

# HOW TO AVAIL OF THE SERVICES OF THIS OFFICE?

## V. REQUEST FOR CERTIFICATE OF "NO PENDING ADMINISTRATIVE CASE"

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Present Oath of Office and Brgy. Clearance to the assigned officer for evaluation	MARILYN M. BANTIGUE		2 min
2	Secure Order of Payment for the applicable fees and proceed to the Treasurer's Office for the payment and issuance of Official Receipt	MARILYN M. BANTIGUE	50.00	2 min
3	Submit Official Receipt and documents to the assigned officer (SB Office) for processing of certification	DAISY P. SIOSE		5 min
5	Receive a copy of approved certification from the assigned officer	DAISY P. SIOSE		3 min
END OF TRANSACTION				

## VI. REQUEST FOR CERTIFICATE OF POSTING

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Present a copy of the document to be posted to the assigned officer (SB Office)	DIANNE U. ZUMARRAGA		2 min
2	Secure Order of Payment for the applicable fees and proceed to the Treasurer's Office for the payment and issuance of Official Receipt	MARILYN M. BANTIGUE	50.00	2 min
3	Submit Official Receipt and documents to the assigned officer (SB Office) for processing of request	DIANNE U. ZUMARRAGA		5 min
4	Submit contact details for information on the action of the request	DIANNE U. ZUMARRAGA		7 days
5	Receive a copy of certificate of posting from the assigned officer	MARILYN M. BANTIGUE		3 min
END OF TRANSACTION				

## VII. REQUEST FOR FINANCIAL ASSISTANCE

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Present a copy of request letter for financial assistance to the assigned officer (SB Office)	DIANNE U. ZUMARRAGA		2 min
2	Secure list of requirements for the request and submit documents for processing	DIANNE U. ZUMARRAGA		2 min
3	Submit documents to the Office of the Municipal Mayor for processing of voucher and attachments	DIANNE U. ZUMARRAGA		5 min
4	Submit contact details for information on the action of the request	DIANNE U. ZUMARRAGA		7 days
5	Receive assistance from the Treasurer's Office	Treasurer's Office		3 min
END OF TRANSACTION				

# HOW TO AVAIL OF THE SERVICES OF THIS OFFICE?

## I. APPLICATION FOR MOTORIZED OPERATOR'S PERMIT (MTOP)

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Secure a list of requirements for the application and submit required documents to the assigned officer for evaluation (SB Office)	MARILYN M. BANTIGUE		2 min
2	Secure Order of Payment for the applicable fees and proceed to the Treasurer's Office for the payment and issuance of Official Receipt	MARILYN M. BANTIGUE		2 min
3	Submit Official Receipt and documents for application to the assigned officer (SB Office) for legislative action by the Sangguniang Bayan	MARILYN M. BANTIGUE		5 min
4	Submit contact details for information on the action of the Sangguniang Bayan on the application	MARILYN M. BANTIGUE		7 days
5	Receive approved MTOP from the assigned officer	MARILYN M. BANTIGUE		5 min
END OF TRANSACTION				

## II. REQUEST FOR COPIES OF OFFICIAL PUBLIC DOCUMENTS

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Present a request letter, addressed to the Municipal Vice Mayor for evaluation and action	MARILYN M. BANTIGUE		2 min
2	If request is approved, secure Order of Payment for the applicable fees and proceed to the Treasurer's Office for the payment and issuance of Official Receipt	MARILYN M. BANTIGUE	50.00/page	2 min
3	Submit Official Receipt to the assigned officer (SB Office) for processing of requested documents	RYMNEIL T. LECERA		5 min
4	Receive certified copies of the documents requested	RYMNEIL T. LECERA		2 min
END OF TRANSACTION				

## III. REQUEST FOR RECLASSIFICATION OF LAND PROPERTY

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Secure a list of requirements for the application and submit required documents to the assigned officer for evaluation (SB Office)	MARILYN M. BANTIGUE		2 min
2	Secure Order of Payment for the applicable fees and proceed to the Treasurer's Office for the payment and issuance of Official Receipt	DAISY P. SIOSE	1,000.00	2 min
3	Submit Official Receipt and documents for application to the assigned officer (SB Office) for legislative action by the Sangguniang Bayan	DAISY P. SIOSE		5 min
4	Submit contact details for information on the action of the Sangguniang Bayan on the application	DAISY P. SIOSE		15 days
5	Receive a copy of Sangguniang Bayan Ordinance from the assigned officer	DAISY P. SIOSE		3 min
END OF TRANSACTION				

## IV. REQUEST FOR SANGGUNIANG BAYAN ENDORSEMENT

STEP	APPLICANT/CLIENT	RESPONSIBLE OFFICER	APPLICABLE FEES	TIME FRAME
1	Secure a list of requirements for the application and submit required documents to the assigned officer for evaluation (SB Office)	MARILYN M. BANTIGUE		2 min
2	Secure Order of Payment for the applicable fees and proceed to the Treasurer's Office for the payment and issuance of Official Receipt	DAISY P. SIOSE	1,000.00 – 3,000.00	2 min
3	Submit Official Receipt and documents for application to the assigned officer (SB Office) for legislative action by the Sangguniang Bayan	DAISY P. SIOSE		5 min
4	Submit contact details for information on the action of the Sangguniang Bayan on the application	DAISY P. SIOSE		15 days
5	Receive a copy of Sangguniang Bayan resolution from the assigned officer	DAISY P. SIOSE		3 min
END OF TRANSACTION				