



FY 2020

# CITIZEN'S CHARTER

RA11032

EASE OF DOING BUSINESS AND EFFICIENT  
GOVERNMENT SERVICE DELIVERY ACT OF 2018



RA11032

Let us make Alimodian great again!





Republic of the Philippines  
Province of Iloilo  
**MUNICIPALITY OF ALIMODIAN**  
**OFFICE OF THE MAYOR**



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## MESSAGE

The Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 is an essential tool to improve the delivery of services in the government sector and maintain honesty and integrity of government workers. This is our response to the call of strengthening the efficient and effective delivery of services to our constituents. This is an enhancement of R.A. 9485 or the Anti-Red Tape Act of 2007.

The new format of ARTA aims to enhance the current ARTA that we observe. This is our answer to the emerging demands of public service and effective measure to fight the presence of corruption in the process as we highlight transparency. It continues as both a directory and a direction for one who comes to our office needing to be served. Stipulated in this charter are the deliverable services, the responsible officer, the duration of the transaction, the forms to be used and the corresponding fees. Thus, this will give our constituents a quick glance of the services they are availing and enable our government workers to be responsive to the needs of our constituents. With the simplified and enhanced steps in the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, we will continue to deliver what is expected of us; provide efficient and effective delivery of services and work diligently to bring progress and development to our town and nation as a whole in we fight this crisis and overcome challenges ahead.

Kayang-kaya kung tayo ay sama-sama.

Thank you and God bless!

**GEEFRE A. ALONSABE**  
Municipal Mayor

*“Let us make Alimodian great again!”*

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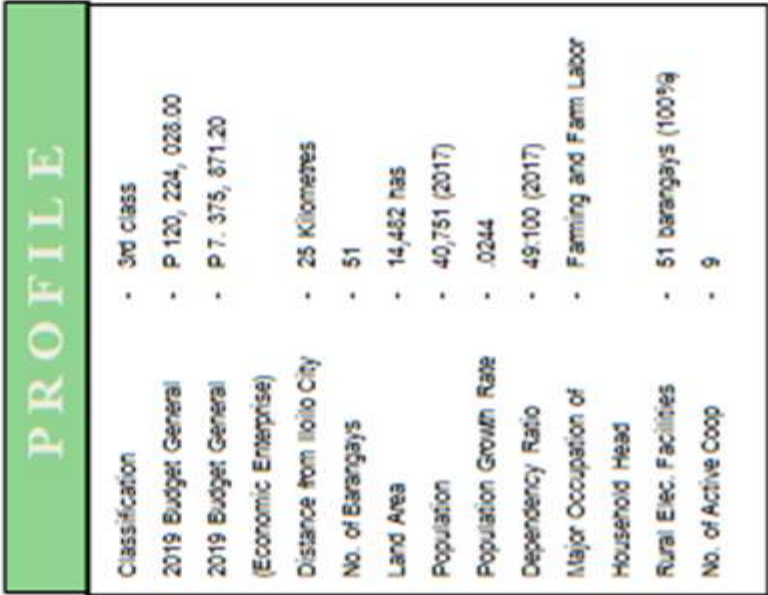
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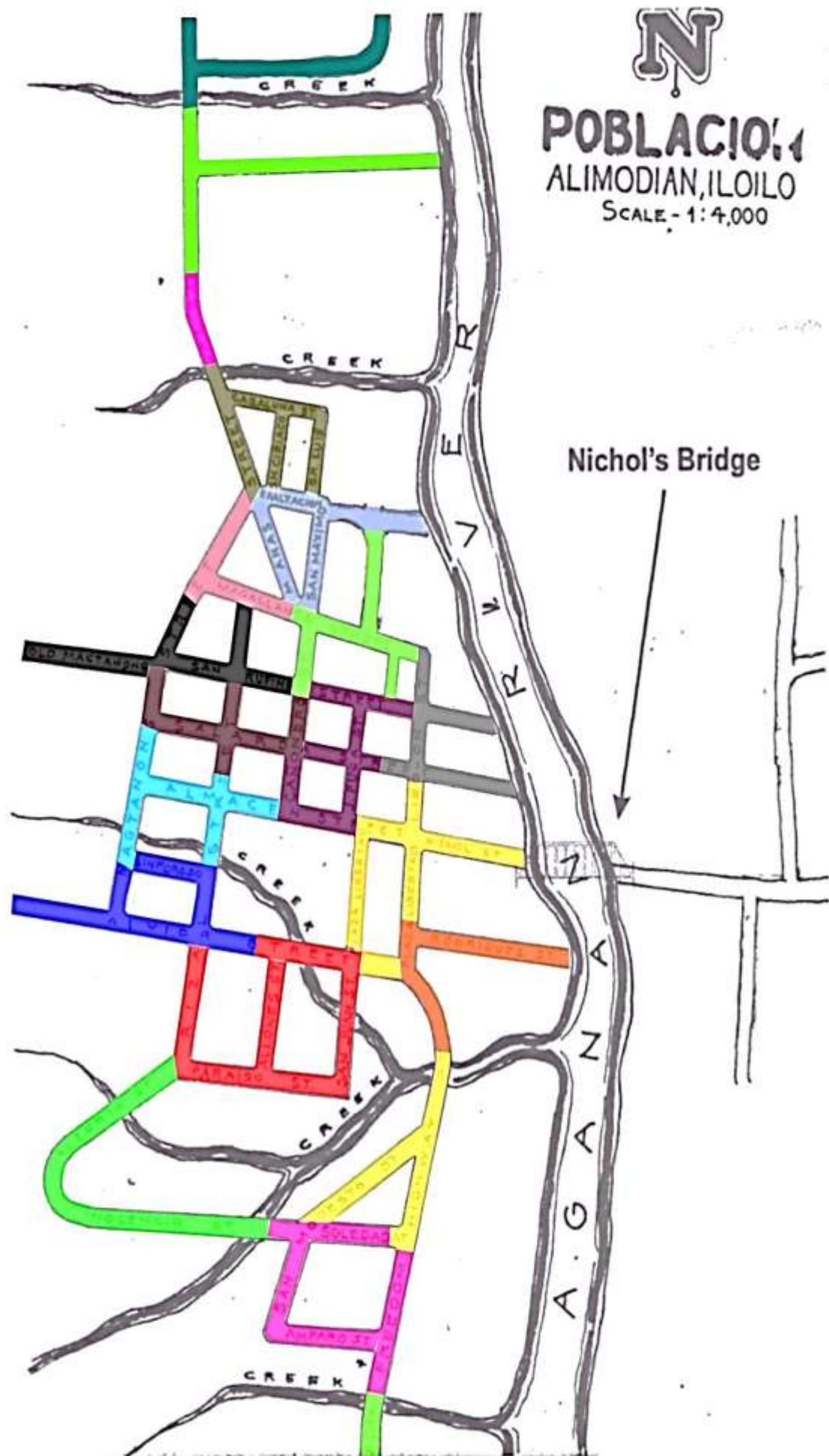
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**POBLACION  
ALIMODIAN, ILOILO**  
SCALE - 1:4,000

## LEGEND

PUROK 1

PUROK 2

PUROK 3

PUROK 4

PUROK 5

PUROK 6

PUROK 7

PUROK 8

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PUROK 19

PUROK 20



# MUNICIPAL PROFILE

## A. Geophysical Characteristics

Alimodian is a third class municipality located at the southwest portion of Iloilo Province located in the coordinates of 10° 49' 0" N, 122° 26' 0" E. It is about 25 km northwest of Iloilo City and accessible through national roads passing through municipalities of Pavia, San Miguel, Oton and Maasin. Politically subdivided into 51 barangays that are clustered into 9 administrative districts. Its verdant plains and rolling hills cover about 14,482 hectares.

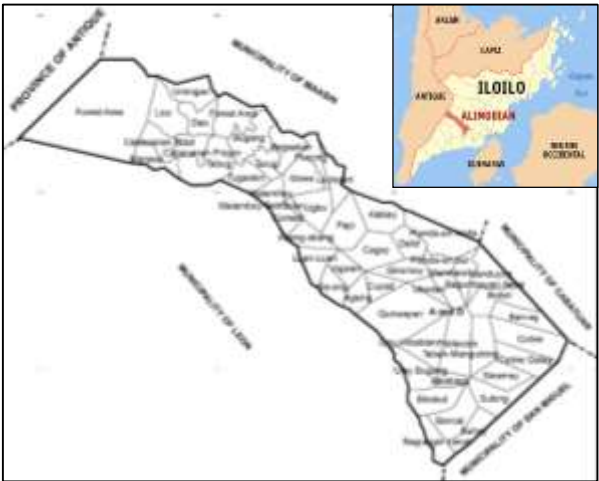


Figure 1. Location Map

### 1. Topography

Alimodian local topography is generally composed of 60% mountainous ranging from 18% to 50% in slope and 40% flat areas concentrated mostly on the southwest part of the municipality. Forestland has a slope of above 50%; and the area that has a slope of below 15% is located among the barangays of District 1, 2 and the Barangay Poblacion.

### 2. Climate

Local Climate is characterized by heavy rainfall from the months of June to September and dry season is from February to May. The month of October has a varying climate, and November to January is illustrated by cold climate. However, climate change has intervening factor in the inconsistency and unpredictable weather conditions. There are tendencies of typhoon occurring in the declared dry season and vice versa. This shift in weather pattern has been experienced in the present scenario.

### 3. Soil Type

Alimodian has five (5) types of soil namely; Luciana Loam, Umingan Fine Sandy Loam, Alimodian Clay Loam, Alimodian Soils Undifferentiated and Mountain Soils Undifferentiated. A total of 9,313.403 hectares is classified as Luciana Loam; Umingan Fine sandy Loam is 740.557 hectares, while Alimodian Clay Loam occupied 1,954.71 hectares; Alimodian Soils Undifferentiated has covered 1,204.28 hectares and Mountain Soils Undifferentiated has covered 1,269.02 hectares.

### 4. Total Land Area

According to the land classification, the Municipality of Alimodian, Iloilo consists of 10, 821 hectares of alienable and disposable land, 3, 371 hectares of public forest and 290 hectares of timberland. These constitute a total area of **14,482** hectares.

### 5. Forest Area

The total land area covered by natural forest is 1,097.66 hectares, in which, 8.57 hectares is part of the Maasin Watershed Forest Reserve, and 1,089.09 hectares belongs to the FFL. Prevalently, these areas are located in the barangays of Umingan, Lico, Dao, Manasa, Cabacanan Rizal and Bugang. Natural forest is composed of a closed forest canopy and fragmented, a dense growth of trees in which the top branches and leaves form a canopy, and light can barely penetrate to reach the forest floor.

### 6. Water Bodies and Water Production Areas

Aganan River is the largest river system of the municipality covering an area of 8,468.84 hectares, in which 59.59 hectares is part of Maasin Watershed Protected Area. One of its tributaries is the Anoy creek in Barangay Dao. Aganan River supply the downstream areas and its nearby municipality of San Miguel for domestic, agricultural and irrigation. Sibalom river of the municipality of Leon has an area of 992.17 hectares, followed by Mambawi creek with 1,486.53 hectares and lastly, the Ulay-tuog creek with 385.83 hectares. Existing health status of different watershed may capture concerns in terms of crop production and sustainability of water supply for domestic, agricultural and commercial use. Source of water sometimes dictates settlements.

7. Agricultural Profile

The area for agricultural purposes is 4,902.75 hectares or 33.85% of the total area of 14,482 hectares. Considered as an agricultural town, the main source of livelihood is farming. In fact, out of 4,902.75 hectares, total area planted with to rice is **2,285.00** or 46.61% wherein large percentage of it is rain fed while small portion is irrigated where source of irrigation is either open surface system, shallow tube well, diversion from the rivers or small farm reservoirs.

Total area for corn is **802.25** hectares or 16.36%; 589.25 hectares or 12.02% for banana; 446 hectares or 9.10% for lowland vegetables; 350 hectares or 7.14% for root crops; 218 hectares or 4.46%; 148 hectares or 3.03% for fruit trees, 58.5 hectares or 1.19% for high value crops; 3.5 hectares or 0.07% for coffee and 1.25 hectares or 0.03% for cacao.

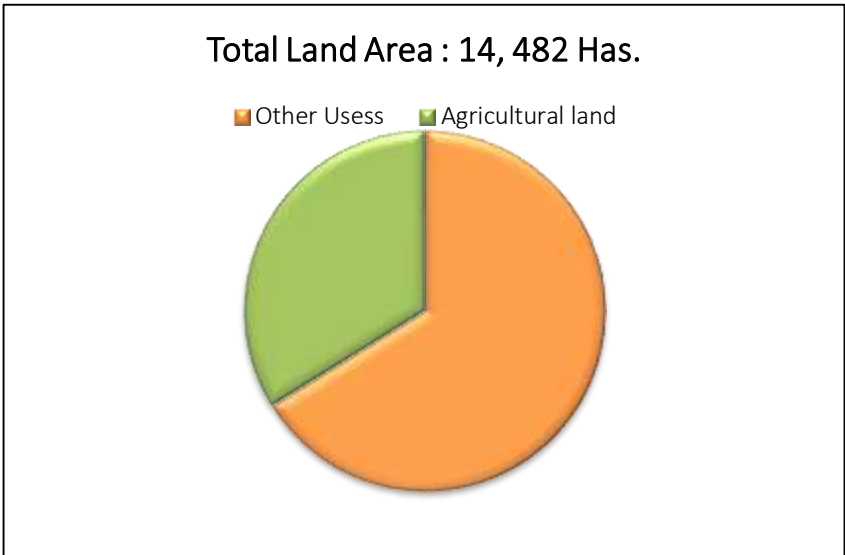


Figure 2. Total Agricultural Land Area

8. Political subdivisions (Number of Districts, Barangays)

Alimodian is composed of 51 barangays politically subdivided into 9 administrative districts which each district is composed of 5-8 barangay clustered based on their proximity and strategic development thrust. Out of 51 barangays, only one is considered as urban and the rest are rural barangays.

Table 1.1 Barangays clustered into districts

DISTRICT 1		DISTRICT 2	
1	Coline	1	Baguingin-Lanot
2	Coline-Dalag	2	Balabago
3	Sinamay	3	Bancal
4	Sulong	4	Binalud
5	Taban-Manguining	5	Buhay

DISTRICT 3			DISTRICT 4	
1	Bagumbayan-Illajas		1	Agsing
2	Ban-ag		2	Ba-ong
3	Bulod		3	Cuyad
4	Mambawi		4	Quinaspan
5	Manduyog		5	Ulay-Bugang
6	Ubodan		6	Ulay-Hinablan
DISTRICT 5			DISTRICT 6	
1	Atabay		1	Abang-Abang
2	Dalid		2	Cagay
3	Ginomoy		3	Cunsad
4	Laylayan		4	Ingwan
5	Pianda-an Norte		5	Luan-Luan
6	Pianda-an Sur		6	Pajo
7	Punong		7	Ugbo
DISTRICT 7			DISTRICT 8	
1	Bagsakan		1	Cabacanan Proper
2	Bugang		2	Cabacanan Rizal
3	Gines		3	Dao
4	Malamboy-Bondolan		4	Lico
5	Malamhay		5	Manasa
6	Tarug		6	Tabug
7	Tugaslon		7	Umingan
DISTRICT 9 (Lone District)				
1	Poblacion			
	Purok No.	Location (Coverage)		
	Purok 1	Southeast boundary line of Freedom Highway (from Beatingo res.) down to <i>Subana</i> up to (Cala-or res.) junction of Amparo St.		
	Purok 2	Junction of Freedom Highway (Abello & Allona’s res.) at Amparo St, portion of Algallar St. & Soledad St ( Ambata & Tagabe’s res.)		
	Purok 3	Northern part of Algallar St. (Amantillo’s res.) to the junction of Freedom Highway up to Eloisa Bridge (Apiado’s res.), to the junction of half portion of Soledad Sr. (Alcarioto’s res.)		

	Purok 4	Whole area of Inocencio St. (from Amparo’s res.) and Alegria St. (Amarro’s res.)
	Purok 5	Paraiso St. (Claveria’s res.) to San Juan St. ( Amsua’s res.), junction of Allones St. (Alcoran’s res. to Ambut’s res. ), and a portion of Rizal St. (Allin’s res. to Mambaret’s res.) up to the junction of Alvior St.)
	Purok 6	Alvior St. (from Alingasa’s res.), a portion of Rizal St. up to the junction of Sinforoso St. (Janeo’s res.), to northern portion of Magtanong St. (Alingasa’s res.) to the junction of Alvior St.
	Purok 7	Portion of Magtanong St. (Almira’s res.) to Almacen St. (Anasarias’res.); portion of Rizal St. (Cabaluna’s res.) up to the junction of Sinforoso St.
	Purok 8	Portion of Rizal St. (Alimpolo’s res. to de los Santos res.), V. Salarda St. (Amarillo’s res.) & Cañonero St. (Angelitud’s res.)
	Purok 9	Whole of Rodriguez St. & portion of Freedom Highway to Eloisa Bridge (Sta. Cruz res.)
	Purok 10	Whole of F. Lopez (Nichol) St.; Plaza Libertad St. and portion of Libo-on St (Alloso’s res.)
	Purok 11	Portion of Cañonero St. (Ambut’s res. to Visto’s res.); middle portion of V. Salarda St. (Aninao’s res. to Mendoza’s res.); portion of San Rufino St. (Medina’s res. to Dulaca’s res) and; whole of Puga St.
	Purok 12	Whole of R. Libo-on St., eastern portion of V. Salarda St. and portion of San Rufino St.
	Purok 13	Northern portion of Cañonero St. (from Aldep res. to Angelitud Trading); eastern portion of Magallanes St. (from Angelitud res.); J. Puga Ext. (Lavapiezs res. to Albeza’s res. and the whole stalls of public market)
	Purok 14	Eastern portion of San Rufino St. (from Dematais res. to Allone’s res.); portion of Magtanong St. (from Alonsabe res. to Ampunan’s res.); portion of Rizal St. (Aligarbe’s res. to de los Santos res.)
	Purok 15	Portion of Magtanong St. (from Angostura’s res. to Aligaga’s res.) and; portion of M. Anas St. (Tolentino’s res. to Pastor’s res., including Magtanong Monument)
	Purok 16	Whole of Amantillo St. (Dajay’s re. to Demafelis’res.) and a portion of Exaltacion St. (from Alfaras res. to Losanta’s res.)
	Purok 17	San Criaco St. (from Amada’s res. to Aligor’s res.); Cabaluna St (Alinsubao’s res. to Ambut’s res.); San Luis St. (Alsusua’s res. to Alonzo’s res.); a portion of Exaltacion St. (Capada res. to Amba’s Eatery) and; portion of M. Anas St. (Laviñas res. to Visto’s res.)
	Purok 18	Portion of Alibango St. (from Alpuerto’s to Anglacer’s res.); whole K. Alejo Road & Sitio Bungol
	Purok 19	Portion of Alibango St., up to Balua Bridge going to Sitio Balu & whole of Legaspi St (from Jocson’s res.)
	Purok 20	Whole of Anino St. and Sitio Labing



B. Historical Development:

Just like any other municipalities, Alimodian is filled with history, a history that lasted from generation to generation, an antiquated record of the past. Originally, Alimodian was just an “arrabal” of Oton, formerly the capital city of Iloilo. The Alimodiananon used to go to Oton, yet just to practice their faith as Roman Catholic and to transact official business with the Spanish authorities. Oton is quite a distance, so thinking of the burden, Agustin Magtanong, who was then the chieftain of the village gathered several leaders to map out plans for the establishment of a community. That was in November of 1753.

HOW THE TOWN GOT ITS NAME

The legend of Alimodian has four versions. Out of these four, it was not actually proven which version is the real legend. One such story is the Ali Mudin version. It’s all about Magtanong, his wife si Kanugon and their son Ali Mudin. The story goes like this: There was once a mother and a daughter named Kalipayan and Si Kanugon. Si Kanugon was so lovely that Agustin Magtanong could not resist not falling in love with her. However, Kalipayan did against Agustin Magtanong who she claimed was a worthless man possess nothing but a small parcel of land he was tilling for livelihood. The rejection of Kalipayan for Magtanong’s proposal made him more insistent to get Si Kanugon by hook or by crook.

On the other hand, Si Kanugon was not a problem. She was in love with Magtanong, too. So that, her mother’s intervention with her affair with Magtanong made her grieve so much that she decided to put an end to her life.

Meanwhile, Magtanong decided to kidnap the woman he loved most. So, together with other forty villagers, he went to Si Kanugon’s place just to catch her on the act of taking poison concocted from wild roots. Later, they went to elope, with other forty villagers and their respective families south bound.

The village was called Ubodan. Later on, as the tribe grew fast, they decided to establish a town on the plains about three kilometers South of Ubodan. They named the town Ali Mudin after Magtanong’s corruption of the original name to what is now the Municipality of Alimodian.

Another tale is about the love and passion of Girom, Himaya and Madalig.

There was also the common “Halin Kamo Diyan version”.

Once upon a time, a group of Spaniards went to the place, which is now the present site of Alimodian. They saw several men climbing the coconut tree. The visitors asked the natives of the name of the place but they could not understand what the new comers were asking about.

Fearing that some coconuts might hit the Spaniards, one man atop the tree shouted, “Halin kamo diyan” (Get away from there). The strangers thought the man was telling them the name of the place and the words sounded like “Ali Mo Diyan”, the tree being tall. So, they called the place “Ali Mo Diyan” believing that, that was the actual name of the place.

The last legend is quite unpopular, declaring that the name was after Cabudian Creek running along the southern outskirts of the poblacion. Cabudian Creek is now called Alimodian Creek.

C. MUNICIPAL SYMBOLS AND TOURIST SPOTS

1. Municipal Flag	Rectangular in form, 26 inches long and 42 inches wide. It shall be blue, red, orange and ping in 4 equal parallel lines emanating from the equilateral triangle at the left side. The flag is spangled with 51 gold stars representing the 51 barangays and a big star at the apex
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	representing the Poblacion. At the center of white triangle is a circle circumscribed with heavy blue lines with red and gold flame
2. Municipal Dance	Voluntario
3. Municipal Song	Salve Rizal
4. Municipal Tree	Balayong
5. Municipal Flower	Bagiw-Bagiw
6. Municipal Bird	Tagwati
7. Municipal Motto	“Truth Always Prevails”
8. Municipal Color	Green and Gold
9. Tourist Attraction	
<b>Name</b>	<b>Location</b>
❖ Ibagat Spring	Barangay Lico
❖ Ugnong Rocks / Ugnong Falls	Barangay Tarug
❖ Rice Terraces	Barangays Cabacanan Proper, Umingan, Lico
❖ Water Falls	Barangays Cabacanan Rizal, Lico
❖ Bato Dungok	Barangay Lico
❖ Sayayan (Wild Birds Sanctuary)	Barangay Manasa
❖ Bobon ni Ebo	Barangay Manasa
❖ Agong	Barangay Manasa
❖ Agua Colonia Mountain	7-Cities
❖ Shrine of Holy Cross	Barangay Malamboy-Bondolan
❖ Agony Hill	Barangay Taban-Manguining
❖ Igcaras Garden	Abioda Farm, Barangay Taban-Manguining
❖ Mizpah Garden	Sitio Balogo, Barangay Pajo
❖ Mama Paz Hillside Resort	Purok 2, Barangay Poblacion
❖ Santo Tomas de Villanova Parish Church	Plaza Libertad, Barangay Poblacion

D. DEMOGRAPHY

BARANGAYS	Population			Household Number	Distance from Poblacion (kms.)	Barangay Roads (kms.)	Area (in has.)
	Male	Female	Total				
<b>ALIMODIAN</b>	20,506	20,245	40,751	8,575			
POBLACION	3,823	3,855	7,678	1,743	9	4.5	318.33
Abang-Abang	183	184	367	89	9	4.5	143.15
Agsing	100	98	198	49	6	2	118.23
Atabay	254	245	499	94	8	2.5	240.94
Bagsakan	281	279	560	97	17	1.6	174.34
Baguingin-Lanot	526	505	1,031	228	4	1	141.02
Bagumbayan Ilajas	553	547	1,100	244	2	1	121.26
Balabago	273	275	548	134	1.5	1.5	70.45
Ban-ag	489	480	969	193	3.5	2.5	191.21
Bancal	886	872	1,758	395	3	1	232.94
Baong	170	166	336	62	7	1.5	127.12
Binalud	544	537	1,081	221	2	0.5	220.12
Bugang	467	439	906	167	21	1.5	250.92
Buhay	508	540	1,048	237	3.5	0.5	151
Bulod	414	430	844	162	2.5	2.5	232.95
Cabacanan Proper	352	326	678	137	25	2	136.13
Cabacanan Rizal	181	173	354	59	27	1	141.60
Cagay	428	434	862	194	6	4	265.54
Coline	337	313	650	132	3.5	2.5	318.19
Coline Dalag	235	215	450	86	3.5	0.5	202.67
Cunsad	204	198	402	88	11	3	108.79
Cuyad	367	345	712	148	4	1.9	117.02
Dalid	443	465	908	166	5	2	137.58
Dao	335	343	678	120	28	1.1	168.06
Gines	291	304	595	105	15	1	216.38
Ginomoy	290	271	561	132	4.5	1.8	166.66
Ingwan	297	277	574	116	7	2.2	129.79

Laylayan	285	256	541	95	10	2.2	146.47
Lico	179	171	350	57	29	1.5	247.11
Luan-Luan	296	289	585	120	8	1.8	157.40
Malamboy- Bondolan	74	78	152	34	11	2.5	23.70
Malamhay	172	165	337	60	14	1.5	110.61
Mambawi	366	363	729	153	3	1.8	128.30
Manasa	76	70	146	35	29	3	139.34
Manduyog	301	291	592	124	4	1.8	215.52
Pajo	648	609	1,257	238	8	2.5	276.31
Piandaan Norte	84	87	171	30	6	3	306.75
Piandaan Sur	246	237	483	114	4	1	98.57
Punong	112	101	213	36	16	2	110.93
Quinaspan	347	325	672	128	4.5	10.6	585.16
Sinamay	800	791	1,591	329	2.5	5	183
Sulong	570	552	1,122	249	3	2.8	235.89
Taban Manguining	579	542	1,121	292	1.5	1.5	215.87
Tabug	267	278	545	100	24	1	319.27
Tarug	375	447	822	152	18	1.5	122.98
Tugaslon	151	135	286	63	18	2.2	164.98
Ubodan	209	207	416	110	4	2.2	78.32
Ugbo	174	185	359	80	10	2	204.7
Ulay Bugang	267	262	529	110	3	2	200.49
Ulay Hinablan	218	227	445	84	2.5	3.5	244.18
Umingan	479	461	940	125	32	3	198.76

Source: PPO, Iloilo, 2017

Dialects	:	Kinaray-a, Hiligaynon
Business Language	:	English, Filipino
Ethnic Group	:	Bukidnon, Sulod Tribe
Population Growth Rate	:	1.43% (PPO, Iloilo data 2017)
Population Density	:	475.05 person/sq.km.



Crude Birth Rate	:	10.36%
Infant Mortality Rate	:	11.85
Major Occupation of Household Head	:	Farming and Farm Labor (66%)
Religion	:	Roman Catholic, Protestants, Baptist, Born Again Christian, Iglesia Ni Cristo, Jehova’s Witnesses.

Source: PPO, Iloilo data, 2017

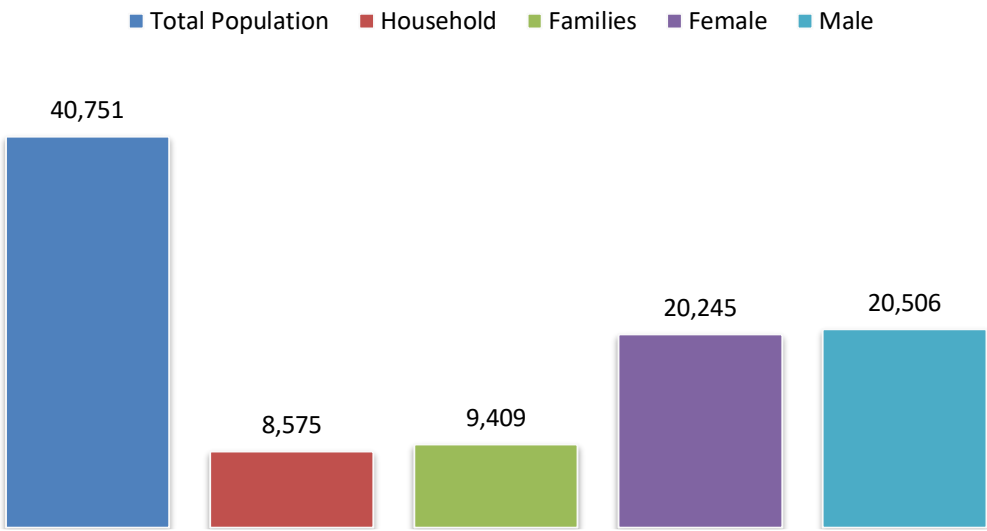
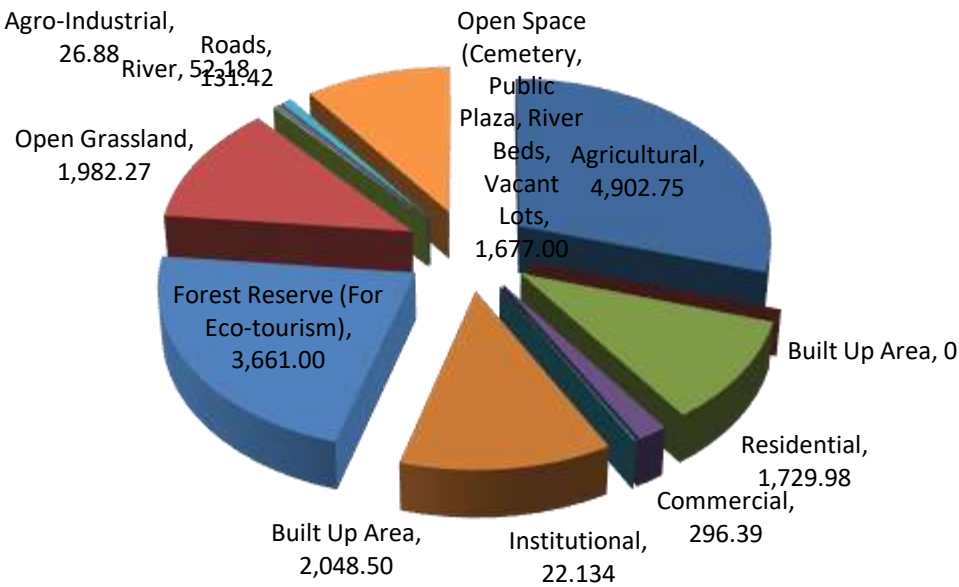


Figure 1 Population Chart (based on PPO, Iloilo data 2017

E. LAND USE



F. EDUCATION AND HEALTH FACILITIES

FACILITIES	NUMBER	LOCATION
SCHOOLS AND LEARNING CENTERS		
Day Care Centers (Including ECD)	49	
Preparatory and Kinder Schools (Private)	2	
Primary School	4	District of Alimodian I -

		1District of Alimodian II - 3
Elementary School	27	District of Alimodian I - 14District of Alimodian II - 13
Secondary High School <ul style="list-style-type: none"> <li>❖ Alimodian National Comprehensive High School</li> <li>❖ Gines National High School</li> <li>❖ Adriano Cabardo National High School</li> <li>❖ Bancal National High School</li> <li>❖ Sinamay National High School</li> <li>❖ Dalid National High School</li> </ul>	6	Barangay Poblacion Barangay Gines Barangay Cabacanan Proper  Barangay Bancal  Barangay Sinamay  Barangay Dalid
<b>HEALTH FACILITIES</b>		
District Hospital <ul style="list-style-type: none"> <li>❖ ALEOSAN District Hospital</li> </ul>	1	Barangay Bancal
TrainiDng Center <ul style="list-style-type: none"> <li>❖ CBRS Training Center</li> </ul>	1	Barangay Binalud
Rural Health Center	1	Barangay Poblacion**
Barangay Health Stations * <ul style="list-style-type: none"> <li>❖ District 1</li> <li>❖ District 2</li> <li>❖ District 3</li> <li>❖ District 4</li> <li>❖ District 5</li> <li>❖ District 6</li> <li>❖ District 7</li> <li>❖ District 8</li> </ul>	8	Barangay Taban-Manguining  Barangay Binalud  Barangay Manduyog  Barangay Quinaspan  Barangay Dalid**  Barangay Cagay**  Barangay Gines  Barangay Cabacanan Proper**

\* One (1) Rural Health Midwife is assigned in each station with the help of the Barangay Health Workers.

\*\* With Birthing Station Facilit

G. LOCAL ECONOMY

1. Income Classification	3 <sup>rd</sup> Class Municipality
2. Labor Force	64.45%
3. Unemployment Rate	10.30%

4. Electricity	Power service is provided by Iloilo 1 Electric Coop.  No. of Barangays serve – 51
5. Industries	Livestock, Poultry, Bamboo Craft, Swine Raising, Bananas
6. Agriculture	
<b>CROPS</b>	<b>AREA PLANTED (hectares)</b>
Rice	2,332.00
○ Rainfed	1,789.75
○ Irrigated	496.75
○ Upland Rice	15.00
○ Organic Rice	30.50
Corn	802.25
Mungo	218.50
Peanut	243.75
Lowland Vegetables	465.00
High Value Vegetables	58.50
Bananas	660.00
Fruit Trees	148.50
Coffee	3.50
Cacao	1.25
Coconut	560.0
Mango	26.75
Bamboos	420.50
<b>LIVESTOCK and POULTRY</b>	<b>NUMBER OF HEADS</b>
Carabao	2,388
Cattle	1,866
Swine	7,150
Goat	1,359
Chicken	39,340
Duck	1,339

H. TRANSPORTATION AND COMMUNICATION

TRANSPORT FACILITIES	NUMBER
1. Public Utility Jeep – Travelling to Iloilo City	51

2. Public Utility Jeep – Travelling to Barangays	5
3. Tricycles	
a. ATODA – Poblacion Area	60
b. BATODA – Brgys. Balabago to Buhay	50
c. BITODA – Brgy. Bagumbayan-Illajas	17
d. Brgys. Sinamay and Sulong	6
e. Brgys. Taban-Manguining and Coline	1
4. Trisikad – Travelling around Brgy. Poblacion	200
5. Single Motorcycle	
a. District 1 Barangays	100
b. District 3 Barangays	60
c. District 6, 7 and 8 Barangays	300
6. Gasoline Station	4
a. Petron – Barangay Binalud	
b. Flying V – Barangay Taban-Manguining	
c. Sea Oil – Anino Street, Barangay Poblacion	
d. Shell – Barangay Bancal	
<b>COMMUNICATION</b>	
1. Smart, Globe and Sun Cellular Cell Sites located at Brgy. Taban-Manguining and Algallar Extension – 90% of barangays are covered by Cellular sites	
2. ICOM Handheld Transceiver	
3. PLDT – Poblacion & 5 Barangays of District 2	
4. Local Post Office	

All 51 barangays are accessible to transportation by motor vehicles. Parking areas for Public Utility Vehicles is in front of Public Market. Alimodian Transport Terminal is located at the back side of the Public Market.

I.     **INFRASTRUCTURE**

DESCRIPTION	CONCRETE	ASPHALT	GRAVEL	EARTH	TOTAL
National	12.982	0	0	0	12.982
Provincial	2.50	0	0.50	0	3.000
Municipal	6.211	0	0	0	6.211
Barangay	17.4823	0	81.1177	0	98.600
<b>TOTAL</b>	<b>39.1753</b>	<b>0.0</b>	<b>81.6177</b>	<b>0.0</b>	<b>120.793</b>





# AGENCY MANDATE

Republic of the Philippines  
Province of Iloilo  
**MUNICIPALITY OF ALIMODIAN**  
**OFFICE OF THE MAYOR**

2<sup>nd</sup> Floor, Alimodian Municipal Building, Plaza Libertad St., Alimodian, Iloilo  
Telefax: (033) 331-2147 / Email: [lgualimodian@gmail.com](mailto:lgualimodian@gmail.com)

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**EXECUTIVE ORDER NO. 47**  
**Series of 2020**

**SUBJECT : " AN ORDER IMPLEMENTING THE REVISED CITIZEN'S CHARTER OF  
THE MUNICIPALITY OF ALIMODIAN"**

WHEREAS, in compliance with the provision of Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, the Municipality of Alimodian originally adopted a Citizen's Charter in 2009.

WHEREAS, with the lapse of time, there is a need to revise the Citizen's Charter to make it adapted to the emerging demands of the public service, and to keep it updated with the changes on the local legislations, policies and directives ;

WHEREAS, the adaption and implementation of the Citizen's Charter resulted to felt improvement in the delivery of basic front line services in the Municipality;

WHEREAS, the continued implementation of Citizen Charter is legally mandated as well as an effective leadership mechanism to put in motion a more efficient, responsive and responsible local government unit;

WHEREAS, the local government of Alimodian commit itself to implement Citizen's Charter;

NOW THEREFORE, I, **GEEFRE A. ALONSABE, Municipal Mayor** of the Municipality of Alimodian, by virtue of the power vested in me by law, do hereby DIRECT the implementation of the revised Citizen's Charter of the Municipality of Alimodian.

This order takes effect immediately.

Done this 22<sup>nd</sup> day of July 2020 at Alimodian, Iloilo

**GEEFRE A. ALONSABE**  
Municipal Mayor

cc.: 1. CSC Region VI  
2. DILG  
3. All Departments  
4. File



## **VISION AND MISSION STATEMENT**

### **VISION:**

A premier agri-eco tourist destination in Iloilo with God-loving, peaceful, culturally-aware and empowered populace in a disaster-resilient and ecologically-balanced community under good governance

### **MISSION:**

"To this end, the Municipal Government of Alimodian shall pursue a people centered, area based and sustainable development approach to meet its commitment in the formation and development of its constituents in the provision of effective delivery of basic services, in the development of its agri-based resources and in the preservation and protection of its natural resources."



## DEVELOPMENT THRUST

The Municipality of Alimodian's thrust in order to build a progressive, ecologically-balance and eco-tourism municipality is anchored on the acronym ABANSE, viz:

**A**dequate and prompt delivery of health & social services

**B**uilding socio-economic empowerment & infrastructure development

**A**griculture, tourism & environment resource development

**N**etwork of public information & transparency & public order & safety

**S**ectoral partnership development engaging ngos & cooperatives

**E**ducation youth, family & human resource development



## SERVICE PLEDGE

We, the officials and employees of the Local Government Unit of Alimodian commit to:

- Serve you promptly, efficiently, and with utmost courtesy by authorized personnel with proper identification from **Monday to Friday, 8:00 a.m. to 5:00 p.m. without noon break;**
- Ensure strict compliance with service standards, with written explanation to any delay in frontline services;
- Respond to your complaint about our services the soonest or within the day through our complaint and assistance desk and take corrective measures;
- Value every citizen's comments, suggestions and needs, including those with special needs such as the differently-abled, pregnant women, and senior citizens;
- Empower the public to access our policies, programs, activities and services through our website: [alimodianiloilo.ga](http://alimodianiloilo.ga)

All these we pledge, because **YOU** deserve no less.





## FEEDBACK AND REDRESS MECHANISM

Please let us know how we have served you by doing any of the following:

- Accomplish our Feedback Form available in the offices and put this in the drop box at the Public Assistance and Complaints Desk located at the main entrance, Alimodian Municipal Hall.
- Send your feedback through e-mail ([Igualimodian@gmail.com](mailto:Igualimodian@gmail.com)) or call us at (033) 331-2147

If you are not satisfied with our service, your written/verbal complaints shall immediately be attended to by the Officer of the Day at the Public Assistance and Complaints Desk.

- To file a complaint, ask our Information Desk Officer and answer the Client Complaint form, drop it in the drop box at the Public Assistance and Complaints Desk and make sure to provide the following information:
  - Name of person being complained
  - Incident
  - Evidence

For inquiries and follow-ups, clients may contact the following telephone number: (033)331-2147

- You may also contact the following hotlines:
  - 8888-Presidential Complaints Center
  - 1-6565- Contact Center ng Bayan (CCB)
  - 0908-8816565- CSC Contact Center ng Bayan
  - 478-5093- Anti-Red Tape Authority

THANK YOU for helping us continuously to improve our services.



a. CLIENT SATISFACTION FEEDBACK

INSTRUCTIONS:

- 1. This form is used to evaluate the office/ department with which you are transacting business with. Your feedback will help us evaluate the over-all performance of the LGU and eventually improve our services delivery system.
- 2. Please be fair and objective in rating the office/ department concerned.
- 3. In rating the office/ department, please check the box that most objectively represents the level of performance using the rating scale below:

High	10	-	Outstanding
	8	-	Very Satisfactory
	6	-	Satisfactory
	4	-	Unsatisfactory
Low	2	-	Poor

- 4. After accomplishing this form, please drop this in the Suggestion Box at the Public Assistance Desk located near the entrance door.

OFFICE/DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Are the employees knowledgeable in their assigned task; facilitative, systematic, assuring and decisive?

Low						High
	2	4	6	8	10	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Are the employees polite, cordial and attentive? Do they smile, greet clients, make them comfortable and at ease?

Low						High
	2	4	6	8	10	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Was the service provide to you fast,easy and trouble-free?

Low						High
	2	4	6	8	10	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Are the work areas cleared of unsightly items, clean, organized or orderly?

Low						High
	2	4	6	8	10	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Are the employees neat and presentable? Do they wear proper uniform/ attire and ID?

Low						High
	2	4	6	8	10	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Over-all, were you satisfied with the kind of service delivered to you?

Low						High
	2	4	6	8	10	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Please use the back page for additional comments/suggestions. Thank you.

# CLIENT COMPLAINT FORM



Name of person being complained: \_\_\_\_\_

Office/Division: \_\_\_\_\_

Incident Reported: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complained By: \_\_\_\_\_

Date of Filing: \_\_\_\_\_

# **LIST OF SERVICES**

# **A. OFFICE OF THE MAYOR**



# AMUNICIPALITY OF ALIMODIAN

## SERVICE NAME 1: ISSUANCE OF MAYOR’S CLEARANCE

A document issued to individuals residing in the Municipality of Alimodian for local employment and PNP/AFP requirements.

OFFICE/ DIVISION:	Office of the Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Client
WHO MAY AVAIL	All Bona Fide Residents of Alimodian

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Clearance Police Clearance Official Receipt	Office of the Punong Barangay Alimodian Municipal Police Station Office of the Municipal Treasurer

HOW TO AVAIL:				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1. Receive required documents for verification and issue order of payment	None	2 MINS	Mrs. Genalin A. Alonsabe Day Care Worker II  Mrs. Buenavel A. Ermita Project Evaluation Officer I  Mrs. Ma. Celedonia A. Allosa Computer Programmer I
2. Pay Certification Fee and present Official Receipt	2.1 Encode Client’s data and prepare the mayor’s clearance  2.2 Endorse to the LCE for signature	P50.00/Certification	15 MINS	
3. Receive Document	3. Release the signed Mayor’s Clearance	None	3 MINS	
	TOTAL:	None	20 MINS	

## MUNICIPALITY OF ALIMODIAN



### SERVICE NAME 2: ISSUANCE OF PROMOTIONAL PERMIT

A document issued to business owners to allow them to promote the sale of their products.

OFFICE/ DIVISION:	Office of the Mayor			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C - Government to Client			
WHO MAY AVAIL	All Business Owners Outside the Municipality			
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1 ORIGINAL COPY) Identification Cards (1 ORIGINAL AND 1 PHOTOCOPY) Business Permit (1 PHOTOCOPY) Official Receipt (1 ORIGINAL)		Company Company / Government Agencies Department of Trade and Industry Office of the Municipal Treasurer/Municipal Local Economic Enterprise		
HOW TO AVAIL:				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1 Receive and check documents	None	5 MINS	Mrs. Genalin A. Alonsabe Day Care Worker
	1.2 Refer to the Municipal Administrator for approval	None	5 MINS	Mrs. Lilian C. Tamayo Municipal Administrator
2. Pay and present Official Receipt	2.1 Prepare the mayor's clearance	See Revenue Code for Schedule of Fees	5 MINS	Mrs. Buenavel A. Ermita Project Evaluation Officer I Mrs. Ma. Celedonia A. Allosa Computer Programmer I
	2.2 Endorse to the LCE for signature			
3. Receive Document	3. Release the signed Permit	None	2 MINS	
	TOTAL:	See Revenue Code for Schedule of Fee	17 MINS	



MUNICIPALITY OF ALIMODIAN



SERVICE NAME 3: ISSUANCE OF BENEFIT BALL PERMIT

A document issued to allow barangays to hold a benefit ball during fiestas and other barangay events.

OFFICE/ DIVISION:	Office of the Mayor			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2G - Government to Government			
WHO MAY AVAIL	Concerned Barangay			
CHECK LIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of intent to conduct a Benefit Ball Official Receipt (Original Copy)			Barangay Concerned Office of the Municipal Treasurer	
HOW TO AVAIL:				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive, verify and issue order of payments	None	2 MINS	Mrs. Genalin A. Alonsabe Day Care Worker II
2. Pay and present Official Receipt	2. Prepare the Benefit Ball Permit	P500.00/Permit + P200.00 for Sound System hired outside the municipality	5 MINS	Mrs. Buenavel A. Ermita Project Evaluation Officer I
3. Receive Document	3. Release the Benefit Ball Permit	None	3 MINS	Mrs. Ma. Celedonia A. Allosa Computer Programmer I
	TOTAL:	Php500.00 or Php700.00	10 MINS	

## MUNICIPALITY OF ALIMODIAN



### SERVICE NAME 4: ISSUANCE OF RECOMMENDATION LETTER

A document that recommend an individual's work or academic performance.

OFFICE/ DIVISION:	Office of the Mayor			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2G - Government to Client			
WHO MAY AVAIL	All Bona Fide Residents of Alimodian			
CHECK LIST OF REQUIREMENTS			WHERE TO SECURE	
Resume (1 Original Copy) Work/Academic Credentials (1 Original/Photocopy) Official Receipt			Concerned Individual Company / School Office of the Municipal Treasurer	
HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requirements	1.1 Receive and Check Requirements  1.2 Endorse to the Mayor for interview	NONE	15 MINS	Mrs. Genalin A. Alonsabe Day Care Worker II
2. Pay and Present Official Receipt	Prepare Document	Php50.00	5 MINS	Mrs. Buenavel A. Ermita Project Evaluation Officer I
3. Receive Document	Release signed Recommendation Letter	NONE	3 MINS	Mrs. Ma. Celedonia A. Allosa Computer Programmer I
	TOTAL:	Php50.00	23 MINS	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME 5: ISSUANCE OF CONFIRMATION/VERIFICATION AND FRANCHISE OF TO OPERATE TRICYCLE FOR HIRE

OFFICE/ DIVISION:	Office of the Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Client
WHO MAY AVAIL	Tricycle Owners in the Municipality of Alimodian

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Motorized Tricycle Operators Permit (MTOP)	Office of the Sangguniang Bayan

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Follow-up Motorized Tricycle Operators Permit (MTOP)	1.1 Prepare Confirmation/ Verification and Franchise to Operate Tricycle for Hire 1.2 Endorse to Mayor for signature	None	10 MINS	Mrs. Genalin A. Alonsabe Day Care Worker II
2. Sign and receive document	2. Release the Confirmation/ Verification and Franchise to Operate Tricycle for Hire and MTOP	None	5 MINS	Mrs. Buenavel A. Ermita Project Evaluation Officer I Mrs. Ma. Celedonia A. Allosa Computer Programmer I
	TOTAL:	None	15 MINS	



MUNICIPALITY OF ALIMODIAN

SERVICE NAME 6: ISSUANCE OF AN AFFIDAVIT OF NO INCOME

A document issued as one of the requirements of school to grant scholarship to indigent students

OFFICE/ DIVISION:	Office of the Mayor			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C - Government to Client			
WHO MAY AVAIL	Bona Fide Residents of Alimodian			
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Indigency		Office of the Punong Barangay		
Community Tax Certificate of Both Parents		Office of the Punong Barangays / Office of the Municipal Treasurer		
Assessor's Certification of No Real Property		Office of the Municipal Assessor		
Official Receipt		Office of the Municipal Treasurer		
HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and check documents 1.2 Prepare Order of Payment	Php50.00	5 MINS	Mrs. Genalin A. Alonsabe Day Care Worker II
2. Pay and present the Official Receipt	2. Prepare documents	None	5 MINS	
3. Receive affidavit of No Income	Advise client to have the document signed by the Punong Barangay and return the same for the signature of the Mayor	None	-	Mrs. Buenavel A. Ermita Project Evaluation Officer I
4. Return Document	Have the document signed by the Mayor	None	5 MINS	Mrs. Ma. Celedonia A. Allosa Computer Programmer I
5. Receive Document	Release signed document	None		
	TOTAL:	Php50.00	15 MINS	

## **B. OFFICE OF THE MAYOR- BULIG PROGRAM**



MUNICIPALITY OF ALIMODIAN

SERVICE NAME: 1. Assistance to Individuals in Crisis Situation  
Death aid assistance to the bereaved family from the Local Government Unit

OFFICE/ DIVISION:	OFFICE OF THE MAYOR	
CLASSIFICATION:	Complex	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Indigent resident of the community	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Death (3 Certified true machine copies) 2. Barangay Indigency (2 original copies) 3. Funeral Contract (2 Photocopies) 4. Valid ID of Claimant (2 photocopies of any of the following: Voters ID, Drivers License, Senior citizen ID, SSS ID or any Government issued ID) 5. Social Case Study Report		1. Office of the Municipal/City Civil Registrar 2. Office of the Punong Barangay 3. Funeral Homes 4. Concerned agency  5. Municipal Social Welfare And Development Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Assess, review, and check the completeness of the documents submitted by the client.  1.2 Present the documents to the Local Chief Executive for approval.  1.3 Endorse the documents to the Municipal Social Welfare Development(MSWD) for the issuance of Social Case Study Report.	NONE	10 Minutes	KIRK B. ALMIRA Administrative Aide III
PROCEED TO MSWDO FOR THE CASE STUDY REPORT				
2. SUBMIT ALL THE ACCOMPLISHED DOCUMENTS	2.1 Receive and encode necessary data.  2.2 Advice the client to wait for further notice in regards with the schedule of the release.  2.3 Prepare the voucher for burial assistance	NONE	7 Minutes	KIRK B. ALMIRA Administrative Aide III
3. Claim Burial Assistance	3. Release check to the applicant		5 minutes	KIRK B. ALMIRA Administrative Aide III
		TOTAL:	7 days and 15 minutes	



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME 2: Assistance to Individuals in Crisis Situation

### Death aid assistance to the bereaved family from the Office of the Congressman

OFFICE/ DIVISION:	OFFICE OF THE MAYOR		
CLASSIFICATION:	Complex		
TYPE OF TRANSACTION:	Government to Citizen		
WHO MAY AVAIL:	Indigent Resident of the community		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Death (3 certified true machine copies) 2. Barangay Indigency (2 original copies) 3. Funeral Contract (2 Photocopies) 4. Valid ID of Claimant (2 photocopies of any of the following: Voters ID, Drivers License, Senior citizen ID, SSS ID or any Government issued ID) 5. Social Case Study Report		1. Office of The Municipal/City Civil Registrar 2. Office of THE Punong Barangay 3. Funeral Homes 4. Concerned agency  5. Municipal Social Welfare And Development Office	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Assess, review, and check the completeness of the documents submitted by the client.  1.2 Present the documents to the local chief executive for approval.  1.3 Endorse the documents to The Municipal Social Welfare Development (MSWD) for the issuance of Social Case Study Report.	NONE	10 Mnutes	KIRK B. ALMIRA <i>Administrative Aide III</i>
PROCEED TO MSWDO FOR THE CASE STUDY REPORT				
2. Submit all the accomplished documents	2.1 Receive the documents and fill out the crisis intervention unit form and certificate of eligibility for the assistance.	NONE	5 Minutes	KIRK B. ALMIRA <i>Administrative Aide III</i>
	2.2 Advice the client to wait for further notice in regards with the schedule of the release.			
	2.3 Endorse the documents to the office of the Congressman			
		TOTAL:	15 MINUTES	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME 3: Assistance to Individuals in Crisis Situation

Death aid assistance to the bereaved family from the Office of the Governor

OFFICE/ DIVISION:	OFFICE OF THE MAYOR	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Indigent Resident of the Community	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Death (3 Certified true machine copies) 2. Barangay Residency (2 original copies) 3. Funeral Contract (2 Photocopies) 4. Valid ID of Claimant (2 photocopies of any of the following: Voters ID, Drivers License, Senior citizen ID, SSS ID or any Government issued ID) 5. Certificate of Indigence		1. Office of the Municipal/City Civil Registrar 2. Office of the Punong Barangay 3. Funeral Homes 4. Concerned agency  5. Municipal Social Welfare And Development Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Assess, review, and check the completeness of the documents submitted by the client.  1.2 Present the documents to the Local Chief Executive for approval.  1.3 Endorse the documents to the Municipal Social Welfare Development (MSWD) for the issuance of Certificate of Indigence	NONE	10 Minutes	KIRK B. ALMIRA <i>Administrative Aide III</i>
2. Submit all the accomplished documents	2. Receive the documents and prepare endorsement letter signed by the Local Chief Executive address to the Governor	NONE	5 Minutes	KIRK B. ALMIRA <i>Administrative Aide III</i>
3. Received documents with complete requirements	3. Advise the client to submit the complete documents to the Office of the Governor			
		<b>TOTAL:</b>	<b>15 Minutes</b>	



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 4. MEDICAL ASSISTANCE TO INDIGENT RESIDENT

The Local Government Unit provides medical assistance including medicine and hospitalization to individual in crisis situation

OFFICE/ DIVISION:	OFFICE OF THE MAYOR
CLASSIFICATION:	Complex
TYPE OF TRANSACTION:	G2C – Government to Citizen
WHO MAY AVAIL:	Indigent resident of the Municipality, sick people who are undergoing long term medication
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Barangay Indigency (2 original copies) 2. Prescription of medicine with price/hospital bill (2 photocopies and must have signed by the physician with license No. ) 3. Medical Certificate/Medical Abstract ( 1 original copy & 1 photocopy) 4. Valid ID of Claimant (2 photocopies of any of the following: Voters ID, Drivers License, Senior citizen ID, SSS ID or any Government issued ID) 5. Social Case Study Report	1. Office of the Punong Barangay 2. HEALTH CENTER/ HOSPITAL  3. HEALTH CENTER/ HOSPITAL 4. CONCEREND AGENCY  5. Municipal Social Welfare And Development Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Assess, review, and check the completeness of the documents submitted by the client.  1.2 Present the documents to the Local Chief Executive for approval.  1.3 Endorse the documents to the Municipal Social Welfare Development(MSWD) for the issuance of Case Study Report	NONE	10 Minutes	KIRK B. ALMIRA Administrative Aide III
PROCEED TO MSWDO FOR THE CASE STUDY REPORT				
2. Submit all the accomplished documents	2. Receive and encode necessary data  2.2 Advice the client to wait for further notice in regards with the schedule of the release.  2.3 Prepare the voucher for medical assistance	NONE	7 Days	KIRK B. ALMIRA Administrative Aide III
3. Claim Medical Assistance	3. Release check to the applicant		5 minutes	
		TOTAL:	7 days and 15 minutes	



**MUNICIPALITY OF ALIMODIAN**  
**SERVICE NAME: 5. HOSPITAL BILL ASSISTANCE FOR THE INDIGENT RESIDENT OF THE MUNICIPALITY**  
 Hospital bill assistance is provided to indigent resident facilitated by the Local Government Unit from the Office of Congressman

<b>OFFICE/ DIVISION:</b>	OFFICE OF THE MAYOR
<b>CLASSIFICATION:</b>	Simple
<b>TYPE OF TRANSACTION:</b>	G2C – Government to Citizen
<b>WHO MAY AVAIL:</b>	Indigent resident of the community, sick people who are undergoing long term medication
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Final Hospital Bill (2 photocopies) 2. Medical Certificate/Medical Abstract (1 original copy & 1 photocopy) 3. Barangay Indigency (2 original copies) 4. Valid ID of Claimant (2 photocopies of any of the following: Voters ID, Drivers License, Senior citizen ID, SSS ID or any Government issued ID) 5. Certificate of Indigence	1. Hospital 2. Hospital 3. Office of the Punong Barangay 4. Concerned Agency 5. Office Of Muncipal Social Welfare And Development

<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents	1. Assess, review, and check the completeness of the documents submitted by the client.  1.2 Present the documents to the Local Chief Executive for approval.  1.3 Endorse the documents to the Municipal Social Welfare Development(MSWD) for the issuance of Case Study Report	NONE	10 Minutes	KIRK B. ALMIRA Administrative Aide III
<b>PROCEED TO MSWDO FOR THE CASE STUDY REPORT</b>				
2. Submit all the accomplished documents	2.Receive the documents and prepare endorsement letter signed by the Local Chief Executive address to the Congressman	NONE	5 Minutes	KIRK B. ALMIRA Administrative Aide III
3. Received documents with complete requirements	3. Advise the client to submit the complete documents to the Office of the Congressman			
		<b>TOTAL:</b>	<b>15 MINUTES</b>	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. HOSPITAL BILL ASSISTANCE FOR THE INDIGENT RESIDENT OF THE MUNICIPALITY

Hospital bill assistance is provided to indigent resident facilitated by the Local Government Unit from the Office of Governor

OFFICE/ DIVISION:	OFFICE OF THE MAYOR		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	G2C – Government to Citizen		
WHO MAY AVAIL:	Indigent resident of the community, sick people who are undergoing long term medication		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Final Hospital Bill (2 photocopies) 2. Medical Certificate/Medical Abstract (1 original copy & 1 photocopy) 3. Barangay Residency (2 original copies) 4. Valid ID of Claimant (2 photocopies of any of the following: Voters ID, Drivers License, Senior citizen ID, SSS ID or any Government issued ID) 5. Certificate of Indigence		1. Hospital 2. Hospital 3. Office of the Punong Barangay 4. Concerned Agency  5. Office Of Muncipal Social Welfare And Development	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Assess, review, and check the completeness of the documents submitted by the client.  1.2 Present the documents to the Local Chief Executive for approval.  1.3 Endorse the documents to the Municipal Social Welfare Development(MSWD) for the issuance of Case Study Report	NONE	10 Minutes	KIRK B. ALMIRA <i>Administrative Aide III</i>
PROCEED TO MSWDO FOR THE CASE STUDY REPORT				
2. Submit all the accomplished documents	2.Receive the documents and prepare endorsement letter signed by the Local Chief Executive address to the Governor	NONE	5 Minutes	KIRK B. ALMIRA <i>Administrative Aide III</i>
3. Received documents with complete requirements	3. Advise the client to submit the complete documents to the Office of the Governor			
		<b>TOTAL:</b>	<b>15 MINUTES</b>	

# **C. OFFICE OF THE SANGGUNIANG BAYAN**



5.) Certification from Association 6.) MTOP Annual Franchise 7.) Official receipt Note: Present Original Documents for Verification Purposes	Land Transportation Office Alimodian Tricycle Operators and Drivers Association (ATODA) Bancal Tricycle Operators and Drivers Association (BATODA) Bagumbayan-Illajas Tricycle Operators and Drivers Association (BITODA) Sulong Sinamay Manguining Coline Coline-Dalag Drivers Association (SUSIMACODDA) Owner of franchise Treasurer's Office
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HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present required documents	1.1 Check and review submitted requirements and issue payment form and instruct to pay at MTO	NONE	15 minutes	Gleemy C. Anas Secretary to the Sanggunian Xenia A. Alcubilla Board Secretary 1
2. Present receipt and attach documents	2.1 Receive the Official Receipt 2.2 Encode the MTOP & log the same in the record book	NONE	5 minutes	Gleemy C. Anas Secretary to the Sanggunian Xenia A. Alcubilla Board Secretary 1
	2.3 Facilitate the MTOP documents for signature of the Vice Mayor	NONE	5 minutes	Gleemy C. Anas Secretary to the Sanggunian Xenia A. Alcubilla Board Secretary 1
	2.4 Endorses the same to the Mayors Office for confirmation, verification & signature	NONE	5 minutes	Gleemy C. Anas Secretary to the Sanggunian Xenia A. Alcubilla Board Secretary 1
	TOTAL:	None	25 minutes	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. ISSUANCE OF CERTIFICATE OF ACCREDITATION/ REGISTRATION AS CIVIL SOCIETY ORGANIZATION (CSO) IN THE MUNICIPALITY OF ALIMODIAN ILOILO

OFFICE/ DIVISION:	Sangguniang Bayan Office	
CLASSIFICATION:	Complex	
TYPE OF TRANSACTION:	G2C – Government to Citizens	
WHO MAY AVAIL:	Active Local CSO's or NGO's in the Municipality of Alimodian	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"><li>1.) Duly accomplished Application Form for Accreditation;</li><li>2.) Board Resolution;</li><li>3.) Certificate of Registration issued</li><li>4.) List of Current Officers and Members;</li><li>5.) Annual Accomplishment Report;</li><li>6.) Financial Statement;</li><li>7.) Profile indicating the purposes and objectives of our organization;</li><li>8.) Copy of the Minutes of the CY Meeting of the organization.</li><li>9.) Photocopy of Profiles of at least 3 Members in the organization that will verify their involvement in Education or Health Services or Certification of Membership of at least 3 members.</li></ol>		<p>Sannguniang bayan office CSO CDA, DOLE, SEC Concerned CSO Concerned CSO Concerned CSO Concerned CSO Concerned CSO</p>

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present the Letter request with the attached required documents	<ol style="list-style-type: none"><li>1.1 Receive and Review the attached Required documents</li><li>1.2 For inclusion in the Regular Session and referral to the committee concerned.</li><li>1.3 Conducts Committee Report</li></ol>		<ol style="list-style-type: none"><li>3 weeks if documents are complete</li><li>4 weeks if there are lacking of documents</li></ol>	<p>Gleemy C. Anas Xenia A. Alcubilla</p>

	1.4 Inclusion for 2nd reading <u>Lacking documents</u> – issue Certificate of Recognition <u>Complete Documents</u> – Issue Certificate of Accreditation 1.5. Final Reading/Approval 1.6 Issues Certificate of Accreditation 1.7 inform client for the schedule of release			
2. Claim requested certificate	2. release certificate		2weeks – complete documents 3weeks – lacking document	
	TOTAL		21 days	

**D. OFFICE OF THE MUNICIPAL  
PLANNING & DEVELOPMENT  
COORDINATOR**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. : ISSUANCE OF LOCATIONAL CLEARANCE

Locational Clearance is issued to individuals to prove that the lot being certified is in accordance with the Land Use Plan or Zoning Ordinance of the municipality.

OFFICE/ DIVISION:	Office of the Municipal Planning and Development Coordinator		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	Locational Cearance Application		
WHO MAY AVAIL:	Individuals Who Who Will Be Applying Apply For Building Permit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished and Notarized Application Form (5 sets) 2. Any of the following requirements relative to RIGHT OVER LAND: a. Certificate of Title, in case registered in the name of the applicant (5 sets) b. In case the property is not registered in the name of the applicant, submit duly notarized deed of sale or deed of donation, or contract of lease or authorization to use the land c. Tax declaration and pro-forma affidavit 3. Vicinity Map (5 sets) 4. Cost Estimate/Bill of Materials (5 sets) 5. Site Development (5 sets) 6. Official Receipt		Municipal Planning and Development Office/ Municipal Engineer’s Office Registry of deeds Notary Public/owner  Assesor’s Office  Owner/ Geodetic Engineer/Architect/Civil Engineer, Electrical Engineer  Municipal Treasurer’s Office	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up and and notarized form together with the requirements	1. 1 Receive, review and evaluate application form together with the documents  1.2 Interview the client (if necessary)  1.3 Compute and issue order of Payment for Clearance Fee	None	15 minutes	Jerlyn C. Alcubilla Administrative Aide III  Candelaria Grace A. Tumas Environmental Management Specialist II  Nerissa A. Vasquez Municipal Planning and Development

				Coordinator
2. Pay clearance fee and present Official Receipt	2.1 Receive OR and prepare locational clearance 2.2 Approve locational clearance			Nerissa A. Vasquez Municipal Planning and Development Coordinator
3. Receive Locational Clearance	3. Release Locational Clearance			Nerissa A. Vasquez Municipal Planning and Development Coordinator
	TOTAL :	None	15 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. ISSUANCE OF ZONING CERTIFICATE

Zoning Certificate is issued to individuals to prove that the lot being certified is in accordance with the Land Use Plan or Zoning Ordinance of the municipality.

OFFICE/ DIVISION:	Office of the Municipal Planning and Development Coordinator		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	Locational Clearance Application		
WHO MAY AVAIL:	Individuals Who Will Be Applying For Building Permit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Any Valid ID (Government or company) 2. Certificate of Land Title or Tax Declaration 3. Affidavit to Use Land from the Lot Owner (for Electrification) 4. Approved Business Permit Documents (for Business Permittee)		Concerned Agency Registry of Deeds/Assessor's Office Notary Public Municipal Treasurer's Office	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and review documents submitted  1.2 Interview client for relevant information  1.3 Evaluate forms in conformity with the Zoning Ordinance and issue Order of Payment	None	10 minutes	Jerlyn C. Alcubilla Administrative Aide III  Candelaria Grace A. Tumas Environmental Management Specialist II  Nerissa A. Vasquez Municipal Planning and Development Coordinator

2. Pay Zoning Certification Fee and present Official Receipt	2. Receive Official Receipt and prepare Zoning Certificate	P 100.00/Certification (for Business Permits/Zoning Certification) *P 600.00/Hectare (for Land Classification with more than one hectare)	5 minutes	Nerissa A. Vasquez Municipal Planning and Development Coordinator
3. . Receive Zoning Certificate	3. Approve and release the Zoning Certificate	None	5 minutes	
	TOTAL:		20 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. PRELIMINARY APPROVAL OF SIMPLE SUBDIVISION

Simple subdivision is a subdivision without development usually less than one hectare, less than ten sub lots where no road lots or open spaces are indicated in the subdivision plan.

OFFICE/ DIVISION:	Office of the Municipal Planning and Development Coordinator		
CLASSIFICATION:	Highly Technical		
TYPE OF TRANSACTION:	G2C – Government to Citizen		
WHO MAY AVAIL:	A land owner of a titled land with an intention to subdivide its lot into sublots, either among heirs or for sale.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
One(1) original and three (3) photocopies of the following documents: 1. Site Development Plan (schematic plan showing the proposed layout) duly signed and sealed by a licensed Architect / Engineer 2. Vicinity Map or Location Plan 3. Certified True Copy of Title(s) 4. Certified True Copy of Tax Declaration(s) 5. Authority of applicant/Special Power of Attorney (if title is not registered in applicant's name) 6. Tax Clearance 7. Certification as to Zoning Classification/Locational Clearance 8. Barangay Certification where the lot is located		Licensed Architect/Engineer  Licensed Architect/Engineer Registry of Deeds Municipal Assesor's Office Notary Public/Lawyer Municipal Treasurer's Office (MTO) Municipal Planning and Development Office (MPDO) Barangay Hall	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents for assessment and verification	1.1 Receive the required documents and ascertain its completeness 1.2 Issue order of payment to the client	None	5 mins	Nerissa Vasquez Mun. Planning & Dev't. Officer Zoning Officer Designate
2. Pay and present Official Receipt (OR) to MPDO	2.1 Accept the photocopy of OR 2.2 Start processing the request 2.3 Fill-up the tracking form to ensure proper document flow 2.4 Prepare transmittal and forward the application to the SB for review	Zoning Clearance – 100/lot Inspection fee – 300/sublot Note: For schedule of fees (see attached table for schedule of fees as per Mun. Revenue Code of 2011	5 mins	Nerissa Vasquez Mun. Planning & Dev't. Officer Zoning Officer Designate
None	2.5 SB acknowledges the application, refer it to the committee on land use and zoning and forward it to the Technical Working Group (TWG) for evaluation.	None	1 day	Office of the Sangguniang Bayan



3. Guide the TWG during the inspection and site visit, to properly identify the location of the lot and the road right of way	3.1 The TWG conducts site inspection and visit together with the lot owner/legal representative 3.2 Carries out an assessment report based on the site visit and transmit it to the SB	None	1 week	Technical Working Group (created through E.O. 43-S-2018)
None	3.3 The SB discusses the subdivision application based on the TWG assessment report 3.4 Create a SB resolution approving the subdivision application and forward it to the Mayor's Office for signature	None	1 week	Office of the Sangguniang Bayan
None	3.5 The Mayor countersigns the approved subdivision application and forward it to the MPDO for releasing	None	5 mins	Office of the Municipal Mayor
4. Claim his/her approved subdivision application	4.1 The MPDO releases to client the approved application through logbook	None	3 min	Nerissa Vasquez Mun. Planning & Dev't. Officer Zoning Officer Designate
	TOTAL:	P1, 000.00	15 days and 20 minutes	

*Note: Assumptions for this computation are as follows: subdivision type is Simple to be subdivided into 3 sublots.*

**SCHEDULE OF FEES AS PER REVENUE CODE OF 2011**

SECTION V – FEES and CHARGES – There shall be collected fees and charges at the rates prescribed hereunder:

- 1. Application Fee (BP 220 & PD 957)
  - a. Simple Subdivision ----- P 50.00
  - b. Complex Subdivision w/o housing ----- 100.00
  - c. Complex Subdivision with housing ----- 200.00
  
- 2. Inspection Fee
  - a. Simple Subdivision ----- P 120.00
  - b. Complex Subdivision w/o housing ----- 250.00
  - c. Complex Subdivision with housing ----- 400.00
  
- 3. Locational Clearance
  - a. Zoning Certification ----- P 50.00
  - b. Agricultural to Residential ----- 50.00
  - c. Agricultural to Commercial ----- 70.00
  - d. Agricultural to Industrial ----- 100.00
  - e. Agricultural to Institutional ----- 25.00
  - f. Residential to Commercial/Industrial ----- 200.00
  - g. Residential to Institutional ----- 100.00
  
- 4. Subdivision Plan Approval (BP 220 & PD 957)
  - a. Simple Subdivision ----- P 250.00
  - b. Complex Subdivision w/o housing ----- 500.00
  - c. Complex Subdivision with housing ----- 700.00
  
- 5. Final Development Permit

a. Complex without housing BP 220			
a-1. 10 to 20 lots	-----	P	350.00
a-2. 21 to 30 lots	-----		500.00
a-3. 31 to 50 lots	-----		700.00
a-4. 51 lots or Over	-----		1,000.00
b. Complex with housing BP 220	-----	P	1.00/sq.m.

6. Alteration Plan

Rates same as final development permit.

7. Commercial Subdivision

a. Application Fee	.....	P	250.00
b. Inspection Fee	.....	P	500.00
c. Preliminary Approval	.....	P	2,500.00
d. Final Development Permit	.....	P	4,000.00
e. <u>Alteration Plan Permit</u>	.....	P	4,000.00

8. Industrial Subdivision

a. Application Fee	.....	P	250.00
b. Inspection Fee	.....	P	500.00
c. Preliminary Approval	.....	P	2,500.00
d. Final Development Permit	.....	P	5,000.00

e. <u>Alteration Plan Permit</u>	.....	P	5,000.00
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9. Industrial Subdivision

a. Application Fee	.....	P	250.00
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b. Inspection Fee	.....	P	500.00
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c. Preliminary Approval	.....	P	3,000.00
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d. Final Development Permit	.....	P	7,000.00
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e. <u>Alteration Plan Permit</u>	.....	P	7,000.00
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10. Farmlots Subdivision

Rates same as simple subdivision.

11. Condominium Projects

a. Application Fee	.....	P	300.00
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b. Inspection Fee	.....	P	500.00
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c. Preliminary Approval	.....	P	5,000.00
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d. Final Development Permit	.....	P	8,000.00
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e. <u>Alteration Plan Permit</u>	.....	P	8,000.00
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**Section 5.1. - Imposition of Fees.** There shall be collected a Zoning Fee wh-en acquiring Mayor's Permit for Business and Zoning Certification Fee; and Zoning/Locational Clearance for all structures constructed and Subdivision and Condominium Projects in this municipality in accordance with prescribed HLURB rates.

These shall include permit/clearance fees for:

- |   |  |
|---|--|
| A. Zoning Fee for Business Permits/Zoning Certification | P 100.00                               |
| * Zoning Certification (Over 1 hectare)                 | 600.00/ha.                             |
| B. Zoning/Locational Clearance                          |  |
| 1. Single residential structure attached or detached    |  |
| a. P100,000 and below                                   | 240.00                                 |
| b. Over P100,000.00 to P200,000.00                      | 480.00                                 |
| c. Over P200,000.00                                     | 600.00 +                               |
|   | (1/10 of 1% in excess of P200,000.00)  |
| 2. Apartments/Townhouses                                |  |
| a. P500,000 and below                                   | 1,200.00                               |
| b. Over P100,000.00 to P200,000.00                      | 1,800.00                               |
| c. Over P200,000.00                                     | 3,000.00 +                             |
|   | (1/10 of 1% of cost in excess of P2.0M |
|   | regardless of the number of doors)     |
| 3. Dormitories  |  |
| a. P2.0M and below                                      | 3,000.00                               |
| b. Over 2.0 M   | 3,000.00 +                             |
|   | (1/10 of 1% of cost in excess of P2.0M |
|   | regardless of the number of doors)     |
| 4. Institutional  |  |

Project cost of which is:

- |   |            |
|---|------------|
| a. Below P2.0M                          | 2,400.00   |
| b. Over 2.0 M                           | 2,400.00 + |
| (1/10 of 1% of cost in excess of P2.0M) |            |

5. Commercial, Industrial and Agro-Industrial Project Cost of which is:

- |   |            |
|---|------------|
| a. Below P100,000.00                    | 1,200.00   |
| b. Over P100,000.00 to P500,000.00      | 1,800.00   |
| c. Over P500,000.00 to P1.0M            | 2,400.00   |
| d. Over P1.0M to P2.0M                  | 3,600.00   |
| f. Over P2.0M                           | 6,000.00 + |
| (1/10 of 1% of cost in excess of P2.0M) |            |

6. Special Uses/Special Projects

(Gasoline station, cell sites, slaughter house, treatment plant, etc.)

- |   |            |
|---|------------|
| a. Below P2.0M                          | 6,000.00   |
| b. Over 2.0 M                           | 6,000.00 + |
| (1/10 of 1% of cost in excess of P2.0M) |            |

- c. Alteration/Expansion (affected areas/cost only)      Same as Original  
Application

C. Subdivision and Condominium Projects (under P.D. 957)

**1. Approval of Subdivision Plan (including town houses)**

- |  |                       |
|--|-----------------------|
| a. Preliminary Approval & Locational Clearance (PALC)                | P 300/ha. or a        |
| Preliminary Subdivision Development Plan (PSDP)                      | fraction thereof      |
| * Inspection Fee   | P1,200/ha.            |
|  |                       |
| b. Final Approval & Development Permit                               | P 2,400/ha.           |
|  | regardless of density |
| * Additional Fee on Floor Area of houses &<br>building sold with lot | P 2.40/sq.m.          |
| * Inspection Fee   | P1,200/ha.            |
|  | regardless of density |

(Not applicable for projects already inspected for PALC applicator)

c. Alteration of Plan (affected areas only)	Same as Final Approval of Dev't. Permit
d. Certificate of Registration Processing Fee	P 2,400
e. License to Sell (per saleable lot)	P 180 regardless of density
* Additional Fee on Floor Area of houses & building sold with lot	P 12/sq.m.
* Inspection Fee	P1,200/ha. regardless of density
f. Certificate of Completion	
* Certificate Fee	P 180.00
* Processing Fee	P 2,400/ha. regardless of density
g. Extension of Time to Develop	P 420
* Inspection Fee (affected/unfinished areas only)	P 1,200/ha. regardless of density
<b>2. Approval of Condominium Project</b>	
<b>Final Approval and Development Permit</b>	
a. Processing Fee	
* Land Area	P 6/sq.m.
* No. of floors	P 240/floor
* Building Areas	P 480/sq.m.
* Inspection Fee	P 14.40/sq.m. of GFA
b. Alteration of Plan (affected areas only)	Same as Final Approval of Dev't. Permit
c. Conversion (affected areas only)	Same as Final Approval of Dev't. Permit
d. Certificate of Registration Processing Fee	P 2,400.00

e. License to Sell		
* Residential (saleable areas)	P	14.40/sq.m.
* Commercial/Office (saleable areas)	P	30.00/sq.m.
f. Extension of time to Develop		
* Processing Fee	P	420.00
* Inspection Fee (affected/unfinished areas only)	P	14.40/sq.m.
		of GFA
g. Certificate of Completion		
* Certificate Fee	P	180.00
* Processing Fee	P	14.40/sq.m.
		of GFA

### 3. Projects under BP 220

#### 3.1. Subdivision

##### 3.1a. Preliminary Approval & Locational Clearance

3.1a.1 Socialized Housing	P	75/ha.
3.1a.2 Economic Housing	P	180/ha.
* Inspection Fee		
a. Socialized Housing	P	200/ha.
b. Economic Housing	P	600/ha.

##### 3.1b Final Approval & Development Permit

* Processing Fee		
a. Socialized Housing	P	500/ha.
b. Economic Housing	P	1,200/ha.
* Inspection Fee		
a. Socialized Housing	P	200/ha.
b. Economic Housing	P	600/ha.

*(Projects already inspected for PALC application may not be charged inspection fee)*

3. 1c. Alteration of Plan (affected areas only)	Same as Final Approval & Dev't. Permit	
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3.1d. Building Permit (floor area of housing unit)	P	6/sq.m.
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### 3.1e. Certificate of Registration

#### \* Application Fee

- a. Socialized Housing P 350.00
- b. Economic Housing 600.00

### 3.1f. License to Sell (per saleable lot)

- 3.1f.1. Socialized Housing P 20/lot
- 3.1f.2. Economic Housing P 60/lot
- Additional fee on floor area of houses/building  
Sold with lot P 2.40/sq.m.

#### \* Inspection Fee (affected/unfinished areas only)

- a. Socialized Housing P 200/ha.
- b. Economic Housing P 600/ha.

### 3.1g. Extension of Time to Develop

#### \* Filing Fee

- a. Socialized Housing P 350/ha.
- b. Economic Housing P 420/ha.

#### \* Filing Fee (affected/unfinished areas only)

- a. Socialized Housing P 200/ha.
- b. Economic Housing P 600/ha.

### 3.1h. Certificate of Completion

#### \* Certificate Fee

- a. Socialized Housing P 150/ha.
- b. Economic Housing P 180/ha.

#### \* Processing Fee

- a. Socialized Housing P 200/ha.
- b. Economic Housing P 600/ha.

### 3.1i. Occupancy Permit

#### \* Inspection Fee (saleable floor area of the housing unit)

- a. Socialized Housing P 5/sq.m.
- b. Economic Housing P 6/sq.m.

## 3.2 Condominium

3.2a. Preliminary Approval and Locational Clearance P 600.00

3.2b. Final Approval & Development Permit

3.2b.1. Total Land Area	P 6/sq.m.
3.2b.2. Number of Floor	P 120/floor
3.2b.3. Building Area	P 2.40/sq.m.
	of GFA
* Inspection Fee	P 2.40/sq.m.
	of GFA

3.2c. Alteration of Plan (affected areas only) Same as Final  
Approval & Dev't. Permit

3.2d. Certificate of Registration P 600.00

3.2e. License to Sell P 6/sq.m.

3.2f. Extension time to Develop P 420.00

\* Inspection Fee (FA x P2x \_\_\_ of remaining dev't. cost) P 2.40/sq.m.  
of saleable area

3.2g. Certificate of Completion

\* Certificate Fee P 180.00

\* Processing Fee P 3.60/sq.m.  
of GFA

### 3.3 Approval of Industrial/Commercial Subdivision

3.3a. Preliminary Approval & Locational Clearance P 360/ha.

\* Inspection Fee P 1,200/ha.  
regardless of location

3.3b. Final Approval & Development Permit P 600/ha.

\* Inspection Fee P 1,200/ha.  
regardless of location

*(Projects already inspected for PALC application may not be charged inspection fee)*

3.3c. Alteration of Plan (affected areas only) Same as Final  
Approval & Dev't. Permit

3.3d. Certificate of Registration	P 2,400.00
3.3e. License to Sell	P 2.40/sq.m.
	of the land area
* Inspection Fee	P 1,200/ha.
	regardless of location
3.3e. Extension Time to Develop	P 420
* Inspection Fee (affected areas only)	P 1,200/ha.
	regardless of location
3.3e. Certificate of Completion	
3.3e.1. Industrial	P 420/ha.
	regardless of location
3.3e.2. Commercial	P 600/ha.
	regardless of location

#### 3.4 Approval of Farmland Subdivision

3.4a. Preliminary Approval & Locational Clearance	P 240/ha.
* Inspection Fee	P 600/ha.
3.4b. Final Approval & Development Permit	P 1,200/ha.
* Inspection Fee	P 600/ha.

(Projects already inspected for PALC application may not be charged inspection fee)

3.4c. Alteration of Plan (affected areas only)	Same as Final Approval & Dev't. Permit
3.4d. Certificate of Registration	P 2,400.00
3.4e. License to Sell	P 600/lot
* Inspection Fee	P 1,200/ha.
3.4f. Extension Time to Develop	P 420

*\* Inspection Fee (affected/unfinished areas only) P 1,200/ha.*

3.4e. Certificate of Completion

3.4e.1. Certificate Fee	P 180.00
3.4e.2. Processing Fee	P 1,200/ha.

**3.5 Approval of Memorial Park/Cemetery Project/Columbarium**

3.5a. Preliminary Approval & Locational Clearance

3.5a.1. Memorial Projects	P 600/ha.
3.5a.2. Cemeteries	P 240/ha
3.5a.3. Columbarium	P 3,000/ha
* Inspection Fee	
a. Memorial Projects	P 1,200/ha.
b. Cemeteries	P 600/ha
c. Columbarium	P 14.40/sq.m.

of GFA

3.5b. Final Approval & Development Permit

3.5b.1. Memorial Projects	P 2.40/sq.m.
3.5b.2. Cemeteries	P 1.20/sq.m.
3.5b.3. Columbarium	P 240/floor
	P 4.80/sq.m.

of GFA

P 6/sq.m. of  
Land Area

\* Inspection Fee

a. Memorial Projects	P 1,200/ha.
b. Cemeteries	P 600/ha.
c. Columbarium	P 14.40/sq.m.

of GFA

3.5c. Alteration Fee

Same as Final  
Approval/Dev't. Permit

3.5d. Certificate of Registration

P 2,400.00

3.5e. License to Sell

3.5e.1. Memorial Projects	P 60/2.5 sq.m.
* Apartment Type	P 24/unit
3.5e.2. Cemeteries	P 24/tomb
3.5e.3. Columbarium	P 60/vault

* Inspection Fee		
a. Memorial Projects	P	1,200/ha.
b. Cemeteries	P	600/ha.
c. Columbarium	-0-	
3.5f. Extension Time to Develop	P	420.00
* Inspection Fee (affected/unfinished areas only)		
a. Memorial Projects	P	1,200/ha.
b. Cemeteries	P	600/ha
c. Columbarium	P	14.40 /sq.m. of
		of the remaining GFA
3.5e. Certificate of Completion		
3.5e.1. Certificate Fee	P	180.00
3.5e.2. Processing Fee		
a. Memorial Projects	P	1,200/ha.
b. Cemeteries	P	600/ha
c. Columbarium	P	4.80 /sq.m.
		of the GFA
<b>3.6 Other Transactions/Certifications</b>		
A. Application/Request for:		
1. Advertisement Approval	P	600.00
2. Cancellation/Reduction of Performance Bond		2,400.00
3. Lifting of Suspended License to Sell		2,400.00
4. Exemption form Cease & Desist Order		180.00
5. Clearance to Mortgage		1,200.00
6. Lifting of Cease & Desist Order		2,400.00
7. Change of Name/Ownership/Amendments		1,200.00
8. Voluntary Cancellation of CR/LS		1,200.00
9. Revalidation/Renewal of Permit (Condominium)	50% of	
	assessed current	
	processing fees	
B. Other Certifications:		
1. Certification of New Rights/Sales	P	180.00
2. Certificate of Registration (form)		180.00
3. License to Sell		180.00
4. Certificate of Creditable Withholding tax (maximum of 5 lots per certificate)		180.00
5. Others, to include:		

a. Availability to records/public request	240.00
b. Certificate of no records on file	240.00
c. Certification of with or without CR/LS	240.00
d. Certified Xerox copy of documents (report size)	
* Documents of five (5) pages or less	36.00
* Every additional page	3.60
e. Photocopy of documents	2.40
f. Certified True Copy – Map (Land Use Plan)	120.00
(50% discounts for students)	

**Section 3D.02. Time of Payment.** The fees in this Article shall be paid by the applicant or his representative to the Municipal Treasurer when zoning/locational clearance is granted.

**Section 3D.03. Administrative Provision.** The Municipal Mayor shall administer the provision of this Article and other existing ordinances, executive orders, laws relating to and governing zoning/locational clearance.

#### **Article E. Permit Fee for Inspection and Verification of Subdivision**

**Section 3E.01. Imposition of Fee.** There shall be collected the following Mayor’s Permit Fee for the verification and inspection of subdivision in this municipality:

**a) Permit Fee for Verification:**

- |                                     |                  |
|-------------------------------------|------------------|
| 1) For subdivision (Inspection Fee) | P 300.00 per Lot |
|-------------------------------------|------------------|

In addition, subdivision owner shall pay a fee of Three Hundred Pesos (P300.00) for every request and conduct of verification and inspection per hectare or fraction thereof until the construction of the roads, bridges, drainage system, installation of electric post, and water system, if any are complete.

**b) Final Permit for Inspection:**

- |  |          |
|--|----------|
| 1) For the first twenty (20) linear meters     | P 100.00 |
| 2) For every meter in excess of linear meters  | 10.00    |
| 3) Streets:                                    |          |
| a. For the first 20 square meters              | 100.00   |
| b. For every sq. m. in excess of 20 sq. m.     | 10.00    |
| 4) Reinforced concrete culvert for every meter | 100.00   |
| 5) Bridge                                      | 500.00   |

If upon verification and inspection, it is found out that the subdivision is of a bigger area than what was reported as its areas, the applicant shall pay the fees corresponding to the area difference and the official receipt therefor shall be presented to the Mayor before final action is taken on the application.

**Section 3E.02. Time of Payment.** The fees imposed in this article shall be paid by the subdivision owner or his representative to the Municipal Treasurer before verification or inspection is conducted.

**Section 3E.03. Administrative Provisions.** The Municipal Mayor shall administer the provision of this article and other existing ordinance, executive orders, laws, regulating to, and governing subdivision and housing projects.

# **E. OFFICE OF THE MUNICIPAL TREASURER**





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. ISSUANCE OF REAL PROPERTY TAX RECEIPT

**Real Property Tax (RPT)-** It is yearly AD VALOREM TAX on Real Property such as land, machinery and other improvement not specifically exempted under the law (Sec. 23 of Local Government Code). *Taxes are due every year based on the assessment level and fair market value of the real property. Payments can be made in annual, semi-annual, or quarterly basis. Advance payment will be done on or before the last working day of the year in which a 20% discount maybe acquire.*

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL TREASURER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	GENERAL PUBLIC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Previous Years Tax receipt ( Form 60) or Lot Number/Tax Declaration		1. Client
2. Lot Number/ Tax Declaration		2. Municipal Assessor's Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for computation of RPTAX	1.1 Scans and Locate Real Property tax File	NONE	2 Minutes	CRISTINE EVE OPIDA Administrative Aide III FRANCIS ALMIRA Revenue Officer IV
2. Pay the amount indicated in the Bill and Get Official Receipt	2.1 receive Payment & Issue Official Receipt	( See Attached table of Penalty)	1 Minute	CRISTINE EVE OPIDA Administrative Aide III FRANCIS ALMIRA Revenue Officer IV
3. Claim RPT/OR	3.1 Release RPT/OR	NONE	1 Minute	CRISTINE EVE OPIDA Administrative Aide III  FRANCIS ALMIRA Revenue Officer IV
	<b>TOTAL:</b>		<b>4 Minutes</b>	

# REAL PROPERTY TAX TABLE OF PENALTY

2% of the Assessed Value for the Year (LESS (–) Discount ) PLUS (+)Penalties (depending on the date of Payment)

YEAR FROM	YEAR TO	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1901	1973	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%	12%
1974	1991	24%	24%	24%	24%	24%	24%	24%	24%	24%	24%	24%	24%
1992	CY-3	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%
CY-2	CY-2	50%	52%	54%	56%	58%	60%	62%	64%	66%	68%	70%	72%
CY -1	CY -1	26%	28%	30%	32%	34%	36%	38%	40%	42%	44%	46%	48%
CY	1ST QTR	-10%	-10%	-10%	8%	10%	12%	14%	16%	18%	20%	22%	24%
CY	2ND QTR	-10%	-10%	-10%	-10%	-10%	-10%	8%	10%	12%	14%	16%	18%
CY	3RD QTR	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	8%	10%	12%
CY	4TH QTR	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	-10%



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 2. ISSUANCE OF CERTIFICATION/TAX CLEARANCE

*Issued to any individual for the purpose of the following: a) As one of the requirement for medical treatment, judicial proceedings, scholarship or a supporting document as required by any private or government entity., (b) As one of the requirements in lieu of lost official receipt from Business/Real Property Tax Payment.*

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL TREASURER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	a. Any resident of the Municipality of Alimodian b. Any taxpayer whether resident or non-resident who owns business or real property located within the jurisdiction of this municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Certification: NO BUSINESS/ NO PROPERTY a. Letter of Request ( Hospital-Medicaltreatment, Judicial Proceedings, or from any privateor government institution requiring for certification) b. Barangay Clearance 2. Current OR or RPT if available/OR		1. Municipal Treasurer's Office/ Municipal Assessor  2. Municipal Treasurers Office-BPLO

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMIT REQUIREMENTS	1.1 Interview/Verification of Records	NONE	2 minutes	CRISTINE EVE OPIDA Administrative Aide III  FRANCIS ALMIRA Revenue Officer IV
2. PAY SUBSCRIBED FEES	2.1 Accept Payment and prepare tax clearance certificate	P 50.00	1 minute	CRISTINE EVE OPIDA Administrative Aide III  FRANCIS ALMIRA Revenue Officer IV
3. CLAIM TAX CLEARANCE CERTIFICATE	3.1 Release Tax Clearance Signed by Municipal Treasurer	NONE	1 minute	CYRIL A. NIEVES Municipal Treasrurer
	TOTAL	P 50.00	4 Minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. ISSUANCE OF COMMUNITY TAX CERTIFICATE

*Issued to any individual to prove his/her residency and that he/she has paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area.*

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL TREASURER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	GENERAL PUBLIC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. FOR INDIVIDUAL: DATA INFORMATION SHEET/ID'S to ASSURE HIS/HER PERSONAL IDENTITY AND RESIDENCY		1. CLIENT
2. FOR BUSINESS: PREVIOUS YEAR GROSS SALES		2. MUNICIPAL TREASURER'S OFFICE-BPLO

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. APPLY FOR CEDULA/RESIDENCE CERTIFICATE	1.1 Assess Payment	Student P 5.00 Regular P 30.00 Senior Citizen P 15.00 Others P 5.00 (1 Peso for every 1,000 of annual gross income)  ADD: Penalty of 6% starting March plus 2% for succeeding Months	2 Minutes	CRISTINE EVE OPIDA Administrative Aide III  FRANCIS ALMIRA Revenue Officer IV
2. AFFIX SIGNATURE/THUMB MARK AND RECEIVES CTC	2.1 Releases Cedula/Residence Certificate	NONE	1 Minute	CRISTINE EVE OPIDA Administrative Aide III  FRANCIS ALMIRA Revenue Officer IV
		TOTAL	3 Minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 4. ISSUANCE OF BUSINESS PERMIT

An Application of Business Permit shall be filed in Municipal Treasurer's Office- BPLO. Any false statement deliberately made by the applicants shall constitute sufficient ground for revoking or denying the permit issued by the Mayor and the applicant or license may be further prosecuted in accordance with the penalties provided in the Local Revenue Code.

A mayors Permit shall be refuse to any person (1) who previously violated any ordinance or regulations governing permits granted; (2) whose business establishments or undertaking does not conform with zoning regulations and safety; (3) who has unsettled tax obligation, debt or other liability to the government; and, (4) who is disqualified under any provision of law or ordinance to establish, or operate the business being applied for.

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL TREASURER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen,G2B-GOVERNMENT TO BUSINESSES, G2G-GOVERNMENT TO GOVERNMENT	
WHO MAY AVAIL:	BUSINESS OWNERS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Proof of Business Registration, Incorporation or Legal Personality (Department of Trade and Industry/Securities and Exchange Commission/Cooperative Development Authority)		1. DTI/SEC/CDA
2. Business Permit and Licensing System (Unified Application Form)		2. BPLO
3. Building/Occupancy Permit		3. MEO
4. Barangay Clearance		4. CONCERNED BARANGAY/PUNONG BARANGAY
5. Quarry Permit		5. PROVINCIAL ENVIRONMENT & NATURAL RESOURCE OFFICE

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMIT NECESSARY DOCUMENTS	1.1 Check, Verify and Assess the Requirements Presented	REGULATORY FEES & CHARGES GARBAGE FEES-P 200.00 SANITARY INSPECTION -P 200.00 MED. CERTIFICATE -P 50.00 POLICE CLEARANCE- P 50.00 SANITARY PERMIT-P 50.00 OCCUPATIONAL FEE - P100.00/EMP.	5 Minutes	CECILIA PAOLO C. FELIPE Administrative Officer IV  LOUIE ANDREW ALINSUD License Inspector I

		BUS.PLATE –P 250.00 STICKER – P15.00  <b>**ZONING CLEARANCE- 100</b> (PAYMENT VARY DEPENDING ON AREA)  <b>**STORAGE FEE- 150</b> (PAYMENT VARY DEPENDING ON AMOUNT OF MATERIALS TO BE STORED)  DELIVERY TRUCKS AND VANS- 605  AMUSEMENT TAX – 10% OF TOTAL ENTRANCE FEES  TRISIKAD PERMIT – P 300.00		
<b>2. PAY ALL TAXEZ AND FEES DUE AS INDICATED IN THE STATEMENT OF ACCOUNT</b>	<b>2.1 Recieve Payment and Issue Official Receipt</b>	<b>NONE</b>	<b>5 Minutes</b>	<b>FRANCIS A. ALMIRA</b>  Revenue Officer IV  <b>CRISTINE EVE A. OPIDA</b>  Administrative Aide III
<b>3. CLAIM</b>	<b>3.1 Release of Business Permit</b>	<b>NONE</b>	<b>2 Minutes</b>	<b>CECILIA PAOLO C. FELIPE</b>  Administrative Officer IV  <b>LOUIE ANDREW ALINSUD</b>  License Inspector I
		<b>TOTAL</b>	<b>12 Minutes</b>	



**Business Closure** is the term used to refer to the actions necessary when it is no longer necessary or possible for a business or other organization to continue to operate. Once the organization has paid any outstanding debts and completed any pending operations, closure may simply mean that the organization ceases to exist.

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<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.SUBMIT NECESSARY DOCUMENTS	1.1 CHECK AND VERIFY THE REQUIREMENTS PRESENTED & ISSUE ORDER OF PAYMENT FOR TAXES AND FEES DUE	NONE	5 Minutes	CECILIA PAOLO C. FELIPE Administrative Officer IV  LOUIE ANDREW ALINSUD License Inspector I
2.PAY ALL TAXES AND FEES DUE AS INDICATED IN THE ORDER OF PAYMENT	2.1 RECEIVE PAYMENT AND ISSUE RECEIPT	TAX DUE + OTHER CLEARANCES AND CERTIFICATION – P50.00	1 Minute	CECILIA PAOLO C. FELIPE Administrative Officer IV  LOUIE ANDREW ALINSUD License Inspector I
3. PRESENT OFFICIAL RECEIPT AND CLAIM CERTIFICATE BUSINESS CLOSURE/ RETIREMENT	3.1 RELEASE OF BUSINESS CLOSURE/RETIREMENT	NONE	1 Minute	CECILIA PAOLO C. FELIPE Administrative Officer IV  LOUIE ANDREW ALINSUD License Inspector I
	<b>TOTAL</b>	<b>TAX + OTHER CLEARANCES AND CERTIFICATION- P 50.00</b>	<b>7 Minutes</b>	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. ISSUANCE OF OFFICIAL RECEIPT FOR BUSINESS TAX

Business Tax as imposed on the income of business entity doing business in the Municipality of Alimodian. Taxpayers may choose to pay on an annual, quarterly payments of business taxes.

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL TREASURER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen,G2G-GOVERNMENT TO GOVERNMENT	
WHO MAY AVAIL:	ALL BUSINESS OWNER AND/OR THOSE WHO WISHES TO ENGAGE IN ANY TRADE OR COMMERCIAL ACTIVITY IN THE MUNICIPALITY OF ALIMODIAN	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. BPLS UNIFIED APPLICATION FORM/ASSESSMENT FORM 2. FIRE INSPECTION CERTIFICATE		1. MUNICIPAL TREASURER'S OFFICE-BPLO 2. BUREAU OF FIRE PROTECTION(MUNICIPAL)

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.PRESENT ORDER OF PAYMENT/ COMPUTATION SHEET	1.1 ACCEPT PAYMENT AND ISSUE OFFICIAL RECEIPT	<u>NEW</u> DEPENDS ON DECLARED CAPITAL INVESTMENT  <u>RENEWAL</u> GROSS TAX (20% OF TOTAL GROSS SALES)  <u>PENALTIES</u> 25% OF TOTAL GROSS SALES + 2% MONTHLY INTEREST  (SEE TABLE BELOW)	5 Minutes	CECILIA PAOLO C. FELIPE Administrative Officer IV  LOUIE ANDREW ALINSUD License Inspector I
2.CLAIM OFFICIAL RECEIPT	2. RELEASE OFFICIAL RECEIPT	NONE	1 Minute	FRANCIS A. ALMIRA Revenue Officer IV  CRISTINE EVE A. OPIDA Administrative Aide III
		TOTAL	6 Minutes	

	TABLE OF INTEREST FOR BUSINESS TAXES											
25% of Gross Sales +	After JAN 20	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	2%	4%	6%	8%	10%	12%	14%	16%	18%	20%	22%	24%

**NEW**

**DEPENDS ON DECLARED CAPITAL INVESTMENT**

**RENEWAL**

**GROSS TAX (20% OF TOTAL GROSS SALES )**

**PENALTIES**

**25% OF TOTAL GROSS SALES PLUS (+) 2% MONTHLY INTEREST**

# **F. OFFICE OF THE MUNICIPAL BUDGET OFFICER**

MUNICIPALITY OF ALIMODIAN



SERVICE NAME: 1. TECHNICAL ASSISTANCE TO BARANGAYS IN THE PREPARATION OF BARANGAY BUDGET

OFFICE/ DIVISION:	Municipal Budget Officer	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2G – Government to Government	
WHO MAY AVAIL:	Punong Barangays and other Barangay Officials	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Previous Year’s Annual Barangay Budget		1. Barangay Concerned

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished forms for budget preparations	1. Receive and review budget forms 1.2. Check and encode barangay budget	None	30 minutes	Caridad Tagurigan (Administrative Aide III) Anabelle Algecera (Administrative Aide IV) Romelle Genona (Municipal Budget Officer)
2. Receive corrected budget	2. Return the corrected budget to client	None	5 minutes	Romelle Genona (Municipal Budget Officer)
		TOTAL:	35 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. APPROVAL OF OBLIGATION REQUEST

Process vouchers for obligations covering Local Government Unit expenditures.

OFFICE/ DIVISION:	Municipal Budget Officer	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2G – Government to Government	
WHO MAY AVAIL:	Department Heads and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Obligation Request 2. Purchase Request 3. Program of Works		1. Office Concerned 2. Office Concerned 3. Office of the Municipal Engineer

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit vouchers for recording and checking	1. Receives and checks the voucher and its supporting documents. 1.2. Records in the logbook	None	10 minutes	Caridad Tagurigan (Administrative Aide III) Anabelle Algecera (Administrative Aide IV)
2. Sign in the logbook for the release of signed Obligation Request (OBR)	2. Sign and release the vouchers	None	5 minutes	Romelle Genona (Municipal Budget Officer)
		TOTAL:	15 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. TECHNICAL ASSISTANCE IN THE PREPARATION OF AIP AND OTHER BUDGET SERVICES

Assistance is provided for budgets within the prescribed time frame and in accordance with the AIP and LEP of the municipality

OFFICE/ DIVISION:	Municipal Budget Officer	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2G – Government to Government	
WHO MAY AVAIL:	Municipal officials, employees and barangay Officials	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
None		None

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire regarding annual budget and barangay budget	1. Provide technical advice in the preparation of annual and supplemental budget  1.2. Records in the logbook	None	10 minutes	Romelle Genona (Municipal Budget Officer) Caridad Tagurigan (Administrative Aide III)

# **G. OFFICE OF THE MUNICIPAL ASSESSOR**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. SIMPLE TRANSFER OF OWNERSHIP IN THE TAX DECLARATION

This Tax Declaration is being issued by this office for the following reasons: (a) for Mortgage/Loan/ Bank or Financial Institution requirement; (b) for Bureau of Internal Revenue (B.I.R.) /Home Development Mutual Fund (PAG-IBIG Fund) and/or other government agency requirement; (c) for foreign government embassy requirement; (d) for legal purposes; (e) for personal file copy

OFFICE/ DIVISION:	Office of the Municipal Assessor	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy OCT/TCT ( 2 photocopies) 2. Deed of Conveyance (2 Photocopies) 3. Updated RPT Receipt (2 photocopies) 4. Transfer Tax Receipt (2 photocopies) 5. Certificate Authorizing Registration (2 photocopies) 6. Sworn Statement of the True, Current and Fair Market Value of Real Properties 7. Official Receipt for late filing of Sworn Statement (if necessary)		1. Registry of Deeds 2. Notary Public/Owner 3. Mun. Treasurer's Office/ Prov'l. Treasurer's Office 4. Prov'l. Treasurer's Office 5. Bureau of Internal Revenue 6. Mun. Assessor's Office/ Prov'l. Assessor's Office 7. Mun.Treasurer's Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents and requirements	1. Receive/ Check/Examine the completeness of the requirements	None	5 minutes	Elve Joy A. Alimajen Jan Edmer B. Alitre (Assesment Clerk II)
2. Pay penalty for late filing of Sworn Statement (if necessary)	2. Issue order of payment	$[(AV \times 1\%) / 2] + \text{PHP}50(\text{Basic penalty})$	3 minutes	Elve Joy A. Alimajen Jan Edmer B. Alitre (Assesment Clerk II)
3. Wait for the releasing of Owner's Copy of Tax Declaration and Notice of Assessment	3.1 Preparation of Field Appraisal & Assessment Sheet (FAAS) 3.2 Encode/Annotate the data and electronically approved the encoded data 3.3 Printing of Tax Declaration and Notice of Assessment	None	20 minutes	Elve Joy A. Alimajen Jan Edmer B. Alitre (Assesment Clerk II)



4. Receive the Owner's Copy of Tax Declaration and Notice of Assessment	4. Review/ Sign/ Release the Original/ Owner's Copy of Tax Declaration and Notice of Assessment	None	2 minutes	Rey C. Deala (Municipal Assessor)
	TOTAL:		30 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. ISSUANCE OF CERTIFIED TRUE COPY/MACHINE COPY OF TAX DECLARATION

This Tax Declaration is being issued by this office for the following reasons: (a) for Mortgage/Loan/ Bank or Financial Institution requirement; (b) for Bureau of Internal Revenue (B.I.R.) /Home Development Mutual Fund (PAG-IBIG Fund) and/or other government agency requirement; (c) for foreign government embassy requirement; (d) for legal purposes; (e) for personal file copy

<b>OFFICE/ DIVISION:</b>	Office of the Municipal Assessor	
<b>CLASSIFICATION:</b>	Simple	
<b>TYPE OF TRANSACTION:</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Updated Real Property Tax Receipt/ Tax Clearance (1 photocopy) Official Receipt		Mun.Treasurer's Office Mun.Treasurer's Office

<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the issuance of Certified/ Machine Copy of Tax Declaration	1.1 Receive/ Evaluate the request 1.2 Identify and Check records	None	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
2. Pay the certification fee	2. Issue order of payment	PHP 100.00/Tax Declaration	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
3. Wait for the releasing of Certified True/ Machine Copy of Tax Declaration	3.1 Printing of Certified True/Machine Copy of Tax Declaration 3.2 Record issuance of Tax Declaration in the logbook	None	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
4. Receive the Certified True/ Machine Copy of Tax Declaration	4. Sign/ Release the Certified True/ Machine Copy of Tax Declaration	None	5 minutes	Rey C. Deala Municipal Assessor
	<b>TOTAL:</b>	<b>PHP 100.00</b>	<b>20 minutes</b>	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. ISSUANCE OF ASSESSOR'S CERTIFICATION

This Certification is being issued by this office for the following reasons: (a) for Bureau of Internal Revenue (B.I.R.) /Department of Agrarian Reform (D.A.R.)/ National Irrigation Administration (N.I.A.) and/or other government agency requirement; (b) for foreign government embassy requirement; (c) for legal purposes

<b>OFFICE/ DIVISION:</b>	Office of the Municipal Assessor	
<b>CLASSIFICATION:</b>	Simple	
<b>TYPE OF TRANSACTION:</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Official Receipt		Mun.Treasurer's Office

<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the issuance of Assessor's Certification	1.1 Receive/ Evaluate the request 1.2 Identify and Check records	None	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
2. Pay the certification fee	2. Issue order of payment	PHP 50.00/Certification	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
3. Wait for the releasing of Assessor's Certification	3.1 Printing Assessor's Certification 3.2 Record issuance of Assessor's Certification in the logbook	None	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
4. Receive the Assessor's Certification	4. Sign/ Release the Assessor's Certification	None	5 minutes	Rey C. Deala Municipal Assessor
	<b>TOTAL:</b>	PHP 50.00	20 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. ISSUANCE OF ASSESSOR'S CERTIFICATION

This Certification is being issued by this office for the following reasons: (a) for Bureau of Internal Revenue (B.I.R.) /Department of Agrarian Reform (D.A.R.)/ National Irrigation Administration (N.I.A.) and/or other government agency requirement; (b) for foreign government embassy requirement; (c) for legal purposes

<b>OFFICE/ DIVISION:</b>	Office of the Municipal Assessor	
<b>CLASSIFICATION:</b>	Simple	
<b>TYPE OF TRANSACTION:</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Official Receipt		Mun.Treasurer's Office

<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the issuance of Assessor's Certification	1.1 Receive/ Evaluate the request 1.2 Identify and Check records	None	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
2. Pay the certification fee	2. Issue order of payment	PHP 50.00/Certification	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
3. Wait for the releasing of Assessor's Certification	3.1 Printing Assessor's Certification 3.2 Record issuance of Assessor's Certification in the logbook	None	5 minutes	Elve Joy A. Alimajen Jan Edmer Alitre <i>Assesment Clerk II</i>
4. Receive the Assessor's Certification	4. Sign/ Release the Assessor's Certification	None	5 minutes	Rey C. Deala Municipal Assessor
	<b>TOTAL:</b>	PHP 50.00	20 minutes	

# **H. OFFICE OF THE MUNICIPAL ENGINEER**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. SECURING INDIGENOUS ELECTRICAL PERMIT

Traditional Indigenous Family dwelling ( Constructed of native or indigenous materials and not more than Fifteen Thousand Pesos Only  
( P 15,000.00)of material cost an a maximum of Twenty (20) SQ.M total area).

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL ENGINEER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Land Title 2. Tax Declaration 3. Tax Receipt 4. Brgy. Certificate 5. Picture of the House		1. Bureau of Lands 2. LGU,Assessors Office 3. LGU, Treasurer's Office 4. Office of the Punong Barangay 5. Owner/Client

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit accomplished forms for Indigenous electrical requirements (required by ILECO-1) and wait for the assessment	1.1 Receives & Conduct preliminary evaluation and assess the permit fees & issue order of payment	P 215.00	15 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad
2.Submit documents to BFP upon payment				Local Head , Bureau of Fire
AFTER INSPECTION OF THE BFP				
3. Submit fire safety inspection certificate	3.1 Receive and Prepare electrical permit number for approval		5 minutes	Engr. Melben Alingalan / Engr. Maryvic Moralidad/Engr. Leoreysaldie Salanatin
TOTAL:	TOTAL:	215.00	20 minutes	

MUNICIPALITY OF ALIMODIAN



SERVICE NAME: 2. ISSUANCE OF OCCUPANCY PERMIT

For all buildings ready to occupy with approved building permit

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL ENGINEER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Individual with approved building permit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Building (Duly signed by Licensed Civil Engineer) 2. Electrical ( Duly Signed by Licensed Electrical Engineer) 3. Plumbing ( Duly Signed by Licensed Master Plumber)		Office of the Municipal Engineer

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved building permit and completion forms	1.1 Receive the documents, assess fees		10 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
2. Pay Fees to Municipal Treasurer’s Office	2.1 Prepare order of payment	Based on National Building Code of the Philippines Schedule and Fees	5 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
3. Submit completion forms to BFP for issuance of Fire Safety Inspection Certificate	3.1 Prepare endorsement for final inspection to BFP		5 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
AFTER INSPECTION OF BFP				
4. Submit Fire Safety Inspection Certificate	4.1 Receive and prepare Certificate of occupancy		5 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
5. Receive approved Certificate of Occupancy	5. 1 Release the approved Certificate of Occupancy		5 minutes	Engr. Leoreysaldie Salanatin
Total:	TOTAL:		20 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. ISSUANCE OF BUILDING PERMIT

For all Permanent Structures/Renovation/Improvement/Demolition/Fencing

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL ENGINEER	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Individual with the Intention to Build a Structure	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certified True Copy of Transfer Certificate of Title (5 Photocopies)		Registry of Deeds
2. Tax Declaration and Current Real Property Tax Receipt (5 Photocopies)		Assessor's Office/Treasurer's Office
3. In Case the applicant is not the registered owner of the lot, a duly notarized copy of the Contract of Lease or Deed of Absolute Sale or Contract of Sale		Notary Public
4. Accomplished application forms (5 copies) signed and sealed by a duly licensed professional and owner (provide a photocopy of PRC I.D.)		Municipal Engineer's Office (Forms)
5. Minimum of five (5) sets plans and specifications prepared, original signed and sealed by a duly Licensed Professional.		Licensed Professional
a. Architect or Civil Engineer for Architectural & Structural plans		
b. Sanitary Engineer or Master Plumber for Plumbing or Sanitary Installation Plans		
c. Professional Electrical Engineer for Electrical Plans		
d. Professional Mechanical Engineer for Mechanical Plans		
e. Bill of Materials & Cost Estimates should notarized		
6. Structural Design Analysis and Computation for 2 storey and up		Civil Engineer
7. Soil Testing for more than Two(2) Storey suspended slab		Authorized Testing Centers
8. Logbook		Civil Engineer
9. Zoning Certificate & Locational Clearance (5 Photocopies)		Municipal Planning and Development Council's Office (MPDC Office)
10. Fire safety and control requirements of Fire Code of the Philippines		Bureau of Fire Protection's Office



<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Apply and submit requirements with approved locational clearance & zoning certificate from MPDC	1.1 Receive the documents and evaluate; if complete, assess the fees		20 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
2. Pay necessary fees	2.2 Prepare order of Payment	Based on National Building Code of the Philippines Schedule of Fees	5 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
3. Apply Fire Safety Evaluation Clearance	3.1 Endorse to BFP the complete documents		5 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi
<b>AFTER EVALUATION OF THE BFP</b>				
4. Submit Fire Safety Evaluation certificate issued by BFP	4.1 Receive & issue permit number for approval		15 minutes	Engr. Melben Alingalan Engr. Maryvic Moralidad Engr. Liezl Tagabi Engr. Leoreysaldie Salanatin
5. Receive the approved building permit	5.1 Sign and release the approved building permit		5 minutes	Engr. Leoreysaldie Salanatin
<b>TOTAL:</b>			<b>50 minutes</b>	

# **I. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

MUNICIPALITY OF ALIMODIAN



SERVICE NAME: 1. ISSUANCE OF CERTIFIED TRANSCRIPTION COPY OF BIRTH CERTIFICATE, DEATH CERTIFICATE AND MARRIAGE CERTIFIACATE

The birth certificate is issued to prove/ show one’s identity, the death certificate is a proof that someone has died, and the marriage certificate shows the civil ststus of a person.

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Valid ID of document owner/ and or his duly authorized representative		1. Any government issued Identification Card, Bureau of Internal Revenue, Post Office, Department of Foreign Affairs, Philippines Statistics Authority, Social Security System, Pag-ibig and Commission on Election 2. 3. Municipal Treasurer’s Office
2. Bring original for verification and 1 photo copy		
3. Official Receipt		

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for issuance of Certified Transcription copy of Certificate of Birth, Certificate of Death and Certificate of Marrirage	1. Interview and retrieve documents and instruct client to pay at the Municipal Treasurer’s Office	None	3 minutes	Vanesa Marie T. Alavanzas <i>Administrative Aide IV (ClerkII)</i>  Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>
2. Pay and Present Official Receipt and wait for the release of the document(s)	2. Types, print, and release requested documents	P100.00 per document	5 minutes	Vanesa Marie T. Alavanzas <i>Administrative Aide IV (ClerkII)</i>  Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>
	TOTAL:		8 minutes	

# MUNICIPALITY OF ALIMODIAN



## SERVICE NAME: 2. CORRECTION OF CLERICAL ERROR IN BIRTH CERTIFICATE AND MARRIAGE CERTIFICATE

This service is offered to whose birth certificate and marriage certificates has ana erroneous entries and need correction.

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar	
CLASSIFICATION:	Highly Technical	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Individual with erroneous entry on birth/ marriage certificate	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Birth/ Marriage Certificate subject for correction- 8 copies 2. Baptismal Certificate- 2 photo copies 3. Marriage Certificate- 2 photo copies 4. Valid ID's- 2 photo copies 5. Form 137- 2 photo copies 6. Latest Resident's Certificate- 1 photo copy 7. Official Receipt		1. Philippines Statistics Authority 2. Church 3. Philippines Statistics Authority 4. Any government issued ID card 5. School 6. Municipal Treasurer's Office 7. Municipal Treasurer's Office
Additional Requirements depending on the error 8. Birth Certificate of mother/ father – 2 photo copies 9. Birth Certificate of siblings – 2 photo copies		8. Philippines Statistics Authority/ Local Civil Registrar' s Office 9. Philippines Statistics Authority/ Local Civil Registrar's Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring document for correction	1. Scrutinize documents and give client requirements for correction	None	5 minutes	Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>
2. Submit certificate of birth/certificate of marriage of marriage subject for correction with required supporting documents	2. Checks the completeness of the documents and instruct payment at the Municipal Treasurer's Office	None	5 minutes	Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>
3. Pays and presents Official Receipt	3. Types Petitions and prepare record sheet and notice of posting	P1, 000.00 filing fee	5 minutes	Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>
AFTER A 10 DAYS OF POSTING PERIOD				
4.	4. Municipal Civil Registrar prepare Certificate of posting and Prepare Transmittal Letter to Philppines Statistics Authority Manila for approval	None	2 minutes	Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>

AFTER A PETITION HAS BEEN AFFIRMED BY OCRG MANILA				
5. Wait for the approval of the annotated documents from Philippine Statistics Authority	5. Prepare Certificate of Finality and prepare annotated certificate of marriage forwarded to Philippine Statistics Authority Iloilo for marginal annotations	None	3 minutes	Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>
	TOTAL:		20 minutes	Ma. Nanette S, Salvilla <i>Municipal Civil Registrar</i>



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. ISSUANCE OF MARRIAGE LICENSE

The marriage license is issued to applicants after complying all the requirements and after 10 days posting

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar	
CLASSIFICATION:	Complex	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Couple intends to Contract Marriage	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificates of Live Birth of both applicants bring 1 original & 1 photo copy 2. PMC Certificate 3. CENOMAR with Official Receipt 4. Latest Resident's Certificate of both applicants 1 copy 5. Advise of parents for age 22-24 6. Consent of parents preferably by the father for ages 18-21 7. Latest 2x2 ID picture of each applicant 8. Official Receipt		1. Philippines Statistics Authority 2. Population Commission (Municipal) 3. Philippines Statistics Authority 4. Municipal Treasurer's Office 5. Local Civil Registrar Office 6. Local Civil Registrar Office 7. 8. Municipal Treasurer's Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for marriage license	1. Interview applicants and give forms to accomplish and advise to pay at Municipal Treasurers's Office	None	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
2. Submit Accomplished form and present official receipt	2. Types application for marriage license and prepare notice for 10 day posting	P520. If solemnize by the Mayor/ P320.00 if solemnize other than the Mayor	3 minutes	Vanessa Marie T. Alavanzas <i>Administrative Aide IV (Clerk II)</i>
AFTER A 10 DAYS POSTING PERIOD				
3. Get a copy of Marriage License	3. Issue of Marriage License	None	3 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
	TOTAL:		11 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 4. REGISTRATION OF CERTIFICATE OF LIVE BIRTHS AND CERTIFICATE OF DEATH

The purpose of birth is to establish one's identity, and registration of death certificate to prove that the person has died.

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Live Births Valid ID of parents- Present originals plus 1 photo copy Marriage Contract – 1 photo copy Prenatal & Immunization Record of child		Any government issued ID Philippines Statistics Authority Rural Health Unit

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for registration	1. Interview applicants and give forms to accomplish	None	5 minutes	Vanessa Marie T. Alavanzas <i>Administrative Aide IV (Clerk II)</i>
2. Submit Accomplished form	2. Types birth/ death certificate	None	5 minutes	Vanessa Marie T. Alavanzas <i>Administrative Aide IV (Clerk II)</i> Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
3. Get a copy of birth and or death certificate	3. Release birth and or death certificate	None	2 minutes	Vanessa Marie T. Alavanzas <i>Administrative Aide IV (Clerk II)</i>  Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
	TOTAL:		10 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 5. ANNOTATED BIRTH CERTIFICATE COVERD BY RA 9255 AND LEGITIMATION BY SUBSEQUENT MARRIAGE OF

#### PARENTS

The annotated birth certificate covered by RA9255 caters all children born and registred without the benefit pf marriage and the legitimation by subsequent marriage catres to children born nad registred without the benefit of marriage but later the parents subsequently got married.

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	G2C – Government to Citizen		
WHO MAY AVAIL:	Individuals covered by RA 9255		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Acknowledgement 1. Certificate of Live Birth- 8 photo copies 2. Valid ID of parents- (Present originsl plus 1 photo copy) 3. Latest Resident Certificate of Parents- 1 photo copy		1.Philippines Statistics Authority 2.Any government issued ID 3.Municipal Treasurer's Office	
For Legitimation 4.Birth Certificate – 8 photo copies 5.Cenomar of both parents- (Original and 3 photo copies)		4.Philippines Statistics Authority 5. Philippines Statistics Authority	
6.Certificate of Marriage- 4 photo copies 7.Resident Certificate of both parents 8. Official Receipt		6.Philippines Statistics Authority / Local Civil Registrar's Office 7. Municipal Treasurer's Office 8. Municipal Treasurer's Office	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Certificate of Live Birth for acknowledgement and or legitimation	1. Types the affidavit of Acknowledgement, AUSF/ Legitimation and advise to pay at MunicipalTreasurer's Office	P500.00	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
2. Pays and Present Official Receipt	2.Prepared annotated birth certificate and make transmittal to Philippines Statistics Authority Manila	None	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
	TOTAL:		10 minutes	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. CHANGE OF FIRST NAME, GENDER AND DATE OF BIRTH (DAY AND MONTH ONLY)

This service cater all certificates with erroneous entry in the first name, gender, and day and month of the date of birth.

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar	
CLASSIFICATION:	Highly Technical	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Individuals with the erroneous entry on Birth Certificate	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Change of Name 1. Certificate of Live Birth- 8 photo copies 2. Baptismal Certificate 3. Marriage Contract (For Female Married Applicant only) 4. Valid ID's 5. Form 137 6. Barangay Clearance 7. Police Clearance 8. NBI Certificate 9. Certificate of Employment or Affidavit of Non- Employment 10. Affidavit of Publisher & Newspaper clippings 11. Official Receipt		1. Philippines Statistics Authority 2. Church 3. Philippines Statistics Authority/ Local Civi; Registrar's Office 4. Any government issued ID 5. School 6. Office of the Punong Barangay 7. Municipal Police Station 8. National Bureau of Investigation 9. Employer of Public Attorney 10. News Publication 11. Municipal Treasurer's Office
Additional Requirements if Gender & Date of Birth 1. Laboratory Result 5. Medical Certificatin (For Gender Only)  <i>Note: All Supporting documents must be in 2 copies and present original for verification</i>		4. Laboratoy Clinic 5. Manuel R. Ledesma II, M.D

<b>HOW TO AVAIL:</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring Certificate of Live Birth for Change of Name, Gender and Date of Birth (Month and Date Only)	1. Scrutinize documents and give requirements	None	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
2. Submits birth certificate and supporting documents	2. Check the documents & instruct paymet at Municipal Treasurer's Office	P3, 000.00	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
3. Pay and present Official Receipt	3. Types petition and Prepare Record Sheet and Notice of Posting and Notice for Pubication	P1, 500.00	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
<b>AFTER A 10 DAY OF POSTING PERIOD</b>				
4.	4. Prepare Certificate of Posting	None	2 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
<b>AFTER 2 WEEKS POSTING</b>				
5.	5. Prepare Transmittal letter for mailing thru LBC at Philippines Statistics Authority Legal Office	None	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
<b>AFTER 2 WEEKS OF PUBLICATION IN THE NEWSPAPER</b>				
6. Wait for the approval of annotated documents at PSA	6. Prepare Certificate of Finality and annotated Certificate of Live Birth and forward to Philippine Statistics Authority Iloilo for marginal annotation	None	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
	<b>TOTAL:</b>		27 minutes	

MUNICIPALITY OF ALIMODIAN



**SERVICE NAME: 7. ANNOTATED / AMENDED BIRTH CERTIFICATE AS MANDATED BY COURT ORDER (LEGAL ADOPTION)**

This service is for Certificate of Live Birth that has process through court order.

OFFICE/ DIVISION:	Office of the Municipal Civil Registrar	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Court Order 2. Certificate of Finality 3, Certificate of Registration of Court Order 4. Certificate of Autenticity 5.Official Receipt		1.Court 2.Court 3.Office of the Civil Registrar where the court resides 4.City Civil Registrar 5. Municipal Treasurer’s Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring Court Order	1. Read the content of the Court Order and Instruct payment at Municipal Treasurer’s Office	None	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
2. Pay and Present Official Receipt	2.Prepare annotated / AMENDED Certificate of Live Birth and make transmittal to Phillippine Statistics Authority Manila for action	P300.00	5 minutes	Ma. Nanette S. Salvilla <i>Municipal Civil Registrar</i>
	TOTAL:	P300.00	10 minutes	

# **J. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER**



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 1. AVAILMENT OF FINANCIAL ASSISTANCE

Client seek assistance for medical, burial and financial assistance.

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT		
CLASSIFICATION:	SIMPLE		
TYPE OF TRANSACTION:	G2C- Government to Citizen		
WHO MAY AVAIL	Individual of 18 year and above and indigent resident of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Medical Assistance Requirements 1 PHOTOCOPY OF THE FOLLOWING DOCUMENTS: <ol style="list-style-type: none"> <li>1. Medical certificate/ abstract</li> <li>2. Hospital bill</li> <li>3. Prescribed medicines/ laboratory requests</li> <li>4. Certificate of Indigency</li> <li>5. Any valid ID of claimant</li> </ol>		<ol style="list-style-type: none"> <li>1. Hospital/ Attending Physician</li> <li>2. Hospital/Billing Section</li> <li>3. Attending Physiician</li> <li>4. Barangay Hall/Punong Barangay</li> <li>5. Client</li> </ol>	
For Burial Assistance Requirements 1 PHOTOCOPY OF THE FOLLOWING DOCUMENTS: <ol style="list-style-type: none"> <li>1. Death Certificate</li> <li>2. Funeral Contract</li> <li>3. Certificate of Indigency</li> <li>4. Any valid ID of claimant</li> </ol>		<ol style="list-style-type: none"> <li>1. Local Civil Registrar</li> <li>2. Funeral Homes/Parlor</li> <li>3. Barangay Hall/Punong Barangay</li> <li>4. Client</li> </ol>	

HOW TO AVAIL:				
CLIENT STEP	AGENCY STEP	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the logbook in the office	1.Give the logbook to the client	None	3 mins.	Leilani D. Siaton Social Welfare Assistant

2. Present requirements	2.1 Check endorsement of referral 2.2 Check requirements for completeness 2.3 Interview and determine the eligibility of the client 2.4 Prepare Social Case Study Report and Certificate of eligibility	None	40 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
3. Receive Social Case Study Report and Certificate of Eligibility	3. Release the Social Case Study Report and Certificate of Eligibility	None	5 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
	<b>TOTAL:</b>	None	48 minutes	



MUNICIPALITY OF ALIMODIAN

SERVICE NAME: 2. Issuance of Certificate of Indigency

Certificate of Indigency issued for Aid to Individual in Crisis Situation (hospitalization, educational assistance, scholarship, correction of names, etc.)

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT		
CLASSIFICATION:	SIMPLE		
TYPE OF TRANSACTION:	G2C- Government to Citizen		
WHO MAY AVAIL	Individual of 18 year and above and in dire need of assistance		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Certificate of Indigency (original) 2. Referral letter/request		1. Barangay Hall/Punong Barangay 2. Any government institution	

HOW TO AVAIL:				
CLIENT STEP	AGENCY STEP	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the logbook in the office	1.Give the logbook to the client	None	3 mins.	Leilani D. Siaton <i>Social Welfare Assistant</i>
2. Present requirements	1.1 Check requirements for completeness 1.2 Prepare certificate of indigency	None	10 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
3. Receive Certificate of Indigency	3. Release Certificate of Indigency	None	3 mins.	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
	TOTAL:	None	16 minutes	



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 3. Issuance of Senior Citizen's ID

Individual aged 60 years old apply for Senior Citizen's ID to avail 20% benefits and privileges of Senior Citizens

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL	Individual who reaches 60 years old	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. ID picture 1x1 (2pcs) 2. Community tax certificate 3. Birth Certificate or any ID with Date of Birth (1 phothocopy) 4. Barangay Certification (original)		1. Individual Concerned 2. Municipal Hall/ Barangay 3. Local Civil Registrar 4. Barangay Hall/ Punong Barangay

HOW TO AVAIL:				
CLIENT STEP	AGENCY STEP	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the logbook in the office	1.Give the logbook to the client	None	3 mins.	Leilani D. Siaton <i>Social Welfare Assistant</i>
2. Present requirements	2.1 Check requirements for completeness 2.2 Give application Form	None	5 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
3 Fill-up application form	3. Encode and prepare the Senior Citizen's ID card and issue Medicine/ Grocery Booklet	None	15 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
4. Receive Senior Citizen's ID and Medicine/Grocery Booklet	Release the Senior Citizen's ID and Medicine/Grocery Booklet	None	5 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
	TOTAL:	None	23 minutes	





# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 4. Issuance of Person with Disability Identification Card

Differently abled individual apply for Person with Disability ID to avail 20% benefits and privileges of Person with Disability

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL	Individual below 60 years old anddifferntly abled.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. ID picture 1x1 (2pcs) 2. Birth Certificate or any valid ID with Date of Birth (photocopy) 3. Certificate of Disability (original) 4. Certificate of Residency (original)		1. Individual Concerned 2. Local Civil Registrar 3. Rural Health Unit /Dr. Manuel Ledesma II 4. Barangay Hall /Punong Barangay

HOW TO AVAIL:				
CLIENT STEP	AGENCY STEP	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the logbook in the office	1.Give the logbook to the client	None	3 mins.	Leilani D. Siaton Social Welfare Assistant
2. Present requirements	2.1 Check requirements for completeness 2.2 Give application Form	None	5 minutes	Mary Jane Onalee A. Amaguin Municipal Social Welfare & Development Officer Gretchen A. Dao-ang Social Welfare Assistant Leilani D. Siaton Social Welfare Assistant
3. Fill-up application form	3. Encode and prepare Person with Disability ID card and issue Medicine/ Grocery Booklet	None	15 minutes	Mary Jane Onalee A. Amaguin Municipal Social Welfare & Development Officer Gretchen A. Dao-ang Social Welfare Assistant Leilani D. Siaton Social Welfare Assistant
4. Receive Person with Disability ID card and Medicine/Grocery Booklet	4. Release Person with Disability ID card and issue Medicine/ Grocery Booklet	None	5 minutes	Mary Jane Onalee A. Amaguin Municipal Social Welfare & Development Officer Gretchen A. Dao-ang Social Welfare Assistant Leilani D. Siaton Social Welfare Assistant
	TOTAL:	None	23 minutes	



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 5. ISSUANCE OF SOLO PARENT IDENTIFICATION CARD

Individual qualified to apply for Solo Parent ID to avail benefits and privileges of Solo Parent.

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL	Solo Parent with the children below 18 years old	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. ID picture 1x1 (2pcs) 2. Death certificate if widow (1 photocopy) 3. Birth Certificate of children below 18 years old (1 photocopy) 4. Barangay certification ( 1 original)	1. Individual concerned 2. Local Civil Registrar 3. Client/Local Civil Registrar  4. Barangay Hall/Punong Barangay	

HOW TO AVAIL:				
CLIENT STEP	AGENCY STEP	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the logbook in the office	1.Give the logbook to the client	None	3 mins.	Leilani D. Siaton <i>Social Welfare Assistant</i>
2. Present requirements	2.1 Interview client if qualified 2.2 Check requirements for completeness 2.3 Give application Form	None	15 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
3. Fill-up application form	3. Encode and prepare the Solo Parent ID Card	None	10 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
4. Receive Solo Parent ID Card	4. Release the Solo Parent ID Card	None	5 minutes	Mary Jane Onalee A. Amaguin <i>Municipal Social Welfare &amp; Development Officer</i> Gretchen A. Dao-ang <i>Social Welfare Assistant</i> Leilani D. Siaton <i>Social Welfare Assistant</i>
		TOTAL:	28 minutes	



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 6. Assistance for Special Cases such as domestic problem, support and custody of minor children, rape etc.

Individual with domestic problems who are in need of assistance.

OFFICE/ DIVISION:	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT	
CLASSIFICATION:	COMPLEX	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL	Individual who are victim of domestic violence	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Physical/Medical Certificate (1 photocopy) 2. Psychological Certificate(1 photocopy)		1. Hospital /Physician 2. Hospital /Psychologist

HOW TO AVAIL:				
CLIENT STEP	AGENCY STEP	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the logbook in the office	1.Give the logbook to the client	None	3 mins.	Leilani D. Siaton Social Welfare Assistant
2. Client reports as to victim of domestic violence and identification of problem.	2.1 Interview the victim, listen and give advice. 2.2 Inform Women and Children Protection Desk on duty 2.3 Refer for Physical/Medical/Psychological check-up with referral letter 2.4 Send out invitation letter to notify perpetrator regarding date of conference	None	1 hour	Mary Jane Onalee A. Amaguin Municipal Social Welfare and Development Officer Gretchen A. Dao-ang Social Welfare Assistant Women and Children Protection Desk on duty
3. Attend case conference	3.Conduct case conference proper/counseling/settlement If settled: Prepare agreement and counter signed by both parties and witness If not: Endorse client to Women and Children Protection Desk for filing the case	None	3 hours	Mary Jane Onalee A. Amaguin Municipal Social Welfare and Development Officer Gretchen A. Dao-ang Social Welfare Assistant Women and Children Protection Desk on duty
	TOTAL:	None	4 hours & 3 minutes	

# **K. OFFICE OF THE MUNICIPAL AGRICULTURIST**

# MUNICIPALITY OF ALIMODIAN



## SERVICE NAME: 1. ASSISTANCE FOR AVAILMENT OF RICE AND CORN CROP INSURANCE

The Office of Municipal Agriculturist is task to assist the Philippine Crop Insurance Corporation (PCIC) in the application of Crop Insurance to the rice and corn farmers.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL:	Rice and corn farmers who tilt rice or corn and enrolled at Registry System for Basic Sector for Agriculture in the municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form of the PCIC		Office of the Municipal Agriculturist

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Client signed in office logbook	1. Give logbook to the client for record	NONE	2 minutes	Fe Caberio Municipal Agriculturist
2. Submit filled-up form	2.1 Receive and review the submitted form 2.2. Issue photocopy of the form to the client	NONE	3 minutes	Amelyn A. Andiano Agricultural Technologist
3. Receive the photocopy of the form	3.1 Release photocopy of the document	NONE	15 minutes	Benny Jhon Algarja Agricultural Technologist  Janice Christie Tizuela Agricultural Technologist  Jonathan C. Amboy Agricultural Technologist
	TOTAL:	NONE	20minutes	

# MUNICIPALITY OF ALIMODIAN



## SERVICE NAME: 2. ASSISTANCE IN THE ISSUANCE OF CLAIMS FOR RICE AND CORN INSURANCE

The Office of Municipal Agriculturist assists the farmer to claim the insurance of covered crops damages/losses.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizen
WHO MAY AVAIL:	Farmer who applied crop insurance damages/losses.
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Damages Forms (2 original copy)	Office of the Municipal Agriculturist
<b>WHERE TO SECURE</b>	

<b>HOW TO AVAIL:</b>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client Logbook	1. Give logbook to the client for recording	NONE	2 minutes	Amelyn Q. Andiano <i>Agricultural Technologist</i>
2. Submit the required documents	2.1.Receive, review and check he completeness of the documents submitted 2.2 Interview client about cause damages and other data need. 2. Prepare the complete forms and documents and instruct the client to wait for further feedback 2.3 Submit to Philippine Crop Insurance Corporation Office, Iloilo	NONE	10 minutes	Fe Caberio Municipal Agriculturist  Amelyn Q. Andiano Agricultural Technologist  Rolly A. Alli Agricultural Technologist  Benny Jhon Algarja Agricultural Technologist  Janice Christie Tizuela Agricultural Technologist  Jonathan C. Amboy Agricultural Technologist
	<b>TOTAL</b>	<b>NONE</b>	<b>12 minutes</b>	



## MUNICIPALITY OF ALIMODIAN

**SERVICE NAME: 3. ASSISTANCE FOR AVAILMENT OF ACCIDENT & DISMEMBERMENT SECURITY SCHEME OF PHILIPPINE CROP INSURANCE CORPORATION**

The Office of Municipal Agriculturist is task to assist the Philippine Crop Insurance Corporation (PCIC) in the application program.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL:	Individual person 18 – 79 years old	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form of the PCIC		Office of the Municipal Agriculturist

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Signed in office logbook	1. Give logbook to the client for record	NONE	2 minutes	Fe M. Caberio Municipal Agriculturist
2. Submit filled-up form and premium amount	2. 1. Receive and review the submitted form 2.2. Submit to lead agency	Premium fee P 50.00	5 minutes	Amelyn A. Andiano Agricultural Technologist  Benny Jhon Algarja Agricultural Technologist  Janice Christie Tizuela Agricultural Technologist  Jonathan C. Amboy Agricultural Technologist
	TOTAL:	NONE	7 minutes	

## MUNICIPALITY OF ALIMODIAN



**SERVICE NAME: 4. ASSISTANCE IN THE ISSUANCE OF CLAIMS FOR ACCIDENT & DISMEMBERMENT SECURITY SCHEME OF PHILIPPINE CROP INSURANCE CORPORATION**

**The Office of Municipal Agriculturist assists the owner of the animal to claim the insurance of covered animal.**

OFFICE/ DIVISION:	Office of the Municipal Agriculturist		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	G2C- Government to Citizen		
WHO MAY AVAIL:	Beneficiary/Claimant of insured person		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Police blotter ( 2 original copy)		Local Police Station	
2. Medical Certificate ( 2 original copy)		Hospital	
3. Barangay Certification ( 2 original copy)		Barangay Hall	
4. Affidavit of two (2) disinterested persons ( 2 original copy)		Claimant	
5. Death Certificate ( 1 original copy)		Local Civil Registrar	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client Logbook	1. Give logbook to the client for recording	NONE	2 minutes	Amelyn Q. Andiano Agricultural Technologist
2. Submit the required documents	2.1.Receive, review and check he completeness of the documents submitted 2.2 Interview client about cause damages and other data need. 2. Prepare the complete forms and documents and instruct the beneficiary t to wait for further feedback 2.3 Submit to Philippine Crop Insurance Corporation Office, Iloilo	NONE	20 minutes	Fe M. Caberio Municipal Agriculturist  Amelyn A. Andiano Agricultural Technologist  Benny Jhon Algarja Agricultural Technologist  Janice Christie Tizuela Agricultural Technologist  Jonathan C. Amboy Agricultural Technologist
	<b>TOTAL:</b>	<b>NONE</b>	<b>22minutes</b>	





## MUNICIPALITY OF ALIMODIAN

**SERVICE NAME: 5. ASSISTANCE TO AVAILMENT OF FARM MECHANIZATION**

**Shorten turn around time and lessen production losses, increase Production**

OFFICE/ DIVISION:	Office of the Municipal Agriculturist	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL:	Duly registered farmers in Registry System for Basic Sector for Agriculture and Member of Farmers Association of the municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. NONE		NONE

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signed the client logbook	1. Give logbook to client	NONE	2 minutes	Fe M. Caberio Municipal Agriculturist  Amelyn A. Andiano Agricultural Technologist
2. Inquire projects aims to require	2.1 Give information and overview with regards to projects 2.2 Prepare necessary documents needed	NONE	10 minutes	
3. Submit complete documents	3. 1. Accept and checked submitted documents 3.2. Submit documents to concerned agencies	NONE	5 minutes	
	TOTAL	NONE	17 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. CONDUCT LIVESTOCK AND POULTRY IMMUNIZATION

Immunization/vaccination is important part of livestock and poultry production. This helps livestock owner to increase their income by protecting their livestock and poultry Mortality from spreading virus from or to other animals or human.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizen
WHO MAY AVAIL:	Livestock and poultry owners of this Municipality
CHECKLIST OF REQUIREMENTS	
1. NONE	NONE
WHERE TO SECURE	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client Logbook	1. Give logbook to client	NONE	2 minutes	Rolly A. Alli Agricultural Technologist
2. Apply for Animal immunization	2.1 Interview the client about animal to be immunized 2.2 Set schedule for immunization	NONE	8minutes	Fe M. Caberio Municipal Agriculturist  Rolly A. Alli Agricultural Technologist
3. Prepare the animal for immunization	3.1 Conduct immunization and recommended client for good management 3.2 Record the animal data in the logbook	NONE	20 minutes	Rolly A. Alli Agricultural Technologist
	TOTAL	NONE	30 minutes	



## MUNICIPALITY OF ALIMODIAN

**SERVICE NAME: 7. CONDUCT ANIMAL TREATMENT, DEWORM, VITAMINS SUPPLEMENTATION AND ASSIST OF FARM ANIMALS**

**The Office of Municipal Agriculturist conducts animal health management to help increase the income of the farmers. The Office also helps owners to improve good husbandry and practices to protect the animal from cruelty and mismanagement.**

OFFICE/ DIVISION:	Office of the Municipal Agriculturist	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL:	Livestock and poultry owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. NONE		NONE

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client Logbook	1. Give logbook to the client for record	NONE	2minutes	Rolly A. Alli Agricultural Technologist
2. Present concern regarding their farm animals	2.1 Interview client about the condition, signs, symptom and management of animal 2.2 Give prescription /veterinary drugs recommend for proper medication to farm animal	NONE	10 minutes	Fe M. Caberio Municipal Agriculturist  Rolly A. Alli Agricultural Technologist
3. Prepare and follow the recommendation for proper medication and management to animals	3.1 Conduct and visit for actual ocular diagnosis for proper medication and administer veterinary drug for client farm animal to farm area 3.2 Provide follow – up medication 3.3 for acute and complicated cases refer to veterinarian	NONE	2 hours	Rolly A. Alli Agricultural Technologist
	TOTAL	NONE	2 hours and 12 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 8. ASSIST IN THEISSUANCE OF VETERINARY HEALTH CERTIFACATE FOR TRANSPORT OF ANIMALS

Veterinary health certificate is being issued to livestock and poultry owners in transporting their animals from this municipality to other place in the country. This certificate is the basis or proof of owner that the animals to be transported are good, healthy and vaccinated, required by Bureau of Animal Industry.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL:	Livestock and poultry owners planning to transport their animals to other destination in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Empty bottle of vaccine used or its picture or photocopy indicating its brand name, Lot No., and Batch No.	Client	
2. Form of Veterinary Health Certificate (1 Original and 1 photocopy)	Office of Municipal Agriculturist	
3. Farm animal to be shipped or travel according the number of heads requested	Client or source of Stock	
4.Official Receipt (1 Original and 1Photocopy)	Municipal Treasurer's Office	
5.Shipping permit with Official Receipt (1 original)	Department of Agriculture Regional Field Office 6- Quarantine Section	
6.Handler permit with Official Receipt (for more than maximum heads limit)	Department of Agriculture Regional Field Office 6- Operation Section	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client Logbook	1. Give logbook to the client for recording	NONE	2 minutes	Office of Municipal Agriculturist Personnel
2. Submit required documents	2.1. Receive submitted documents 2.2 Interview and verify the completeness of required documents 2.3 Set Schedule for animal inspection	NONE	5 minutes	Rolly A. Alli Agricultural Technologist  Fe M. Caberio Municipal Agriculturist
3. Prepare farm animal for inspection	3.1Conduct inspection to the farm animal 3.2 Prepare order of payment	P100.00/certificate + P25.00/head for inspection fee	1 hour	Rolly A. Alli Agricultural Technologist

4. Pay the required fees and present the Official Receipt	4.1 Receive Official Receipt and prepare the Veterinary Health Certificate for approval and signature	NONE	15 minutes	Rolly A. Alli Agricultural Technologist  Fe M. Caberio Municipal Agriculturist
5. Receive Veterinary Health Certificate and forward the certification to the Provincial Veterinary Office for final approval	5.1 Release the Veterinary Health Certificate to the owner and instruct the client for next step.	NONE	5 minutes	Rolly A. Alli Agricultural Technologist  Fe M. Caberio Municipal Agriculturist
<b>TOTAL</b>		<b>P125.00 /head</b>	<b>1 hour and 27 minutes</b>	

# MUNICIPALITY OF ALIMODIAN



## SERVICE NAME: 9. ASSISTANCE FOR THE AVAILMENT OF LIVESTOCK INSURANCE

The Office of Municipal Agriculturist assists the owner of the animals for availing the livestock insurance program which offers free and covered payment in case of Mortality and accident.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizen
WHO MAY AVAIL:	Livestock farmers who raised farm animals (Swine, goat, cattle and carabao) and enrolled at Registry System for Basic Sector for Agriculture in this municipality
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Application Form for Livestock Mortality Insurance( 1 original)	Office of the Municipal Agriculturist

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client Logbook	1.1 Give logbook to the client for recording	NONE	2 minutes	Rolly A. Alli Agricultural Technologist  Fe M. Caberio Municipal Agriculturist
2. Submit required document	2.1 Receive, review and verify completeness of the submitted document 2.2 Validate if the client is listed in the RSBSA 2.3. Prepare the insurance form	NONE	10 minutes	Rolly A. Alli Agricultural Technologist  Fe M. Caberio Municipal Agriculturist
3. Receive photocopy of the form	3.1 Release the photocopy of form		2 minutes	Rolly A. Alli Agricultural Technologist  Fe M. Caberio Municipal Agriculturist
TOTAL		NONE	14 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 10. ASSISTANCE IN THE ISSUANCE OF CLAIMS FOR LIVESTOCK INSURANCE

The Office of Municipal Agriculturist assists the owner of the animal to claim the insurance of covered animal.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	G2C- Government to Citizen		
WHO MAY AVAIL:	Livestock owner covered by the insurance		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1.Loss Report (Claim for Indemnity) ( 2 original copy)		Office of the Municipal Agriculturist	
2. Veterinary Disease Report ( 2 original copy)		Office of the Municipal Agriculturist	
3. Original Copy of Certificate of Ownership/Transfer of Large cattle ( 2 original copy)		Office of the Municipal Agriculturist	
4. Affidavit of two (2) disinterested persons ( 2 original copy)		Office of the Municipal Agriculturist	
5. Livestock Death Certificate ( 2 original copy)		Office of the Municipal Agriculturist	
6. Results of the Veterinary Dissection/Necropsy Report ( 2 original copy)		Office of the Municipal Agriculturist	
7. Proof of Proceeds (if any) ( 2 original copy)		Office of the Municipal Agriculturist	
8. Barangay Certification ( 2 original copy)		Barangay Hall	
9. Carcass certification ( 2 original copy)		Office of the Municipal Agriculturist	
10. Picture of the dead animal in two angles (2 copies)		Owner	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client Logbook	1. Give logbook to the client for recording	NONE	3 minutes	Rolly A. Alli Agricultural Technologist
2. Submit the required documents	2.1. Receive, review and check the completeness of the documents submitted 2.2 Interview client about livestock mortality, prepare the complete forms and documents and instruct the client to wait for further feedback 2.3 Submit to Philippine Crop Insurance Corporation Office, Iloilo	NONE	25 minutes	Rolly A. Alli Agricultural Technologist
TOTAL		NONE	28 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 11. CONDUCT MEAT INSPECTION AT SLAUGHTERHOUSE

Meat Inspection is to check and inspect the livestock from any diseases. The livestock slaughter in the Slaughterhouse was fit and safe for human consumption.

OFFICE/ DIVISION:	Office of the Municipal Agriculturist	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C- Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Official Receipt (1 original)		1.Economic Enterprise
2. Certificate of Ownership/Transfer of ownership certificate/Barangay Certification (for cattle and Carabao)		2.Economic Enterprise/Office of the Punong Barangay

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring animal to Slaughterhouse	1.1Record in logbook the livestockfor scheduledslaughtering 1.2 Inspect the live animal(s) fit for human consumption 1.3 Issue Order of Payment	NONE	15 minutes	Rolly A. Alli Agricultural Technologist
2. Pay the required fees at Economic Enterprise Officeand present Official Receipt	2laughter, inspection, and recording of meat fit for human consumptions, meat branding, and weighing.	Permit fee: P 50.00/client Slaughter fee: P 50.00/Cattle/carabao P 30.00/Swine Corral Fee: P 30.00/night for cattle/carabao P 15.00/night for swine P 10.00/night for goat	2hours	Rolly A. Alli Agricultural Technologist  Deputized Fee Collector
3. Receive the meat/carcass	3. Release meat/carcass to the client	NONE	5 minutes	Rolly A. Alli Agricultural Technologist
TOTAL		Relative	2 Hours and 20 Minutes	



# **L. OFFICE OF THE MUNICIPAL HEALTH OFFICER**

MUNICIPALITY OF ALIMODIAN



SERVICE NAME: 1. GENERAL CONSULTATION

OFFICE/ DIVISION:	Municipal Health Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Registration Book 2. ITR (Individual Treatment Record) 3. Phie (Philippine Health Insurance Electronic) Consent Form 4. Risk Assessment Tool 5. Take Home Instruction		1. RHU Registration Area 2. RHU Registration Area 3. RHU Registration Area 4. RHU Registration Area 5. RHU Instruction Area

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the consultation logbook, Wait for Interview, Wait for number to be called for consultation	1.1. 1Retrieves the Individual Treatment Record (ITR) and assign priority number	None	1 minute	NDP ON DUTY
	1.2 Calls client according to number, conducts interview and get vital signs		2 minutes	VICTORINA AMBOY Rural Health Midwife
	1.3. Calls and assists client for consultation		10 minutes	CYNTHIA AMARILLO Rural Health Midwife
2. Submit self for consultation, prepare laboratory results and other diagnostic results (if available	2. Conducts assessment and gives prescription and diagnosis	None	10 minutes	DR. MANUELLEDESMA II Rural Health Physician
3. Gives ITR at the counter and listen to instruction	3. Gives medication instruction and health teachings	None	3 minutes	NDP ON DUTY JUBETH ANNE BORROMEO RHM
	TOTAL:	None	26 minutes	

MUNICIPALITY OF ALIMODIAN



SERVICE NAME: 2. ISSUANCE OF MEDICAL CERTIFICATE / TRAVEL PERMIT

Medical Certificate is issued by the RHU for travel, employment, scholarship program, financial assistance, PWD certification, school enrollment, maternity leave, sick leave, sports

OFFICE/ DIVISION:	Municipal Health Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Registration Book 2. ITR (Individual Treatment Record) 3. Documents for Travel 4. Official Receipt 5. Medical Certificate 6. Travel Permit		1. RHURegistration Area 2. RHURegistration Area 3. Client, Barangay of Origin 4. Treasurer’s Ofc. 5. RHU Instruction Area 6. RHU Instruction Area

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the consultation logbook, Wait for Interview, Wait for number to be called for Physical Examination  1.2 Prepare/submits Travel Documents for checking	1.1. Retrieves the Individual Treatment Record (ITR) and assign priority number	None	1 minute	Midwife in charge
	1.2. Calls client according to number, conducts interview and get vital signs		2 minutes	NDP in charge
	1.3. Calls and assists client for PE		10 minutes	
2. Submits self for examination	2. Conducts assessment and Physical Examination	None	10 minutes	DR. Manuel Ledesma II Rural Health Physician
3. Gives ITR at the counter and listen to instruction	3. Gives medication instruction	None	3 minutes	Midwife in Charge NDP in charge
4. Payment of Medical Certificate	4. Receives payment from the client and issue OR	P50.00	5 minutes	Municipal Treasurer’s Office
5. Present Official Receipt to In Charge	5. Check OR and Issue Medical Certificate / Travel Permit signed by MHO	None	2 minutes	Midwife in charge NDP in charge
	TOTAL:	P50.00	33 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. DENTAL SERVICES

Dental Services offered for those who needs dental extraction, flouridization and general dental check up

OFFICE/ DIVISION:	Municipal Health Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Registration Book 2. ITR (Individual Treatment Record) 3.Prescription		1. RHURegistration Area 2. RHURegistration Area 3. Dental Room

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the consultation logbook, Wait for Interview, Wait for number to be called for consultation	1.1. Retrieves the Individual Treatment Record (ITR) and assign priority number	None	1 minute	(Assigned Dental Aide
	1.2. Calls client according to number, conducts interview and get vital signs		2 minutes	
	1.3. Calls and assists client for consultation		10 minutes	
2. Submits self for examination	2. Conducts assessment and gives prescription and diagnosis	None	10 minutes	DR. D9 SONZA
3. Gives ITR at the counter and listen to instruction	3. Gives medication instruction and health teachings	None	2 minutes	Dental Aide
	TOTAL:	None	25 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 4. ENVIRONMENTAL SANITATION

**Issuance of Sanitary Permit** Sanitary Permits are issued to establish that the prescribed minimum health standards are practiced in accordance to Sanitation Code of the Philippines

OFFICE/ DIVISION:	Municipal Health Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Registration Book 2. ITR (Individual Treatment Record) 3. Laboratory Request 4. Laboratory Request 5. Sanitary Permit 6. Health Card		1. RHU Registration Area 2. RHU Registration Area 3. RHU laboratory Room 4. C/o Client 5. RHU Environmental Sanitation Room 6. Health Card

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Sanitary Permit	1.1. Sanitary Inspector <ul style="list-style-type: none"><li>Orients applicants</li><li>Gather data</li><li>Provide forms</li></ul>	None	1 minute	Ma. Lane C. Alimeos Ma. Luisa A. Albuya Rural Sanitary Inspectors
	1.2 Conduct site inspection by Sanitary Inspector -With deficiency		1 hour and 5 minutes	
	1.3 Informs clients of Deficiency/Conducts Re-inspection of Site-Without deficiency		2 minutes	
2. Receives Sanitary Permit	2. Issues Sanitary Permit	P 50.00	2 minutes	Municipal Treasurer's Office
3. Applies for Health Card	3. Sanitary Inspector Accepts application <ul style="list-style-type: none"><li>Request for Laboratory</li></ul>		2 minutes	Ma. Lane C. Alimeos Ma. Luisa A. Albuya Rural Sanitary Inspectors

	<ul style="list-style-type: none"> <li>Sputum exam</li> <li>Stool exam</li> </ul> <b>WITHOUT DEFICIENCY</b>		<b>2 minutes</b>	
<b>4. Undergoes Laboratory Exam</b>	<b>4. With Deficiency</b> <ul style="list-style-type: none"> <li>Refer to Physician for Prescription/ Repeat Procedure</li> <li>sputum exam</li> <li>stool exam</li> </ul>		<b>20 minutes</b>	<b>DR. MANUEL R. LEDESMA II</b> Municipal Health Officer
<b>5. Receives Health Card</b>	<b>5. Issuance of Health Card duly signed by the Physician</b>	<b>P50.00</b>	<b>5 minutes</b>	
	<b>TOTAL:</b>	<b>P100.00</b>	<b>1 hour and 39 minutes</b>	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 5. ENVIRONMENTAL SANITATION/ISSUANCE OF TRANSFER OF CADAVER PERMIT

Issuance of Transfer of cadaver to hasten transmission of highly communicable diseases and health standards for proper disposal of dead bodies are met.

OFFICE/ DIVISION:	Municipal Health Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Family of the deceased	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Death Certificate of Deceased 2. Official Receipt 3. Transfer of Cadaver Permit		1. Client 2. Municipal Treasurer's Office 3. RHU Environmental Sanitation Room

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Transfer of Cadaver Permit, Submit Death Certificate to SI	1. Sanitary Inspector - Fills up transfer of cadaver permit form duly signed by the MHO	None	5 minutes	Ma. Lane C. Alimeos Ma. Luisa A. Albuya Sanitary Inspector Dr. Manuel Ledesma II Municipal Health Officer
2. Payment of Receipt for Transfer of Cadaver	2. Issues Transfer of Cadaver Permit	P200.00	2 minutes	Ma. Lane C. Alimeos Ma. Luisa A. Albuya Sanitary Inspector
	TOTAL:	P200.00	7 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. EXHUMATION PERMIT

Exhumation permit is issued for burial grounds who have already met the health standards for exhumation and to be replaced by another cadaver preferably relatives of the deceased

OFFICE/ DIVISION:	Municipal Health Office		
CLASSIFICATION:	Simple		
TYPE OF TRANSACTION:	G2C – Government to Citizen		
WHO MAY AVAIL:	Family of the deceased		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Death Certificate of Deceased 2. Exhumation Receipt 3. Official Receipt 4. Exhumation Permit		1. Client 2. Environmental Sanitation Room 3. Office of the Economoc Enterprise 4. Environmental Sanitation Room	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Exhumation Permit, Submit Death Certificate to SI, Fills up exhumation form	1. Sanitary Inspector to Check Form for completion of Data and issue payment order to be paid at Municipal Economic Enterprise Office	None	5 minutes	Ma. Lane C. Alimeos Ma. Luisa A. Albuya Sanitary Inspector
2. Pays exhumation permit and 2.2 present the official receipt to RHU	2. Issue exhumation Permit signed by MHO	None	1 minute	Dr. Manuel Ledesma II MHO
	TOTAL:	None	6 minutes	





# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 7. DOTS/NTP SERVICES

Provide services to individuals with chronic cough for more than 2 weeks, chronic smokers and those with immuno compromised clients and closed contacts of active TB case

OFFICE/ DIVISION:	Municipal Health Office		
CLASSIFICATION:	Complex		
TYPE OF TRANSACTION:	G2C – Government to Citizen		
WHO MAY AVAIL:	All TB suspects, smokers, immunocompromised individuals, close contacts with an active TB case		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. ITR Individual Treatment record 2. Registration Book 3.Sputum Request Form 4.X-ray result 5.Sputum Result 6. Gene Expert Result 7. Laboratory Results		1. Client 2.RHU Registration Area 3. TB DOTS Room/ Laboratory Room 4. Client 5. TB DOTS (Directly Observed Treatment Short Course)Room/ Laboratory Room 6.TB DOTS Room/ Laboratory Room 7.Client	

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the consultation logbook, Wait for Interview, Wait for number to be called for consultation	1.1. Retrieves the Individual Treatment Record (ITR) and assign priority number	None	10 minutes	Midwife in charge  NDP in charge
	1.2.Calls client according to number, conducts interview and get vital signs			
	1.3.Calls and assists client for consultation			
2. Submits self for examination	2.1. Conducts assessment and gives prescription and diagnosis	None	10 minutes	Dr. Manuel Ledesma II
	2.2. Gives instruction to patient and request for sputum test	None	5 minutes	NDP in Charge Midwife in Charge

3. Presents request to RMT with the specimen	3.RHM instructs patient on how to expectorate or how to collect specimen; RMT receives specimen and advises patient that the results will be released after 2 days If negative result , patient will undergo	None	3 minutes	Rosemarie Ani
	<ul style="list-style-type: none"> <li>• GenXpert every Monday and Wednesday at 7:30 am and results will be released after 1 week</li> <li>• If positive, patient is required to undergo laboratory exam such as FBS &amp; SGPT</li> </ul>		8 minutes	Rosemarie Ani
4. Returns to MHO	4. Check Sputum / Gene Expert result and gives order to start medications.	None	10 minutes	Dr. Manuel Ledesma
5. Gives Prescription to RMT and the treatment partner	5. RHM and Med Tech will start Treatment Medication to Patient	None	5 minutes	Rosemare Ani and Midwife in Charge
	<b>TOTAL:</b>	None	51 minutes	

# **M. OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. ISSUANCE OF BURIAL PERMIT

Burial permit is issued by the Local Government Unit for the disposition of dead human body

OFFICE/ DIVISION:	Municipal Economic Enterprise Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Bereaved Family	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Death Certificate (1 photocopy)		1. Local Civil Registrar

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Death Certificate of the deceased family member	1. Interview and Compute order of payment	None	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
2. Pay the computed amount and secure Official Receipt	2. Receive payment and Prepare Official Receipt and release the Official Receipt to the client	Niche – 1, 750.00 Ground- 550.00	3 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
3. Present the OR to cemetery caretaker	3. Record at logbook and assist client in cemetery	None	5 minutes	Roque Aligor Cemetery Caretaker
	TOTAL:	550.00 or 1, 750.00	15 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. PAYMENT OF CEMETERY RENTAL

Cemetery rental is collected by the Local Government Unit from the surviving heirs of the deceased yearly

OFFICE/ DIVISION:	Municipal Economic Enterprise Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Bereaved Family	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. None		1. None

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the name and address of the deceased	1. Check and validate the record, pull-out index card of the deceased and issue order of payment	None	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
2. Pay the computed amount	2. Receive payments and Prepare Official Receipt	Niche – 200.00 Ground- 100.00	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
3. Receive issued Official Receipt	3. Release Official Receipt to the client	None	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
	TOTAL:	100.00 or 200.00	15 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. PAYMENT EXHUMATION PERMIT

Exhumation is the process of unearthing buried human remains to cater new burial.

OFFICE/ DIVISION:	Municipal Economic Enterprise Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Bereaved Family	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Receipt of Cemetery Rental		1. Concerned individual/ Municipal Economic Enterprise Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the name and address of the deceased	1. Check and validate the record if the payment is updated and issue order of payment	None	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
2. Pay the computed amount	2. Receive payments and prepare Official Receipt	Niche – 200.00 Ground- 100.00	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
3. Receive issued Official Receipt	3. Release Official Receipt to the client	None	5 minutes	Ma. Fe Almendral Market Supervisor Salvacion Alido Administrative Aide IV
PROCEED TO RHU FOR THE PROCESS OF EXHUMATION PERMIT				
	TOTAL:	100.00 or 200.00	15 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 4. ISSUANCE OF CERTIFICATE OF OWNERSHIP FOR LARGE CATTLE

Certificate of ownership is issued to individuals to prove that he/she is the rightful owner of the large cattle.

OFFICE/ DIVISION:	Municipal Economic Enterprise Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Individuals who owned large cattle(s)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Barangay certification certifying that he/she is the owner of the large cattle		1. Concerned Barangay

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document for cattle branding	1. Receive the document, conduct interview to the client and prepare order of payment	None	5 minutes	Municipal Economic Enterprise Office Personnel
2. Pay the computed amount and secure Official Receipt	2. 1. Receive payment nad issue Official Receipt 2.2. Inform the client for the schedule of branding	155.00/per cattle If sold, + P20.00 cash ticket	5 minutes	Municipal Economic Enterprise Office Personnel
3. Prepare the cattle for branding	3. Conduct Cattle branding and prepare certificate of ownership	None	10 minutes	Municipal Economic Enterprise Office Personnel
4. Receive the certificate of ownership	4. Release the certificate of ownership to the owner	None	5 minutes	Municipal Economic Enterprise Office Personnel
	TOTAL:	155.00	25 mins	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 5. ISSUANCE OF CERTIFICATE OF TRANSFER OF LARGE CATTLE

Transfer of certificate of ownership is issued by the LGU to prove that he/she has acquired the large cattle from the original owner.

OFFICE/ DIVISION:	Municipal Economic Enterprise Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizen
WHO MAY AVAIL:	Individuals who wanted to acquire a large cattle(s)
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Original Certificate of Ownership	1. Original owner

<b>HOW TO AVAIL:</b>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original certificate of ownership	1.1. Receive and validate the document 1.2. Issue order of payment	None	5 minutes	Municipal Economic Enterprise Office Personnel
2. Pay the assessed fee	2.1. Receive payment and issue official receipt 2.2. Prepare the transfer certificate	P110/cattle if transfer only If sold + P30.00 cash ticket	5 minutes	Municipal Economic Enterprise Office Personnel
3. Receive the certificate of transfer	3. Release the certificate of transfer to the client	None	5 minutes	Municipal Economic Enterprise Office Personnel
	TOTAL:	P110.00/P140.00	15 minutes	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. ISSUANCE OF MAYOR'S PERMIT FOR MARKET VENDORS

Mayors permit is issued to market vendors to prove that he/she can conduct business activities inside the public market.

OFFICE/ DIVISION:	Municipal Economic Enterprise Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2B –Government to Business	
WHO MAY AVAIL:	Market vendors occupying the a space inside the public market	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. 1x1 colored I.D. Picture (1 pc) 2. Recent Residence certificate (original)		1. Concerned individual 2.Municipal Economic Enterprise Office/Municipal Treasurer's Office/ Barangay Treasurer

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1. Receive and validate the documents submitted 1.2. Conduct interview to the applicant 1.3. Issue order of payment	None	5 minutes	
2. Pay the assessed fee	2.1. Receive the payment and issue official receipt 2.2. Issue Identification card as proof that they are permittee at the public market	Area (first 1.5 meters) = P200 (P100 for every additional meter) garbage fee = P100 sanitary inspection fee = P200 stool exam = P20	10 minutes	
PROCEED TO THE RURAL HEALTH UNIT FOR STOOL EXAM				
	2.3. Prepare and consolidate all required documents	None	5 minutes	
	2.4. Forward it to the Mayor for signature	None	1 day	
3. Receive the approved Mayor's Permit	3. Release the approved Mayor's Permit to the permittee	None	5 minutes	
	TOTAL:	P520.00	1 day and 25 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 7. PAYMENT OF MARKET STALL RENTAL

Market stall holders are required to pay thier monthly rental every 10th day of the month to the Municipal Economic Enterprise Office.

OFFICE/ DIVISION:	Municipal Economic Enterprise Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2B –Government to Business	
WHO MAY AVAIL:	All market stall holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
None		None

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the number of stall that he/she occupies	1.1. Receive and pull-out the index card of the stall holder 1.2. Issue order of payment	None	5 minutes	Municipal Economic Enterprise Office Personnel
2. Pay the stall rental	2. Receive payment and prepare official receipt	Area x P5.00 x 30 days (e.g. A=20 sq.m.) 20X5X30 = P3,000	5 minutes	Municipal Economic Enterprise Office Personnel
3. Receive the official receipt	3. Release the Official Receipt	None	5 minutes	Municipal Economic Enterprise Office Personnel
	TOTAL:	P3,000	15 minutes	Municipal Economic Enterprise Office Personnel

# **N. OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICER**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. REQUEST FOR TRAININGS/DRILLS/LECTURES

Trainings/Drills/Lectures is conducted as part of local programs in capacitating vulnerable sectors as well as concerned agencies as mandated under

OFFICE/ DIVISION:	Disaster Risk Reduction and Management Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	All Government Agencies, LGUS, GOCCs and other government office
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Letter request (1 Original Copy)	Agency concerned
<b>WHERE TO SECURE</b>	

<b>HOW TO AVAIL:</b>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request addressed to the DRRMO Head of Office and have its hard copy received or send the request letter thru DRRMO email- <a href="mailto:alimodianready@yahoo.com">alimodianready@yahoo.com</a>	1.1 Receive letter request	None	10 minutes	RICKY ALCUBILLA Radio Operator
	1.2 Check availability and Schedules of the resource person		10 minutes	SHERWIN A, BERING DRRMO
	1.3 Inform the client regarding the availability of resource person and other matters		10 minutes	SHERWIN A, BERING DRRMO
	TOTAL:	None	30 minutes	



## MUNICIPALITY OF ALIMODIAN

### **SERVICE NAME: 2. Technical Assistance for Organization and Functionality of Barangay DRRM Committee and Issuance of Certification for Utilization of Barangay/LGU DRRM Fund**

The Office provides and facilitates technical and administrative concerns of BDRRMC and other agencies with regards to fund utilization and compliance provisions of RA10121

OFFICE/ DIVISION:	Disaster Risk Reduction and Management Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2G – Government to Government	
WHO MAY AVAIL:	All Barangay Disaster Risk Reduction and Management Committee (BDRRMC)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request (1 Original Copy) 2. DRRM Plans 3. Barangay Resolution (Organization and Budget of BDRRMC)		Barangay concerned

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and relevant documents	1.1 Receives letter request and relevant documents and review for completeness and compliance to RA 10121  1.2 Prepares certification and other advisories	None	10 mins	RICKY ALCUBILLA Radio Operator  SHERWIN A, BERING DRRMO
2. Receives Certification	2 Release Certification and other advisories	None	10 mins	
	TOTAL		20 mins	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. DISASTER RESPONSE SERVICES

Provision of emergency response services such as Search and Rescue, Police Assistance, Fire Suppression, Medical Transport, First Aid, and Other Emergency Response Service

OFFICE/ DIVISION:	Disaster Risk Reduction and Management
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	All residents of Alimodian needing emergency services within the area responsibility of Alimodian
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Letter request for Disaster Preparedness and Disaster Prevention/Mitigation services 2. . Emergency Call by way of landline, mobile and handheld radio communication to Emergency Dispatch Call Center for Disaster Response services <ul style="list-style-type: none"><li>Incident Information</li><li>Persons Involved</li><li>Nature/Status</li><li>Safety Requirements</li></ul>	Concerned Citizen

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call Emergency Dispatch Call Center at the following contact numbers: <ul style="list-style-type: none"><li>Using PLDT landline <u>323-85-60</u>, radio operator will answer the call and relay it to Operation Center or other necessary response agencies</li><li>Using mobile phone with sufficient load dial, <u>09230860881</u> (24/7).</li></ul>	1.1 emergency dispatcher will answer the call and ask for the following: <ul style="list-style-type: none"><li>Incident Information</li><li>Persons Involved</li><li>Nature/Status</li><li>Safety Requirements</li></ul> 1.2 Forward to Operation Center or Other Agencies concerned (RHU/BFP/PNP)	NONE	1 minute  7 minutes average response time depending on the location	RICKY ALCUBILLA Radio Operator

# **O. OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. ISSUANCE OF CERTIFICATE OF EMPLOYMENT

This Certification is being issued for Job Employment, Loan Applications, Travel Abroad, Processing of Terminal Benefits, GSIS, SSS and Pag-ibig claims.

OFFICE/ DIVISION:	Office of the Human Resource Officer
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C – Government to Citizen
WHO MAY AVAIL:	Government Officials and Employees who are still active in service, Retired and Dismissed Agency Worker
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Request Form	1. Office of the Human Resource Management Officer

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Request Form	1.1. Receive and verify client employment record 1.2 Prepare and sign Certificate of Employment 1.3 Forward Certification to the Office of the Mayor for signature	None	10 minutes	Hilda A. Nedula Human Resource Management Officer Geefre A. Alonsabe Municipal Mayor
2.. Receive Certificate of Employment	2. Release Signed document	None	2 minutes	Hilda A. Nedula Human Resource Management Officer
	TOTAL		12 MINUTES	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. ISSUANCE OF SERVICE RECORD

This Certification is being issued for Job Employment, Processing of Terminal Benefits, GSIS, SSS and Pag-ibig claims.

OFFICE/ DIVISION:	Office of the Human Resource Officer	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Government Officials and Employees who are still active in service, Retired and Dismissed Agency Worker	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form		1. Office of the Human Resource Management Officer

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Request Form	1.1. Receive and verify client record 1.2 Prepare and sign Service Record	None	5 minutes	Hilda A. Nedula Human Resource Management Officer
2.. Receive Copy of Service Record	2. Release Signed document	None	2 minutes	Hilda A. Nedula Human Resource Management Officer
	TOTAL		7 MINUTES	

# **O. OFFICE OF THE MUNICIPAL ACCOUNTANT**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. PRE-AUDIT AND PROCESSING OF DISBURSEMENT VOUCHERS FOR PAYMENT

Disbursement Vouchers for Payment to Suppliers are forwarded to the Office of the Municipal Accountant for pre-audit and certification as to the completeness of its supporting documents, withholding taxes based on the RA 9184.

OFFICE/ DIVISION:	Office of the Municipal Accountant	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2G – Government to Government	
WHO MAY AVAIL:	BAC Secretary/ Requesting Office/ GSO	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher (2 copies)		BAC Secretary/ Requesting Office/ GSO
2. Obligation Request (OBR) (3 copies)		Budget Office
3. Purchase Request (2 copies)		BAC Secretary/ Requesting Office/ GSO
4. Purchase Order or Contract (2 copies) with stamped received by the Commission on Audit (COA)		BAC Secretary/ Requesting Office/ GSO
5. Acceptance and Inspection Report (2 copies)		GSO/Supply Officer
6. BAC Resolution (1 copy)		BAC Secretary
7. Canvass (2 copies for each supplier) if using the Alternative Mode of Procurement		BAC Secretary/ Requesting Office/ GSO
8. Bidding documents (if Bidding)		
9. Other Necessary Documents (such as billing statement, charged invoice, delivery receipts, attendance sheet)		BAC Secretary BAC Secretary/ Requesting Office/ GSO
10. If, Financial Assistance		
>Certificate of Indigence		
>Medical or Death Certificate		Requesting Office
>Case Study		
11. If, Local and Foreign Travel		
>Approved Travel order		
>Approved Itinerary of Travel		Requesting Office
>Invitation Letter		
> Certificate of Appearance		

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the disbursement vouchers to the Office of the Municipal Accountant	1.1 Receives the disbursement voucher with the necessary document.	None	5 minutes	Rhoda L. Capacia Adiministrative Aid VI or Fatima A. Ambut Bookkeeper III
	1.2 Pre-audit of the disbursement voucher.		20 minutes	Felimae C. Ambe Municipal Accountant
	1.3 Prepare Journal entry Voucher to record the transaction		1 minute	Fatima A. Ambut Bookkeeper III
	1.4 Final review and certifying of financial documents		5 minutes	Felimae C. Ambe Municipal Accountant
2. Forward complete documents for Check Issuance	2. Forward documents to Treasurer for check preparation	None	2 minutes	Andrea A. Capaspas Administrative Aid III  Cyril A. Nieves Municipal Treasurer
	TOTAL:	None	33 minutes	

MUNICIPALITY OF ALIMODIAN



SERVICE NAME: 2. RECEIVING AND CHECKING OF BARANGAY FINANCIAL DOCUMENT

Financial Documents from the Barangays are forwarded to the Office of the Municipal Accountant for the Preparation of Financial Reports as mandated by the Commission on Audit

OFFICE/ DIVISION:	Office of the Municipal Accountant	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2G – Government to Government	
WHO MAY AVAIL:	51 Barangays of the Municipality of Alimodian,Iloilo	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Transmittal Report 2. Report of Check Issued >Disbursement Vouchers with Photocopy of Check and Supporting Documents 3. Report of Cash Disbursement >Payroll with Supporting Documents 4. Record of Appropriations and Obligations 5. Punong Barangay Certification (PBC) 6.Liquidation Reports with supporting documents 7. Statement of Appropriations, Obligations and Balances (SAOB) 8. Registry of Special Trust Fund 9. Report of Accountability for Accountable Forms 10. Statement of Comparison of Budget and Actual Amounts		51 Barangay Treasurers of Municipality of Alimodian,Iloilo

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmittal Reports	1.1 Receiving the reports with supporting documents	None	5 minutes	Rhoda L. Capacia Adiministrative Aid VI  Felimae C. Ambe Municipal Accountant
	1.2 Review and checking the transmitted reports including the supporting documents		15 minutes	
	1.3 Prepare Journal entry Voucher (JEV)		5 minutes	
	1.4 Once Complete, Municipal Accountant Signs the DV and return to Liga Staff or Barangay Treasurer	None	1 minute	
	TOTAL:	None	21 minutes	

**Q. OFFICE OF THE MUNICIPAL  
ENVIRONMENTAL AND NATURAL  
RESOURCES OFFICER**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. VERIFICATION OF QUARRY APPLICATION FOR ENDORSEMENT

Verification of quarry application of all capable applicant to provincial environment and natural resource office

OFFICE/ DIVISION:	OFFICE OF THE MAYOR	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2B – Government to Business	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Quarry Application Letter 2. Barangay Resolution Endorsing Quarry Application 3. Secure Zoning Certificate 4. Verification Report of MENRO 5. Endorsement Letter of PENR Office		1. Quarry Applicant 2. Barangay where the area is located 3. MPDC 4. MENRO 5. Mayor's Office

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to MENRO Office	1. Review and verify all submitted documents and conduct site validation  1.2. Submit verified documents to Mayor's Office for endorsement	None	2 days	Engr. RenoAlquisada (MENRO)
		TOTAL:	2 days	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 2. MAYOR'S CERTIFICATION FOR TRANSPORT OF LUMBER AND CHARCOAL

Certification is issued to a legal lot owner for the purpose of utilizing/ selling lumber or charcoal for livelihood and or extra income for living

OFFICE/ DIVISION:	OFFICE OF THE MAYOR	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All Legal Lot Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Barangay Certification 2. Latest Copy of Tax Declaration 3. Land Title (1 Photocopy) 4. Payment Certification		1. Barangay where the lot is located 2. Assessor's Office 3. Lot Owner 4. MTO

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to MENRO Office	1. Review all submitted documents of the client for approval and issue order of payment at the Municipal Treasurer's Office		20 minutes	Engr. Reno Alquisada (MENRO)
2. Pay and present Official Receipt	1. Issue signed Certificate	P50.00	5 minutes	Geefre A. Alonsabe (Municipal Mayor)
		Total:	25 minutes	



# **R. PUBLIC EMPLOYMENT SERVICE OFFICE**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. JOB FAIRS

Jobs Fairs shall be conducted periodically to bring together in one venue job seekers and employers for immediate job matching

OFFICE/ DIVISION:	Public Employment Service Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Job seekers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NONE		

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to PESO for the necessary information on Job Vacancies/Opportunities.	1.1 Provide information using Business Fairs, Local and Special Recruitment Activities	None	3 minutes	Marysol Amarillo PESO Manager
	1.2 Provides Action (Referral, Contact Information and Checklist of related information)		5 minutes	Marysol Amarillo PESO Manager
Receives Action				
	TOTAL:		8 minutes	



# MUNICIPALITY OF ALIMODIAN

## SERVICE NAME: 2. ASSISTANCE FOR DISPLACED OVERSEAS FILIPINO WORKERS

Assistance for Displaced Overseas Workers - this type of assistance will enable to help maltreated OFW's in different areas of the world, send them back to their town.

OFFICE/ DIVISION:	Public Employment Service Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Folks of OFWs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Passport Contract( Photocopy)		1. OFW

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report PESO Office to report for the problematic OFWs situation.	1. Contact OWWA and Agency. Provide case intake sheet.	None	5 minutes	Marysol Amarillo PESO Manager
2. Fill up case intake sheet and pass requirements	2.Receives filled-up forms, requirements and forward to OWWA  (OWWA takes action)		3 minutes	Marysol Amarillo PESO Manager
Receives Action				
	TOTAL:		8 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 3. KABUHAYAN PROGRAM FOR DISPLACED OFWs

Enables to help OFWs to start new business with the help of OWWA

OFFICE/ DIVISION:	Public Employment Service Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	Displaced OFW	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Passport Contract 2.Travel Documents 3.Buisines Plan Salaysay 4.Certification of DTI Seminar (Photocopies)		1. OFW

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report to PESO Office	1.1 Provide information about Kabuhayan Program and Contact OWWA	None	5 minutes	Marysol Amarillo PESO Manager
2. Fill-up Forms	2.1 Receives filled-up forms		3 minutes	
3. Attend DTI Seminar for Entrepreneurship				DTI Representative
4. Submit Requirements	4.1Receives requirements and forward to OWWA		3 minutes	Marysol Amarillo PESO Manager
	(OWWA takes action)			
	<b>TOTAL:</b>		<b>11 minutes</b>	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 4. DOLE'S GOVERNMENT INTERNSHIP PROGRAM

Government Internship Program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations.

OFFICE/ DIVISION:	Public Employment Service Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Resume 2.Birth Certificate 3.Transcript of Records 4.Brgy. Certificate (Photocopy)		1. Applicant 2. Concerned Agency 3. School 4. Office of the Punong Barangay

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to PESO to be provided with necessary information about GIP	1.Provides client/applicant with information on GIP	None	3 minutes	PESO Staff
	1.2 Interviews the applicant and evaluate if he/she qualifies to avail the program.		5 minutes	Marysol Amarillo PESO Manager
	1.3 Provides Action (Referral, Contact Information and Checklist of Requirements)		5 minutes	Marysol Amarillo PESO Manager
	1.4 Submits to the Office of Congressman the pre-qualified Applicants for perusal and/or appropriate action,			Marysol Amarillo PESO Manager
	1.5 Submits the Final List of Qualified Applicants with documentary requirements to DOLE Iloilo			Marysol Amarillo PESO Manager
	TOTAL:		13 minutes	



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 5. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

Special Program for Employment of Students shall endeavor to provide employment to deserving students coming from poor families during summer and/or Christmas vacations as provided for under Republic Act No. 7323 and its implementing rules, to enable them to pursue their education

OFFICE/ DIVISION:	Public Employment Service Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	STUDENT, Out of School Youth	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"><li>1.Documentary Requirements( Original and others documents,when applicable, should be presented for validation</li><li>2. Photocopy of Birth Certificate or any document indicating date of birth or age( age must be 15-30 yrs old.</li><li>3. Photocopy of latest Income Tax Return (ITR)of parents/legalguardian Or Certification issue by BIR that the Parents/Guardians are exempted from payments of tax Or original Certificate of Indigence Or Original Certificate of Low Income issue by the barangay/DSWD or CSWD where the applicant resides and</li><li>4.Photocopy of Proff of average passing grade such as(1) class card or (2) Form 138 of the previous semester or year immediately preceding the application;OR Original copy of Certificate by the school registrar as to passing grade immediately preceding semester/year if grades are not yet availble</li><li>5. For Out of School Youth (OSY), original copy of Certification as OSY issued by DSWD/CSWD or the authorized Barangay Official where the OSY resides,in addition to requirements no. 1 and 2.</li><li>6. Original copy of Certification by the school registrar as to passing passing grade immediately preceding semester/year if grades are not yet available.</li><li>7. For Out of School Yputh (OSY), original copy of Certification as OSY issued by DSWD/MSWDor authorized Barangay Official where the OSY resides.</li><li>8. Form 138</li><li>9. Certications by the School Registrar that the student has passed during the previous semester or school year.</li></ol>		<ol style="list-style-type: none"><li>1. Applicant</li><li>2. Applicant</li><li>3. BIR/DSWD/BARANGAY</li><li>4. SCHOOL</li><li>5. DSWD/BARANGAY</li></ol>

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. PRE-EMPLOYMENT PHASE</b> Secure from Public Employment Service Office (PESO) <ul style="list-style-type: none"> <li>Form 1- Registration Form</li> </ul>	1. Provides clients with appropriate forms.	NONE	1 minute	PESO Staff
<b>2. ORIENTATION ON SPES</b> <ul style="list-style-type: none"> <li>Attend SPES Orientation for information on the details and guidelines of the program as scheduled</li> </ul>	2. Orients applicants for information on the details and guidelines of the program		2 Hours	DOLE Employment Focal & Staff
<b>3. Submit to PESO Filled up Forms</b> <ul style="list-style-type: none"> <li>Registration Form</li> <li>Documentary Requirements</li> </ul>	3.1 Receives and evaluates duly filled-up forms/documentary requirements 3.2 Informs the applicants to wait for the ADVISORY coming from the PESO Province		5 minutes	MARYSOL AMARILLO PESO Manager
<b>4. Signing of Employment Contract</b>	4.1 Administers the Contract Signing 4.2 Conducts Office/work orientation and deploy SPES beneficiaries to their office/work assignment			
<b>5. EMPLOYMENT PERIOD Work Assignment</b>	5.1 Receives, evaluates and certifies DTR's for the processing of payroll		30 Minutes to 1 Hours	MARYSOL AMARILLO PESO Manager
	5.2 Prepares and provides Certificate of Employment		15 Minutes	Head of the Offices where student employee is assigned
	5.3 Submit to DOLE the SPES requirements together with the pertinent report for further evaluation and processing of 40% of the SPES payroll		15-30 Minutes	MARYSOL AMARILLO PESO Manager
<b>6. POST EMPLOYMENT PHASE</b> <ul style="list-style-type: none"> <li>Signing of Termination Contract</li> </ul>			5-10 Minutes	MARYSOL AMARILLO PESO Manager
<ul style="list-style-type: none"> <li>At the end of the work assignment, report to PESO for the Signing of Termination Report.</li> <li>POST EMPLOYMENT PHASE</li> <li>Payroll Processing</li> <li>Submission of DTRs and Accomplishment Report</li> <li>Daily Time Record (DTR)</li> </ul>				MARYSOL AMARILLO PESO Manager

<ul style="list-style-type: none"><li>• Secure Certification of Employment</li><li>• Request for Certification of Employment</li><li>• Submission of Reports to DOLE</li><li>• SPES employee must present his/her enrolment form, official receipt and school ID to process the 40% counterpart from DOLE</li></ul>				MARYSOL AMARILLO PESO Manager
	TOTAL:		4 Hours	





## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 6. TESDA TRAINING

TESDA Training will give clients information and skills on the programs they choose to avail of, particularly in the rural areas.

OFFICE/ DIVISION:	Public Employment Service Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Birth Certificate 2. Transcript of Records/Form 138 3. Barangay Clearance (Photocopy)		1. Applicant 2. School 3. Office of the Punong Barangay

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal PESO to know the existing/available training Courses offered  • Fill out LEARNER'S PROFILE Forms in duplicate  • Take note of the schedule and venue of training  • Get the list of the requirement	1.1 Give client Learner's Profile Form to be filled out	NONE	5 minutes	PESO STAFF
	1.2 Informs clients of the schedule and venue			
	1.3 Provides the clients the list of requirements for submission as per the schedule time		4 minutes	MARYSOL AMARILLO PEOS Manager

<p>2. Secure and submit the necessary requirements of qualified participants for enrollment</p>	<p>2.1 Receives and validates the requirements submitted</p> <p>2.2 Prepares endorsement to TESDA</p> <p>2.3 Informs the client of the orientation schedule that signals the start of the training</p> <p>2.4 Provides necessary information on Training related concerns</p>		<p>1 minute</p>	<p>MARYSOL AMARILLO PEOS Manager/PESO STAFF</p> <p>MARYSOL AMARILLO PEOS Manager</p>
	<p><b>TOTAL:</b></p>		<p><b>10 minutes</b></p>	

# **S. MUNICIPAL COOPERATIVE DEVELOPMENT**



## MUNICIPALITY OF ALIMODIAN

### SERVICE NAME: 1. ASSISTANCE IN REGISTRATION OF COOPERATIVES

Assistance given to clients who seeks information on how to register their cooperatives to Cooperative development authority (CDA)

OFFICE/ DIVISION:	Office of the Mayor/Municipal Cooperative Development Office	
CLASSIFICATION:	Simple	
TYPE OF TRANSACTION:	G2C – Government to Citizen	
WHO MAY AVAIL:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NONE		NONE

HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire as to the requirements for registration	1.1 Interview and discuss as to the requirements of proposed cooperatives as required by the agency (Cooperative Development Authority /CDA)	None	10 minutes	Sebilla A. Catunao
	1.2 Assist in the preparation of documents as required by the agency	None	30 minutes	Sebilla A. Catunao
2. Present the duly accomplished required documents	2. Receive the required documents and check for completeness. If it is complete advise clients to submit the duly accomplished documents to proper agency	None	20 minutes	Sebilla A. Catunao
		<b>TOTAL:</b>	<b>1 Hour</b>	

**MUNICIPALITY OF ALIMODIAN**



**SERVICE NAME: 2. ASSISTANCE TO EXISTING COOPERATIVES IN SUBMISSION OF THE REQUIRED REPORTS TO THE CDA**  
(Cooperative Development Authority)

Assistance given to existing cooperatives and submission of reports required by CDA

OFFICE/ DIVISION:	Office of the Mayor/Municipal Cooperative Development Office			
CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C – Government to Business Entity			
WHO MAY AVAIL:	Existing Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
HOW TO AVAIL:				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire as to the forms of required reports	1. Give the forms of required reports	None	10 minutes	Sebilla A. Catunao Municipal Cooperative Development Officer
2. Submit the duly accomplished forms of required reports	2. 1Assist in the preparation of documents as required by the agency	None	10 minutes	Sebilla A. Catunao Municipal Cooperative Development Officer
	2.2. Assist in the electronic submission of required reports to the website of the agency and print the confirmation receipt	None	1 hour	Sebilla A. Catunao Municipal Cooperative Development Officer
3. Receive and sign the printed confirmation receipt	3. Advise client to submit the duly accomplished form of required reports to CDA	None	10 minutes	Sebilla A. Catunao Municipal Cooperative Development Officer
		TOTAL:	1 Hour and 3 minutes	

CLIENT – FRIENDLY POSTERS/SIGNS





## PUBLIC ASSISTANCE/COMPLAINT DESK

THIS IS LOCATED AT THE ENTRANCE OF THE MUNICIPAL HALL BUILDING. TWO PERSONNEL ARE ASSIGNED TO MAN THIS DESK.







**BULLETIN BOARDS**





BILLBOARD OF FRONT LINER SERVICES



VISION

"A GOD-LOVING, PEACEFUL, PROGRESSIVE, ECOLOGICALLY-BALANCED, AGRI - BASED COMMUNITY OF CULTURALLY AWARE, INDUSTRIOUS, SELF-RELIANT AND COOPERATIVE SPIRITED ALIMODIANANONS."

MISSION STATEMENT

"TO THIS END, THE MUNICIPAL GOVERNMENT OF ALIMODIAN SHALL PURSUE A PEOPLE CENTERED, AREA AND SUSTAINABLE DEVELOPMENT APPROACH TO ITS COMMITMENT IN THE PROGRESS AND DEVELOPMENT OF ITS CONSTITUENTS, PROVISION OF EFFECTIVE DELIVERY OF BASIC SERVICES, IN THE PROMOTION OF ITS AGRI-BASED RESOURCES AND IN THE PRESERVATION AND PROTECTION OF ITS NATURAL RESOURCES."

OFFICE OF THE MAYOR

A. ISSUANCE OF MAYOR'S CERTIFICATION (VOTER REGISTRATION)

Schedule of Availability of Service: Monday - Friday, 8:00 am - 5:00 pm (subject to local laws)

Where May I Avail of the Service: Residents of the Municipality

What are the requirements: Identification Card and valid address

Duration: 10 minutes

How to Avail of the Service

No.	Applicant/Client	Service Provided	Number of Staff	Person in Charge	Fee	Cost	Recommendation
1	Resident	Provide Mayor's Certification	2 staff	Mayor's Office	None		
2	Resident	Provide Mayor's Certification	2 staff	Mayor's Office	None		
3	Resident	Provide Mayor's Certification	2 staff	Mayor's Office	None		
4	Resident	Provide Mayor's Certification	2 staff	Mayor's Office	None		

B. ACCEPTING DOCUMENTS FOR MAYOR'S SIGNATURE

Schedule of Availability of Service: Monday - Friday, 8:00 am - 5:00 pm (subject to local laws)

Where May I Avail of the Service: Residents of the Municipality

What are the requirements: Documents which need Mayor's signature: Residence Certificate

Duration: 10 minutes

How to Avail of the Service

No.	Applicant/Client	Service Provided	Number of Staff	Person in Charge	Fee	Cost	Recommendation
1	Resident	Accept, review, receive and issue Mayor's signature	1 staff	Mayor's Office	None		
2	Resident	Accept, review, receive and issue Mayor's signature	1 staff	Mayor's Office	None		
3	Resident	Accept, review, receive and issue Mayor's signature	1 staff	Mayor's Office	None		

OFFICE OF THE MUNICIPAL TREASURER

A. ISSUANCE OF REAL PROPERTY TAX RECEIPT

Schedule of Availability of Service: Monday - Friday, 8:00 am - 5:00 pm (subject to local laws)

Where May I Avail of the Service: Residents of the Municipality

What are the requirements: Information Sheet in the Form of

Duration: 10 minutes

How to Avail of the Service

No.	Applicant/Client	Service Provided	Number of Staff	Person in Charge	Fee	Cost	Recommendation
1	Resident	Issue and receive real property tax receipt	1 staff	Treasurer's Office	None		
2	Resident	Issue and receive real property tax receipt	1 staff	Treasurer's Office	None		
3	Resident	Issue and receive real property tax receipt	1 staff	Treasurer's Office	None		

B. ISSUANCE OF COMMUNITY TAX CERTIFICATE (RESIDENCE CERTIFICATE)

Schedule of Availability of Service: Monday - Friday, 8:00 am - 5:00 pm (subject to local laws)

Where May I Avail of the Service: Residents of the Municipality

What are the requirements: Information Sheet in the Form of

Duration: 10 minutes

How to Avail of the Service

No.	Applicant/Client	Service Provided	Number of Staff	Person in Charge	Fee	Cost	Recommendation
1	Resident	Provide Mayor's Certification	1 staff	Mayor's Office	None		
2	Resident	Provide Mayor's Certification	1 staff	Mayor's Office	None		
3	Resident	Provide Mayor's Certification	1 staff	Mayor's Office	None		

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COMFORT ROOMS (CR)





**THREE (3) BILLBOARDS IN PUBLICLY ACCESSIBLE AND CONSPICUOUS PLACES WHERE THE DOCUMENTS ARE BEING POSTED**





**Billboard No. 1 – located between the TESDA Learning and Resource Center Building and LIGA Building**





**Billboard No. 2 – located at the entrance of the  
Alimodian Public Market**







# LACTATING AREA



# VISION and MISSION





# TRANSPARENCY BOARD

[illegible]





## MUNICIPALITY OF ALIMODIAN

NAME OF ELECTED OFFICIALS	DESIGNATION	COMMITTEE CHAIRMANSHIP
Hon. GEEFRE A. ALONSABE	Municipal Mayor	
Hon. IAN KENNETH A. ALFECHE	Municipal Vice Mayor	
Hon. JOHN DARWIN A. ALMACEN	SB MEMBER	Chairman-Transportation and Traffic Management Committee; Committee on Peace and Order, Security and Public Safety
Hon. LARRIETTE A. ALTUBAR	SB MEMBER	Chairman-Committee on Economic Enterprise, Market, Slaughter House and Cemetery Committee on Rules and Privileges
Hon. NELSON P. TAGABI	SB MEMBER	Chairman- Environment al Protection; Committee on Tourism/Culture, History and Arts; Oversight Committee; Backstopping Committee
Hon. FELICITA A. AMBA	SB MEMBER	Chairman- Committee on Women, Family Affairs, Senior Citizens, Special People and Veterans; Committee on Health /Sanitation and Social Welfare
Hon. FLOR KENNETH A. ALOBIN	SB MEMBER	Chairman- Committee on Cooperatives, Civil Society Organization, Trade and Industry; Committee on Education, Science and Technology; Committee on Ordinances and Legal Matters
Hon. JOVEN C. ANDIANO	SB MEMBER	Chairman- Committee on Agriculture
Hon. CHARLES T. BUENAVIDES	SB MEMBER	Chairman- Committee on Good Governance, Human Rights, Public Ethics and Accountability; Committee on Planning, Zoning, Housing and Real Estate; Committee on Public Works, Infrastructure, and Public Utilities
Hon. JOSE P. AMARILLO JR.	SB MEMBER	Chairman-Committee on Human Resources/Labor and Employment; Committee on Ways and Means
Hon. SEBASTIAN A. SALCEDO	LIGA PRESIDENT	Committee on Barangay Affairs; Committee on Games and Amusements
Hon. NAPHOLION C. FACUNLA	PPSK PRESIDENT	Chairman- Committee on Youth and Sports



## MUNICIPALITY OF ALIMODIAN

LGU Offices	Department Heads/ Officer-In- Charge	Contact Number
Office of the Municipal Administrator	Mrs. Lilian C. Tamayo	09778539401
Office of the Mun. Planning & Dev't. Coordinator (MPDC)	Mrs. Nerissa A. Vasquez	09077697617
Office of the Municipal Engineer	Engr. Leoreysaldie N. Salanatin	09199941658
Office of the Municipal Agriculturist	Mrs. Fe M. Caberio	09176555358
Office of the Municipal Treasurer	Mr. Cyril A. Nieves	09266311200
	Mr. Francis A. Almira	09165251497
	Mrs. Cecilia Paolo Felipe	09179463260
Office of the Municipal Budget Officer	Mrs. Romelle A. Genona	09063364697
Office of the Municipal Assessor	Mr. Rey C. Deala	09475838767
Office of the Municipal Accountant	Mrs. Felimae C. Ambe, CPA	09292705303
Office of the Municipal Civil Registrar	Mrs. Ma. Nanette S. Salvilla	09399084190
Office of the Municipal Health Officer	Dr. Manuel R. Ledesma II	09177011491
Office of the Mun. Social Welfare & Dev't. Officer (MSWDO)	Ms. Mary Jane Onalee A. Amaguin	09267000662
Office of the Sangguniang Bayan	Mrs. Gleemy C. Anas	09399199625
Office of the Human Resource Management Officer (HRMO)	Mrs. Hilda A. Nedula	09956589327
Office of the Municipal Disaster Risk Reduction Management Council (MDRRMC)	Mr. Sherwin S. Bering	09090012298
Office of the Tourism/Community Affairs/PESO Manager	Mrs. Marysol A. Amarillo	09205674507
MENRO	Engr. Reno A. Alquisada	09282547616
Office of the Municipal Economic Enterprise	Mrs. Ma. Fe A. Almendral	09232259924
Local Economic Investment Office (LEIPO)	Mrs. Candelaria Grace A. Tumasias	09083844595
Office of the Municipal Cooperative Development	Mrs. Sebilla A. Catunao	09177740767
BULIG Office	Mr. Kirk A. Almira	09481222240
<b>National Agencies</b>		
Office of the Municipal Local Government Operations Officer (MLGOO- DILG)	Mr. Ramon E. Sucayan	09460479236
Bureau of Internal Revenue(BIR)	Mrs. Grace Lee	09308979989
Commission on Election (COMELEC)	Mrs. Rosita O. Alonzaga	09076043750
Alimodian Postal Office	Mr. Marlon C. Tonogbanua	09307076321
Population CommissioOffice(POPCOM)	Mrs. April Kate K. Amada	09177790423
Alimodian Police Station	PCPT. Sullen B. Domingo	09989673722
Alimodian Fire Station	FO3 Ian T. Clarin	09168506723
Rural Health Dentist	Dr. D9 Sonza	09307069323



## **CONTACT NUMBERS OF OFFICES**

<b>LGU Offices</b>	<b>Telephone Number</b>	<b>Fax Number</b>
Office of the Mayor	(033) 331-0288	(033) 331-0288
Office of the Municipal Administrator	(033) 331-0288	(033) 331-0288
Office of the Mun. Planning & Dev't. Coordinator (MPDC)	(033) 331-0450	
Office of the Municipal Engineer	(033) 331-0450	
Office of the Municipal Agriculturist	(033) 331-0450	
Office of the Sangguniang Bayan	(033) 331-0583	(033) 331-0583
Office of the Municipal Budget Officer	(033) 331-0450	
Office of the Municipal Assessor	(033) 331-0450	
Office of the Municipal Accountant	(033) 331-0581	
Office of the Municipal Civil Registrar	(033) 331-0581	
Office of the Municipal Health Officer	(033)331-0505/(033)331-0584	
Office of the Mun. Social Welfare & Dev't. Officer (MSWDO)	(033) 331-0581	
Office of the Economic Enterprise	(033) 331-0238	
Community Based-Rehabilitation Center	(033) 331-0580	
<b>National Agencies</b>		
Department of Interior and Local Gov't. (DILG)	(033) 331-0450	
Bureau of Internal Revenue (BIR)	(033) 331-0582	
Commission on Election (COMELEC)	(033) 331-0582	
Post Office	(033) 331-0582	
Alimodian Police Station	(033) 331-0582	
Alimodian Fire Station	(033) 936-7733	
Population Commission (POPCOM)	(033) 331-0584	
Alimodian TESDA Learning and Resource Center	(033) 331-0584	

Republic of the Philippines  
Province of Iloilo  
**MUNICIPALITY OF ALIMODIAN**  
**OFFICE OF THE MAYOR**

2<sup>nd</sup> Floor, Alimodian Municipal Building, Plaza Libertad St., Alimodian, Iloilo  
Telefax: (033) 331-2147 / Email: [jgualimodian@gmail.com](mailto:jgualimodian@gmail.com)



**CERTIFICATE OF COMPLIANCE**

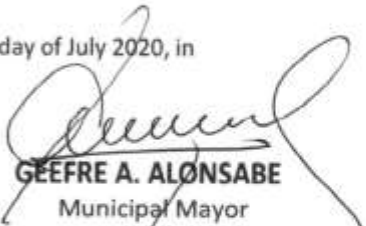
*Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti- Red Tape Act 2007, and for Other Purposes*

I, **GEEFRE A. ALONSABE**, Filipino, of legal age, Municipal Mayor of the Local Government Unit of Alimodian, the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2020, I hereby declare and certify the following facts:

1. The Local Government Unit of Alimodian has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and Mission of the agency;
  - b. Government services offered;
    - i. Comprehensive and uniform checklist of requirements for each type of application or request;
    - ii. Step- by- step procedure to obtain a particular service;
    - iii. Person responsible for each step;
    - iv. Maximum time needed to conclude the process;
    - v. Document/s to be presented by the applicant or requesting party, if necessary ;
  - c. Procedure for filing complaints.
2. The Citizen's Charter is posted as an information billboard through interactive information electronic billboard, posters, tarpaulins standee and any other readable materials that could be easily understood by the public.
3. The Citizen's Charter is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
4. The Citizen's Charter is written either English, Filipino, and/or in the local dialect and published as an information material.
5. The Citizen's Charter is uploaded on the agency's website through a tab or link ([alimodian.ga](http://alimodian.ga)) especially for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal.
6. There is a established Client Satisfaction Measurement per service in the respective offices.

This certification is being issued to attest to the accuracy of all foregoing based on available records and information that can verified.

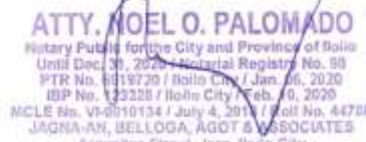
**IN THE WITNESS WHEREOF**, I have hereunto set my hand this 22<sup>nd</sup> day of July 2020, in Alimodian, Iloilo, Philippines.

  
**GEEFRE A. ALONSABE**  
Municipal Mayor

SUBSCRIBED AND SWORN to before me this JUL 23 2020 in ALIMODIAN, Philippines, with the affiant to me his/her UMID: 006-0016-4527-7.

**NOTARY PUBLIC/ ADMINISTERING OFFICER**

DOC. NO. 271  
PAGE NO. 48  
BOOK NO. 10  
SERIES OF 2020

  
**ATTY. NOEL O. PALOMADO**  
Notary Public for the City and Province of Iloilo  
Until Dec. 31, 2020 - Notarial Register No. 98  
PTR No. 8819729 / Iloilo City / Jan. 06, 2020  
IBP No. 13328 / Iloilo City / Feb. 10, 2020  
MCLE No. VI-2010134 / July 4, 2018 / Roll No. 4478  
JAGNA-AN, BELLOGA, AGOT & ASSOCIATES  
Arguillas Street, Jaro, Iloilo City  
Telefax No. 933-323-3186