or Land Tax Clearance;	
5. Four (4) original Sets of Building Plans, all originally signed and sealed by: 5.1 A licensed architect and civil engineer for architectural and structural plans. 5.2 A licensed sanitary engineer or master plumber for sanitary and plumbing plans. 5.3 A professional electrical engineer for electrical plans. 5.4 A professional mechanical engineer for mechanical plans. 5.5 A professional electronics engineer for electronics plans	Client/Applicant; Licensed Professionals of the specific fields hired by the Client
6. Four (4) original copies of Location Plan duly signed and sealed by geodetic engineer;	Geodetic Engineer hired by the Client
7. Four (4) original sets of Cost Estimates/Bill of Materials duly signed and sealed by an architect or civil engineer;	Sanitary Engineer/Master Plumber hired by the Client
8. Four (4) original sets of Specifications duly signed and sealed by an architect or civil engineer;	Professional Electrical Engineer hired by the Client
9. Four (4) original sets of Structural Design Analysis and Seismic Analysis for Two (2) Storey Buildings, duly signed and sealed by a civil engineer;	Professional Mechanical Engineer hired by the Client
10. Four (4) original sets of Soil/Boring Test for 3-storey buildings and higher, duly signed and sealed by a civil engineer;	Professional Electronics Engineer hired by the Client
11. One (1) original copy and three (3) copies of Barangay Clearance;	Barangay Hall where the Building/Structure will be located
12. One (1) original copy of Locational Clearance	Office of the Municipal Planning & Development Coordinator (Zoning Officer)
13. One (1) photocopy of Fire Clearance from BFP	Bureau of Fire Protection / Fire Department
14. One (1) photocopy Clearances from other government agencies such as DPWH, ATO, DENR, DOH, NHA, etc., if necessary	DPWH, ATO, DENR, DOH, NHA (if necessary)
15. Approved Construction Safety and	Department of Labor and Employment (DOLE)



Health Program (CHSP) (1 original)				
16. Four (4) original copies of Authorization/Secretary's Certificate for corporation		Client/Applicant ; Corporate Secretary for Corporation		
17. Valid PRC ID and Current Professional Tax Receipt (PTR) of duly licensed professional of the specific fields (1photocopy each)		Licensed Professionals involve		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit documentary requirements and complete sets of Building Plans for review and evaluation	1.1 Receive and Review accuracy and completeness of requirements and record application	None	10 minutes	<i>Building Inspector</i> <i>Administrative Aide</i> Municipal Engineer's Office
	1.2 Evaluate plans and pertinent documents as to technical requirements of the National Building Code (P.D. 1096) and its Implementing Rules and Regulations (IRR)	None	20 minutes	<i>Engineer /</i> <i>Building Inspector</i> Municipal Engineer's Office
2. Receive call/advise for the conduct of site inspection.	2.1 Conduct on-site inspection	None	2 days	<i>Building Inspector</i> Municipal Engineer's Office
	2.2 Assess and encode applicable fees and print order of payment	None	20 minutes	<i>Administrative Aide</i> <i>Building Inspector</i> Municipal Engineer's Office
	2.3 Review and approve of permits	None	20 minutes	<i>Municipal Engineer/Local Building Official</i> Municipal Engineer's Office



	2.4 Notify applicant to pay the corresponding fees via phone call/SMS	None	3 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
3. Proceed to the Cashier for payment.	3. Receive the copy of official receipts as proof of payment	Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (PD 1096)	3 minutes	<i>Cashier</i> Municipal Treasurer's Office
4. Receive the building permit.	4. Record and release building permit	None	5 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
TOTAL:		Please refer to the attached Schedule of Fees and other Charges of the Revised Impleme	2 days, 1 hours, 21 minutes	



	<p>nting Rules and Regulati ons (IRR) of the National Building Code of the Philippin es (PD 1096)</p>		
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2. ISSUANCE OF CERTIFICATE OF OCCUPANCY

The Municipal Engineer, as the Local Building Official is primarily responsible for the issuance of Certificate of Occupancy/Use before occupying a building or structure, as mandated by law. It is also a pre-requisite in applying for Business Permit, electric service connection and in order to avail the assistance of various financial institutions such as PAG-IBIG, BANKS, etc.

The Certificate of Occupancy is required by any person, firm or corporation who wish to use or occupy a recently constructed and renovated structure.

Office or Division:	Municipal Engineer's Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Four (4) original copies Certificate of Completion form -duly notarized and all originally signed and sealed by the architect or engineer in-charge of construction works;	Office of the Municipal Engineer 2 nd floor, Municipal Hall, Poblacion, Porac, Pampanga
2. One (1) original copy of Construction Logbook duly signed and sealed by the architect or engineer in-charge of the construction works;	Architect/Engineer supervised and in-charged of construction
3. Two (2) original sets of As-Built Plans	Licensed Professionals of the specific fields hired



duly signed and sealed by the licensed architect and engineers involved;	by the Client			
4. One (1) photocopy of Fire Safety Inspection Certificate from BFP;	Bureau of Fire Protection/Fire Department			
5. One (1) photocopy of the Building, Sanitary/Plumbing, Electrical and Mechanical Permits;	Client/Applicant			
6. One (1) photocopy of unexpired PRC ID and Current Professional Tax Receipt (PTR) of duly licensed professional of the specific fields	Licensed Professionals involve			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit As-Built Plans, Construction Logbook and Certificate of Completion and other documentary requirements for review. Wait for the schedule of ocular inspection	1.1 Receive and review accuracy and completeness of the application	None	10 minutes	<i>Building Inspector</i> Administrative Aide Municipal Engineer's Office
	1.2 Conduct ocular inspection	None	2 days	<i>Building Inspector</i> Municipal Engineer's Office
	1.3 Assess and encode applicable fees and print order of payment	None	20 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
	1.4 Review and approve of permits	None	20 minutes	<i>Municipal Engineer/Local Building Official</i> Municipal Engineer's Office
	1.5 Notify applicant to pay the corresponding fees via phone call	None	2 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
2. Proceed to the Cashier for payment.	2. Receive the copy of official receipts as proof of payment	Schedule of Fees and other Charges of the Revised	3 minutes	<i>Cashier</i> Municipal Treasurer's Office



		Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (PD 1096)		
3. Receive the certificate.	3. Record and release Certificate of Occupancy	None	5 minutes	Administrative Aide Municipal Engineer's Office
TOTAL:		Please refer to the attached Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (PD 1096)	2 days, 1 hour	



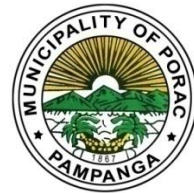
3. ISSUANCE OF SMALL ELECTRICAL PERMIT (CERTIFICATE OF ELECTRICAL INSPECTION)

The Municipal Engineer, as the Local Building Official issues electrical permit to any person/individual putting up electrical installations with residential structure of less than 20.00 sq.m. in order to obtain services of the electric utility company based on the R.A. 7920 known as the Philippine Electrical Code.

Office or Division:	Municipal Engineer's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) original copy of sketch plan indicating the name, complete address, location of the site and contact number of the applicant		Client/Applicant		
2. One (1) original copy of Barangay Clearance/Certification		Barangay Hall where the Building/Structure is located		
3. One (1) photocopy of Community Tax Certificate		Office of the Municipal Treasurer 1 st Floor, Municipal Hall, Poblacion, Porac, Pampanga		
4. One (1) photocopy of Transfer Certificate of Title (TCT) to verify ownership of the property		Client/Applicant		
5. One (1) original copy of Authorization to apply for electric meter duly notarized (if the applicant is not the registered owner of the lot/property as reflected in the TCT)		Client/Applicant		
6. Two (2) original copy of electrical layout duly signed and sealed by professional electrical engineer		Bureau of Fire Protection / Fire Department		
7. One (1) photocopy of Fire Safety Inspection Certificate from BFP;		Bureau of Fire Protection / Fire Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for review and schedule for inspection	1.1 Receive and review application	None	5 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
	1.2 Conduct ocular inspection	None	1 day	<i>Building Inspector</i> Municipal Engineer's Office



	1.3 Prepare certificate	None	5 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
	1.4 Review and approve of certificate	None	5 minutes	<i>Municipal Engineer/Local Building Official</i> Municipal Engineer's Office
	1.5 Notify applicant to pay the corresponding fees via phone call	None	2 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
2. Proceed to the Cashier for payment.	2. Receive the copy of official receipts as proof of payment	PHP 100.00	3 minutes	<i>Cashier</i> Municipal Treasurer's Office
3. Receive the permit.	3. Record and release Electrical Permit/Certificate	None	5 minutes	<i>Administrative Aide</i> Municipal Engineer's Office
TOTAL:		PHP 100.00	1 day, 25 minutes	



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

November 16, 2004

NBCDO MEMORANDUM
CIRCULAR NO. 1)
Series of 2004)
X-X-X-X-X-X-X-X-X-X-X-X-X-X)

Subject: New Schedule of
Building Permit Fees
and Other Charges

Pursuant to Section 203, Subsection (4) of P.D. 1096 which authorizes the Secretary of the Department of Public Works and Highways to prescribe and fix the amount of fees and other charges that the Building Official may collect in connection with the performance of its regulatory functions, the attached Schedule of Building Permit Fees and other charges is hereby promulgated to form part of the Revised Implementing Rules and Regulations of P.D. 1096, otherwise known as the National Building Code of the Philippines.

This Order shall take effect on January 1, 2005.

FLORANTE SORIQUEZ
Acting Secretary



NEW SCHEDULE OF FEES AND OTHER CHARGES OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)

1. BASES OF ASSESSMENT

- a. Character of occupancy or use of building/structure
- b. Cost of construction
- c. Floor area
- d. Height

2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On Fixed Cost of Construction per Sq. Meter

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	₱10,000	₱8,000	₱6,000

3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

Area in Sq. Meters	Fee per Sq. Meter
i. Original complete construction up to 20.00 sq. meters ₱ 2.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction 2.40
iii. Above 20.00 sq. meters to 50.00 sq. meters 3.40
iv. Above 50.00 sq. meters to 100.00 sq. meters 4.80
v. Above 100.00 sq. m to 150 sq. meters 6.00
vi. Above 150.00 sq. meters 7.20

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters
Therefore area bracket is 3.a.iv.
Fee = P 4.80/sq. meter
Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

Area in sq. meters	Fee per sq. meter
i. Original complete construction up to 20.00 sq. meters ₱ 3.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction 3.40
iii. Above 20.00 sq. meters to 50.00 sq. meters 5.20
iv. Above 50.00 sq. meters to 100.00 sq. meters 8.00
v. Above 100.00 sq. meters to 150.00 sq. meters 8.00
vi. Above 150.00 sq. meters 8.40



c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 5,000	₱ 23.00
ii. Above 5,000 to 6,000	22.00
iii. Above 6,000 to 7,000	20.50
iv. Above 7,000 to 8,000	19.50
v. Above 8,000 to 9,000	18.00
vi. Above 9,000 to 10,000	17.00
vii. Above 10,000 to 15,000	16.00
viii. Above 15,000 to 20,000	15.00
ix. Above 20,000 to 30,000	14.00
x. Above 30,000	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

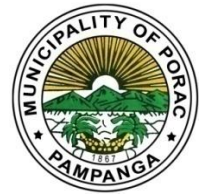
First 5,000 sq. meters @ 23.00	₱ 115,000.00
Next 1,000 sq. meters @ 22.00	22,000.00
Next 1,000 sq. meters @ 20.50	20,500.00
Next 1,000 sq. meters @ 19.50	19,500.00
Next 1,000 sq. meters @ 18.00	18,000.00
Next 1,000 sq. meters @ 17.00	17,000.00
Next 5,000 sq. meters @ 16.00	80,000.00
Next 5,000 sq. meters @ 15.00	75,000.00
Next 10,000 sq. meters @ 14.00	140,000.00
Last 2,000 sq. meters @ 12.00	24,000.00
Total Building Fee	₱ 531,000.00

d. Divisions C-2/D-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 5,000	₱ 12.00
ii. Above 5,000 to 6,000	11.00
iii. Above 6,000 to 7,000	10.20
iv. Above 7,000 to 8,000	9.60
v. Above 8,000 to 9,000	9.00
vi. Above 9,000 to 10,000	8.40
vii. Above 10,000 to 15,000	7.20
viii. Above 15,000 to 20,000	6.60
ix. Above 20,000 to 30,000	6.00
x. Above 30,000	5.00

NOTE: Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).



4. ELECTRICAL FEES

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

a. Total Connected Load (kVA)

			Fee
i. 5 kVA or less	₱ 200.00	
ii. Over 5 kVA to 50 kVA	200.00	+ ₱ 20.00/kVA
iii. Over 50 kVA to 300 kVA	1,100.00	+ 10.00/kVA
iv. Over 300 kVA to 1,500 kVA	3,600.00	+ 5.00/kVA
v. Over 1,500 kVA to 6,000 kVA	9,600.00	+ 2.50/kVA
vi. Over 6,000 kVA	20,850.00	+ 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

			Fee
i. 5 kVA or less	₱ 40.00	
ii. Over 5 kVA to 50 kVA	40.00	+ ₱ 4.00/kVA
iii. Over 50 kVA to 300 kVA	220.00	+ 2.00/kVA
iv. Over 300 kVA to 1,500 kVA	720.00	+ 1.00/kVA
v. Over 1,500 kVA to 6,000 kVA	1,920.00	+ 0.50/kVA
vi. Over 6,000 kVA	4,170.00	+ 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit

i. Power Supply Pole Location	₱ 30.00/pole
ii. Guying Attachment	₱ 30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
Residential	₱ 15.00	₱ 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.



f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5. MECHANICAL FEES

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i. Refrigeration (cold storage), per ton or fraction thereof	₱	40.00
ii. Ice Plants, per ton or fraction thereof		60.00
iii. Packaged/Centralized Air Conditioning Systems: Up to 100 tons, per ton		90.00
iv. Every ton or fraction thereof above 100 tons		40.00
v. Window type air conditioners, per unit		60.00
vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent		40.00
vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.		

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

1.10 kW per ton, for compressors up to 5 tons capacity.
1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

3.50 kW per ton, for compressors up to 50 tons capacity.
3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
0.80 kW per ton, for above 5 up to 50 tons capacity.
0.70 kW per ton, for compressors above 50 tons capacity.

b. Escalators and Moving Walks, funiculars and the like:

i. Escalator and moving walk, per lineal meter or fraction thereof	₱	10.00
ii. Escalator and moving walks up to 20.00 lineal meters or fraction thereof		20.00
iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters		10.00
iv. Funicular, per lineal meter or fraction thereof		200.00
(a) Per lineal meter travel		20.00
v. Cable car, per lineal meter or fraction thereof		40.00
(a) Per lineal meter travel		5.00



c. Elevators, per unit:

i. Motor driven dumbwaiters	₱ 600.00
ii. Construction elevators for material	2,000.00
iii. Passenger elevators	5,000.00
iv. Freight elevators	5,000.00
v. Car elevators	5,000.00

d. Boilers, per kW:

i. Up to 7.5 kW	₱ 500.00
ii. Above 7.5 kW to 22 kW	700.00
iii. Above 22 kW to 37 kW	900.00
iv. Above 37 kW to 52 kW	1,200.00
v. Above 52 kW to 67 kW	1,400.00
vi. Above 67 kW to 74 kW	1,600.00
vii. Every kW or fraction thereof above 74 kW	5.00

NOTE:

- (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
- (b) Steam from this boiler used to propel any prime-mover is exempted from fees.
- (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

- e. Pressurized water heaters, per unit ₱ 200.00
- f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof ₱ 60.00
- g. Automatic fire sprinkler system, per sprinkler head ₱ 4.00
- h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:
 - i. Every kW up to 50 kW ₱ 25.00
 - ii. Above 50 kW up to 100 kW 20.00
 - iii. Every kW above 100 kW 3.00
- i. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet ₱ 20.00
- j. Gas Meter, per unit ₱ 100.00
- k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher ₱ 4.00
- l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:
 - i. Up to 50 kW ₱ 10.00
 - ii. Above 50 kW to 100 kW 12.00
 - iii. Every above 100 kW or fraction thereof 3.00

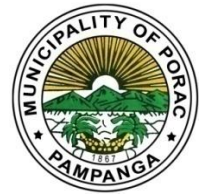


m. Pressure Vessels, per cu. meter or fraction thereof	₱	60.00
n. Other Machinery /Equipment for commercial /Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof	₱	60.00
o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meters or fraction thereof	₱	10.00
p. Weighing Scale Structure, per ton or fraction thereof	₱	50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

6. PLUMBING FEES

a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".	₱	24.00
b. Every fixture in excess of one unit:		
i. Each water closet	₱	7.00
ii. Each floor drain		3.00
iii. Each sink		3.00
iv. Each lavatory		7.00
v. Each faucet		2.00
vi. Each shower head		2.00
c. Special Plumbing Fixtures:		
i. Each slop sink	₱	7.00
ii. Each urinal		4.00
iii. Each bath tub		7.00
iv. Each grease trap		7.00
v. Each garage trap		7.00
vi. Each bidet		4.00
vii. Each dental cuspidor		4.00
viii. Each gas-fired water heater		4.00
ix. Each drinking fountain		2.00
x. Each bar or soda fountain sink		4.00
xi. Each laundry sink		4.00
xii. Each laboratory sink		4.00
xiii. Each fixed-type sterilizer		2.00
d. Each water meter	₱	2.00
i. 12 to 25 mm Ø	₱	8.00
ii. Above 25 mm Ø		10.00



e. Construction of septic tank, applicable in all Groups

i. Up to 5.00 cu. meters of digestion chamber	₱	24.00
ii. Every cu. meter or fraction thereof in excess of 5.00 cu. meters		7.00

7. ELECTRONICS FEES

- a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications ₱ 2.40 per port
- b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location ₱ 1,000.00 per location
- c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoor or outdoors ₱ 10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected ₱ 2.40 per outlet
- e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire



alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected	₱ 2.40 per termination
f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	₱ 1,000.00 per location
g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception	₱ 1,000.00 per structure
h. Electronic or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.	₱ 50.00 per unit
i. Poles and attachment:	
i. Per Pole (to be paid by pole owner)	₱ 20.00
ii. Per attachment (to be paid by any entity who attaches to the pole of others)	20.00
j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above	₱ 50.00 per unit

8. ACCESSORIES OF THE BUILDING/STRUCTURE FEES

- a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).
- b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.
- c. Bank and Records Vaults with interior volume up to 20.00 cu. meters ₱ 20.00
 - i. In excess of 20.00 cu. meters ₱ 8.00



d. Swimming Pools, per cu. meter or fraction thereof:

i. GROUP A Residential	₱	3.00
ii. Commercial/Industrial GROUPS B, E, F, G		36.00
iii. Social/Recreational/Institutional GROUPS C, D, H, I		24.00
iv. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
v. Swimming pool shower rooms/locker rooms, per unit or fraction thereof:		
(a) Residential GROUP A		6.00
(b) GROUP B, E, F, G		18.00
(c) GROUP C, D, H		12.00

e. Construction of firewalls separate from the building:

i. Per sq. meter or fraction thereof	₱	3.00
ii. Provided, that the minimum fee shall be		48.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

Use or Character of occupancy	Self-Supporting	Trilon (Guyed)
i. Single detached dwelling units.....	₱ 500.00	₱ 150.00
ii. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	2,400.00	240.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
iii. Educational/Recreational/Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	1,800.00	120.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00

g. Storage Silos, up to 10.00 meters in height

i. Every meter or fraction thereof in excess of 10.00 meters	₱	150.00
ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule		

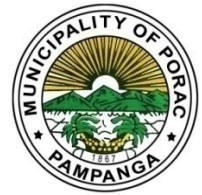
h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:

i. Smokestacks, up to 10.00 meters in height, measured from the base	₱	240.00
(a) Every meter or fraction thereof in excess of 10.00 meters		12.00
ii. Chimney up to 10.00 meters in height, measured from the base		48.00
(a) Every meter or fraction thereof in excess of 10.00 meters		2.00

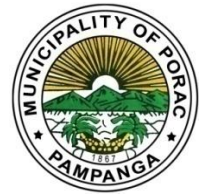


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i. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas	₱	48.00
j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume	₱	12.00
k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters	₱	12.00
i. Every cu. m or fraction thereof in excess of 2.00 cu. meters	₱	12.00
ii. For all other than Groups A and B up to 10.00 cu. meters		480.00
(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters		24.00
l. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume	₱	7.00
m. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:		
i. Above ground, up to 10.00 cu. meters	₱	480.00
Every cu. m or fraction thereof in excess of 10.00 cu. meters		24.00
ii. Underground, up to 20.00 cu. meters		540.00
Every cu. meter or fraction thereof in excess of 20.00 cu. meters		24.00
n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:		
i. Underground, per cu. meter or fraction thereof of excavation	₱	3.00
ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank		3.00
iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.		
o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:		
i. Construction of permanent type	₱	10.00
ii. Construction of temporary type		5.00
iii. Inspection of knock-down temporary type, per unit		24.00
p. Construction of buildings and other accessory structures within cemeteries and memorial parks:		
i. Tombs, per sq. meter of covered ground areas	₱	5.00
ii. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area		5.00
iii. Totally enclosed mausoleums, per sq. meter of floor area		12.00
iv. Multi-level interment inches per sq. meter, per level		5.00



v. Columbarium, per sq. meter	18.00
9. Accessory Fees		
a. Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters ₱	24.00
i. Every meter or fraction thereof in excess of 10.00 meters ₱	2.40
b. Ground Preparation and Excavation Fee		
i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.		
(a) Inspection and Verification Fee ₱	200.00
(b) Per cu. meters of excavation	3.00
(c) Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
(d) Per cu. meter of excavation for foundation with basement	4.00
(e) Excavation other than foundation or basement, per cu. meter.	3.00
(f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	250.00
c. Fencing Fees:		
i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof ₱	3.00
ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter	2.40
d. Construction of Pavements, up to 20.00 sq. meters ₱	24.00
e. In excess of 20 sq. meters 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
f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month ₱	240.00
i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters ₱	12.00



g. Erection of Scaffoldings Occupying Public Areas, per calendar month.

- | | | |
|--|---|--------|
| i. Up to 10.00 meters in length | ₱ | 150.00 |
| ii. Every lineal meter or fraction thereof in excess of 10.00 meters | | 12.00 |

h. Sign Fees:

- | | | |
|---|---|--------|
| i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area | ₱ | 120.00 |
| (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters | | 24.00 |
| ii. Installation Fees, per sq. meter or fraction thereof of display surface: | | |

Type of Sign 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

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	₱36.00, min. fee shall be ₱124.00	₱46.00, min. fee shall be ₱200.00
Illuminated	₱18.00, min. fee shall be ₱72.00	₱38.00, min. fee shall be ₱150.00
Others	₱12.00, min. fee shall be ₱40.00	₱20.00, min. fee shall be ₱110.00
Painted-on	₱8.00, min. fee shall be ₱30.00	₱12.00, min. fee shall be ₱100.00

i. Repairs Fees:

- | | | |
|---|---|------|
| i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups | ₱ | 5.00 |
| ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups | | 5.00 |
| iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (₱5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor) | | |

j. Raising of Buildings/Structures Fees:

- | | |
|--|--|
| i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated. | |
| ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies. | |



k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

i. Buildings in all Groups per sq. meter floor area ₱	3.00
ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	4.00
iii. Structures of up to 10.00 meters in height	800.00
(a) Every meter or portion thereof in excess of 10.00 meters	50.00
iv. Appendage of up to 3.00 cu. meter/unit	50.00
(a) Every cu. meter or portion thereof in excess of 3.00 cu. meters	50.00
v. Moving Fee, per sq. meter of area of building/structure to be moved	3.00

10. Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

a. Division A-1 and A-2 Buildings:

i. Costing up to ₱150,000.00 ₱	100.00
ii. Costing more than ₱150,000.00 up to ₱400,000.00	200.00
iii. Costing more than ₱400,000.00 up to ₱850,000.00	400.00
iv. Costing more than ₱850,000.00 up to ₱1,200,000.00	800.00
v. Every million or portion thereof in excess of ₱1,200,000.00	800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

i. Costing up to ₱150,000.00 ₱	200.00
ii. Costing more than ₱150,000.00 up to ₱400,000.00	400.00
iii. Costing more than ₱400,000.00 up to ₱850,000.00	800.00
iv. Costing more than ₱850,000.00 up to ₱1,200,000.00	1,000.00
v. Every million or portion thereof in excess of ₱1,200,000.00	1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

i. Costing up to ₱150,000.00 ₱	150.00
ii. Costing more than ₱150,000.00 up to ₱400,000.00	250.00
iii. Costing more than ₱400,000.00 up to ₱850,000.00	600.00
iv. Costing more than ₱850,000.00 up to ₱1,200,000.00	900.00
v. Every million or portion thereof in excess of ₱1,200,000.00	900.00

d. Division J-I Buildings/structures:

i. With floor area up to 20.00 sq. meters ₱	50.00
ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters	240.00
iii. With floor area above 500.00 sq. meters up to 1,000.00 sq. meters	360.00
iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480.00
v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	1,200.00
vi. With floor area above 10,000.00 sq. meters	2,400.00



e. Division J-2 Structures:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
- ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
- iii. Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
 - (a) First 10.00 meters of height from the ground ₱ 800.00
 - (b) Every meter or fraction thereof in excess of 10.00 meters 50.00
- f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ₱ 5.00

11. Annual Inspection Fees

a. Divisions A-1 and A-2:

- i. Single detached dwelling units and duplexes are not subject to annual inspections
- ii. If the owner request inspections, the fee for each of the services enumerated below is ₱ 120.00
 - Land Use Conformity
 - Architectural Presentability
 - Structural Stability
 - Sanitary and Health Requirements
 - Fire-Resistive Requirements

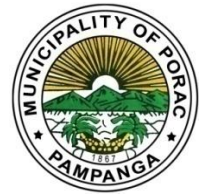
b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

- i. Appendage of up to 3.00 sq. meters/unit ₱ 150.00
- ii. Every sq. meter or fraction thereof in excess of 3.00 sq. meters 50.00
- iii. Floor area of up to 100.00 sq. meters 120.00
- iv. Above 100.00 sq. meters up to 200.00 sq. meters 240.00
- v. Above 200.00 sq. meters up to 350.00 sq. meters 480.00
- vi. Above 350.00 sq. meters up to 500.00 sq. meters 720.00
- vii. Above 500.00 sq. meters up to 750.00 sq. meters 960.00
- viii. Above 750.00 sq. meters up to 1,000.00 sq. meters 1,200.00
- ix. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters 1,200.00

c. Divisions C-1, 2, Amusement Houses, Gymnasias and the like:

- i. First class cinematographs or theaters ₱ 1,200.00
- ii. Second class cinematographs or theaters 720.00
- iii. Third class cinematographs or theaters 520.00
- iv. Grandstands/Bleachers, Gymnasias and the like 720.00

d. Annual plumbing inspection fees, each plumbing unit ₱ 60.00



e. Electrical Inspection Fees:

- i. A one-time electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
- ii. Annual Inspection Fees are the same as in Section 4.e.

f. Annual Mechanical Inspection Fees:

i.	Refrigeration and Ice Plant, per ton:		
	(a) Up to 100 tons capacity	₱	25.00
	(b) Above 100 tons up to 150 tons		20.00
	(c) Above 150 tons up to 300 tons		15.00
	(d) Above 300 tons up to 500 tons		10.00
	(e) Every ton or fraction thereof above 500 tons		5.00
ii.	Air Conditioning Systems: Window type air conditioners, per unit		40.00
iii.	Packaged or centralized air conditioning systems:		
	(a) First 100 tons, per ton		25.00
	(b) Above 100 tons up to 150 tons		20.00
	(c) Above 150 tons up to 300 tons		15.00
	(d) Above 300 tons up to 500 tons		10.00
	(e) Every ton or fraction thereof above 500 tons		5.00
iv.	Mechanical Ventilation, per unit, per kW:		
	(a) Up to 1 kW		10.00
	(b) Above 1 kW to 7.5 kW		50.00
	(c) Every kW above 7.5 kW		20.00
v.	Escalators and Moving Walks; Funiculars and the like:		
	(a) Escalator and Moving Walks, per unit		120.00
	(b) Funiculars, per kW or fraction thereof		50.00
	(c) Per lineal meter or fraction thereof of travel		10.00
	(d) Cable Car, per KW or fraction thereof		25.00
	(e) Per lineal meter of travel		2.00
vi.	Elevators, per unit:		
	(a) Passenger elevators		500.00
	(b) Freight elevators		400.00
	(c) Motor driven dumbwaiters		50.00
	(d) Construction elevators for materials		400.00
	(e) Car elevators		500.00
	(f) Every landing above first five (5) landings for all the above elevators		50.00
vii.	Boilers, per unit:		
	(a) Up to 7.5 kW		400.00
	(b) 7.5 kW up to 22 kW		550.00
	(c) 22 kW up to 37 kW		600.00
	(d) 37 kW up to 52 kW		650.00
	(e) 52 kW up to 67 kW		800.00
	(f) 67 kW up to 74 kW		900.00
	(g) Every kW or fraction thereof above 74 kW		4.00
viii.	Pressurized Water Heaters, per unit		120.00
ix.	Automatic Fire Extinguishers, per sprinkler head		2.00
x.	Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW:		
	(a) Up to 5 kW		55.00
	(b) Above 5 kW to 10 kW		90.00
	(c) Every kW or fraction thereof above 10 kW		2.00



xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:		
	(a) Per kW, up to 50 kW	₱	15.00
	(b) Above 50 kW up to 100 kW		10.00
	(c) Every kW or fraction thereof above 100 kW		2.40
xii.	Compressed air, vacuum, commercial/institutional /industrial gases, per outlet		10.00
xiii.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher		2.00
xiv.	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,		
	(a) Per unit, up to 10 kW		100.00
	(b) Every kW above 10 kW		3.00
xv.	Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:		
	(a) Up to ½ kW		8.00
	(b) Above ½ kW up to 1 kW		23.00
	(c) Above 1 kW up to 3 kW		39.00
	(d) Above 3 kW up to 5 kW		55.00
	(e) Above 5 kW up to 10 kW		80.00
	(f) Every kW above 10 kW or fraction thereof		4.00
xvi.	Pressure Vessels, per cu. Meter or fraction thereof		40.00
xvii.	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof		2.40
xviii.	Weighing Scale Structure, per ton or fraction thereof		30.00
xix.	Testing/Calibration of pressure gauge, per unit		24.00
	(a) Each Gas Meter, tested, proved and sealed, per gas meter		30.00
xx.	Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferries wheel, and the like, per unit		30.00

g. Annual electronics inspection fees shall be the same as the fees in Section 7 of this Schedule.

12. Certifications:

a.	Certified true copy of building permit	₱	50.00
b.	Certified true copy of Certificate of Use/Occupancy		50.00
c.	Issuance of Certificate of Damage		50.00
d.	Certified true copy of Certificate of Damage		50.00
e.	Certified true copy of Electrical Certificate		50.00
f.	Issuance of Certificate of Gas Meter Installation		50.00
g.	Certified true copy of Certificate of Operation		50.00
h.	Other Certifications		50.00

NOTE: The specifications of the Gas Meter shall be:

Manufacturer.....
Serial Number.....
Gas Type.....
Meter Classification/Model.....
Maximum Allowable Operating Pressure – psi (kPa).....
Hub Size - mm (inch).....
Capacity - m3/hr. (ft3/hr.).....



MUNICIPAL HEALTH OFFICE

External Service



1. BASIC REQUIREMENTS IN SECURING HEALTH CERTIFICATES (FOOD & NON FOODS)

To ensure optimum health, any person/individual employed at any business establishment that are operating within the municipality are required to secure a health certificate. This certificate is issued by the Municipal Health Office.

Office or Division:	Rural Health Unit		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Citizens		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
FOOD			
Sari-Sari Store			
1. Barangay Business Clearance (1 latest original/photocopy)		Barangay Hall	
2. Community Tax Certificate of Operator or Owner (1 latest original/photocopy)		Barangay Hall/ Municipal Hall	
3. Result of Urinalysis (1 latest original/photocopy)		Rural Health Unit Laboratory/Any Medical Diagnostic Laboratory	
Groceries, Mini Mart, Supermarket			
1. Barangay Business Clearance (1 latest original/photocopy)		Barangay Hall	
2. Community Tax Certificate of Operator or Owner (1 latest original/photocopy)		Barangay Hall/ Municipal Hall	
3. Department of Trade and Industries Name or Securities and Exchange Commission Registration (New) (1 latest original/photocopy)		Department of Trade and Industries Office	
4. Results, Urinalysis		Any Medical Diagnostic Laboratory	
- Fecalysis (Stool Exam)			
- Chest X-ray			
- CBC			
(1 latest original)			
5. 1x1 picture for operators/ workers (1pc)		Any photography shop	



<p>Canteen, School Canteen, Fast Food, Carinderia, Milk Tea House, Restaurant & Frozen Food Retailer</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Community Tax C of Operator & Workers (1 latest original/photocopy) 3. Department of Trade and Industries Name or Securities and Exchange Commission Registration (1 latest original/photocopy) 4. Result, Urinalysis <ul style="list-style-type: none"> - Fecalalysis (Stool Exam) - Chest X-ray - CBC - Hepa B (1 latest original/photocopy) 5. Water Sampling Analysis (1 latest original/photocopy) 6. Certificate of Foods Handlers Class (1 latest original/photocopy) 7. 1x1 Picture for (Health Card) (1 pc) 	<p>Barangay Hall</p> <p>Barangay Hall/ Municipal Hall</p> <p>Department of Trade and Industries Office</p> <p>Any Medical Diagnostic Laboratory</p> <p>Registered Water Laboratory</p> <p>Rural Health Unit (Municipal Health Office)</p> <p>Any Photography Shop</p>
<p>Market Vendor (Fish & Meat, Fruit & Vegetables, Ambulant, Store, Frozen, Food Retailer)</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Community Tax Certificate Operator & Worker (1 latest original/photocopy) 3. Results of Chest X-ray <ul style="list-style-type: none"> - Urine - Stool - Hepa B - CBC (1 latest original/photocopy) 4. Certificate of Food Handlers Class (1 latest original/photocopy) 5. 1x1 Picture (1 pc) 	<p>Barangay Hall</p> <p>Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory</p> <p>Rural Health Unit (Municipal Health Office)</p> <p>Any Photography Shop</p>



<p>Water Refilling Station</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name or Securities and Exchange Commission registration(New) (1 latest original/photocopy) 3. Community Tax Certificate of Operator & Workers (1 latest original/photocopy) 4. Results, Chest X-ray <ul style="list-style-type: none"> - Hepa B - Urinalysis - Fecalalysis (Stool Exam) - CBC (1 latest original/photocopy) 5. 1x1 Sanitary plan & Engineers Report 6. Certificate (Certificate Water Operator Training Course -40hrs) (1 latest original/photocopy) 7. Endorsement letter from Municipal Health Officer& Rural Health Physician (1 latest original/photocopy) 8. Certificate of potability (1 latest original/photocopy) 9. Drinking Water Site Clearance (1 latest original) 10. Water Test Result – Physical & chemical Analysis, 13 parameters' (every 6 months) Raw & Product <ul style="list-style-type: none"> - Bacteriological Test (every month) (1 latest original) 11. 1x1 Picture for Operator & Worker (1 pc) 	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory</p> <p>Rural Health Unit (Municipal Health Office) Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Any Photography Shop</p>
<p>Drug Store & Pharmacy</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name (New) (1 latest original) 3. Permit to Operate or License to Operate (1 latest original/photocopy) 4. Professional Regulation 	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Environmental and Occupational Health Office Region III</p> <p>Professional Regulation Commission Region III Office</p>



<p>CommissionID of Pharmacy (1 latest original/photocopy)</p> <p>5. 1x1 Picture (1 pc)</p>	<p>Any Photography Shop</p>
<p>Diagnostic Laboratory, X-ray, Ultra Sound</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries (New) (1 latest original/photocopy)</p> <p>3. Permit to Operate or License to Operate (1 latest original/photocopy)</p> <p>4. Professional Regulation Commission ID of Pharmacy (MedTech, Pathologist&Ultrasonologist) (1 latest original/photocopy)</p> <p>5. 1x1 Picture (1 pc)</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Barangay Hall/ Municipal Hall</p> <p>Professional Regulation Commission Region III Office</p> <p>Any Photography Shop</p>
<p>Massage Clinic (Attendants & Receptionist), Manicurist & Spa and the like</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name or Securities and Exchange Commission registration(New) (1 latest original)</p> <p>3. Results, Chest X-ray Result (1 latest original/photocopy)</p> <p>4. Community Tax Certificate (of all workers) (1 latest original/photocopy)</p> <p>5. 1x1 picture (1 pcs.)</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Any Medical Diagnostic Laboratory</p> <p>Barangay Hall/ Municipal Hall</p> <p>Any Photography Shop</p>
<p>BEAUTY SALON, BARBER SHOP</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name (New) (1 latest original/photocopy)</p> <p>3. Community Tax Certificate Operator & Worker (1 latest original/photocopy)</p> <p>4. Chest X-ray (1 latest original)</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory</p> <p>Any Photography Shop</p>



5. 1x1 Picture (1pc)	
Food Processing (MEKENI & RDF, MONDE NISSIN)	
1. Barangay Business Clearance (1 latest original/photocopy)	Barangay Hall
2. Securities and Exchange Commission Registration (1 latest original/photocopy)	Registered Sanitary Engineer
3. Corporate Community Tax Certificate (1 latest original/photocopy)	Barangay Hall/ Municipal Hall
4. Sanitary Plan- Sanitary Engineer Signed & Sealed (1 latest original)	Environmental and Occupational Health Office Region III Registered Water Laboratory
5. Waste Water Treatment Facilities (1 latest original/photocopy)	
6. Grease Trap or Equal Process (1 latest original/photocopy)	Department of Environment and Natural Resources Office
7. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)	Environmental and Occupational Health Office Region III
8. Permit to Operate (1 latest original/photocopy)	Environmental Management Bureau
9. PCO-Pollution Control Offices, Contract & Certification of Training (1 latest original/photocopy)	Client
10. Food & Drug Permit (1 latest original/photocopy)	Client
11. National Meat Inspector Service Clearance (1 latest original/photocopy)	Client
12. Photos of Sanitary Facilities Laboratories, Comfort Room (1 latest original)	Client
13. Insect & Vermin Control Measure (1 latest original/photocopy)	Client
14. Food Handler's Training (1 latest original)	Client
15. First Aid Room with medical supplies/ Clinic/ Physicians & Nurse	Client
16. Results of Chest X-ray	
- Urinalysis	Any Medical Diagnostic Laboratory
- Fecalalysis (Stool Exam)	
- Hepa B	



<ul style="list-style-type: none"> - CBC - CTC <p>(1 latest original)</p> <p>17. 1x1 Picture (1pc)</p>	<p>Any Photography Shop</p>
<p>Videoke Bar</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name (1 latest original/photocopy) 3. 1x1 picture (2pcs) 4. Exam Result: <ul style="list-style-type: none"> - Chest X-ray - Cervical Smear - Urinalysis - Fecalysis (Stool Exam) - Hepa B - CBC (1 latest original/photocopy) 5. Attendance on Orientation HIV-Aids 6. Police Clearance (1 latest original/photocopy) 6. Barangay Clearance (1 latest original/photocopy) 7. Community Tax Certificate (all workers) (1 latest original/photocopy) 	<p>Barangay Hall Department of Trade and Industries Office</p> <p>Any Photography Shop Rural Health Unit Laboratory/ Any Medical Diagnostic Laboratory</p> <p>Rural Health Unit (Municipal Health Office) Police Station Barangay Hall Barangay Hall/ Municipal Hall</p>
<p>NONFOOD</p>	
<p>Funeral Parlors</p> <ol style="list-style-type: none"> 1. Department of Trade and Industries Business Name (New) (1 latest original/photocopy) 2. Sanitary Plans of Building (1 latest original/photocopy) 3. Waste Water Facility Plan (1 latest original/photocopy) 4. Photos of Establishment with Adjacent Area Shown (1 latest original/photocopy) 5. License/ Registration of Embalmer from DOH (1 latest original/photocopy) 6. Environmental Compliance Certificate (ECC)/ License to operate/ permit to discharge/ 	<p>Department of Trade and Industries Office</p> <p>Client Client Client</p> <p>Department of Health Office</p> <p>Department of Environment and Natural Resources Office</p> <p>Client Any Medical Diagnostic Laboratory Any Photography Shop Barangay Hall/ Municipal Hall</p>



<p>Accredited Pollution Control Officer (PCO) (1 latest original/photocopy)</p> <p>7. First Aid Kit (Corner & Clinic)</p> <p>8. Results, Chest X-ray (1 latest original/photocopy)</p> <p>9. 1x1 Picture</p> <p>10. Community Tax Certificate of Worker (1 latest original/photocopy)</p>	
<p>Memorial Parks/ Cemeteries</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy)</p> <p>3. Corporate Community Tax Certificate (1 latest original/photocopy)</p> <p>4. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)</p> <p>5. Permit to operate & discharge permit Sanitary Toilet Facilities (1 latest original/photocopy)</p> <p>6. First Aid Kit/ Corner & Clinic</p> <p>7. Certification of Embalmer, Copy of Seminars CTC & 1x1 Picture (1 latest original/photocopy)</p> <p>7. Operational Clearance, (Burial Permit & Requirement) (1 latest original/photocopy)</p> <p>8. Community Tax Certificate of all worker (1 latest original/photocopy)</p> <p>9. Result of Chest X-ray (1 latest original/photocopy)</p>	<p>Barangay Hall Department of Trade and Industries Office</p> <p>Barangay Hall/ Municipal Hall Department of Environment and Natural Resource Office Client</p> <p>Client Department of Health Region III Office</p> <p>Client</p> <p>Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory</p>
<p>Industrial Establishment, Housing Projects & Subdivision (Fiesta Communities Porac I & II, Go</p>	



<p>Hyang Ville Hwarang Ville, Blue Heights, Camella Home, Bellavita&Alviera, Big Boss Cement)</p> <ol style="list-style-type: none"> 1. Environmental Compliance Certificate (ECC) (1 latest original/photocopy) 2. License to Operate & Permit to Discharge (1 latest original/photocopy) 3. PCO/ Pollution Control Officer, Contract & Accreditation from DENR (1 latest original/photocopy) 4. Waste Water Treatment facilities/ Sewage Treatment facilities (1 latest original/photocopy) 5. Sanitary plans of Drainage/Waterline, WTF (1 latest original/photocopy) 6. Engineers Report & plan of water supply source for 3' Diameter Pipes, used/ water permit-NWRB/ Operational Clearance-DOH (1 latest original/photocopy) 7. HLURB Zoning Permit (1 latest original/photocopy) 8. Waste Water Test Result taken within 3 months (1 latest original/photocopy) 9. Certificate from septage collector within 3 years (1 latest original/photocopy) 10. First Aider Kit (Office) 11. Results – Chest X-Ray (1 latest original/photocopy) 12. Community Tax Certificate (1 latest original/photocopy) 	<p>Environmental Management Bureau Department of Environment & Natural Resources</p> <p>Environmental Management Bureau</p> <p>Registered Water Laboratory</p> <p>Client</p> <p>Client</p> <p>Any Registered Sanitary Engineer</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Any Accredited Water Laboratory</p> <p>Municipal Treasurer's office issued</p>
<p>Machine Shop, Car Wash, Aircon Repair, Iron Works, Metal Crafts, Hardware, Apartments, & Stall Retailer, Trucking</p>	



<p>Firms, Gravel & Sand, Construction Supply, Hollow Blocks Mfg., Internet Cafe & Computer Shop, Money Changer, Money Transfer, Delivery Service (Car Rentals), Junkshop, Motorshop, Motorcycle Parts, Accessories, Welding Shop, Tire Supply, Car Wash, Side Care Assembly, Construction Builders & the Like</p> <ol style="list-style-type: none"> 1. Community Tax Certificate (1 latest original/photocopy) 2. Barangay Business Clearance (1 latest original/photocopy) 3. Department of Trade and Industries Business Registration (New) (1 latest original/photocopy) 4. Chest X-Ray Results (1 latest original/photocopy) 	<p>Barangay Hall/ Municipal Hall Barangay Hall Department of Trade and Industries Office</p> <p>Any Medical Diagnostic Laboratory</p>
<p>Private School</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name or Securities and Exchange Commission registration (New) (1 latest original/photocopy) 3. Corporate Tax Certificate (1 latest original/photocopy) 4. Environmental Compliance Certificate (ECC) (1 latest original/photocopy) 5. Permit to Operate/ DepEd Office (1 latest original/photocopy) 6. First Aid Kit or Clinic 7. Results – Chest X-ray (1 latest original/photocopy) 8. 1x1 Picture (1 pc) 	<p>Barangay Hall Department of Trade and Industries Office</p> <p>Barangay Hall/ Municipal Hall Department of Environment and Natural Resources / Environmental Management Bureau Department of Education Office Clinic</p> <p>Any Medical Diagnostic Laboratory</p> <p>Any Photography Shop</p>
<p>Laundry Shop/ Mini Pool</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 3. Department of Trade and Industries Name or Securities and Exchange Commission registration (New) 	<p>Barangay Hall Department of Trade and Industries Office</p> <p>Department of Environment and Natural</p>



<p>(1 latest original/photocopy)</p> <p>4. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)</p> <p>5. Results of Chest X-Ray (1 latest original/photocopy)</p> <p>5. 1x1 Picture(1 pc)</p> <p>6. Community Tax Certificate of Operator& Workers (1 latest original/photocopy)</p> <p>7. First Aid Kit</p>	<p>Resources / Environmental Management Bureau</p> <p>Any Medical Diagnostic Laboratory</p> <p>Any Photography Shop</p> <p>Barangay Hall/ Municipal Hall</p> <p>Client</p>
<p>Resorts & Swimming Pool</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy)</p> <p>3. Environmental Compliance Certificate (ECC)Permit to operate & discharge permit (1 latest original/photocopy)</p> <p>4. Physical/ chemical analysis (1 latest original/photocopy)</p> <p>5. Bacteriological results (1 latest original/photocopy)</p> <p>6. First Aid Kit</p> <p>7. Photos of Sanitary Facilities (1 latest original/photocopy)</p> <p>8. Results of Chest X-ray (1 latest original/photocopy)</p> <p>9. 1x1 Picture for Health Certificate(1pc)</p> <p>10. PCO- Pollution Control Officers, contract & certification DENR Office (1 latest original/photocopy)</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Department of Environment and Natural Resources / Environmental Management Bureau</p> <p>Registered Water Laboratory</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Any Medical Diagnostic Laboratory</p> <p>Any Photography Shop</p> <p>Department of Environment and Natural Resources Office</p>
<p>VIBRO Plan & Quarry, Gas Station</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy)</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Department of Environment and Natural Resources / Environmental Management Bureau</p>



<p>3. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)</p> <p>4. Permit to operate (1 latest original/photocopy)</p> <p>5. Discharge Permit (1 latest original/photocopy)</p> <p>6. Certification from Engineer's Office (1 latest original/photocopy)</p> <p>7. PCO-Pollution Control Officer (1 latest original/photocopy) SMR Quarterly (1 latest original/photocopy)</p> <p>8. Results of Chest X-ray (1 latest original/photocopy)</p> <p>10. 1x1 Picture(1 pc)</p> <p>9. Community Tax Certificate (1 latest original/photocopy)</p> <p>9. Water Sampling (Microbiological) (1 latest original/photocopy)</p>	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Any Medical Diagnostic Laboratory</p> <p>Any Photography Shop</p> <p>Barangay Hall/ Municipal Hall</p> <p>Registered Water Laboratory</p>
<p>Cockpit Arena</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy)</p> <p>3. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)</p> <p>4. Permit to operate/DENR (1 latest original/photocopy)</p> <p>4. Water Sampling, Bacteriological Result (1 latest original/photocopy)</p> <p>6. First Aid Kit or Clinic</p> <p>7. Result of Chest X-Ray (1 latest original/photocopy)</p> <p>8. 1x1 Picture(1 pc)</p> <p>9. Community Tax Certificate</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Environmental Management Bureau</p> <p>Department of Environment and Natural Recourses</p> <p>Registered Water Laboratory</p> <p>Client</p> <p>Any Medical Diagnostic Laboratory</p> <p>Any Photography Shop</p> <p>Barangay Hall/ Municipal Hall</p>



(1 latest original/photocopy)				
Sanitary Landfill 1. Permit to operate (1 latest original/photocopy) 2. Environmental Compliance Certificate (1 latest original/photocopy) 3. Municipal Resolution Environmental Management Bureau (1 latest original/photocopy) 4. Results of Chest X-ray (1 latest original/photocopy) 5. 1x1 Pictures of Workers(1 pc)		Environmental and Occupational Health Office Region III Department of Environment and Natural Resources Office Sanguniang Bayan Any Medical Diagnostic Laboratory Any Photography outlet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to EOH Office	1. Collect and verify all requirements needed applying for Health Certificate	None	3 minutes	<i>Sanitary Inspector/ Clerk</i> Municipal Health Office
	2. Prepare and fill up Health Certificate and sign by RSI	None	3 minutes	<i>Sanitary Inspector/ Clerk</i> Municipal Health Office
2. Proceed to RHP/MHO Office	3. Recommend for approval and signing of Health Card	None	2 minutes	<i>Rural Health Physician/Municipal Health Officer</i> Municipal Health Office
3. Receive Health Certificate	4. Releasing of Health Certificate	None	1 minute	<i>Sanitation Inspector</i> Municipal Health Office



2. BASIC REQUIREMENTS IN SECURING SANITARY PERMIT (FOOD & NON FOODS)

All business establishments operating within the municipality for public patronage are required to secure a sanitary permit pertaining to health and sanitation that are based on the Implementing Rules and Regulations stated in IRR of PD 856 and Municipal Resolution No. 32 2002. The permit can be obtained from the Municipal Health Office.

Office or Division:	Rural Health Unit
Classification:	Simple
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOOD	
Sari-Sari Store	
1. Barangay Business Clearance (1 latest original/photocopy)	Barangay Hall
2. Community Tax Certificate of Operator or Owner (1 latest original/photocopy)	Barangay Hall/ Municipal Hall
3. Result of Urinalysis (1 latest original/photocopy)	Rural Health Unit Laboratory/Any Medical Diagnostic Laboratory
Groceries, Mini Mart, Supermarket	
1. Barangay Business Clearance (1 latest original/photocopy)	Barangay Hall Barangay Hall/ Municipal Hall
2. Community Tax Certificate of Operator or Owner (1 latest original/photocopy)	
3. Department of Trade and Industries Name or Securities and Exchange Commission Registration (New) (1 latest original/photocopy)	Department of Trade and Industries Office
4. Results, Urinalysis	
- Fecalysis (Stool Exam)	Any Medical Diagnostic Laboratory
- Chest X-ray	
- CBC	
(1 latest original/photocopy)	
5. 1x1 picture for operators/ workers(1pc)	Any photography shop



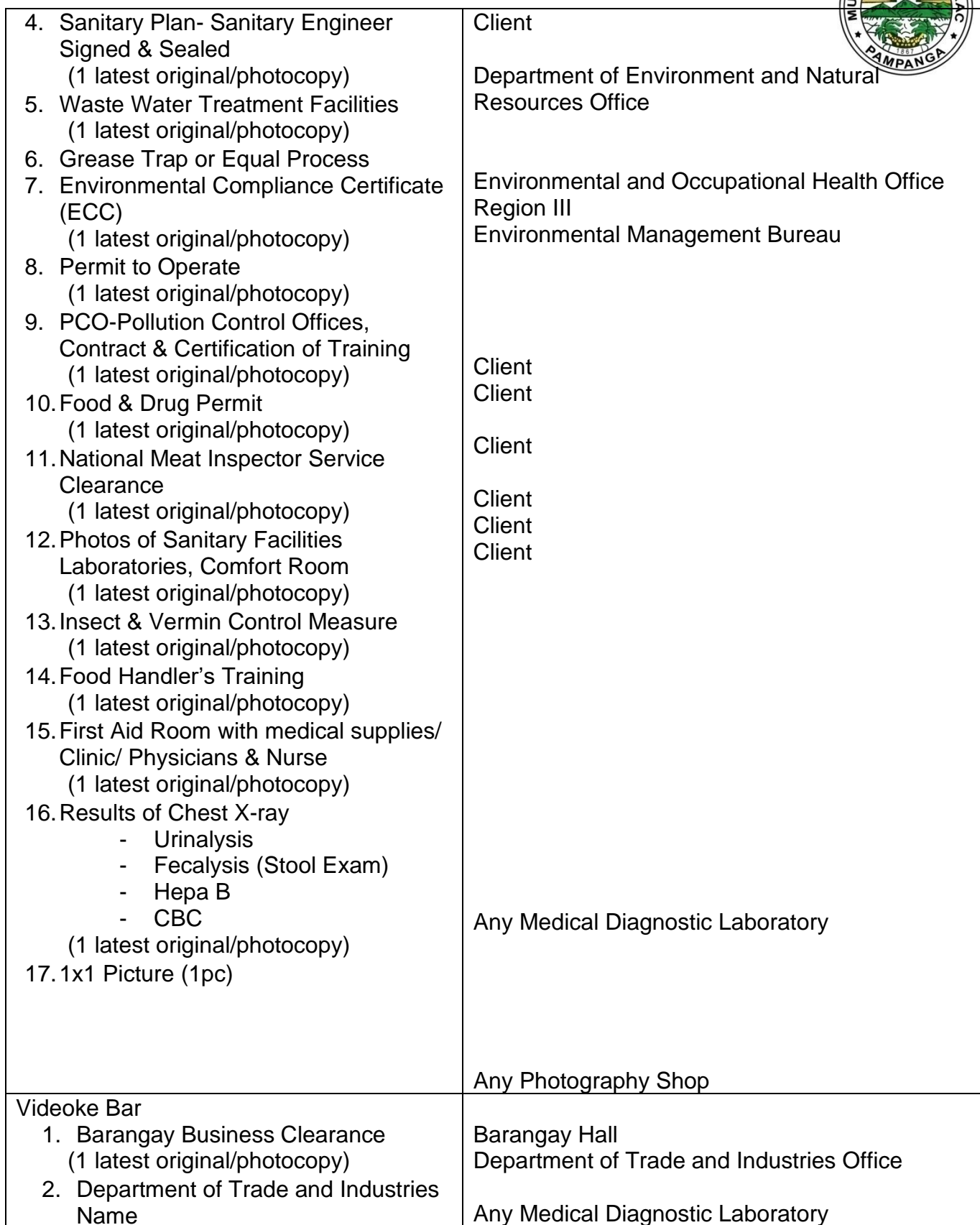
<p>Canteen, School Canteen, Fast Food, Carinderia, Milk Tea House, Restaurant & Frozen Food Retailer</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Community Tax C of Operator & Workers (1 latest original/photocopy) 3. Department of Trade and Industries Name or Securities and Exchange Commission Registration (1 latest original/photocopy) 4. Result, Urinalysis <ul style="list-style-type: none"> - Fecalalysis (Stool Exam) - Chest X-ray - CBC - Hepa B 5. Water Sampling Analysis (1 latest original/photocopy) 6. Certificate of Foods Handlers Class (1 latest original/photocopy) 7. 1x1 Picture for (Health Card)(1pc) 	<p>Barangay Hall Barangay Hall/ Municipal Hall</p> <p>Department of Trade and Industries Office</p> <p>Any Medical Diagnostic Laboratory</p> <p>Registered Water Laboratory</p> <p>Rural Health Unit (Municipal Health Office)</p> <p>Any Photography Shop</p>
<p>Market Vendor (Fish & Meat, Fruit & Vegetables, Ambulant, Store, Frozen, Food Retailer)</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Community Tax Certificate Operator & Worker (1 latest original/photocopy) 3. Results of Chest X-ray <ul style="list-style-type: none"> - Urine - Stool - Hepa B - CBC (1 latest original/photocopy) 4. Certificate of Food Handlers Class (1 latest original/photocopy) 5. 1x1 Picture (1pc) 	<p>Barangay Hall Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory</p> <p>Rural Health Unit (Municipal Health Office)</p> <p>Any Photography Shop</p>
<p>Water Refilling Station</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name or Securities and Exchange Commission registration(New) 	<p>Barangay Hall Department of Trade and Industries Office</p>

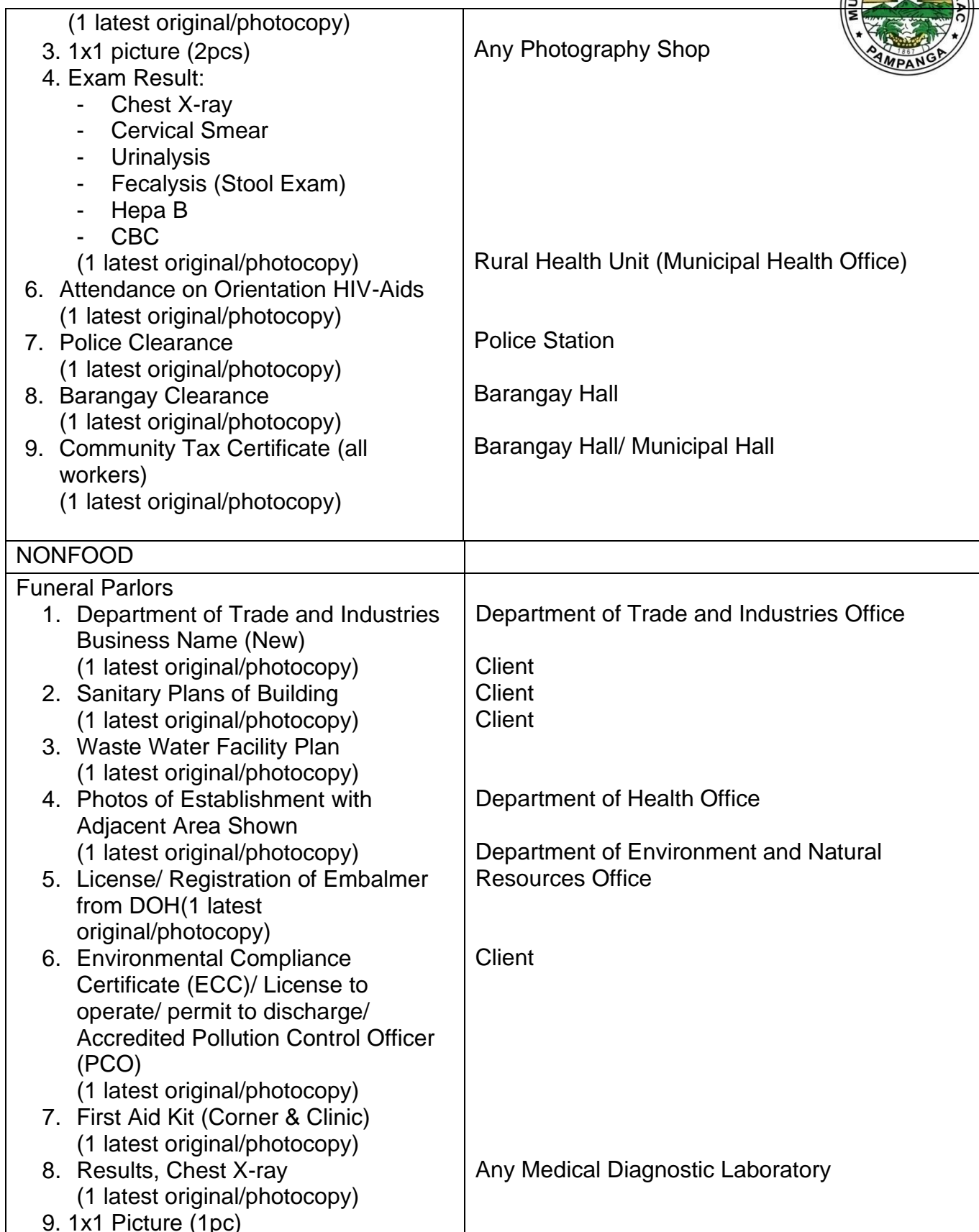


<p>(1 latest original/photocopy)</p> <p>3. Community Tax Certificate of Operator & Workers (1 latest original/photocopy)</p> <p>4. Results of Chest X-ray</p> <ul style="list-style-type: none"> - Urinalysis - Fecalalysis (Stool Exam) - Hepa B - CBC <p>(1 latest original/photocopy)</p> <p>5. 1x1 Sanitary plan & Engineers Report (1 latest original/photocopy)</p> <p>6. Certificate (Certificate Water Operator Training Course -40hrs) (1 latest original/photocopy)</p> <p>7. Endorsement letter from Municipal Health Officer & Rural Health Physician (1 latest original/photocopy)</p> <p>8. Certificate of Potability (1 latest original/photocopy)</p> <p>9. Drinking Water Site Clearance (1 latest original/photocopy)</p> <p>10. Water Test Result – Physical & chemical Analysis, 13 parameters' (every 6 months) Raw & Product (1 latest original/photocopy)</p> <p>11. Bacteriological Test (every month) (1 latest original/photocopy)</p> <p>12. 1x1 Picture for Operator & Worker (1pc)</p>	<p>Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory</p> <p>Client</p> <p>Client</p> <p>Rural Health Unit (Municipal Health Office)</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Any Photography Shop</p>
<p>Drug Store & Pharmacy</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p> <p>2. Department of Trade and Industries Name (New) (1 latest original/photocopy)</p> <p>3. Permit to Operate or License to Operate (1 latest original/photocopy)</p> <p>4. Professional Regulation Commission ID of Pharmacy (1 latest original/photocopy)</p> <p>5. 1x1 Picture (1pc)</p>	<p>Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Environmental and Occupational Health Office Region III</p> <p>Professional Regulation Commission Region III Office</p> <p>Any Photography Shop</p>



<p>Diagnostic Laboratory, X-ray, Ultra Sound</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries (New) (1 latest original/photocopy) 3. Permit to Operate or License to Operate (1 latest original/photocopy) 4. Professional Regulation Commission ID of Pharmacy (MedTech, Pathologist&Ultrasonologist) (1 latest original/photocopy) 5. 1x1 Picture(1pc) 	<p>Barangay Hall Department of Trade and Industries Office Environmental and Occupational Health Office Region III</p> <p>Professional Regulation Commission Region III Office</p> <p>Any Photography Shop</p>
<p>Massage Clinic (Attendants & Receptionist), Manicurist & Spa and the like</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance 2. Department of Trade and Industries Name or Securities and Exchange Commission registration (New) 3. Results, Chest X-ray Result 4. Community Tax Certificate (of all workers) 5. 1x1 picture (1pcs) 	<p>Barangay Hall Department of Trade and Industries Office</p> <p>Any Medical Diagnostic Laboratory Barangay Hall/ Municipal Hall</p> <p>Any Photography Shop</p>
<p>BEAUTY SALON, BARBER SHOP</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name (New) (1 latest original/photocopy) 3. Community Tax Certificate Operator & Worker (1 latest original/photocopy) 4. Chest X-ray (1 latest original/photocopy) 5. 1x1 Picture(1pc) 	<p>Barangay Hall Department of Trade and Industries Office</p> <p>Barangay Hall/ Municipal Hall</p> <p>Any Medical Diagnostic Laboratory Any Photography Shop</p>
<p>Food Processing (MEKENI & RDF, MONDE NISSIN)</p> <ol style="list-style-type: none"> 1. Barangay Business Clearance (1 latest original/photocopy) 2. Securities and Exchange Commission Registration (1 latest original/photocopy) 3. Corporate Community Tax Certificate 	<p>Barangay Hall/ Municipal Hall Registered Sanitary Engineer</p> <p>Registered Water Laboratory Client</p> <p>Client</p>







10. Community Tax Certificate of Worker (1 latest original/photocopy)	Any Photography Shop Barangay Hall/ Municipal Hall
Memorial Parks/ Cemeteries	
1. Barangay Business Clearance (1 latest original/photocopy)	Barangay Hall Department of Trade and Industries Office
2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy)	Barangay Hall/ Municipal Hall
3. Corporate Community Tax Certificate (1 latest original/photocopy)	Department of Environment and Natural Resource Office
3. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)	Department of Health Region III Office
5. Permit to operate & discharge permit Sanitary Toilet Facilities (1 latest original/photocopy)	Client Client
6. First Aid Kit/ Corner & Clinic	Client
7. Certification of Embalmer, Copy of Seminars CTC & 1x1 Picture (1 latest original/photocopy)	
8. Operational Clearance, (Burial Permit & Requirement) (1 latest original/photocopy)	
9. Community Tax Certificate of all worker (1 latest original/photocopy)	Barangay Hall/ Municipal Hall
10. Result of Chest X-ray (1 latest original/photocopy)	Any Medical Diagnostic Laboratory
Industrial Establishment, Housing Projects & Subdivision (Fiesta Communities Porac I & II, Go Hyang Ville Hwarang Ville, Blue Heights, Camella Home, Bellavita&Alviera, Big Boss Cement)	
1. Environmental Compliance Certificate (ECC) (1 latest original/photocopy)	Environmental Management Bureau Department of Environment & Natural Resources
2. License to Operate & Permit to Discharge (1 latest original/photocopy)	Environmental Management Bureau
3. PCO/ Pollution Control Officer, Contract & Accreditation from DENR (1 latest original/photocopy)	Registered Water Laboratory



<p>4. Waste Water Treatment facilities/ Sewage Treatment facilities (1 latest original/photocopy)</p> <p>5. Sanitary plans of Drainage/Waterline, WTF (1 latest original/photocopy)</p> <p>6. Engineers Report & plan of water supply source for 3' Diameter Pipes, used/ water permit-NWRB/ Operational Clearance-DOH (1 latest original/photocopy)</p> <p>7. HLURB Zoning Permit</p> <p>8. Waste Water Test Result taken within 3 months (1 latest original/photocopy)</p> <p>10. Certificate from septage collector within 3 years (1 latest original/photocopy)</p> <p>10. First Aider Kit (Office)</p> <p>11. Results – Chest X-Ray (1 latest original/photocopy)</p> <p>11. Community Tax Certificate (1 latest original/photocopy)</p>	<p>Client</p> <p>Client</p> <p>Any Registered Sanitary Engineer</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Any Accredited Water Laborator</p> <p>Municipal Treasurer's office issued</p>
<p>Machine Shop, Car Wash, Aircon Repair, Iron Works, Metal Crafts, Hardware, Apartments, & Stall Retailer, Trucking Firms, Gravel & Sand, Construction Supply, Hallow Blocks Mfg., Internet Cafe& Computer Shop, Money Changer, Money Transfer, Delivery Service (Car Rentals), Junkshop, Motorshop, Motorcycle Parts, Accessories, Welding Shop, Tire Supply, Car Wash, Side Care Assembly, Construction Builders & the Like</p> <p>1. Community Tax Certificate (1 latest original/photocopy)</p> <p>2. Barangay Business Clearance (1 latest original/photocopy)</p> <p>3. Department of Trade and Industries Business Registration (New)</p> <p>4. Chest X-Ray Results (1 latest original/photocopy)</p>	<p>Barangay Hall/ Municipal Hall Barangay Hall</p> <p>Department of Trade and Industries Office</p> <p>Any Medical Diagnostic Laboratory</p>
<p>Private School</p> <p>1. Barangay Business Clearance (1 latest original/photocopy)</p>	<p>Barangay Hall Department of Trade and Industries Office</p>



2. Department of Trade and Industries Name or Securities and Exchange Commission registration(New) (1 latest original/photocopy) 3. Corporate Tax Certificate 4. Environmental Compliance Certificate (ECC) (1 latest original/photocopy) 5. Permit to Operate/ DepEd Office (1 latest original/photocopy) 6. First Aid Kit or Clinic 7. Results – Chest X-ray (1 latest original/photocopy) 8. 1x1 Picture (1pcs)	Barangay Hall/ Municipal Hall Department of Environment and Natural Resources / Environmental Management Bureau Department of Education Office Clieny Any Medical Diagnostic Laboratory Any Photography Shop
Laundry Shop/ Mini Pool 1.Barangay Business Clearance (1 latest original/photocopy) 3. Department of Trade and Industries Name or Securities and Exchange Commission registration(New) (1 latest original/photocopy) 4. Environmental Compliance Certificate (ECC) (1 latest original/photocopy) 5. Results of Chest X-Ray (1 latest original/photocopy) 5. 1x1 Picture(1pc) 6. Community Tax Certificate of Operator& Workers (1 latest original/photocopy) 7. First Aid Kit	Barangay Hall Department of Trade and Industries Office Department of Environment and Natural Resources / Environmental Management Bureau Any Medical Diagnostic Laboratory Any Photography Shop Barangay Hall/ Municipal Hall Client
Resorts & Swimming Pool 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy) 3. Environmental Compliance Certificate (ECC)Permit to operate & discharge permit (1 latest original/photocopy) 4. Physical/ chemical analysis (1 latest original/photocopy) 5. Bacteriological results (1 latest original/photocopy)	Barangay Hall Department of Trade and Industries Office Department of Environment and Natural Resources / Environmental Management Bureau Registered Water Laboratory Registered Water Laboratory Client Client



6. First Aid Kit (1 latest original/photocopy) 7. Photos of Sanitary Facilities (1 latest original/photocopy) 8. Results of Chest X-ray (1 latest original/photocopy) 9. 1x1 Picture for Health Certificate(1pc) 10. PCO- Pollution Control Officers, contract & certification DENR Office (1 latest original/photocopy)	Any Medical Diagnostic Laboratory Any Photography Shop Department of Environment and Natural Resources Office
VIBRO Plan & Quarry, Gas Station 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy) 2. Environmental Compliance Certificate (ECC) (1 latest original/photocopy) 4. Permit to operate (1 latest original/photocopy) 5. Discharge Permit (1 latest original/photocopy) 6. Certification from Engineer's Office (1 latest original/photocopy) 6. PCO-Pollution Control Officer (1 latest original/photocopy) 7. SMR Quarterly (1 latest original/photocopy) 8. Results of Chest X-ray (1 latest original/photocopy) 10. 1x1 Picture (1pc) 11. Community Tax Certificate (1 latest original/photocopy) 12. Water Sampling (Microbiological) (1 latest original/photocopy)	Barangay Hall Department of Trade and Industries Office Department of Environment and Natural Resources / Environmental Management Bureau Department of Environment and Natural Recourses Department of Environment and Natural Recourses Municipal Engineer's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga Client Any Medical Diagnostic Laboratory Any Photography Shop Barangay Hall/ Municipal Hall Registered Water Laboratory
Cockpit Arena 1. Barangay Business Clearance (1 latest original/photocopy) 2. Department of Trade and Industries Name or Securities and Exchange Commission registration (1 latest original/photocopy) 3. Environmental Compliance Certificate (ECC)	Barangay Hall Department of Trade and Industries Office Environmental Management Bureau Department of Environment and Natural Recourses



(1 latest original/photocopy) 4. Permit to operate/DENR (1 latest original/photocopy) 4. Water Sampling, Bacteriological Result (1 latest original/photocopy) 6. First Aid Kit or Clinic 7. Result of Chest X-Ray (1 latest original/photocopy) 8. 1x1 Picture(1pc) 9. Community Tax Certificate (1 latest original/photocopy)		Registered Water Laboratory Client Any Medical Diagnostic Laboratory Any Photography Shop Barangay Hall/ Municipal Hall		
Sanitary Landfill 1. Permit to operate (1 latest original/photocopy) 2. Environmental Compliance Certificate (1 latest original/photocopy) 3. Municipal Resolution (1 latest original/photocopy) 4. Results of Chest X-ray (1 latest original/photocopy) 5. 1x1 Pictures of Workers (1pc)		Environmental and Occupational Health Office Region III Department of Environment and Natural Resources Office Sanguniang Bayan Any Medical Diagnostic Laboratory Any Photography outlet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to EOH Office	1. Collect and verify all requirements needed applying for Sanitary Permit	None	10 minutes	<i>Sanitary Inspector/ Clerk</i> Municipal Health Office
	2. Prepare and fill up Sanitary Permit and sign by RSI	None	5 minutes	<i>Sanitary Inspector/ Clerk</i> Municipal Health Office
2. Proceed to RHP/MHO Office	3. Recommend for approval and signing of Sanitary Permit	None	3 minutes	<i>Rural Health Physician/Municipal Health Officer</i> Municipal Health Office
3. Receive Sanitary Permit	4. Releasing of Sanitary Permit	None	1 minute	<i>Sanitation Inspector</i> Municipal Health Office



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

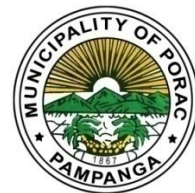
External Service



1. ISSUANCE OF CERTIFICATE OF INDIGENCY

The Certificate of Indigency is issued so that the less fortunate can avail of the privileges from the municipality as well as referrals to other agencies to request for assistance.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate of Indigency (1 original)		Barangay Hall		
2. Valid I.D. (1 photocopy)		Client		
3. Community Tax Certificate (1 original)		Municipal Treasurer's Office Municipal Hall, Poblacion, Porac, Pampanga		
Additional Requirements				
• Parental Consent (for minor's certificate) (1 original)		Client		
• Certificate of No Property from Assessor's Office (for PAO/IBP) (1 original)		Municipal Assessor's Office Municipal Hall, Poblacion, Porac, Pampanga		
• Medical Certificate (for barangay financial/medical assistance) (1 original)		Physician		
• Certificate of Enrollment/Registration (for educational assistance) (1 original)		School/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Certificate of Indigency at Table 1,2	1. Verify the documents presented	None	3 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
2. Fill-out issued form	2. Interview the client and prepare the certification	None	5 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
3. Review the prepared certification for correction/clarification	3. Approval and signing of the Certification	None	3 minutes	<i>Administrative Aide</i> <i>Municipal Social Welfare & Development Officer</i>



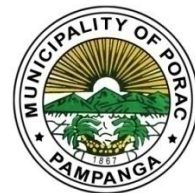
				Municipal Social Welfare & Development Office
4. Receive Certificate of Indigency	4. Release of Certificate of Indigency	None	3 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
TOTAL:		None	14 minutes	

2. APPLICATION FOR SOCIAL CASE STUDY REPORT /GENERAL INTAKE SHEET

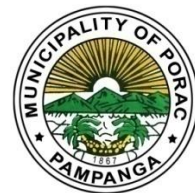
To further assist the needy and marginalized individuals and families, the local government unit thru the MSWD Office is providing referrals thru issuance of social case study reports and general intake sheet to the individuals and families who is in dire need of assistance.

The Social Case Study Report or General Intake Sheet is a document provided by the office to the clients who have chronic treatments or are in different crisis situation, financial and / or medical that requires said document prior to the granting of the target need; a tool necessary to aid an institution / agency in evaluating the extent of assistance to be granted.

Office or Division:	Municipal Social Welfare and Development Office	
Classification:	Simple Transaction	
Type of Transaction:	Government-to-Citizens	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Medication (hemodialysis, chemo therapy, radiation, medicines and etc.)		
1. Medical Certificate or Clinical Abstract(1 original)		Physician
2. Prescription of Medicines (1 original)		Physician
3. Costing and Treatment Protocol (1 original)		Physician
4. Barangay Certificate of Indigency of claimant (1 original)		Barangay Hall
5. Community Tax Certificate of claimant (1 original)		Municipal Treasurer's Office
6. Valid I.D of claimant and patient (1 photocopy each)		Municipal Hall, Poblacion, Porac, Pampanga
Hospital Bill		Client



1. Medical certificate or Clinical Abstract (1 original) 2. Statement of Account of Hospital bill (1 original) 3. Notarized Promissory Note (1 original) 4. Barangay Certificate of Indigency of claimant (1 original) 5. Community Tax Certificate of claimant (1 original) 6. Valid I.D of claimant and patient (1 photocopy each)		Physician Hospital Client Barangay Hall Municipal Treasurer's Office Municipal Hall, Poblacion, Porac, Pampanga Client		
Procedure (CT Scan, Lab test, ultrasound, blood) 1. Doctor's request (1 original) 2. Medical certificate or Clinical Abstract (1 original) 3. Barangay Certificate of Indigency of claimant (1 original) 4. Valid I.D of claimant and patient (1 photocopy each)		Physician Physician Barangay Hall Client		
Burial 1. Funeral Contract(1 original) 2. Death Certificate (1 authenticated copy) 3. Valid I.D. (1 photocopy) 4. Barangay Certificate of Indigency of claimant (1 original)		Funeral Service Client Client Client		
Educational 1. Certificate of Enrollment/Registration (1 original or authenticated copy) 2. Valid I.D. (1 photocopy) 3. Statement of Account(1 original) 4. Barangay Certificate of Indigency of claimant (1 original)		School Client School Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Social Case Study Report at Table 1for assessment of requirements	1. Verify the documents presented	None	15minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
2. Fill-out the SCSR	2. Interview and	None	30 minutes	<i>Administrative Aide</i>



form for further information	evaluate the pertinent information/date gathered from client			Municipal Social Welfare & Development Office
3. Receiving of Date of claim of SCSR	3. Provide date of claim of SCSR		5 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
4. Wait for the processing of the Social Case Study Report	4.1 Prepare Social Case Study and Home visitation/Validation	None	1 hour	<i>Administrative Aide/Social Worker</i> Municipal Social Welfare & Development Office
	4.2 Review/edit prepared social case study report for approval	None	1 hour	<i>Social Worker/ Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
	4.3 Finalization of Social Case Study Report	None	1 hour	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
	4.4 Approval of Social Case Study Report	None	1 hour	<i>Social Worker/ Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
5. Receive the Social Case Study Report	5. Release the Social Case Study Report	None	15 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
TOTAL:		None	5 hours, 5 minutes	



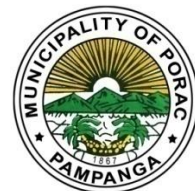
3. APPLICATION FOR ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION (AICS)

Assistance to Individuals in crisis situation is a frontline service to provide assistance to the individuals, and families who are in crisis or distressed because of unmet needs because of financial difficulty thru the form of transportation assistance, medical assistance, and burial assistance.

Office or Division:	Municipal Social Welfare and Development Office	
Classification:	Simple Transaction	
Type of Transaction:	Government-to-Citizens	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Medication (hemodialysis, chemo therapy, radiation, medicines and etc.) 1. Medical Certificate or Clinical Abstract (1 original) 2. Prescription of Medicines (1 original) 3. Costing and Treatment Protocol (1 original) 4. Barangay Certificate of Indigency of claimant (1 original) 5. Community Tax Certificate of claimant (1 original) 6. Valid I.D of claimant and patient (1 photocopy each)		Physician Physician Physician Barangay Hall Municipal Treasurer's Office Municipal Hall, Poblacion, Porac, Pampanga Client
Hospital Bill 1. Medical certificate or Clinical Abstract (1 original) 2. Statement of Account of Hospital bill (1 original) 3. Notarized Promissory Note (1 original) 4. Barangay Certificate of Indigency of claimant(1 original) 5. Community Tax Certificate of claimant (1 original) 6. Valid I.D of claimant and patient (1 photocopy each)		Physician Hospital Client Barangay Hall Municipal Treasurer's Office Municipal Hall, Poblacion, Porac, Pampanga Client
Procedure (CT Scan, Lab test, ultrasound, blood) 1. Doctor's request (1 original) 2. Medical certificate or Clinical Abstract		Physician Physician



(1 original) 3. Barangay Certificate of Indigency of claimant (1 original) 4. Valid I.D of claimant and patient (1 photocopy each)		Barangay Hall Client		
Burial 1. Funeral Contract (1 original) 2. Death Certificate (1 original/certified true copy) 3. Valid I.D (1 photocopy) 4. Barangay Certificate of Indigency of claimant (1 original)		Funeral Service Client Client Client		
Educational 1. Certificate of Enrollment/Registration (1 original/certified true copy) 2. Valid I.D. (1 photocopy) 3. Statement of Account (1 original) 4. Barangay Certificate of Indigency of claimant (1 original)		School Client School Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for AICS at Table 3, 4 & 5	1. Verify the documents presented Inform client of the needed documents if they are not yet available	None	10minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
2. Fill-out the Form 200	2. Interview/ identify need of client	None	10minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
3. Wait for the processing of document	3.1 Preparation of Vouchers, Certificate of Eligibility and Alobs	None	15 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
	3.2 Signing of all documents	None	5minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
	3.3 Documents forwarded to other	None	20 minutes	<i>Administrative Aide</i> Municipal Social

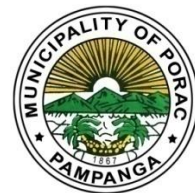


	signatories for approval			Welfare & Development Office
4. Receive document	4. Releasing of AICS	None	5 minutes	Administrative Aide Municipal Social Welfare & Development Office
TOTAL:		None	1 hours, 5 minutes	

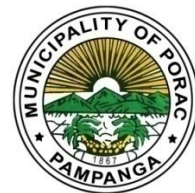
4. APPLICATION FOR TRAVEL CLEARANCE ASSESSMENT REPORT

To prevent any form of abuse against minors, the local government unit thru the Municipal social welfare and Development Office specifically the social workers conducts assessment report to secure travel clearance for children 17 years old and below who are traveling abroad alone or without their parents.

Office or Division:	Municipal Social Welfare and Development Office		
Classification:	Simple Transaction		
Type of Transaction:	Government-to-Citizens		
Who may avail:	General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Affidavit of Support and Consent of parents (1 original/certified true copy)		Client	
2. PSA Birth Certificate of Minor (1 certified true copy)		Client	
3. PSA Marriage Certificate of Parents (1 certified true copy)		Client	
4. Passport of Traveling companion (1 photocopy)		Client	
Other Documents required by the worker: For Filipino minor migrating to another country		Client	
<ul style="list-style-type: none"> Visa Petition Approval(1 original) 		Client	
For minor who will study abroad		School	
<ul style="list-style-type: none"> Acceptance from the school; where minor is to be enrolled (1 original) 		School	
For minor who will attend conference, study tours, etc.		Client	
<ul style="list-style-type: none"> Certification of sponsoring organization (1 original) 		Client	
For minor going abroad for medical		Client	



<p>purposes</p> <ul style="list-style-type: none"> • Medical Certificate of the minor (1 original) <p>For minor going abroad for adoption</p> <ul style="list-style-type: none"> • Placement Authority (1 original) • Authority to Escort (1 original) <p>For an adopted minor</p> <ul style="list-style-type: none"> • Certified Copy of Adoption Decree (1 original) • Clearance from the office of the Solicitor General (OSG) if adoption was promulgated less than 15 days when application for clearance to travel was made(1 original) <p>For a minor under legal guardianship</p> <ul style="list-style-type: none"> • Letter of Guardianship/Court Order (1 certified true copy) <p>For a minor who is 13 yrs. old and above traveling alone</p> <ul style="list-style-type: none"> • Affidavit executed by a parent or legal guardian that minor shall be fetched at the airport by a responsible adult. (1 original) 					Physician
					Client
					Client
					Client
					Office of the Solicitor General 134 Amorsolo St., Legaspi Village, Makati City, 1229
					Client
					Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit requirements for Travel Clearance Assessment Report at Table 1,2	1. Verify the documents presented	None	15 minutes	Administrative Aide/ Municipal Social Welfare & Development Officer Municipal Social Welfare & Development Office	
2. Fill-out the Application Form.	2. Interview the client	None	10minutes	Administrative Aide/ Municipal Social Welfare & Development Office	
3. Wait for the processing of document	3. Preparation, validation, revision of travel	None	1 hour	Social Worker/ Municipal Social Welfare & Development Officer	

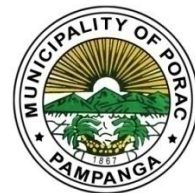


	assessment, approval and affix signature			Municipal Social Welfare & Development Office
4. Proceed to Municipal Treasurer's Office	4. Issue order of payment	None	1 minute	<i>Social Worker/</i> Municipal Social Welfare & Development Office
5. Present order of payment and pay the required fee	5. Accept payment and issue official receipt	P 100.00	3 minutes	<i>Social Worker/</i> Municipal Social Welfare & Development Office
6. Present Official Receipt and receive the travel clearance assessment report	6. Releasing of travel clearance assessment report	None	5 minutes	<i>Social Worker/</i> Municipal Social Welfare & Development Office
TOTAL:		PHP 100.00	1 hour, 34 minutes	

5. ISSUANCE OF SENIOR CITIZEN I.D./GROCERY/MEDICAL PURCHASE BOOKLET

By Virtue of RA 9994, or also known as the Expanded Senior Citizens Act, the local government unit ensures that Senior Citizens in Porac will enjoy the benefits and privileges thru the issuance of identification cards and purchase booklets to all Senior Citizens ages 60 years old and above.

Office or Division:	Municipal Social Welfare and Development Office	
Classification:	Simple Transaction	
Type of Transaction:	Government-to-Citizens	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Birth Certificate of the Senior Citizen (1 certified true copy)		Client
2. Certification from Punong Barangay (1 original)		Barangay Hall
3. 1x1 picture (2 pcs., original)		Client
In the absence of Birth certificate, present the following:		
1. Baptismal Certificate (1 original)		Parish/Church
2. Voter's Certificate (1 original)		COMELEC
3. Other I.D supporting the date of birth of		Client



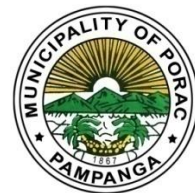
client (1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Verify the documents presented	None	15 minutes	<i>Administrative Aide/</i> Municipal Social Welfare & Development Office
2. Wait for the processing of document	2. Prepare the identification card	None	10 minutes	<i>Administrative Aide/OSCA Head</i> Municipal Social Welfare & Development Office
3. Sign the identification card	3. Record the identification card in the logbook	None	10 minutes	<i>Administrative Aide/</i> Municipal Social Welfare & Development Office
4. Receive the identification card	4. Release the identification card	None	5 minutes	<i>Administrative Aide/</i> Municipal Social Welfare & Development Office
TOTAL:		None	40 minutes	

6. ISSUANCE OF PERSONS WITH DISABILITIES

I.D./GROCERY/MEDICAL PURCHASE BOOKLET

By virtue of RA 9442, Magna Carta for Persons with Disabilities, the local government unit ensures that Persons with Disabilities (PWDs) will enjoy the benefits and privileges thru the issuance of identification cards and purchase booklets to all persons with disabilities.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate of the Person with Disability(1 original)		Physician		
2. Certification from Punong Barangay (1 original)		Barangay Hall		
3. 1x1 picture (2 pcs., original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1. Verify the	None	15 minutes	<i>Administrative Aide/</i>



requirements	documents presented			Municipal Social Welfare & Development Office
2. Wait for the processing of document	2. Prepare the identification card	None	10 minutes	<i>Administrative Aide/PWD Head</i> Municipal Social Welfare & Development Office
3. Sign the identification card	3. Record the identification card in the logbook	None	10 minutes	<i>Administrative Aide/</i> Municipal Social Welfare & Development Office
4. Receive the identification card	4. Release the identification card	None	5 minutes	<i>Administrative Aide/</i> Municipal Social Welfare & Development Office
TOTAL:		None	40 minutes	

7. ISSUANCE OF SOLO PARENTS IDENTIFICATION CARD

By virtue of RA 8972, or the Solo Parents Welfare Act thru the local government unit ensures that Solo parents will enjoy the benefits and privileges thru the issuance of identification card.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Complex Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	
1. Birth Certificate of minor child/ren (1 certified true copy)	Client
2. Solo Parent Certification from Punong Barangay (1 original)	Barangay Hall
3. 1x1 picture (2 pcs., original)	Client
4. Certificate of Finality (if annulled) (1 original)	Client
5. Income Tax Return/Community Tax Certificate (1 original)	Employer/ Municipal Treasurer's Office Municipal Hall, Poblacion, Porac, Pampanga
6. Death certificate (if widow/widower) (1 certified true copy)	Client
7. Payslip (1 original)	Employer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Verify the documents presented	None	15 minutes	<i>Administrative Aide/ Municipal Social Welfare & Development Office</i>
2. Answer queries	2. Interview the client	None	10 minutes	<i>Administrative Aide/ Municipal Social Welfare & Development Office</i>
3. Wait for the processing of documents	3. Home visit, validation and submission for approval/disapproval	None	5 days	<i>Social Worker/ Municipal Social Welfare & Development Officer Municipal Social Welfare & Development Office</i>
4. Sign the identification card	4. Record the identification card in the logbook	None	10 minutes	<i>Administrative Aide/ Municipal Social Welfare & Development Office</i>
5. Receive the identification card	5. Release the identification card	None	5 minutes	<i>Administrative Aide/ Municipal Social Welfare & Development Office</i>
TOTAL:		None	5 days, 40 minutes	

8. ASSISTANCE TO CHILDREN IN CONFLICT WITH THE LAW/CHILD AT RISK

One of the mandates of the Municipal Social Welfare and Development Office is to provide assistance to marginalized members especially to those is Children In Conflict with the Law and Children At Risk.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Highly-Technical Transaction
Type of Transaction:	Government-to-Citizens
Who may avail:	General Public
CHECKLIST OF REQUIREMENTS	
1. Referral Letter from barangay, WCPD	Client
WHERE TO SECURE	



or school (1 original)				
2. Birth Certificate of the minor (1 certified true copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referral/report from concerned agencies and individuals	1. Receive Referral and Reports	None	15 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
	1.2 Home visit, collateral interview and other social work intervention	None	5days	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
	1.3 Preparation, revision and finalization of social case study report	None	30 minutes	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
	1.4 Submission of report at Regional Trial Court/Provincial Prosecutor Office/other concerned agencies	None	1 hour	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
2. Attends/Participates in the various follow-up activities	2. Counseling and case management	None	6 months	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
TOTAL:		None	6 months, 5 days, 1 hour, 45 minutes	

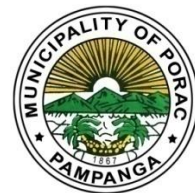
Assistance to Children in Conflict with the Law/Child at Risk is covered under Republic Act 7610 and Republic Act 9344.



9. ASSISTANCE TO VICTIMS OF CHILD ABUSE

To provide appropriate protection, legal and social services to the child victims of abuse, neglect, and exploitation in cooperation with partner agencies.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral Letter from barangay, WCPD or school (1 original)		Client		
2. Birth Certificate of the minor) (1 certified true copy)		Client		
3. Medico-legal (1 original)		Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referral/report from concerned agencies and individuals	1.1 Receive Referral and Reports	None	15 minutes	<i>Administrative Aide</i> Municipal Social Welfare & Development Office
	1.2 Home visit, collateral interview and other social work intervention	None	3 days	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
	1.3 Preparation, revision and finalization of social case study report	None	30 minutes	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
	1.4 Submission of report of Regional Trial Court/Provincial Prosecutor Office/other concerned agencies	None	1 hour	<i>Social Worker/</i> <i>Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office



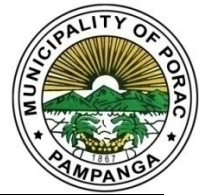
2. Attends/Participates in the various follow-upactivities	2. Counseling and case management	None	6 months	<i>Social Worker/ Municipal Social Welfare & Development Officer Municipal Social Welfare & Development Office</i>
TOTAL:		None	6 months, 3 days, 1 hour, 45 minutes	

Assistance to Victims of Child Abuse is covered under Republic Act 7610 and Republic Act 9344.

10. ASSISTANCE TO VICTIMS OF RA 9262, CUSTODY, AND MARITAL CONFLICT

Counseling to both husband and wife in order to sort out issues on their situation, and clarify problems/conflicts with reality. Workers and the concerned individual or groups discussed the feasibility of various courses of action in relation to their problem.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral Letter from barangay or WCPD (1 original)		Client		
2. PSA Marriage Certificate (1 certified true copy)		Client		
3. Medico-legal (1 original)		Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referral/report from concerned agencies and individuals	1.1 Receive Referral and Reports	None	15 minutes	<i>Administrative Aide Municipal Social Welfare & Development Office</i>
	1.2 Home visit, collateral interview and other social work intervention	None	2 hours	<i>Social Worker/ Municipal Social Welfare & Development Officer Municipal Social Welfare</i>



				&Development Office
2. Attends/Participates in the various follow- upactivities	2. Counseling and case management	None	6 months	<i>Social Worker/ Municipal Social Welfare & Development Officer</i> Municipal Social Welfare & Development Office
TOTAL:		None	6 months, 2 hours, 15 minutes	

Assistance to Victims of RA 9262, Custody, and Marital Conflict covered under Republic Act 79262.



MUNICIPAL AGRICULTURAL SERVICES OFFICE

External Service



1. CLAIMING OF MUNICIPAL BONAFIDE FARMERS CERTIFICATION

The Municipal Government of Porac, Pampanga, through its Municipal Agricultural Services Office (MASO), aims to help bonafide farmers in its covered area to provide Municipal Farmers Certification that they can use in any legal purposes.

The assigned Agricultural Technologist in each barangay will certify the particular farmer in doing the said certification. Hence, the Municipal Agriculturist will do the noted part.

All masterlisted farmers under all program banners (Rice, Corn, Cassava, High Value Commercial Crops, Livestock and Fishersfoks) can avail this Municipal Farmers Certification.

Office or Division:	Municipal Agricultural Services Office (MASO)			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	Masterlisted Farmers under Rice, Corn, Cassava, High Value Commercial Development Program (HVCDP) Livestock and Fishersfoks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification from the barangay where the farm is situated (1 original)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the designated AEW that she/he is in need of Farmers Certification and Present his/her barangay certification.	1. Agricultural Extension Worker (AEW) verify the masterlisted farmers.	None	5 minutes	<i>Agricultural Extension Worker</i> Municipal Agricultural Services Office
2. Formulation of Farmers Certification	2. Agricultural Extension Worker (AEW) encoded / prepared the certification.	None	10 minutes	<i>Agricultural Extension Worker</i> Municipal Agricultural Services Office
3. Payment for Municipal Farmers Certification	3. Municipal Treasurer's Office (MTO) staff received the	PHP 100.00	5 minutes	<i>Cashier</i> Municipal Treasurer's Office



	payment			
4. Signing of Municipal Clearance	4. Agricultural Extension Worker (AEW) & Municipal Agriculturist (MA) signed the certification.	None	5 minutes	<i>Agricultural Extension Worker</i> Municipal Agricultural Services Office
5. Present Receipt from MCO and Releasing of Farmers Certification	5. Agricultural Extension Worker (AEW) checks the receipt and released the certificate.	None	5 minutes	<i>Agricultural Extension Worker</i> Municipal Agricultural Services Office
TOTAL:		PHP 100.00	30 minutes	

2. ANTE - POST MORTEM INSPECTION IN MUNICIPAL SLAUGHTER HOUSE

Municipal Agricultural Services Office Conduct ante and post mortem inspection in municipal slaughter house to assure Poraqueños on quality and safe meat in Porac Public Market.

Office or Division:		Municipal Agricultural Services Office (MASO)		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Citizens		
Who may avail:		Swine, Small and Large Ruminant Raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Healthy animals		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ante and Mortem Inspection	1. The Deputized Meat Inspector (DMI) inspects the animal upon entering in slaughter house.	None	5 minutes	<i>Deputized meat Inspector</i> Municipal Agricultural Services Office
2. Resting Period of Animals to be Slaughtered.	2. The Deputized Meat Inspector (DMI) assured the	None	6 hours	<i>Deputized meat Inspector</i> Municipal



	resting period to be followed in slaughter house.			Agricultural Services Office
3. Slaughtering of Animals Inspection	3. The Deputized Meat Inspector (DMI) assured the proper slaughtering process.	None	1 hour and 30 minutes	<i>Butcher Deputized meat Inspector Municipal Agricultural Services Office</i>
4. Marking of Slaughtered Animals	4. The Deputized Meat Inspector (DMI) marked the slaughtered animals.	None	30 seconds	<i>Deputized meat Inspector Municipal Agricultural Services Office</i>
5. Releasing of Inspection Certificate	5. The Deputized Meat Inspector (DMI) released the inspection certificate as proof that the animal undergo proper slaughtering process.	None	1 minute	<i>Deputized meat Inspector Municipal Agricultural Services Office</i>
6. Payment of Slaughtered Animals	6. Public Market Inspector compute and collect the payment.	Carabao/ Cattle/ Horse = PHP 160.00 Swine Fattener= PHP 80 Sow= PHP 100 Sheep/Go at = PHP 80.00	10 minutes	<i>Public Market Inspector Mayor's Office</i>
TOTAL:		Carabao/ Cattle/ Horse = PHP 160.00	7 hours, 46 minutes, 30 seconds	



	Swine Fattener= PHP 80 Sow= PHP 100 Sheep/Go at = PHP 80.00		
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3. ANTE - POST MORTEM INSPECTION AT RED DRAGON FARM AND PORAC POULTRY KING CORPORATION

Municipal Agricultural Services Office Conduct ante and post mortem inspection at red dragon farm and Porac poultry king corporation to assure Poraquenos in good quality and safe meat.

Office or Division:	Municipal Agricultural Services Office (MASO)			
Classification:	Simple Transaction			
Type of Transaction:	Government- to-Citizens			
Who may avail:	Red Dragon Farm and Porac Poultry King Corp.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Healthy Animals		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ante and Mortem Inspection	1. Deputized meat Inspector (DMI) inspect the animal prior slaughtering.	None	1 minute	<i>Deputized meat Inspector</i> Municipal Agricultural Services Office
2. Resting Period of Animals to be Slaughtered.	2. The Deputized Meat Inspector (DMI) assured the resting period if followed.	None	8 hours	<i>Deputized meat Inspector</i> Municipal Agricultural Services Office
3. Slaughtering of Animals Inspection	3. The Deputized Meat Inspector (DMI) assured proper slaughtering	None	1 hour and 30 minutes	<i>Deputized meat Inspector</i> Municipal Agricultural Services Office



	process.			
4. Issuing of Meat Inspection Permit	4. The Deputized Meat Inspector (DMI) released inspection certificate.	None	1 minute	<i>Deputized meat Inspector</i> Municipal Agricultural Services Office
5. Payment on ante and post mortem per month.	5. Municipal Treasurer's Office (MTO) compute and collect payment.	<p>Cattle/Carabao/Buffalo = PHP50.00</p> <p>Sow, Boar, Finisher 31 kg. & above liveweight PHP 30.00/head</p> <p>Weanling, suckling (lechon) 30 kgs & below live weight = PHP 15.00 per head</p> <p>Goat/Sheep = PHP 15.00/head</p> <p>Poultry Chicken, Broiler, Range, Spent, Hen, Native = PHP 1.50/head</p>	30 minutes	<i>Cashier</i> Municipal Treasurer's Office



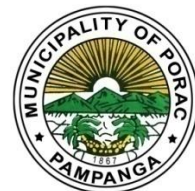
<p>TOTAL:</p>	<p>Cattle/Carabao/Buffalo = PHP50.00 Sow, Boar, Finisher 31 kg. & above liveweight PHP 30.00/head</p> <p>Weanling, suckling (lechon) 30 kgs & below live weight = PHP 15.00 per head</p> <p>Goat/Sheep = PHP 15.00/head</p> <p>Poultry Chicken, Broiler, Range, Spent, Hen, Native = PHP 1.50/head</p>	<p>10 hours, 2 minutes</p>	
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4. ISSUANCE OF LANDSCRAPPING CERTIFICATE

The Municipal Agricultural Services Office (MASO) aims to help our beneficiaries in issuing landscrapping certificate that can be use in any legal purposes.

Office or Division:	Municipal Agricultural Services Office (MASO)			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	Farmers with area affected by lahar.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Brgy. Certification permit to scrape (1 original)		Brgy. Hall/ PunongBrgy.		
2. Certificate of title and land plan (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Checking of Requirements	1. Agricultural Extension Worker (AEW) check the requirements	None	5 minutes	<i>Agricultural Extension Worker Municipal Agricultural Services Office</i>
2. Scheduling of Actual Inspection	2. Agricultural Extension Worker (AEW) set appointment for inspection.	None	3 minutes	<i>Agricultural Extension Worker Municipal Agricultural Services Office</i>
3. Actual Inspection of Area	3. Agricultural Extension Worker (AEW) conduct actual inspection in the area.	None	3 hours	<i>Agricultural Extension Worker Municipal Agricultural Services Office</i>
4. Formulation of Certificate	4. And the encoder prepared the certificate	None	5 minutes	<i>Agricultural Extension Worker Municipal Agricultural Services Office</i>
5. Payment of Certificate	5.1 Collect the payment and issue Official Receipt.	PHP 50.00	5 minutes	<i>Cashier Municipal Treasurer's Office</i>
	5.2 Sign the certificate.	None	2 minutes	<i>Agricultural Extension Worker</i>



				and Municipal Agriculturist Municipal Agricultural Services Office
6. Receive the Certificate	6. Encoder will check the receipt and released the certificate.	None	2 minutes	Agricultural Extension Worker and Municipal Agriculturist Encoder Municipal Agricultural Services Office
TOTAL:		PHP 50.00	3hours, 22 minutes	

5. FARM TRACTOR SERVICE

The Municipal Government of Porac Pampanga through our municipal agricultural services office (MASO) help farmers to secure services at lowest prize by using farm tractor.

Office or Division:	Municipal Agricultural Services Office (MASO)			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Area of farmer		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scheduling of Farm Tractor Services	1. Staff schedules the farm service to the tractor operator.	None	5 minutes	Administrative Aide Municipal Agricultural Services Office
2. Land Preparation -Distirillo -Disco -Rotavator	2. The tractor operator conduct land preparation in area of the farmer .	None	3 hours	Tractor Operator Municipal Agricultural Services Office
3. Issuance of Payment Slip	3. The tractor issue payment	None	3 minutes	Tractor Operator Municipal

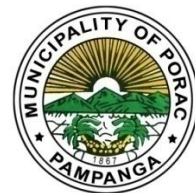


	slip.			Agricultural Services Office
4. Payment of Farm tractor Services: -Distrillo -Disco -Rotavator	4. Tractor operator collect the payment to the farmer.	Distrillo =PHP 1,400/ha. Disco = PHP 2,500.00/ha. Rotavator= PHP 2,500.00/ha.	5 minutes	<i>Tractor Operator</i> Municipal Agricultural Services Office
TOTAL:		Distrillo =PHP 1,400/ha. Disco = PHP 2,500.00/ha. Rotavator= PHP 2,500.00/ha	3 hours, 13 minutes	

6. ISSUANCE OF LIVESTOCK HEALTH CERTIFICATE

The Municipal Agricultural Services Office (MASO) aims to help bonafide farmers to provide issuance of livestock health certificate that can be use in any legal purpose.

Office or Division:	Municipal Agricultural Services Office (MASO)			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	Livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Healthy animals		Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Health Certificate	1. Livestock inspector interviews the livestock raiser.	None	5 minutes	<i>Municipal Livestock Inspector</i> Municipal Agriculturist Office
2. Scheduling of Inspection	2. Livestock inspector schedule farm inspection.	None	5 minutes	<i>Municipal Livestock Inspector</i> Municipal Agriculturist Office



3. Actual Inspection	3. Livestock inspector assured healthy animals.	None	1 hour	<i>Municipal Livestock Inspector Municipal Agriculturist Office</i>
4. Formulation of Livestock Health Certificate (LHC)	4. Livestock inspector prepared the certificate.	None	5 minutes	<i>Municipal Livestock Inspector Municipal Agriculturist Office</i>
5. Signing of LHC	5. Livestock inspector signed the LHC	None	5 minutes	<i>Municipal Livestock Inspector Municipal Agriculturist Municipal Agriculturist Office</i>
6. Payment of LHC	6. Collect the payment and issue Official Receipt.	PHP 50.00	5 minutes	<i>Cashier Municipal Treasurer's Office</i>
7. Receive the LHC	7. MLI checks the receipt and released the certificate.	None	2 minutes	<i>Municipal Livestock Inspector Municipal Agriculturist Office</i>
TOTAL:		PHP 50.00	1 hour, 27 minutes	



VICE MAYOR'S OFFICE

External Service



1. ISSUANCE OF A FRANCHISE TO OPERATE A TRICYCLE

Pursuant to the provision of sub-paragraph vi, paragraph 3, Section 447 “a” of the 1991 Local Government Code which states to wit: “Subject to the guidelines prescribed by the Department of Transportation and Communications, shall regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality, “the Sangguniang Bayan is given the legislative authority to issue franchise ordinances for the operation of tricycles within the territorial jurisdiction of the municipality.”

Office or Division:	Vice Mayor's Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (1 photocopy)		Municipal Treasurer's Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
2. Barangay Clearance (1 photocopy)		Barangay Hall		
3. Judge Clearance (1 photocopy)		Municipal Trial Court 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
4. Mayor's Clearance (1 photocopy)		Mayor's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
5. Police Clearance (1 photocopy)		Police Station Poblacion, Porac, Pampanga		
6. Photocopy of O. R. and C. R. of vehicle (motorcycle) (1 photocopy)		Client		
7. Birth Certificate (1 photocopy)		Municipal Civil Registry Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
8. Stencil of motor and chassis numbers of Vehicle (1 photocopy)		Client		
9. Copy of Old Franchise (for the purpose of renewing a franchise) (1 photocopy)		Client		
10. Long folder (1 piece)		Client		
11. O. R. of the payment for filing fee (1 photocopy)		Municipal Treasurer's Office 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON



	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit the motorized tricycle operators franchise permit form.	1. Receive and review the submitted form if it is properly filled up.	None	2 minutes	<i>Administrative Aide</i> Vice Mayor's Office
	1.2 Record in the log book.	None	2 minutes	<i>Administrative Aide</i> Vice Mayor's Office
	1.3 Endorse the franchise form to the assigned member of the committee on Trade and Industry.	None	2 minutes	<i>The Honorable Presiding Officer</i> Vice Mayor's Office
2. Receive the franchise.	2. Release the franchise.	None	1 minute	<i>Administrative Aide</i> Vice Mayor's Office
TOAL:		None	7 minutes	



SANGGUNIANG BAYAN OFFICE

External Service



1. ACCREDITATION OF NON-GOVERNMENTAL ORGANIZATIONS

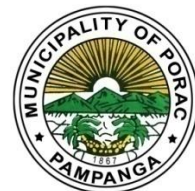
Office or Division:	Sangguniang Bayan Office			
Classification:	Complex			
Type of Transaction:	Government to Citizens			
Who may avail:	NGOs, CSOs, POs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter of Intent or duly accomplished Application Form 2. Board Resolution signifying intention for accreditation 3. Certificate of Registration (SEC, DOLE, ect.) 4. List of current officers and members 5. Annual Accomplishment Report 6. Financial Statement 7. Profile indicating the purposes and objectives of the organization 8. A copy of the minutes of the meeting of the organization 9. A copy of Constitution and By-laws of the organization <p>(Note: Documents must be in 5 sets)</p>		SB Secretariat 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and required documents	Assess documents and have the same received for inclusion of the draft Resolution in the Order of Business under First Reading and Referral	None	2-3 Minutes	Secretary/Staff (SB Secretariat)



2. Attend to the scheduled Committee or public hearing	Conduct Committee/Public Hearing and Submit Report to the plenary session	None	Depends on the duration of the hearing	SB Committee on Awards
3. Wait for the result of the application	Deliberate and have the Resolution signed if the application is approved	None	Depends on the duration of the deliberation	Sangguniang Bayan
4. Upon notification, receive copy of the adopted Resolution of Accreditation	Notify the Applicant for the release or issuance of the Resolution	None	2-5 Minutes	Secretary/Staff (SB Secretariat)

2. REQUEST FOR CERTIFIED PHOTOCOPY OF SANGGUNIANG BAYAN DOCUMENTS

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written request indicating the purpose and number of copies 2. Valid I.D. with picture		SB Secretariat 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request	Search for the requested document	None	3-5 Minutes	Secretary/Staff (SB Secretariat)
2. Pay the	Receive payment	Certified	2-3 Minutes	Treasury



corresponding fee	and issue official receipt	copy – Php 50.00 Succeeding page/s - Php 3.00		Personnel
3. Receive copy of the document/s	Release the document/s	None	1-2 Minutes	Secretary/Staff (SB Secretariat)

3. REVIEW OF BARANGAY ORDINANCES

Office or Division:	Sangguniang Bayan Office			
Classification:	Complex			
Type of Transaction:	LGU- to- LGU			
Who may avail:	Sangguniang Barangay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter from the Barangay Secretary 2. Four (4) sets of the Ordinance		SB Secretariat 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter with the copies of ordinances	Assess and receive copies of the ordinance for inclusion of the draft in the Order of Business under First Reading and Referral	None	3-5 Minutes	Secretary/Staff (SB Secretariat)
2. If required, attend to clarify issues	Conduct review and Committee hearing	None	Depends on the duration of the review	Concerned SB Committee



	Deliberate and have the Resolution signed if the Ordinance is declared valid or not ultra vires	None	Depends on the duration of the deliberation	Sangguniang Bayan
4. Wait for the result of the review	Notify the Applicant on the result and furnish the same with a copy	None	2-5 Minutes	Secretary/Staff (SB Secretariat)

4. NEW APPLICATION FORMOTORIZED -TRICYCLE FOR HIRE FRANCHISE

Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	Government to Franchisee/Operator			
Who may avail:	Driver/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration 2. Official Receipt 3. Cancellation of Previous Franchise (If Needed)		Vice Mayor's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File Application	Validation of documents, encoding	None	3-5 Minutes	Staff (VM Office)
Pay applicable fees and charges	Accept payment and issue Official Receipt	Php290.00	2-3 Minutes	Treasury Personnel



Wait for the release	Printing, Signing and issuance of the franchise (MTOP) and Sticker		2-3 Minutes	Vice Mayor and Staff
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5. RENEWAL APPLICATION FOR MOTORIZED -TRICYCLE FOR HIRE FRANCHISE

Office or Division:	Office of the Vice Mayor			
Classification:	Simple			
Type of Transaction:	Government to Franchisee/Operator			
Who may avail:	Driver/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration 2. Official Receipt 3. Copy of the Previous Franchise		Vice Mayor's Office 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File Application	Validation of documents, encoding	None	3-5 Minutes	Staff (VM Office)
Pay applicable fees and charges	Accept payment and issue Official Receipt	Php 190.00	2-3 Minutes	Treasury Personnel
Wait for the release	Printing, Signing and issuance of the franchise (MTOP) and Sticker		2-3 Minutes	Vice Mayor and Staff



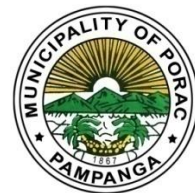
6. FILING OF ADMINISTRATIVE COMPLAINT AGAINST ERRING ELECTED BARANGAY OFFICIALS

Office or Division:	Sangguniang Bayan Office			
Classification:	Complex			
Type of Transaction:	Government to Citizens			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verified complaint (under oath) indicating the name of the respondent barangay official, position, address, incidents 2. Evidences 3. Valid I.D. with picture		Sangguniang Bayan Secretariat 2 nd Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Complaint	Validation and receiving of the complaint documents	None	3-5 Minutes	Staff /Secretary SB Secretariat
2. Attend hearing	Summon (subpoena) the respondent official and if there are substantial evidences, hear the complaint and promulgate the decision	None	Depends on the duration of the hearing and promulgation of the decision	Sangguniang Bayan/Quasi-Judicial Body
3. Wait for the decision	Furnish the complainant with the copy of the decision	None	2-3 Minutes (if in person)	Staff /Secretary SB Secretariat



ACCOUNTING OFFICE

Internal Service



1. FINANCIAL STATEMENTS AND JOURNAL ENTRY VOUCHERS

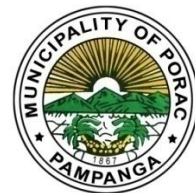
The Municipal Government of Porac, Pampanga, through its Accounting Office, aims to produce timely and accurate financial information to serve as basis for the management's decision making and for information dissemination to the public. It also records journal entry vouchers for daily and regular government transactions including receipts and expenditures.

Financial reports are submitted monthly to Commission on Audit on or before the 10th day of the following month and are posted in 3 conspicuous places including in our LGU website in compliance with SGLG and DILG regulations.

Office or Division:	Accounting Office
Classification:	Simple Transaction
Type of Transaction:	Government-to-Citizens; Government-to-Government
Who may avail:	General Public; Government Agencies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Journal Entry Vouchers for Receipts and Collections Abstract of Real Property Tax (2 original) Record of General Collections (2 original) Deposit Slips (2 original) Report of Collections and Deposits (2 original) Official Receipts (1 original)	Municipal Treasurer's Office RPT Division 1 st Floor, Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga
Journal Entry Vouchers for Petty Cash Transactions <ol style="list-style-type: none"> Financial Assistance <ul style="list-style-type: none"> Obligation Request (2 original) Petty Cash Voucher (2 original) Certificate of Eligibility (2 original) Case Summary Report (2 original) Medical Certificate (2 original) Barangay Certificate of Indigency (2 original) Hospital Bill (2 original) Proof of Payment (2 original) Official Receipt (1 original) Maintenance & Other Operating Expenses <ul style="list-style-type: none"> Obligation Request (2 original) Petty Cash Voucher (2 original) Purchase Request (2 original) 	Client Client Client Client Client Client Client Client Client Client Client Client



Purchase Order (2 original) Billing Statement (2 original) Proof of Payment (2 original) Official Receipt (1 original)		Client		
Journal Entry Vouchers for Check Disbursement Transactions		Client		
1. Personnel Salaries		Client		
Obligation Request (2 original)		Client		
Disbursement Voucher (2 original)		Client		
Payroll (2 original)		Client		
Daily Time Record (2 original)		Client		
Accomplishment Report (2 original)		Client		
2. Maintenance & Other Operating Expenses		Client		
Obligation Request (2 original)		Client		
Disbursement Voucher (2 original)		Client		
Purchase Request (2 original)		Client		
Purchase Order (2 original)		Client		
Inspection & Acceptance Report Certification (2 original)		Client		
Memorandum Receipt (for Capital Outlays) (2 original)		Client		
Additional requirement:				
For transactions worth less than ₱50,000.00				
Canvass – 3 Suppliers (1 original)		Client		
Abstract of Quotation (2 original)		Client		
Notice of Awards (2 original)		Client		
For transactions worth less than ₱200,000.00 but more than ₱50,000.00				
PHILGEPS Posting (2 original)		Client		
For transactions worth more than ₱200,000.00				
Bidding documents (2 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit required documents	1.1 Receives the required documents	None	1 minute	<i>Bookkeeper</i> Accounting Office
	1.2.1 Prepare the JEV for General Collections	None	3 minutes	<i>Bookkeeper</i> Accounting Office
	1.2.2 Prepare the JEV for RPT Collections	None	10 minutes	<i>Bookkeeper</i> Accounting Office
	1.3 Post the JEV and prepare summary of collections	None	2 minutes	<i>Bookkeeper</i> Accounting Office
	1.4 Prepare RPT Schedule of Distribution for General Fund and SEF	None	2 minutes	<i>Municipal Accountant</i> <i>Bookkeeper</i> Accounting Office
2. Submit required documents per type of transactions	2.1 Receive the voucher	None	1 minute	<i>Clerk,</i> <i>Administrative Aide,</i> <i>Bookkeeper or</i> <i>Audit and Management Analyst</i> Accounting Office
	2.2 Check the completeness and propriety of supporting documents	None	2 minutes	<i>Clerk,</i> <i>Administrative Aide,</i> <i>Bookkeeper or</i> <i>Audit and Management Analyst</i> Accounting Office
	2.3 Prepare the JEV	None	1 minute	<i>Clerk,</i> <i>Administrative Aide,</i> <i>Bookkeeper or</i> <i>Audit and Management Analyst</i>



				Accounting Office
	2.4 The Municipal Accountant signs on the JEV, Obligation Request and the voucher	None	1 minute	<i>Municipal Accountant</i>
				Accounting Office
	2.5 Return the voucher to the client	None	1 minute	<i>Clerk, Administrative Aide, Bookkeeper or Audit and Management Analyst</i>
				Accounting Office
	TOTAL	NONE	24 minutes	



MUNICIPAL BUDGET OFFICE

Internal Service



1. PROCESSING OF OBLIGATION REQUEST FORM (OR)

The Municipal Budget Office takes responsibility for the obligation request of all offices. The obligation request is a pre-requisite in payment of claims. The Budget Officer certifies the availability of appropriation/allotment and funds obligated and with proper spending of all resources for the ongoing growth of Porac.

Office or Division:	Municipal Budget Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Government			
Who may avail:	Municipal Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Vouchers with Official Receipt (1 original)		Client		
2. Payroll(s) (1 original)		Client		
3. Purchase Request (3 original)		Client		
4. Obligation Request with signature of the Department Head (3 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit voucher/s to the Budget Office.	1.1 Receives the voucher	None	1 minute	<i>Budgeting Assistant</i> Municipal Budget Office
	1.2 Log the voucher	None	1 minute	<i>Budgeting Assistant</i> Municipal Budget Office
	1.3 Check the availability of appropriation/allotment	None	1 minute	<i>Budgeting Assistant</i> Municipal Budget Office
	1.4 Prepares Obligation Request to charge against to allotted account/records	None	2 minutes	<i>Budgeting Assistant</i> Municipal Budget Office
	1.5 The Municipal Budget Officer signs/notes on the Obligation Request	None	1 minute	<i>Municipal Budget Officer</i> Municipal Budget Office
	1.6 Detach 3 rd copy of Obligation	None	5 seconds	<i>Budgeting Assistant</i> Municipal Budget



	Request			Office
2. Receive the voucher	2 Give the obligation request to client and sign the log book	None	10 seconds	<i>Budgeting Assistant</i> Municipal Budget Office
TOTAL:		None	6 minutes, 15 seconds	



HUMAN RESOURCE MANAGEMENT OFFICE

Internal Services



1. ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT, CERTIFICATE OF LEAVE CREDITS

The office is responsible in the issuance of certificates of employment, leave credits, and service record needed by officials, employees and former employees of LGU-Porac.

Office or Division:		Human Resource Management Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to- Government		
Who may avail:		Officials, employees and former employees of LGU-Porac		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Issuance of Official Documents	1.1 Record the request of the client in the log book	None	1 minute	<i>Administrative Aide</i> Human Resource Management Office
	1.2 Encode and proofread the certificate	None	3 minutes	<i>Administrative Officer V</i> Human Resource Management Office
	1.3 Print the certificate	None	1 minute	<i>Administrative Officer V</i> Human Resource Management Office
	1.4 Sign the certificate	None	1 minute	<i>HRM Officer</i> Human Resource Management Office
2. Receive the certificate requested	2. Release the signed certification	None	1 minute	<i>Administrative Aide</i> Human Resource Management Office
TOTAL:		None	7 minutes	



2. PROCESSING OF APPLICATION FOR LEAVE OF ABSENCE

Employees are required to file their leave applications using CSC Form No. 6 which should be fully accomplished in original copy, whenever they go on leave of absence. The HRMO processes the application, including certification as to leave balance.

Office or Division:	Human Resource Management Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to- Government			
Who may avail:	Officials and employees of LGU-Porac			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Leave Form CS Form No. 6, Revised 1998 (1 original)		Human Resource Management Office 2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008		
2. Medical Certificate for Sick Leave (1 original)		Licensed Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form to HRMO for posting record and update of leave balances	1.1 Post record and update of leave balances	None	3 minutes	<i>Administrative Aide</i> Human Resource Management Office
	1.2 Review and certify leave balances	None	2 minutes	<i>HRM Officer</i> Human Resource Management Office
	1.3 Forward to Head of Office (Mayor/ Vice Mayor) or his duly Authorized Representative for Approval/ Disapproval	None	5 minutes	<i>Administrative Aide</i> Human Resource Management Office
2. Receive the copy of Approve/ Disapproved Leave application	2. Furnish copy of approve leave to applicants and file duplicate copy.	None	1 minute	<i>Administrative Aide</i> Human Resource Management Office
TOTAL:		None	11 minutes	



3. PREPARATION OF TERMINAL LEAVE BENEFITS

Public officials and employees who have spent years of their lives serving the government and the public will receive terminal leave benefits which are due to them under the law. The client must submit the complete documentary requirements prescribed by the agency. The agency will process the application for the terminal leave benefit, compute the appropriate retirement benefits, and verify the authenticity, accuracy and consistency of the data contained in the documents submitted.

Office or Division:		Human Resource Management Office		
Classification:		Simple Transaction		
Type of Transaction:		Government-to-Government		
Who may avail:		Officials and employees of LGU-Porac		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Clearance Form (CS Form No. 7, Revised 2018) (2 original)		Human Resource Management Office 2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008		
2. Approved leave application (Application for Leave Form CS Form No. 6, Revised 1998) (1 original)		Human Resource Management Office 2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008		
3. In case of resignation/retirement, letter of resignation/retirement duly accepted by the Head of Agency (1 original)		Client		
4. Certified photocopy of employees leave card as of last date of service duly audited and Certificate of Leave Credits issued by HRMO (1 certified photocopy)		Human Resource Management Office 2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008		
5. Service Record (1 original)		Human Resource Management Office 2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008		
6. GSIS Clearance for GSIS Members (1 original)		GSIS Pampanga Sindalan, City of San Fernando, Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements to the HRM Office.	1.1 Receive completed documents, compute terminal leave and prepare Disbursement Voucher (DV) and	None	15 minutes	<i>Administrative Aide</i> <i>HRM Officer</i> Human Resource Management Office



	Obligation Request			
	1.2 Submit the documents for terminal leave to Mayor's Office for the approval of the Municipal Mayor	None	5 minutes	<i>Municipal Mayor</i> Mayor's Office
	1.3 Record obligation	None	2 minutes	<i>Budgeting Assistant</i> <i>Municipal Budget Officer</i> Municipal Budget Office
	1.4 Review propriety and completeness of documents and prepare Journal Entry Voucher (JEV) for disbursements	None	4 minutes	<i>Municipal Accountant</i> <i>Audit and Management Analyst</i> <i>Bookkeeper</i> <i>Clerk</i> <i>Administrative Aide</i> Accounting Office
	1.5 HRMO will get a copy of the signed terminal leave benefit voucher	None	2 minutes	<i>Administrative Aide</i> Human Resource Management Office
	1.6 Prepare check	None	1 minute	<i>Administrative Aide IV (Clerk II)</i> Municipal Treasurer's Office
	1.7 Check for signature of Mun. Treasurer & Mayor	None	10 minutes	<i>Municipal Treasurer</i> Municipal Treasurer's Office <i>Municipal Mayor</i> Mayor's Office
2. Receive the check.	2. Check for release to the client	None	3 minutes	<i>Administrative Aide IV (Clerk II)</i> Municipal Treasurer's Office
TOTAL:		None	42 minutes	



SUPPLY OFFICE

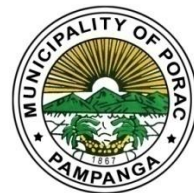
Internal Service



1. IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9184, OTHERWISE KNOWN AS THE GOVERNMENT PROCUREMENT REFORM ACT

This Implementing Rules and Regulations (IRR) Part A, hereinafter call “IRR-A”, is promulgated pursuant to Section 75 of Republic Act No. 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act “ (GPRA), for the purpose of prescribing the necessary rules and regulations for the MODERNIZATION, STANDARDIZATION, and REGULATION of the procurement activities of the Government. This IRR-A shall cover all fully domestically funded procurement activities from procurement planning up to contract implementation and termination.

Office or Division:	Supply Office			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Government			
Who may avail:	Local Government Unit Department Offices/ Local School Board			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request (3 original)		Client		
2. Purchase Order (3 original)		Client		
3. Original Copy of Invoice (1 original and 1 photocopy)		Client		
4. Acceptance and Inspection Report (3 original)		Client		
5. Notice of Award and Abstract of Bids (3 original)		Client		
6. Disbursement Voucher and Allocation of Budget (3 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements.	1. Receive documents and inspect delivery of articles/goods if in good condition and if they are included in the APP, and get a copy of PR, PO, inspection and acceptance report and put codes to the PR and PO.	None	30 minutes	<i>Administrative Aide Supply Officer Supply Office</i>
	2. Sign the	None	1 minute	<i>Supply Officer</i>



	documents for pre-audit.			Supply Office
2. Receive the signed and inspected documents	3. Release the signed and inspected documents	None	1 minute	<i>Administrative Aide</i> Supply Office
TOTAL:		None	32 minutes	



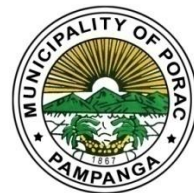
FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<ul style="list-style-type: none"> • Accomplish our Feedback Form and put in the drop box at the Public Assistance and Complaints Desk • Send you feedback through email (villa0328@yahoo.com) or text us at (+63926.797.6728) • Talk to our OFFICER OF THE DAY
How feedbacks are processed	<ul style="list-style-type: none"> • The admin verifies the nature of queries and feedback within one working day. The same will be referred to the Office concerned via email. Upon receiving the reply from the concerned Office, the client will be informed via email or phone call. For follow-ups or queries, the contact information are as follows: villa0328@yahoo.com / +63926.797.6728
How to file a complaint	<ul style="list-style-type: none"> • To file a complaint against the LGU, provide the following details via email: <ul style="list-style-type: none"> - Full name and contact information of the complainant - Narrative of the complain and evidences - Name of the person being complained Send all complaints against the LGU to villa0328@yahoo.com For follow-ups or queries, the contact information are as follows: +63926.797.6728
How complaints are processed	<ul style="list-style-type: none"> • All complaints received against the LGU will be processed by the Anti-Red Tape Unit (ARTU) of the LGU. The ARTU browses, evaluates, and determines the complaints received on a daily basis. The ARTU shall coordinate with the concerned Office to answer the complaint and shall



	<p>investigate, if necessary. After the concern has been addressed or after the 27 conduct of the investigation, the ARTU shall create an incident report for the Head of Agency, for appropriate action. The ARTU shall give the feedback to the clients via email.</p> <p>For follow-ups or queries, the contact information are as follows: villa0328@yahoo.com / +63926.797.6728</p>
Contact Information of Contact Center ngBayan, Presidential Complaint Center, Anti-Red Tape Authority	<ul style="list-style-type: none">• CCB - +63908.881.6565• PCC - 8888• ARTA - 478-5091 478-5099 (02) 8478-5099



Office	Address	Contact Information
Office of the Mayor	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 101
Office of the Vice Mayor	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 109
Office of the Sangguniang Bayan	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 329 3316
Human Resource Management Office	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 110
Office of the Municipal Planning and Development Coordinator	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 105
Municipal Civil Registry Office	1 st floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 122
Municipal Budget Office	1 st floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 119
Accounting Office	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 111
Municipal Treasurer's Office	1 st floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 124
Municipal Assessor's Office	1 st floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 118



Municipal Social Welfare and Development Office	1 st floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 120
Municipal Agricultural Services Office	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 104
Office of the Municipal Engineer	2 nd floor Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 105
Municipal Health Office	Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 106
Municipal Disaster Risk Reduction and Management Office	Porac Manpower Training Center Compound, Cangatba, Porac, Pampanga 2008	+63942.979.8078
Municipal Environment and Natural Resources Office	Porac Municipal Annex, Gen. Luna St., Cangatba, Porac, Pampanga 2008	+63933.449.0473 +63907.532.0050
Tourism Office	Porac Municipal Annex, Gen. Luna St., Cangatba, Porac, Pampanga 2008	(045) 649 6027 +639
Supply Office	Municipal Hall, Gen. Luna St., Poblacion, Porac, Pampanga 2008	(045) 649 6027 loc. 116
Public Employment and Services Office	Porac Municipal Annex, Gen. Luna St., Cangatba, Porac, Pampanga 2008	(045) 649 6027 +639
Porac Manpower Training Center	Porac Manpower Training Center Compound, Cangatba, Porac, Pampanga 2008	+63905.495.8923