

OFFICE OF THE CITY ASSESSOR

ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements:

1. Verbal or Written Request
2. Latest Real Property Tax Receipt

Duration: 17 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|---|---------------------------|------|
| 1 | Submit complete requirements. | Review documents and issue order of payment. | 5 minutes | Tax Mapping Aide Assessment Clerk I Administrative Aide IV Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III | Php30.00 | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment | None |
| 3 | Present official receipt. | Prepare Certified True Copy of Tax Declaration. | 5 minutes | Tax Mapping Aide Assessment Clerk I Administrative Aide IV Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III City Assistant Assessor City Assessor | None | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

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|---------------------------|---|---|-----------|--|------|-----------------|
| 4 | Receive Certified True Copy of Tax Declaration. | Release the Certified True Copy of Tax Declaration. | 2 minutes | Local Assessment Operations Officer I Local Assessment Operations Officer III | None | Tax Declaration |
| End of Transaction | | | | | | |

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

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements:

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|---|--|
| 1. Deed of Conveyance (Deed of Sale/Deed of Donation/Deed of Extra-Judicial Settlement of Estate/Affidavit of Consolidation of Ownership/Self-Adjudication) | 4. Transfer Tax Receipt |
| 2. Title/s | 5. Latest Real Property Tax Receipt/Tax Clearance |
| 3. BIR Certificate Authorizing Registration (CAR) | 6. Affidavit of Publication (Estate) |
| | 7. Owner's/Authorized Representative's ID with picture |

Duration: 29 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|--|----------------------|---|---------------------------|------|
| 1 | Submit complete requirements. | Review documents and issue order of payment. | 7 minutes | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III | PhP100.00 | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment | None |
| 3 | Present official receipt. | Prepare Tax Declaration of Simple Transfer and Notice of Assessment. | 15 minutes | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment | None | None |

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|---------------------------|------------------------------|------------------------------|-----------|---|------|------|
| | | | | Operations Officer I Local Assessment Operations Officer III City Assessor | | |
| 4 | Receive the Tax Declaration. | Release the Tax Declaration. | 2 minutes | Administrative Assistant I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF TAX DECLARATION OF SIMPLE PARTITION/SUBDIVISION/CONSOLIDATION-SAME OWNER

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements: *(Submit One (1) Photocopy of each document)*

- | | |
|---|--|
| 1. Partition/Consolidation Request/Agreement | 4. Latest Real Property Tax Receipt/Tax Clearance |
| 2. Approved Subdivision Plan (Blue Print/Photocopy) | 5. Owner's/Authorized Representative's ID with Picture |
| 3. Title/s | |

Duration: 19 minutes (excluding inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|-------------------------------|--|---|---|--------------|------|
| 1 | Submit complete requirements. | Review documents and issue order of payment. | 7 minutes | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III | Php100.00 | None |
| 2 | Assist the inspector. | Conduct Ocular Inspection. | Within the day of the scheduled inspection. | Administrative Aide IV Assessment Clerk I Draftsman I Administrative Assistant I Administrative Assistant III Tax Mapper I | None | None |

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|---------------------------|--|--|--|--|----------------------------|-----------------|
| 3 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 4 | Present official receipt. | Prepare Tax Declaration of Simple Transfer and Notice of Assessment. | It depends on how many tax declaration to be issued and case-to-case basis. (5 minutes per Tax Declaration) | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III City Assessor | None | None |
| 5 | Receive the Tax Declaration. | Release the Tax Declaration. | 2 minutes | Administrative Assistant I | None | Tax Declaration |
| End of Transaction | | | | | | |

ISSUANCE OF TAX DECLARATION OF PARTITION/SUBDIVISION (SALE/DONATION/ESTATE)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements: *(Submit One (1) Photocopy of each document)*

- | | |
|---|--|
| 1. Deed of Conveyance (Deed of Sale/Deed of Donation/Deed of Extra-Judicial Settlement of Estate/Affidavit of Consolidation of Ownership/Self-Adjudication) | 5. BIR Certificate Authorizing Registration (CAR) |
| 2. Approved Subdivision Plan (Blue Print/Photocopy) | 6. Transfer Tax Receipt |
| 3. Title/s | 7. Affidavit of Publication (Estate) |
| 4. Latest Real Property Tax Receipt/Tax Clearance | 8. Owner's/Authorized Representative's ID with Picture |

Duration: 19 minutes (excluding inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|-------------------------------|--|----------------------|---|--------------|------|
| 1 | Submit complete requirements. | Review documents and issue order of payment. | 7 minutes | Assessment Clerk I Draftsman I Administrative Assistant III | Php100.00 | None |

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|---------------------------|--|--|--|--|----------------------------|-----------------|
| | | | | Local Assessment Operations Officer I Local Assessment Operations Officer III | | |
| 2 | Assist the inspector and wait for the assessment (if any). | Conduct inspector. | Within the day of the scheduled inspection. | Administrative Aide IV Assessment Clerk I Draftsman I Administrative Assistant I Administrative Assistant III Tax Mapper I | None | None |
| 3 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 4 | Present official receipt. | Prepare Tax Declaration of Simple Transfer and Notice of Assessment. | It depends on how many tax declaration to be issued and case-to-case basis. (5 minutes per Tax Declaration) | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III City Assessor | None | None |
| 5 | Receive the Tax Declaration. | Release the Tax Declaration. | 2 minutes | Administrative Assistant I | None | Tax Declaration |
| End of Transaction | | | | | | |

ISSUANCE OF TAX DECLARATION (NEW ASSESSMENT/RE-ASSESSMENT/RE-CLASSIFICATION)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Owner or Authorized Representative

Requirements:

New Assessment of Building and Machinery

1. Request for Ocular Inspection
2. Latest Real Property Tax Receipt of Land
3. Building Permit & Occupancy Permit (for Building)
4. Mechanical Permit (for Machinery)
5. List of Machineries with Acquisition Cost/Official Receipt or Sworn Statement

Re-Assessment/Re-Classification

1. Request for Ocular Inspection
2. Latest Real Property Tax Receipt of Existing Improvement
3. Building Permit (for Renovation)

Duration: 30 minutes (excluding inspection, appraisal and assessment)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|--|---|------------------------------------|------|
| 1 | Submit request with complete requirements. | Review documents and schedule for ocular inspection. | 8 minutes | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III | None | None |
| 2 | Assist the inspector. | Conduct ocular inspection. | Within the day of the scheduled inspection | Administrative Aide IV Assessment Clerk I Draftsman I Administrative Assistant I Administrative Assistant III Tax Mapper I | None | None |
| 3 | Wait for the appraisal and assessment. | Appraise and assess improvement for additional tax declaration, if any, and issue order of payment. | 1 hour per unit | Administrative Aide IV Assessment Clerk I Draftsman I Administrative Assistant I | Based on appraisal and assessment. | None |

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|---------------------------|--|---|------------|--|---------------------------|-----------------|
| | | | | Administrative Assistant III Tax Mapper I Local Assessment Operations Officer III City Assessor | | |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment | None |
| 5 | Present official receipt. | Prepare Tax Declaration. | 15 minutes | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I Local Assessment Operations Officer III City Assessor | None | None |
| 6 | Receive the Tax Declaration. | Release the Tax Declaration. | 2 minutes | Assessment Clerk I Draftsman I Administrative Assistant III Local Assessment Operations Officer I | None | Tax Declaration |
| End of Transaction | | | | | | |

ISSUANCE OF CERTIFICATIONS (LANDHOLDING/NO PROPERTY/WITH OR WITHOUT IMPROVEMENTS/ACTUAL LOCATIONS/MERALCO APPLICATION)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements:

1. Request for Ocular Inspection
2. Latest Real Property Tax Receipt
3. Picture of Lot

Duration: 17 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|---|----------------------------|------|
| 1 | Submit complete requirements. | Review documents and issue order of payment. | 5 minutes | Assessment Clerk I Administrative Aide IV Draftsman I Administrative Assistant III Tax Mapper I Local Assessment Operations Officer I Local Assessment Operations Officer III | Php30.00 | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present official receipt. | Receive official receipt and prepare the Certification. | 5 minutes | Assessment Clerk I Administrative Aide IV Draftsman I Administrative Assistant III Tax Mapper I Local Assessment Operations Officer I | None | None |

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|---------------------------|----------------------------|----------------------------|-----------|---|------|------|
| | | | | Local Assessment Operations Officer III City Assessor | | |
| 4 | Receive the Certification. | Release the Certification. | 2 minutes | Tax Mapping Aide | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF CERTIFIED PHOTOCOPY OF OLD TAX DECLARATION FOR COURT PURPOSES/TITLING OF PROPERTY

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements:

1. Letter of Request from the taxpayer or Lawyer

Duration: 11 minutes (excluding verification of records)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|--|----------------------|--|----------------------------|------|
| 1 | Submit letter of request. | Receive request and verify records | Within the day | Administrative Aide IV Local Assessment Operations Officer III | None | None |
| 2 | Wait for the order of payment | Issue order of payment. | 2 minutes | Administrative Aide IV Local Assessment Operations Officer III | PhP30.00 | None |
| 3 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 4 | Receive certified photocopy of Old Tax Declaration | Release certified photocopy of Old Tax Declaration | 2 minutes | Administrative Aide IV Local Assessment Operations Officer III | None | None |
| End of Transaction | | | | | | |

OFFICE OF THE CITY BUSINESS PERMITS AND LICENSING OFFICER (BPLO)

ISSUANCE OF BUSINESS PERMIT (NEW)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Business Owner or Authorized Representative

Requirements:

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|---|--|
| <ul style="list-style-type: none"> 5. DTI Certificate (for Single Proprietorship) SEC Registration (for Corporation) 6. Barangay Business Clearance with Official Receipt 7. Fire Safety Inspection Certificate (FSIC) 8. Community Tax Certificate (Cedula) 9. Zoning Clearance | <ul style="list-style-type: none"> 1. Contract of Lease / if owned, latest Real Property Tax Receipt 2. Occupancy Permit 3. Picture of Business Establishment (Front view) with Vicinity Map 4. Signboard indicating Business Name |
|---|--|

Duration: 2 days (excluding securing of FSIC)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|-------------------------------------|--|---------------------------|
| 1 | Present duly accomplished application form with complete requirements attached for assessment. | Assess the business tax and other regulatory fees. | 15 minutes | Assessment Clerk I | Based on the nature of business and capital. | Business Application Form |
| 2 | Proceed to Meycauayan Fire Station and secure Fire Safety Inspection Certificate (FSIC). | Refer to the Bureau of Fire Protection's Citizen's Charter for the list of requirements and procedures. | 2 days | Bureau of Fire Protection Personnel | 10% of the total assessment. | None |
| 3 | Proceed to the Office of the City Treasurer (City Hall) for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on the assessment. | None |

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|---------------------------|--|---|------------|--|------|------|
| 4 | Submit application form with complete requirements and official receipts attached and return the next day for release of permit. | Receive, check attachments, issue claim stub. | 10 minutes | Administrative Aide IV License Inspector I License Inspector II Licensing Officer III City Business Permit and Licensing Officer City Mayor | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF BUSINESS PERMIT (RENEWAL)

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Business Owners or Authorized Representatives

Requirements:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Latest Mayor's Permit and Receipts (from 1st to 4th quarter) 2. Barangay Business Clearance with Official Receipt 3. Community Tax Certificate (Cedula) 4. BIR Returns for the year (2550M, 2550Q, 2551M, 1702Q) or Financial Statement or Notarized Certificate of Gross Sales/Income (if no operation/sales, Affidavit of No Operation/Sales) 5. Contract of Lease / if owned, latest Real Property Tax Receipt | <ol style="list-style-type: none"> 6. Fire Safety Inspection Certificate (FSIC) 7. Photocopy of issued Zoning Certificate and Occupancy Permit or receipt. 8. Picture of Business establishment (Front view) 9. Signboard indicating Business name 10. Environment Compliance Certificate (ECC) (if applicable) |
|--|--|

Duration: 1 day (excluding securing of FSIC)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|-------------------------------------|---|---------------------------|
| 1 | Present duly accomplished application form with complete requirements attached for assessment. | Assess the business tax and other regulatory fees. | 15 minutes | Assessment Clerk I | Based on the nature of business and capital | Business Application Form |
| 2 | Proceed to Meycauayan Fire Station and secure Fire Safety Inspection Certificate (FSIC). | Refer to the Bureau of Fire Protection's Citizen's Charter for the list of requirements and procedures. | 1 day | Bureau of Fire Protection Personnel | 10% of the total assessment. | None |
| 3 | Proceed to the Office of the City Treasurer (City Hall) for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on the assessment. | None |

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|---------------------------|--|---|------------|--|------|------|
| 4 | Submit application form with complete requirements and official receipts attached and wait for the release of permit within the day. | Receive, check attachments, issue claim stub. | 10 minutes | Administrative Aide IV License Inspector I License Inspector II Licensing Officer III City Business Permit and Licensing Officer City Mayor | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF MOTORIZED TRICYCLE OPERATOR PERMIT (MTO)

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Tricycle Operators

Requirements:

1. Photocopy of OR and CR
2. Voter's ID/Voter's Certification
3. TODA Certificate from Tricycle Regulatory Unit (TRU)

Duration: 16 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|---|--|----------------------|---|----------------------------|------|
| 1 | Present complete requirements. | Review requirements. | 2 minutes | Administrative Aide IV | None | None |
| 2 | Wait for the order of payment. | Issue order of payment. | 2 minutes | Administrative Aide IV | Php400.00 | None |
| 3 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 4 | Submit complete requirements with attached official receipts. | Prepare MTO. | 5 minutes | Administrative Aide IV Licensing Officer III City Business Permit and Licensing Officer City Mayor | None | None |
| 5 | Receive MTO. | Release MTO. | 2 minutes | Administrative Aide IV | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF TRICYCLE PERMIT

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Tricycle Operators

Requirements:

- | | |
|--|--|
| <ul style="list-style-type: none"> 3. Barangay Clearance with Official Receipt (Original) 4. Federation TODA Certification (Original) 5. OR/CR of Tricycle Unit (Original & Photocopy) 6. Voter's ID/ Voter's Certification (Original & Photocopy) 7. MTOP (Original & Photocopy) | <ul style="list-style-type: none"> 1. Professional Driver's License (Original & Photocopy) 2. Tricycle Regulatory Unit Certification |
|--|--|

Duration: 12 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|----------------------|--|---|------|
| 1 | Present the TRU Certificate and other requirements. | Issue order of payment. | 2 minutes | Administrative Aide IV License Inspector I License Inspector II Licensing Officer III | PhP270.00 PhP337.50 with penalty | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Received payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Submit complete requirements with attached official receipts. | Receive complete requirements with attached official receipts and record on the database. | 3 minutes | Administrative Aide IV License Inspector I License Inspector II Licensing Officer III | None | None |
| 4 | Receive Tricycle Sticker and Plate. | Release Tricycle Sticker and Plate. | 2 minutes | Administrative Aide IV License Inspector I License Inspector II Licensing Officer III | None | None |

End of Transaction

ISSUANCE OF MAYOR'S CLEARANCE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. Barangay Clearance/NBI Clearance
2. Community Tax Certificate (Cedula)

Duration: 14 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|--|----------------------|---|---|-----------------------------------|
| 1 | Get and fill-up application form. | Provide application form. | 2 minutes | Administrative Aide III | None | Application for Mayor's Clearance |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | <ul style="list-style-type: none"> • PhP60.00 (Local Employment) • PhP230.00 (Passport/Abroad) • PhP60.00 (Identification) • PhP60.00 (Driver's License) • P 430.00 (Firearms) | None |
| 3 | Present requirements and official receipt. | Prepare Mayor's Clearance | 5 minutes | License Inspector II Licensing Officer III City Business Permit and Licensing Officer | None | None |
| 4 | Receive Mayor's Clearance | Release Mayor's Clearance | 2 minutes | License Inspector II | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF SPECIAL PERMIT (SIGNAGE/BANNER/PARADE/GAFFER/SPECIAL EVENTS)

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. Letter of Request

Duration: 23 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|--|----------------------|--|-----------------------------|------|
| 1 | Submit letter request to the Office of the City Mayor. | Receive letter request. | 3 minutes | Office of the City Mayor Personnel | None | None |
| 2 | Present received letter request from the Office of the City Mayor. | Assess the amount to be paid and issue order of payment. | 10 minutes | License Inspector II Licensing Officer III | Based on nature of request. | None |
| 3 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 4 | Present official receipt | Prepare Special Permit | 3 minutes | License Inspector II Licensing Officer III City Business Permit and Licensing Officer | None | None |
| 5 | Receive Special Permit | Release Special Permit | 2 minutes | License Inspector II Licensing Officer III | None | None |
| End of Transaction | | | | | | |

OFFICE OF THE CITY CIVIL REGISTRAR

TIMELY REGISTRATION OF BIRTH

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Born in Meycauayan)

Requirements:

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|---|--|
| <ul style="list-style-type: none"> 3. Marriage Contract 4. Community Tax Certificate (Cedula) | <ul style="list-style-type: none"> 1. Personal Appearance of Father (if not married) 2. Affidavit to Use the Surname of the Father (AUSF) (if not married) |
|---|--|

Duration: 21 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|---|---------------------------|------------------------|
| 1 | Submit the filled-up form with complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 10 minutes | Administrative Aide II Administrative Assistant II Asst. Registration Officer I Administrative Officer I Registration Officer III | PhP50.00 | Municipal Form No. 102 |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment | None |
| 3 | Present Official Receipt. | Prepare the Certificate. | 5 minutes | Administrative Assistant II Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certificate. | Release Certificate. | 1 minute | Administrative Assistant II Asst. Registration Officer I Registration Officer III | None | None |
| End of Transaction | | | | | | |

TIMELY REGISTRATION OF MARRIAGE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Married in Meycauayan)

Requirements:

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|---|--|
| 1. Duly accomplished Form No. 97 | 3. Photocopy of Authority to Solemnize Marriage of Solemnizing Officer |
| 2. Request to Solemnize Marriage outside Church (if applicable) | 4. Photocopy of Marriage License if not issued in Meycauayan |

Duration: 21 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|---|----------------------------|-----------------------|
| 1 | Submit the filled-up form with complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 10 minutes | Administrative Aide II Administrative Assistant II Asst. Registration Officer I Administrative Officer I Registration Officer III | PhP100.00 | Municipal Form No. 97 |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt. | Prepare the Certificate. | 5 minutes | Administrative Assistant II Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certificate. | Release Certificate. | 1 minute | Administrative Assistant II Asst. Registration Officer I Registration Officer III | None | None |

End of Transaction

TIMELY REGISTRATION OF DEATH CERTIFICATE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Died in Meycauayan)

Requirements:

1. Duly accomplished Form No. 103 and signed by Embalmer and City Health Officer
2. Proof of Payment from Treasury Office.

Duration: 21 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|---|---|------------------------|
| 1 | Submit the filled up form with complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 10 minutes | Administrative Aide II Administrative Assistant II Asst. Registration Officer I Administrative Officer I Registration Officer III | <ul style="list-style-type: none"> • PhP50.00 (Death - Burial) • PhP100.00 (Death-Transfer) • PhP100.00 (Death - Entrance) • PhP200.00 (Death - Cremation) • Php50.00 (Exhumation) | Municipal Form No. 103 |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | None | None |
| 3 | Present Official Receipt | Prepare the Certificate | 5 minutes | Administrative Assistant II Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certificate | Release Certificate | 1 minute | Administrative Assistant II Asst. Registration Officer I Registration Officer III | None | None |
| End of Transaction | | | | | | |

LATE REGISTRATION OF BIRTH

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Born in Meycauayan)

Requirements:

For 0-6 years old with Unmarried Parents:

1. Philippine Statistics Authority (PSA) - Certificate of No Record
2. Any two (2) of the following documentary evidences, showing Name of Child, Date of Birth, Name of Mother and Father, must be Original Copy of Certified True Copy, to wit:
 - a. Baptismal Certificate
 - b. Barangay Certification for Late Registration
 - c. School Record
 - d. Community Tax Certificate (Cedula) of Parents
3. Affidavits
 - a. Mother's Affidavit
 - b. Affidavit to Use the Surname of the Father (AUSF) (to be signed by the Mother only)
 - c. Joint Affidavit of Two Disinterested Persons

For 7 years old-up with Unmarried Parents:

2. Philippine Statistics Authority (PSA) -Certificate of No Record
3. Any three (3) of the following documentary evidences, showing Name of Child, Date of Birth, Name of Mother and Father, must be Original Copy of Certified True Copy, to wit:
 - a. Baptismal Certificate
 - b. Barangay Certification for Late Registration
 - c. School Record
 - d. Voter's Certification
 - e. Insurance Policy (GSIS/SSS/Philhealth)
 - f. Passport
 - g. Mayor's/Police/NBI Clearance
 - h. Community Tax Certificate (Cedula) of Parents
 - i. Others (as maybe required by the City Civil Registrar)

1. Affidavits
 - a. Mother's Affidavit
 - b. Affidavit to Use the Surname of the Father (AUSF) (to be signed by the Owner of the Birth Certificate)

**** For Birthdates between August 3, 1988 - March 18, 2004 (R.A. No. 9255), it cannot use the Surname of the Father**
 - c. Joint Affidavit of Two Disinterested Persons
 - d. Sworn Attestation (to be signed by the Father, Mother or Guardian)

With Married Parents:

1. Philippine Statistics Authority (PSA) -Certificate of No Record
2. Any two (2) of the following documentary evidences, showing Name of Child, Date of Birth, Name of Mother and Father, must be Original Copy of Certified True Copy, to wit:
 - a. Marriage Contract
 - b. Baptismal Certificate
 - c. Barangay Certification for Late Registration
 - d. School Record
 - e. Voter's Certification
 - f. Insurance Policy (GSIS/SSS/Philhealth)
 - g. Passport
 - h. Mayor's/Police/NBI Clearance
 - i. Others (as maybe required by the CCR)
3. Affidavits
 - a. Joint Affidavit of Two Disinterested Persons

Duration: 21 minutes (excluding 10 days processing time)

How to Avail of the Service:

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|---|---|----------------------------|------------------------|
| 1 | Submit the filled-up form with complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 10 minutes | Administrative Aide II Administrative Assistant II Asst. Registration Officer I Administrative Officer I Registration Officer III | Php100.00 | Municipal Form No. 102 |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt. | Prepare the Certificate. | 5 minutes | Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certificate. | Release Certificate. | 1 minute (after 10 days from filing of application for Certificate) | Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| End of Transaction | | | | | | |

LATE REGISTRATION OF MARRIAGE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Married in Meycauayan)

Requirements:

- | | |
|--|---|
| 1. Original Copy or Certified Copy of Marriage Certificate | 3. Affidavit of Late Registration of Marriage |
| 2. PSA - Certificate of No Record/Negative Result | |
- If there's No Copy of Marriage Certificate*
- | | |
|--|--|
| 1. Execute an Affidavit stating the complete details of marriage | 4. Certificate of Live Birth of Children |
| 2. PSA - Certificate of No Record/Negative Result | 5. Death Certificate of Spouse (if applicable) |
| 3. Wedding Pictures | |

Duration: 21 minutes (excluding 10 days processing time)

How to Avail of the Service:

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|---|---|----------------------------|-----------------------|
| 1 | Submit the filled-up form with complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 10 minutes | Administrative Aide II Administrative Assistant II Asst. Registration Officer I Administrative Officer I Registration Officer III | PhP150.00 | Municipal Form No. 97 |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt. | Prepare the Certificate. | 5 minutes | Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certificate. | Release Certificate. | 1 minute (after 10 days from filing of application for Certificate) | Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| End of Transaction | | | | | | |

LATE REGISTRATION OF DEATH

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Died in Meycauayan)

Requirements:

1. Affidavit of Late Registration of Death
2. PSA - Certificate of No Record/Negative Result
3. Picture of Tombstone (Lapida)

Duration: 21 minutes (excluding 10 days processing time)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|----------------------|---|--------------|------------------------|
| 1 | Submit the filled-up form with complete requirements. | Receive and review entries in the documents submitted and issue | 10 minutes | Administrative Aide II Administrative Assistant II | None | Municipal Form No. 103 |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| | | | | | | |
|---------------------------|--|--|---|--|-----------|------|
| | | order of payment. | | Asst. Registration Officer I Administrative Officer I Registration Officer III | | |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | PhP150.00 | None |
| 3 | Present Official Receipt. | Prepare the Certificate. | 5 minutes | Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certificate. | Release Certificate. | 1 minute (after 10 days from filing of application for Certificate) | Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF CERTIFIED TRUE COPY/PHOTOCOPY OF BIRTH/DEATH/MARRIAGE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Owner, Immediate Family or Authorized Representative

Requirements:

1. Authorization letter and valid ID of the owner of the Birth Certificate (if the requesting party is not the owner/immediate family of the owner).

Duration: 18 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|--|----------------------|--|--------------|-------------------|
| 1 | Submit filled-up verification slip. | Search and verify requested documents and issue order of payment | 10 minutes | Administrative Aide II Administrative Assistant I Asst. Registration Officer I Administrative Officer I | None | Verification Slip |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | PhP50.00 | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| | | | | | | |
|---------------------------|--|---|-----------|---|------|------|
| 3 | Present Official Receipt | Prepare the Certified True Copy/Photocopy of Certificate. | 2 minutes | Administrative Assistant II Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Certified True Copy of Certificate | Release Certified True Copy of Certificate | 1 minute | Asst. Registration Officer I Registration Officer III | None | None |
| End of Transaction | | | | | | |

REGISTRATION OF LEGITIMATION

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Born out-of-wedlock and parents are now married)

Requirements:

- | | |
|---|-------------------------------|
| 1. Certificate of No Marriage (Parents) | 3. Birth Certificate of Child |
| 2. PSA - Marriage Contract | 4. Affidavit of Legitimation |

Duration: 26 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|--|----------------------|---|---|------|
| 1 | Submit complete requirements. | Receive, review the submitted documents, determine/verify client's copy of Birth Certificate and issue order of payment. | 10 minutes | Administrative Aide II Administrative Assistant II Asst. Registration Officer I | <ul style="list-style-type: none"> • PhP150.00 (Registration Fee) • PhP50.00 (per page of Certified True Copy of Birth Certificate) | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment | None |
| 3 | Present Official Receipt. | Prepare Certificate of Registration of Legitimation and Endorsement letter. | 10 minutes | Administrative Assistant II Asst. Registration Officer I Registration Officer III City Civil Registrar | None | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| | | | | | | |
|---------------------------|--|--|----------|---|------|------|
| 4 | Receive Certification of Registration of Legitimation, Endorsement letter and other pertinent documents. | Release Certification of Registration of Legitimation, Endorsement letter and other pertinent documents. | 1 minute | Administrative Assistant II Asst. Registration Officer I | None | None |
| End of Transaction | | | | | | |

OUT-OF-TOWN REGISTRATION OF BIRTH CERTIFICATE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements: *(Submit original documents and two (2) sets of photocopies)*

- | | |
|--|---|
| 1. PSA - Certificate of No Record of Birth | 7. Two (2) valid Government issued ID's (GSIS, SSS, Voter's, PRC, Postal, Passport) |
| 2. Baptismal Certificate | 8. Marriage Certificate (Parents) |
| 3. Voter's Affidavit from Comelec | 9. SSS E-1 Form of Philhealth Member Data Record (MDR) |
| 4. Community Tax Certificate (Cedula) | 10. School Records (Transcript of Records, Diploma, Form 137) |
| 5. Barangay Certificate | 11. Joint Affidavit of Two Disinterested Persons |
| 6. NBI/Police Clearance | 12. Affidavit of Late Registration (Applicant) |

Duration: 38 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|--|----------------------|--|---|------|
| 1 | Submit complete requirements. | Receive, review entries in the documents submitted and prepare Certificate of Live Birth | 30 minutes | Registration Officer III City Civil Registrar | None | None |
| 2 | Give the payment for out-of-town registration to be attached with the documents for mailing and wait for release. | Prepare the documents to be mailed with attached payment for out-of-town registration. | 3 minutes | Registration Officer III City Civil Registrar | PhP500.00 (to be included in the mail) | None |
| 3 | Receive enveloped documents with attached payment. | Release the enveloped documents with attached payment for mailing. | 5 minutes | Registration Officer III | None | None |
| 4 | Mail the enveloped documents with attached payment to the | Postal Service / Courier | | Post Office/Courier Service Provider | Depends on the postal/courier fees | None |

| | | | | | |
|---|--|--|-------------------|--|--|
| concerned City/Municipal Civil Registrar. | | | | | |
| End of Transaction: | | | 38 minutes | | |

ISSUANCE OF MARRIAGE LICENSE

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (18 years old and above and at least one party is a resident of Meycauayan)

Requirements: *(Present Documents in Original and 2 sets of Photocopies)*

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Personal Appearance of Both Applicants 2. Birth Certificate from PSA or Certified True Copy (CTC) from Civil Registrar's Office 3. PSA - Certificate of No Marriage (CENOMAR) 4. Certificate of Attendance for Pre-Marriage Counselling and Family Planning Seminar (every Thursday conducted by City Health Office and City Nutrition and Population Office) 5. Community Tax Certificate (Address should be the place where you live for the last 6 month) | <ol style="list-style-type: none"> 6. Personal Appearance of Father for 18-25 years old applicants 7. If applicant's previous marriage is annulled, bring: <ul style="list-style-type: none"> • Certificate of Finality • Court Decision • Annotated Marriage Certificate 8. If applicant is widow/widower, bring CTC of Death Certificate of deceased spouse |
|--|--|

****IMPORTANT:** Marriage License is *valid only for 120 days*. Once expired, applicants will have to repeat process and pay the necessary fees again.

Duration: 52 minutes (excluding the ten (10) days posting period and conduct of Family Planning Seminar And Pre-Marriage Counselling)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|--|----------------------------|---------------|
| 1 | Fill-up questionnaire and attach complete requirements. | Receive, review entries in the documents submitted, interview client and issue order of payment. | 30 minutes | Registration Officer III | PhP303.00 | Questionnaire |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt. | Prepare Application for Marriage License and inform the schedule for the Pre-Marriage Counselling. And Family Planning Seminar. | 5 minutes | Registration Officer III City Civil Registrar | None | None |
| 4 | Receive Application for Marriage | Release Application for Marriage | 2 minutes | Registration Officer III | None | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| | | | | | | |
|---------------------------|---|---|---|--|---------|------|
| | License and wait for the schedule Pre-Marriage Counselling and Family Planning Seminar. | License. | | | | |
| 5 | Attend the Pre-Marriage Counselling and Family Planning Seminar as to scheduled date at the City Nutrition and Population Office and City Health Office and Receive the Certificates of Attendance. | Conduct the Pre-Marriage Counselling and Family Planning Seminar and Release the Certificates of Attendance. | 3 hours | City Nutrition and Population and City Health Office | None | None |
| 6 | Present the Pre-Marriage Counselling and Family Planning Seminar Certificates along with other requirements and receive Claim Stub. | Prepare Notice of Posting, for ten (10) days and issue Claim Stub for schedule of release of Marriage License | 3 minutes | Registration Officer III City Civil Registrar | None | None |
| 7 | Wait for the ten (10) days posting period of Notice. | Post Notice in bulletin board at Meycauayan City Hall. | 2 minutes (ten (10) days-posting period) | Administrative Aide II | None | None |
| 8 | Return after the ten (10) days posting period, pay the Marriage License Fee and receive the Marriage License. | Receive payment, prepare and release Marriage License. | 2 minutes | Registration Officer III | PhP2.00 | None |
| End of Transaction | | | | | | |

ISSUANCE OF MARRIAGE AFFIDAVIT (ARTICLE 34)

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (23 years old and above and at least one party is a resident of Meycauayan)

Requirements: *(Present Documents in Original and 2 sets of Photocopies)*

1. Personal Appearance of Both Applicants
2. Birth Certificate or Baptismal Certificate or Voter's Affidavit
3. PSA - Certificate of No Marriage
4. Barangay Certification - Living together as husband and wife for five (5) years and above
5. Birth Certificate or Baptismal Certificate of Eldest Child
6. If applicant's previous marriage is annulled, bring:
 - Certificate of Finality
 - Court Decision
 - Annotated Marriage Certificate
7. If applicant is a widow/widower, bring Certified True Copy of Death Certificate of deceased spouse.

Duration: 58 minutes (excluding notarization of Marriage Affidavit)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|--|----------------------|----------------------------|-------------------------------|------|
| 1 | Submit complete requirements. | Receive, review entries in the documents submitted, interview client and issue order of payment. | 30 minutes | Registration Officer III | PhP150.00 | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt | Prepare Marriage Affidavit. | 5 minutes | Registration Officer III | None | None |
| 4 | Proceed to any Notary Public to notarize the Marriage Affidavit. | Notarize the Marriage Affidavit. | 15 minutes | Notary Public | Depends on the Attorney's fee | None |
| 5 | Present the notarized Marriage Affidavit. | Receive, review and record in the logbook | 2 minutes | Registration Officer III | None | None |
| 6 | Receive the Marriage Affidavit. | Release the Marriage Affidavit. | 1 minute | Registration Officer III | None | None |

End of Transaction

CORRECTION OF CLERICAL ERROR

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Born, Married and Died in Meycauayan)

Requirements:

- | | |
|---|--|
| 1. PSA and Local Copy of Birth, Marriage or Death Certificate | 8. Passport |
| 2. Baptismal Certificate | 9. Valid ID |
| 3. Marriage Contract | 10. School Record (Official Transcript of Record, Form 137 or 138) |
| 4. Birth Certificate of Son or Daughter (if applicable) | 11. Community Tax Certificate (Cedula) |
| 5. Latest NBI Clearance | 12. Diploma |
| 6. Latest Police Clearance | 13. Voter's Certification |
| 7. Certificate of Employment or Affidavit of Non-Employment | 14. Affidavit of Publication |

Duration: 43 minutes (excluding 10 days posting period and 3 months processing and approval of Philippine Statistics Authority)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|---|---|----------------------------|------|
| 1 | Submit complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 15 minutes | Administrative Aide II City Civil Registrar | PhP1,000.00 | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt | Prepare Petition Certificate and Notice of Posting for ten (10) days. | 10 minutes | City Civil Registrar | None | None |
| 4 | Wait for the ten (10) days posting period of Notice. | Post Notice in bulletin board at Meycauayan City Hall. | 2 minutes (ten (10) days-posting period) | Administrative Aide II | None | None |
| 5 | Return after ten (10) days posting period and pay Courier Fee. | Submit to PSA (via mail) for processing and approval. | 15 minutes (3 months waiting period) | Administrative Aide II (Philippine Statistics Authority) | PhP105.00 (Courier Fee) | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

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|---------------------------|---|--|-----------|--|-----------|------|
| 6 | Wait for call or text from the City Registrar's Office and return to the schedule date. | Issue order of payment. | 5 minutes | Administrative Aide II City Civil Registrar | None | None |
| 7 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | PhP150.00 | None |
| 8 | Present the Official Receipt | Prepare Certificate of Finality and certify all documents. | 2 minutes | City Civil Registrar | None | None |
| 9 | Receive all documents and personally submit to PSA. | Release all the documents. | 1 minute | City Civil Registrar | None | None |
| End of Transaction | | | | | | |

CHANGE OF NAME / CHANGE OF DATE OF BIRTH / CHANGE OF GENDER

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Born in Meycauayan)

Requirements:

- | | |
|---|--|
| 1. PSA and Local Copy of Birth Certificate | 10. School Record (Official Transcript of Record, Form 137 or 138) |
| 2. Baptismal Certificate | 11. Diploma |
| 3. Marriage Contract | 12. Community Tax Certificate (Cedula) |
| 4. Birth Certificate of Son or Daughter (if applicable) | 13. Voter's Certification |
| 5. Latest NBI Clearance | 14. Medical Records of Applicant |
| 6. Latest Police Clearance | 15. Affidavit of Publication (Publication from national circulating newspaper) |
| 7. Certificate of Employment or Affidavit of Non-Employment | 16. Medical Certification from City Health Officer (for Change of Gender) |
| 8. Passport | 17. Certification for City Social and Development Officer (for Change of Gender) |
| 9. Valid ID | |

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

Duration: 43 minutes (excluding 10 days posting period , 2 weeks publication and 3 months processing and approval of Philippine Statistics Authority)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|-------------------------------|-----------------------------------|----------------------|------------------------|--------------|------|
| 1 | Submit complete requirements. | Receive and review entries in the | 15 minutes | Administrative Aide II | PhP3,000.00 | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

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|---------------------------|---|---|---|--|----------------------------------|------|
| | | documents submitted and issue order of payment. | | City Civil Registrar | | |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt | Prepare Petition Certificate and Notice of Posting for ten (10) days and post notice in the bulletin at Meycauayan City Hall. | 12 minutes (ten (10) days-posting period) | Administrative Aide II City Civil Registrar | None | None |
| 4 | Wait five (5) days after posting and secure a copy of Petition Certificate and Notice of Posting. | Release copy of Petition Certificate and Notice of Posting to be published. | 2 minutes | Administrative Aide II | None | None |
| 5 | Have your petition published by a national circulating newspaper and secure an Affidavit of Publication | Wait for the Affidavit of Publication. | 2 weeks publishing | Publishing Company | Based on Publishing Company Fees | None |
| 6 | Submit Affidavit of Publication. | Receive Affidavit of Publication and Submit documents via Mail to PSA for processing and approval. | 15 minutes (3 months waiting period) | Administrative Aide II (Philippine Statistics Authority) | PhP105.00 (Courier Fee) | None |
| 7 | Wait for call or text from the City Registrar's Office and return to the scheduled date. | Issue order of payment. | 5 minutes | Administrative Aide II City Civil Registrar | PhP200.00 | None |
| 8 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 9 | Present the Official Receipt | Prepare Certificate of Finality and certify all documents. | 2 minutes | City Civil Registrar | None | None |
| 10 | Receive all documents and personally submit to PSA. | Release all the documents. | 1 minute | City Civil Registrar | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF SUPPLEMENTAL REPORT

Schedule of Availability of Service : Monday - Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Born in Meycauayan)

Requirements: *(Submit in Original and two (2) sets of Photocopies)*

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. PSA – Certificate of No Record of Birth 2. Certified True Copy of Birth (from Local Civil Registrar) 3. Baptismal Certificate 4. NBI or Police Clearance 5. Voter's Affidavit from Comelec | <ol style="list-style-type: none"> 6. Two (2) Valid ID's 7. School Records (Transcript of Record, Diploma, Form 137 or 138) 8. Social Security System (SSS) E-1 Form 9. Affidavit of Supplemental Report |
|---|--|

Duration: 52 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------|--|---|----------------------|--|----------------------------|------|
| 1 | Submit complete requirements. | Receive and review entries in the documents submitted and issue order of payment. | 15 minutes | Registration Officer III | PhP50.00 | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present Official Receipt | Prepare Certificate of Live Birth and Endorsement Letter to PSA. | 30 minutes | Registration Officer III City Civil Registrar | None | None |
| 4 | Receive all documents and submit to PSA via Mail. | Release all the documents. | 2 minutes | Registration Officer III | None | None |
| End of Transaction: | | | 52 minutes | | | |

OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER

ISSUANCE OF SOCIAL CASE STUDY REPORT - MEDICAL ASSISTANCE

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan)

Requirements:

1. Barangay Certificate of Indigency (Original)
2. Latest Medical Abstract or Medical Certificate
3. Latest Hospital Bill or Statement Account
4. Quotation for Dialysis
5. Quotation for Surgery
6. Quotation for Orthopaedic Implants (locking plates, screws, etc.)
7. Treatment Protocol
8. Drug Prescription (Reseta)
9. Laboratory Request/Referral
10. Valid ID of Patient and Representative

****Note:** Assessment on Discernment (Court Hearing Cases for Children In Conflict with the Law)

Duration: 25 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|----------------------|--|--------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 2 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| 2 | Answer the questions of the interviewer. | Conduct intake interview. | 15 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 3 | Wait for the Social Case Study Report and Endorsement Letter. | Prepare Social Case Study Report and Endorsement Letter | 5 minutes | Administrative Aide I Social Welfare Assistant | None | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

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|---------------------------|--|--|-----------|---|------|------|
| | | | | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | | |
| 4 | Receive the Social Case Study Report and endorsement letter. | Release Social Case Study Report and endorsement letter. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF SOCIAL CASE STUDY REPORT - BURIAL ASSISTANCE

Schedule of Availability of Service : Monday-Friday, 8:00 am – 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan)

Requirements:

1. Barangay Certificate of Indigency
2. Funeral Contract
3. Death Certificate
4. Valid ID of Representative
5. Promissory Note or Certification from Funeral indicating outstanding balance

****Note:** Assessment on Discernment (Court Hearing Cases for Children In Conflict with the Law)

Duration: 25 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|---|--------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 2 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| 2 | Answer the questions of the interviewer. | Conduct intake interview. | 15 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I | None | None |

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| | | | | | | |
|---------------------------|---|--|-----------|---|------|------|
| | | | | Social Welfare Officer III City Social Welfare and Development Officer | | |
| 3 | Wait for the Social Case Study Report and Endorsement Letter. | Prepare Social Case Study Report and Endorsement Letter | 5 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 4 | Receive the Social Case Study Report and endorsement letter and sign in the logbook | Release Social Case Study Report and Endorsement Letter. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF SOCIAL CASE STUDY REPORT - EMERGENCY SHELTER ASSISTANCE

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan, Victims of Fire)

Requirements:

1. Barangay Certificate of Indigency
2. Certificate from Bureau of Fire Protection
3. Picture of Burnt House
4. Valid ID of Victim and Representative.

****Note:** Assessment on Discernment (Court Hearing Cases for Children In Conflict with the Law)

Duration: 25 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|-------------------------------|---|----------------------|---|--------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 2 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I | None | None |

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|---------------------------|---|---|------------|--|------|------|
| | | | | Social Welfare Officer III | | |
| 2 | Answer the questions of the interviewer. | Conduct intake interview. | 15 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 3 | Wait for the Social Case Study Report and Endorsement Letter. | Prepare Social Case Study Report and Endorsement Letter | 5 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 4 | Receive the Social Case Study Report and endorsement letter and sign in the logbook | Release Social Case Study Report and endorsement letter | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF CERTIFICATE OF INDIGENCY FOR PUBLIC ATTORNEY'S OFFICE

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan)

Requirements: (Submit Photocopy of all documents)

1. Barangay Certificate declaring Family Income
2. Certificate of Property Holdings
3. Complete copy of Cases Filed
4. Copy of one(1) month payslip

Duration: 23 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|------------------|------------------|----------------------|------------------|--------------|------|
|------|------------------|------------------|----------------------|------------------|--------------|------|

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|---------------------------|--|---|------------|---|------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 5 minutes | Social Welfare Officer I Social Welfare Officer III | None | None |
| 2 | Answer the questions of the interviewer. | Conduct intake interview. | 10 minutes | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | | |
| 3 | Wait for the Certificate of Indigency. | Prepare Certificate of Indigency. | 5 minutes | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 4 | Receive the Certificate of Indigency. | Release Certificate of Indigency. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF ASSESSMENT REPORT FOR TRAVEL CLEARANCE

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Parents of Minor

Requirements: *(Bring Original documents and two (2) sets of Photocopies of all documents)*

1. Birth Certificate of Minor (Philippine Statistics Authority)
2. Marriage Contract of Parents (PSA)
3. Notarized Affidavit of Consent from Parents authorizing a particular person to accompany said minor.
4. Photocopy of Passport of Minor
5. Photocopy of any Valid ID of Minor's parents showing their signature
6. Photocopy of Passport and Visa of Travelling Companion
7. 4 pcs. Passport size photo of minor
8. 1 pc. Long brown envelope
9. Personal Appearance of Minor
10. For Filipino minor migrating to other country: Visa petition approval
11. Airlines Arrangement to assist "unaccompanied minor", if minor is travelling alone.

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****Note:** All documents must be in English.

Duration: 23 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|---|--------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 5 minutes | Social Welfare Officer I Social Welfare Officer III | None | None |
| 2 | Answer the questions of the interviewer. | Conduct intake interview. | 10 minutes | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | | |
| 3 | Wait for the Assessment Report for Travel Clearance. | Prepare Assessment Report for Travel Clearance. | 5 minutes | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | | |
| 4 | Receive Assessment Report for Travel Clearance. | Release Assessment Report for Travel Clearance. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE SENIOR CITIZEN ID

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan)

Requirements:

1. Barangay Clearance
2. 1 pc. Latest 1x1 picture
3. Photocopy of Voter's ID or Voter's Affidavit
4. Photocopy of Birth Certificate or SSS ID (for ages 60-65 only)

Duration: 13 minutes (excluding processing time)

CITIZENS' CHARTER 2017 FRONTLINE SERVICES

| How to Avail of the Service: | | | | | | |
|-------------------------------------|---|---|---------------------------------------|---|---------------------|--|
| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
| 1 | Submit filled-up form with complete requirements. | Receive and review submitted documents. | 5 minutes | Social Welfare Officer I Social Welfare Officer III | None | Application form for Senior Citizen ID |
| 2 | Wait for scheduled release. | Prepare Senior Citizen ID. | 5 minutes (3 days processing time) | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 3 | Receive Senior ID. | Release Senior ID. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF SOLO PARENT ID

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan)

Requirements:

1. Barangay Certificate proving you're a Solo Parent
2. 2 pcs. Latest 1x1 picture
3. Photocopy of Birth Certificate of children under 18 years old.
4. Photocopy of Death Certificate of deceased spouse

Duration: 13 minutes (excluding processing time)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|-------------|---|---|-----------------------------|--|---------------------|-------------------------------------|
| 1 | Submit filled-up form with complete requirements. | Receive and review submitted documents. | 5 minutes | Social Welfare Officer I Social Welfare Officer III | None | Application form for Solo Parent ID |

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|---------------------------|-----------------------------|-------------------------|---------------------------------------|---|------|------|
| 2 | Wait for scheduled release. | Prepare Solo Parent ID. | 5 minutes (3 days processing time) | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 3 | Receive Solo Parent ID. | Release Solo Parent ID. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF PERSON WITH DISABILITY (PWD) ID

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Residents of Meycauayan)

Requirements: *(Submit Photocopy of all documents)*

1. Barangay Clearance
2. Medical Certificate
3. 2 pcs. Latest 1x1 picture

Duration: 13 minutes (excluding processing time)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|---|---|---------------------------------------|---|--------------|-----------------------------|
| 1 | Submit filled-up form with complete requirements. | Receive and review submitted documents. | 5 minutes | Social Welfare Officer I Social Welfare Officer III | None | Application form for PWD ID |
| 2 | Wait for scheduled release. | Prepare PWD ID | 5 minutes (3 days processing time) | Social Welfare Officer I Social Welfare Officer III City Social Welfare and Development Officer | None | None |
| 3 | Receive PWD ID. | Release PWD ID. | 3 minutes | Administrative Aide I Social Welfare Assistant Social Welfare Officer I Social Welfare Officer III | None | None |
| End of Transaction | | | | | | |

OFFICE OF THE CITY URBAN PLANNING AND DEVELOPMENT OFFICER

ISSUANCE OF LOCATIONAL CLEARANCE

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Building and Business Owner or Authorized Representative)

Requirements:

For Residential/Commercial/Institutional Projects

1. Vicinity Map indicating clearly & specially the exact location of the proposed site & the existing land use and/or landmarks within radius of at least 500 meters duly signed by a Geodetic/Civil Engineer or Architect.
2. Location/Vicinity Map duly signed by a licensed Geodetic Engineer.
3. Proof of Ownership (Property Owner)
 - Torren's Title
 - Tax Declaration (Land/Building with latest Real Property Tax Receipt
 - Deed of Conveyance
4. Right Over Property (If not Property Owner)
Technical Requirements:
 - Contract of Lease (Notarized)
 - Letter of Authority (Notarized) with photocopied ID of the owner
 - Contract to Sell (Notarized)
5. Site Development Plan
6. Building Plan/Floor Plan
7. Bill of Materials
8. Pay the required fees

Additional Requirements for Industrial Projects

- Description of Product/s of the Project
- Flowchart of Manufacturing Process
- Environmental Compliance Certificate

For Corporation/Partnership

- SEC Certificate and Articles of Incorporation/Partnership

For Single Proprietorship

- DTI Certificate of Registration of Business Name

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- Barangay Clearance/Homeowner's Association Certificate

****Note:** The duly accomplished and NOTARIZED application form should be submitted to this Office together with the required documents within the (10) calendar days. Non-submission of which shall cause this Office to take action of issuance of NOTICE TO PRESENT PROOF OF CLEARANCE.

Duration: 32 minutes (excluding ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|--|--------------------------|---|----------------------------------|-------------------------|
| 1 | Submit duly accomplished and notarized form together with documentary requirements. | Receive and review documents and record in the logbook | 15 minutes | Administrative Assistant II Project Development Officer Zoning Inspector Zoning Officer | None | Zoning Application Form |
| 2 | Assist in the ocular inspection | Conduct ocular inspection to verify the location of the business/building against the Land Use Plan (if necessary) | 1 hour (as per schedule) | Zoning Inspector Zoning Officer | None | None |
| 3 | Wait for the Order of Payment. | Issue order of payment. | 2 minutes | Administrative Assistant II Project Development Officer | Based on Schedule of Zoning Fees | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present the Official Receipt | Prepare Locational Clearance. | 8 minutes | Administrative Assistant II Project Development Officer Zoning Administrator City Planning and Development Coordinator | None | None |
| 6 | Receive Locational Clearance. | Release Locational Clearance. | 2 minutes | Administrative Assistant II Project Development Officer | None | None |

End of Transaction

REQUEST FOR DATA (SOCIO-ECONOMIC PROFILE/STATISTICAL DATA/MAPS/OTHERS)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. Letter Request
 - Addressed to the City Mayor, attention to the City Administration
 - Stating extent and purpose of the research
 - Printed in letterhead and noted by authorized signatories

Duration: 42 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|---|--|----------------------|---|--------------|------|
| 1 | Submit letter of request and Sign in the logbook. | Review letter and refer to the Office of the City Administrator. | 1 minute | Economic Researcher Statistician I | None | None |
| 2 | Submit letter of request and secure approval from the Office of the City Administrator. | Receive and prepare referral slip. (Office of the City Administrator) | 10 minutes | Administrative Aide III (Office of the City Administrator) | None | None |
| 3 | Submit Referral slip. | Prepare requested data. | 30 minutes | Economic Researcher Statistician I City Planning and Development Coordinator | None | None |
| 4 | Receive requested data. | Release requested data. | 1 minute | Economic Researcher Statistician I | None | None |
| End of Transaction | | | | | | |

OFFICE OF THE CITY ENGINEER

ISSUANCE OF BUILDING PERMIT (with Sanitary & Electrical Permit)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. 5 copies Transfer Certificate of Title (Land Title)
2. 5 copies of Contract of Sale/Lease (if applicant is not the registered owner)
3. 5 copies Tax Declaration
4. 5 copies Latest Real Property Tax Receipt (Amilyar)
5. 5 copies Lot/Location Plan with Vicinity Map
6. 5 copies Building Plan, Specification and Bill of Materials signed by Civil Engineer/Architect (with Dry Seal)
7. Barangay Clearance
8. Community Tax Certificate (Cedula)
9. Locational/Zoning Clearance
10. Photo Copy of: Signing Engineer's
 - PRC ID Card (Front and Back)
 - Professional Tax Receipt - Current Year
 - Community Tax Certificate - Current Year
11. Fire Safety Evaluation Clearance (FSEC)

For Repair, Renovation and Addition

1. Previous Building Permit
2. Approved Plan
3. Certification of Occupancy
4. Fire Safety-Evaluation Clearance (FSEC)

****IMPORTANT:** Building Permit Form should be NOTARIZED.

Duration: 41 minutes (excluding Ocular Inspection and Locational/Zoning Clearance)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|----------------------|---|--------------|---|
| 1 | Submit the filled-up and notarized application form with complete requirements. | Receive and review submitted documents. | 15 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | Application form for Building Permit, Sanitary Permit and |

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| | | | | | | |
|---------------------------|--|---|-----------------------------|---|--|-------------------|
| | | | | | | Electrical Permit |
| 2 | Assist in ocular inspection. | Conduct ocular inspection. | 1 hour (as per schedule) | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for the Assessment and Order of Payment. | Issue order of payment. | 10 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | Based on the Building Code Fees and submitted Plans and Bills of Materials | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt | Prepare Building Permit, Sanitary Permit and Electrical Permit. | 10 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive Building Permit Sanitary Permit and Electrical Permit. | Release Building Permit Sanitary Permit and Electrical Permit. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF ELECTRICAL PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. Barangay Clearance
2. Sketch (Landmarks)
3. Title or Tax Declaration (OHA)
4. Community Tax Certificate (Cedula)

| for Temporary Electrical Permit: | | | | | | |
|---|---|---|-----------------------------|--|---|--|
| 1. Building Permit | | | | | | |
| Duration: 36 minutes (excluding Ocular inspection) | | | | | | |
| How to Avail of the Service: | | | | | | |
| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
| 1 | Submit the filled-up application form with complete requirements. | Receive and review submitted documents. | 15 minutes | Administrative Aide IV Electrical Inspector I | None | Application form for Electrical Permit |
| 2 | Assist in ocular inspection. | Conduct ocular inspection. | 1 hour (as per schedule) | Administrative Aide IV Electrical Inspector I | None | None |
| 3 | Wait for Order of Payment. | Issue order of payment. | 10 minutes | Administrative Aide IV Electrical Inspector I | <ul style="list-style-type: none"> • PhP330 - Residential • PhP426 - Commercial • PhP426 - Temporary | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment | None |
| 5 | Present Official Receipt | Prepare Electrical Permit. | 5 minutes | Administrative Aide IV Electrical Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive Electrical Permit. | Release the Electrical Permit. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements for CFEI:

1. Yellow Card coming from MERALCO
2. Certificate of Occupancy

Duration: 36 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|--|------------------------|--|----------------------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 15 minutes | Administrative Aide IV Electrical Inspector I | None | None |
| 2 | Assist in ocular inspection. | Conduct ocular inspection. | 1 hour as per schedule | Administrative Aide IV Electrical Inspector I | None | None |
| 3 | Wait for Order of Payment. | Issue order of payment. | 2 minutes | Administrative Aide IV Electrical Inspector I | PhP30.00 | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt. | Prepare CFEI. | 5 minutes | Administrative Aide IV Electrical Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive CFEI. | Release CFEI. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |

End of Transaction

ISSUANCE OF OCCUPANCY PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. Photocopy of Building Permit, Sanitary Permit, Electrical Permit
2. Photocopy of Locational/Zoning Clearance
3. Photocopy of Fire Safety Inspection Certificate (FSIC)
4. Certificate of Completion form duly **notarized** and signed by Professional in charge of construction (Civil, Sanitary, Electrical)
5. Picture of the building as built and approved plans

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6. Community Tax Certificate (Cedula)

Duration: 24 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|---|---|----------------------|---|-----------------------------|---|
| 1 | Submit filled-up and notarized form with complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | None | Application form for Occupancy Permit and Certificate of Completion |
| 2 | Assist in ocular inspection. | Conduct ocular inspection. | 30 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for Order of Payment. | Issue order of payment. | 10 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | Based on Building Code Fees | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt. | Prepare the Permit. | 5 minutes | Administrative Aide IV Engineering Assistant Building Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive Occupancy Permit. | Release Occupancy Permit. | 1 minute | Administrative Aide IV Administrative Aide V | None | None |
| End of Transaction | | | | | | |

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ISSUANCE OF EXCAVATION PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements;

1. Request from Water District
2. Barangay Clearance
3. Sketch (Landmarks)
4. Community Tax Certificate (Cedula)

Duration: 24 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|---|-----------------------------|--|
| 1 | Submit request from Water District with complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | None | Application form for Excavation Permit |
| 2 | Assist in ocular inspection. | Conduct ocular inspection | 30 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for Order of Payment. | Issue order of payment | 10 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | Based on Building Code Fees | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on Building Code Fees | None |
| 5 | Present Official Receipt. | Prepare Excavation Permit. | 5 minutes | Administrative Aide IV Engineering Assistant Building Inspector I Senior Administrative Assistant I City Engineer | Based on order of payment. | None |
| 6 | Receive Excavation Permit. | Release Excavation Permit. | 1 minute | Administrative Aide IV Administrative Aide V | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF FENCING PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. TCT (Land Title)
2. Barangay Clearance
3. Tax Declaration/Latest Real Property Tax Receipt (Amilyar)
4. Fencing Plan
5. Lot Plan
6. Bill of Materials
7. Community Tax Certificate (Cedula)

Duration: 24 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|------------------------------|--|--|-------------------------------------|
| 1 | Submit filled-up form with complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | None | Application form for Fencing Permit |
| 2 | Assist in ocular inspection. | Conduct ocular inspection. | 30 minutes (as per schedule) | Administrative Aide IV Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for Order of Payment. | Issue order of payment | 10 minutes | Administrative Aide IV Engineering Assistant Building Inspector I | Based on Building Code Fees and submitted Plan and Bill of Materials | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt. | Prepare Fencing Permit. | 5 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I Senior Administrative Assistant I | None | None |

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|---------------------------|-------------------------|-------------------------|----------|---|------|------|
| | | | | City Engineer | | |
| 6 | Receive Fencing Permit. | Release Fencing Permit. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF MECHANICAL PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. Mechanical Plan
2. Barangay Clearance
3. Photocopy of Occupancy Permit
4. Photocopy of Building Permit
5. Community Tax Certificate (Cedula)
6. Latest Real Property Tax Receipt (Amilyar)

Duration: 24 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|---------------------------------|---|-----------------------------|--|
| 1 | Submit filled-up form with complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | Application form for Mechanical Permit |
| 2 | Assist in ocular inspection. | Conduct ocular inspection | 30 minutes (as per schedule) | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for order of payment. | Issue order of payment. | 10 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | Based on Building Code Fees | None |

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|---------------------------|--|---|-----------|---|----------------------------|------|
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt. | Prepare Mechanical Permit. | 5 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive Mechanical Permit. | Release Mechanical Permit. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF ANNUAL MECHANICAL PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. Barangay Clearance
2. Mechanical Lay-out
3. Latest Real Property Tax Receipt (Amilyar)
4. Community Tax Certificate (Cedula)

Duration: 24 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|-------------------------------|---|----------------------|---|--------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |
| 2 | Assist in ocular inspection. | Conduct ocular inspection. | 1 hour | Administrative Aide IV | None | None |

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|---------------------------|---|---|-------------------|---|-----------------------------|------|
| | | | (as per schedule) | Electrical Inspector I Engineering Assistant Building Inspector I | | |
| 3 | Wait for order of payment. | Issue order of payment. | 10 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | Based on Building Code Fees | None |
| 4 | Proceed to the Office of the City Treasurer for payment.. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt | Prepare Annual Mechanical Permit | 5 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive the Permit and sign in the log book | Release the permit | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF ANNUAL BUILDING PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. Barangay Clearance
2. Photocopy of Building Permit
3. Photocopy of Occupancy Permit
4. Community Tax Certificate (Cedula)
5. Latest Real Property Tax Receipt (Amilyar)

Duration: 24 minutes (excluding Ocular inspection)

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| How to Avail of the Service: | | | | | | |
|-------------------------------------|--|---|-----------------------------|---|-----------------------------|-------------|
| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
| 1 | Submit complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |
| 2 | Assist in the conduct of ocular inspection | Conduct ocular inspection. | 30 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for order of payment. | Issue order of payment. | 10 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | Based on Building Code Fees | None |
| 4 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt | Prepare Annual Building Permit. | 5 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I Senior Administrative Assistant I City Engineer | None | None |
| 6 | Receive Annual Building Permit. | Release Annual Building Permit. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF DEMOLITION PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Owner, Contractor or Authorized Representative)

Requirements:

1. Picture of the structure to be demolished
2. Vicinity Map
3. Floor Plan (Building/Structure)
4. Demolition Permit form duly notarized
5. Barangay Clearance
6. Community Tax Certificate (Cedula)

Duration: 24 minutes (excluding Ocular inspection)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|--------------------------|---|-----------------------------|--|
| 1 | Submit filled-up and notarized form with complete requirements. | Receive and review submitted documents. | 3 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | Application form for Demolition Permit |
| 2 | Assist in the conduct of ocular inspection | Conduct ocular inspection | 1 hour (as per schedule) | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |
| 3 | Wait for order of payment. | Issue order of payment | 10 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | Based on Building Code Fees | None |
| 4 | Pay the required fees at the Office of the City Treasurer | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 5 | Present Official Receipt | Prepare Demolition Permit. | 5 minutes | Administrative Aide IV Electrical Inspector I Engineering Assistant Building Inspector I | None | None |

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| | | | | Senior Administrative Assistant I City Engineer | | |
| 6 | Receive Demolition Permit. | Release Demolition Permit. | 1 minute | Administrative Aide IV Administrative Aide V Electrical Inspector I | None | None |
| End of Transaction | | | | | | |

OFFICE OF THE CITY HEALTH OFFICER

ISSUANCE OF HEALTH CERTIFICATE/ID

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Applicants for Employment)

Requirements:

1. Medical Examination Results (Original and Photocopy)
 - Chest X-ray
 - Urinalysis
 - Fecalalysis
 - Hepatitis B (for food handlers/ establishment workers)
 - HIV Voluntary Counselling & Testing
2. Community Tax Certificate (Cedula)
3. 1x1 Picture (2pcs.)
4. Short Haircut for Male
5. Should personally appear in the office
6. Health Fee Receipt

Duration: 13 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|--|----------------------|----------------------------|-----------------------|------|
| 1 | Submit complete requirements. | Receive, review submitted documents and record in the logbook. | 2 minutes | Sanitation Inspector | None | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | PhP50.00 - Health Fee | None |
| 3 | Present Official Receipt | Prepare Health Certificate/ID. | 5 minutes | Sanitation Inspector | None | None |
| 4 | Receive Health Certificate/ID. | Release Health Certificate/ID. | 1 minute | Sanitation Inspector | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF SANITARY PERMIT (BUSINESS ESTABLISHMENT)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public (Applicants for New and Renewal of Business)

Requirements:

1. Payment of Sanitary Permit.
2. Inspection report of the sanitary inspector to include the following among others:
 - Water analysis results from laboratories accredited by the department of health.
 - Pest Control Contract of Service from Licensed Pest Applicator
 - Original Health Certificate of all employees of the establishment including that of the manager (s) and/or owner for presentation & photocopy for submission.
 - Photocopy of previous Sanitary Permit (for Renewal)

****Note:** Sanitary Permit Fee and Payment is included in the Assessment and Official Receipt of Business Permit.

Duration: 13 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|----------------------------|--------------|------|
| 1 | Submit complete requirements. | Receive and review submitted documents. | 2 minutes | Sanitation Inspector | None | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | Php100.00 | None |
| 3 | Present Official Receipt. | Prepare the Sanitary Permit. | 5 minutes | Sanitation Inspector | None | None |
| 4 | Receive Sanitary Permit. | Release Sanitary Permit. | 1 minute | Sanitation Inspector | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF EXHUMATION PERMIT

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Relatives of the Deceased

Requirements:

1. Death Certificate of the Deceased (Original & Photocopy)
2. Exhumation Fee Receipt

Duration: 13 minutes

How to avail the service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|----------------------------|--------------|------|
| 1 | Submit the complete required documents | Receive and review submitted documents. | 2 minutes | Sanitation Inspector | None | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | PhP50.00 | None |
| 3 | Present Official Receipt | Prepare Exhumation Permit. | 5 minutes | Sanitation Inspector | None | None |
| 4 | Receive Exhumation Permit. | Release Exhumation Permit. | 1 minute | Sanitation Inspector | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF TRANSFER PERMIT (DEAD PERSON)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Relatives of the Deceased

Requirements:

1. Death Certificate of the Deceased (Original & Photocopy)
2. Transfer Fee Receipt

Duration: 13 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|----------------------------|--------------|------|
| 1 | Submit the complete required documents | Receive and review submitted documents. | 2 minutes | Sanitation Inspector | None | None |
| 2 | Proceed to the Office of the City Treasurer for payment. | Receive payment and issue Official Receipt. | 5 minutes | Revenue Collection Clerk I | PhP100.00 | None |

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| | Treasurer for payment. | Receipt. | | | | |
| 3 | Present Official Receipt | Prepare Transfer Permit. | 5 minutes | Sanitation Inspector | None | None |
| 4 | Receive Transfer Permit. | Release Transfer Permit. | 1 minute | Sanitation Inspector | None | None |
| End of Transaction: | | | 13 minutes | | | |

ISSUANCE OF PRE-MARRIAGE COUNSELLING CERTIFICATE (PMC)

Schedule of Availability of Service : every Thursday only

Who may Avail of the Service: General Public (Marriage License Applicants)

Requirements:

1. Application form for Marriage License

Duration: 46 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|---|---|----------------------|------------------|--------------|------|
| 1 | Submit the complete requirements and record personal data in the logbook. | Receive and review submitted documents and check entries of personal data in the logbook. | 2 minutes | Nurse II | None | None |
| 2 | Attend the seminar as per schedule. | Conduct seminar for Pre-Marital Counselling (PMC). | 40 minutes | Nurse II | None | None |
| 3 | Wait for the PMC. | Prepare PMC Certificate. | 3 minutes | Nurse II | None | None |
| 4 | Receive PMC Certificate. | Release PMC Certificate. | 1 minute | Nurse II | None | None |
| End of Transaction | | | | | | |

MEDICAL SERVICES

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. None

Duration: 43 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|---|---|----------------------|--|--------------|------|
| 1 | Proceed to "Health Information Desk" for record verification. | Retrieve old record or create new patient record (Individual Treatment Record) | 2 minutes | Nurse/Midwife/Barangay Health Worker (BHW) | None | None |
| 2 | Provide Personal Information | Obtain & record Patient's Profile, Chief Complaint and Vital Signs. | 5 minutes | Nurse/Midwife/Barangay Health Worker (BHW) | None | None |
| 3 | Secure a number and wait for the number to be called | Provide number based on first come, first serve basis. | 1 minute | Nurse/Midwife/Barangay Health Worker (BHW) | None | None |
| 4 | Undergo Medical Consultation. | Assess and examine the patient based on the ITR and its presenting signs and symptoms. | 30 minutes | City Health Officer City Health Physician | None | None |
| 5 | Wait for the result of medical examination. | Interpret & explain laboratory results (if necessary). | | | | |
| | | Issue medical certificate (if necessary) Patient may be requested to undergo laboratory examination, if necessary. | | | | |
| 6 | Follow the Doctor's Order | Advise patient & prescribe medication. | 5 minutes | City Health Officer/City Health Physician | None | None |

End of Transaction

DENTAL SERVICES

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. None

Duration: 22 minutes (excluding Oral Prophylaxis and Tooth Extraction)

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|---|--|----------------------|---------------------|--------------|------|
| 1 | Proceed to "Health Information Desk" for record verification. | Retrieve old record or create new patient record (Individual Treatment Record). | 1 minute | Dental Aide | None | None |
| 2 | Provide Personal Information. | Obtain & record patient's profile, chief complaint and vital signs. | 5 minutes | Dental Aide | None | None |
| 3 | Secure a number and wait for the number to be called. | Provide number based on first come first serve basis. | 1 minute | Dental Aide | None | None |
| 4 | Undergo Dental Check-up | Assess and examine the patient. | 10 minutes | City Health Dentist | None | None |
| | Undergo Oral Prophylaxis | Perform Oral Prophylaxis (if necessary) | 30 minutes | City Health Dentist | None | None |
| | Undergo Tooth Extraction | Perform tooth extraction (if necessary) <ul style="list-style-type: none"> • Topical Anaesthesia • Local Anaesthesia | 30 minutes | City Health Dentist | None | None |
| 5 | Follow the Doctor's Order. | Advise patient & prescribe medication. | 5 minutes | City Health Dentist | None | None |
| End of Transaction | | | | | | |

CITY PUBLIC EMPLOYMENT SERVICE OFFICE

ISSUANCE OF JOB REFERRAL

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. Resumé
2. Endorsement Letter from Peso Manager (for non-resident of Meycauayan)

Duration: 6 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|--|---|----------------------|---|--------------|-------------------------------|
| 1 | Submit filled-up form and Resume/Bio-Data. | Review submitted Resume / Bio-Data, match qualifications with vacant position and prepare Job Referral. | 5 minutes | Labor and Employment Officer I Public Employment Service Office Manager | None | National Skills Registry Form |
| 2 | Receive Job Referral. | Release Job Referral. | 1 minute | Labor and Employment Officer I | None | None |
| End of Transaction | | | | | | |

OFFICE OF THE CITY TREASURER

ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: General Public

Requirements:

1. Application Form or Previous Cedula
2. Pay the required fees

Duration: 8 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|------|--|---|----------------------|---|--|------------------|
| 1 | Submit the filled up form or present previous Cedula | Confirm the details from the taxpayer, prepare and print Cedula | 3 minutes | Senior Administrative Assistant I Senior Administrative Assistant II Revenue Collection Clerk I | None | Application form |
| 2 | Sign and put thumb mark on the cedula. | Check the issued Cedula. | 1 minute | Senior Administrative Assistant I Senior Administrative Assistant II Revenue Collection Clerk I | None | None |
| 3 | Pay the required fees. | Receive payment and validate Cedula. | 3 minutes | Senior Administrative Assistant I Senior Administrative Assistant II Revenue Collection Clerk I | <p>For Individual: Basic of P 5.00 plus P1.00 for every P1,000 receipts or salaries or earnings Feb. 28-Deadline; Failure to pay after the deadline is subject to 2% penalty charge every month</p> <p>For Corporation: Basic of P 5.00 plus P 2.00 for every P 5,000 of gross receipts or</p> | None |

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|---------------------|---------------------|---------------------------|------------------|---|------------------|------|
| 4 | Receive the Cedula. | Release validated Cedula. | 1 minute | Senior Administrative Assistant I Senior Administrative Assistant II Revenue Collection Clerk I | earnings None | None |
| End of Transaction: | | | 8 minutes | | | |

ISSUANCE OF PROFESSIONAL TAX RECEIPT (PTR)

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)
Who may Avail of the Service: Professionals registered with the Professional Regulatory Commission (PRC)
Requirements:
 1. PRC ID
 2. Pay the required fees

Duration: 5 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|-----------------------|--|----------------------|----------------------------|---|------|
| 1 | Present PRC ID | Verify PRC ID and prepare PTR. | 1 minute | Revenue Collection Clerk I | None | None |
| 2 | Pay the required fees | Receive payment and validate official receipt. | 3 minutes | Revenue Collection Clerk I | Php330.00 on or before January 31 st of the current year. Failure to pay will be subjected to a surcharge of twenty five percent (25%) of the original amount of tax due. In addition for late payment, an interest of two percent (2%) per month from the due date. | None |
| 3 | Receive PTR. | Release PTR. | 1 minute | Revenue Collection Clerk I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF TAX CLEARANCE

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements:

1. Real Property Tax Receipt
2. Pay the required fees

Duration: 19 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|-----------------------------------|--|----------------------|----------------------------|----------------------------|------|
| 1 | Submit the complete requirements. | Check/verify the presented documents and issue order of payment. | 3 minutes | Revenue Collection Clerk I | PhP30.00 | None |
| 2 | Pay the required fees. | Receive payment and issue official receipt. | 5 minutes | Revenue Collection Clerk I | Based on order of payment. | None |
| 3 | Present the official receipt. | Prepare the Tax Clearance. | 10 minutes | Revenue Collection Clerk I | None | None |
| 4 | Receive Tax Clearance. | Release Tax Clearance. | 1 minute | Revenue Collection Clerk I | None | None |
| End of Transaction | | | | | | |

ISSUANCE OF TRANSFER TAX on Real Property

Schedule of Availability of Service : Monday-Friday, 8:00 am - 5:00 pm (no noon break)

Who may Avail of the Service: Property Owner or Authorized Representative

Requirements: *(in Original & Photocopy)*

1. Original Title or Certified True Copy
2. RPT Receipts
3. Tax Clearance
4. Tax Declaration
5. Kind of conveyance
6. Pay the required fees

Duration: 12 minutes

How to Avail of the Service:

| STEP | APPLICANT/CLIENT | SERVICE PROVIDER | DURATION OF ACTIVITY | PERSON IN CHARGE | FEES/CHARGES | FORM |
|---------------------------|-----------------------------------|--|----------------------|------------------------------|---|------|
| 1 | Submit the complete requirements. | Check/verify the presented documents and compute Transfer Tax. | 6 minutes | Administrative Assistant III | Fifty-five percent (55%) of one percent (1%) of the total consideration or of the fair market value, whichever is higher. | None |
| 2 | Pay the required fees. | Receive payment and issue official receipt. | 5 minutes | Administrative Assistant III | Based on total computation. | None |
| 3 | Receive Transfer Tax. | Release Transfer Tax. | 1 minute | Administrative Assistant III | None | None |
| End of Transaction | | | | | | |