



# **ILIGAN CITY GOVERNMENT**

## **CITIZEN'S CHARTER**

2024 (5<sup>th</sup> Edition)

## MESSAGE

With immense pride, we unveil the 5th Edition of our Citizens Charter Book, showcasing LGU Iligan's unwavering dedication to transparency, efficiency, and accountability in public service delivery.

Reflecting on our collective journey, it's no secret that LGU Iligan faced its fair share of challenges in the past. However, through resilience, dedication, and tireless efforts, we have embarked on a transformative path to repair and realign all government services, ensuring that they meet the needs and expectations of our beloved community.

Recent recognition from the Department of Trade and Industry (DTI) as one of the Top 3 Most Improved Highly Urbanized Cities, alongside our 19th ranking in competitiveness underlines our commitment to improvement. As Mayor, I am deeply grateful for the trust and confidence bestowed upon our administration. Guided by principles of honesty, integrity, and the fight against corruption, we are committed to fostering a culture of good governance.

As we celebrate these achievements, I urge each and every one of you to remain steadfast in our mission to provide efficient, transparent, and accountable public services to our constituents. The publication of the 5th edition of the Citizens Charter book serves as a tangible reminder of our commitment to excellence and our responsibility to uphold the highest standards of governance. I call upon you to continue working diligently while implementing the provisions outlined in this book. Let us embrace this opportunity to further improve and enhance our service delivery mechanisms, ensuring that we meet the needs and expectations of our community.

Aligned with Republic Act No. 11032, our objectives emphasize streamlined and citizen-centric services. We have embraced the 15 Iligan Development Goals, focusing on Sustainable Economic Growth, Social Equity and Inclusion, and Good Governance and Institutional Excellence. Collaborating with stakeholders including the Anti-Red Tape Authority (ARTA), we aim to enhance governance processes and eliminate bureaucratic barriers hindering efficient service delivery.

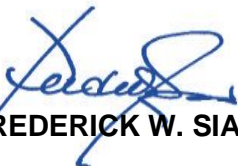
The Citizens Charter serves as a vital tool empowering constituents with knowledge and resources to engage effectively with their local government. We acknowledge the importance of feedback in evolving and improving the charter to meet evolving community needs. And this edition symbolizes our collective journey of growth, improvement, and transformation.



In conclusion, I extend my heartfelt gratitude for the resilience and dedication demonstrated by our community. Together, let us continue to build a future characterized by promise, opportunity, and prosperity for all residents of Iligan City.

Thank you for your continued support, and may we march forward with confidence towards a brighter tomorrow.

Asenso Iliganon!



**FREDERICK W. SIAO**  
*City Mayor*

## MESSAGE

On behalf of the legislative branch of the City of Iligan, I extend our heartfelt congratulations and full support for the launch of the Anti-Red Tape manual. This initiative marks a significant step forward in our collective mission to foster a more efficient, transparent and service-oriented government.



As representatives of the people, we recognize the need to streamline processes and eliminate bureaucratic hurdles that impede our city's growth and the well-being of our citizens. The principles and guidelines encapsulated within this manual are a testament to our dedication to simplify processes, enhance accessibility and empower our citizens. It is also a tool by which we hold ourselves to the highest standards of public service, ensuring that every interaction with our city government is a positive and productive one.

We are confident that under the Siao-Alemania leadership and with the active engagement of all sectors of our government, this manual will serve as a tool in transforming Iligan City into a model of good governance and efficiency.

We look forward to collaborating closely with the executive branch to ensure the successful implementation of the guidelines and procedures outlined in this manual.

Together, we set forth towards a future where red tape is no longer a barrier to innovation, progress and community well-being.

Thank you for your support and commitment to excellence.

A handwritten signature in blue ink, appearing to read 'Marianito D. Aleman'.

**MARIANITO D. ALEMANIA, CPA**  
*City Vice Mayor*

## MESSAGE

This Citizen's Charter was formulated to make manifest of this administration's commitment and dedication for good governance and to provide quality service to its constituents. We have poured our hearts and souls to map out and develop procedures aimed at delivering the highest standard of service conceivable while complying with the limitations imposed by law.



For these reasons, we commend all the personnel and staff responsible for ensuring that the Local Government Unit of Iligan is able to meet the standards that it has set in the delivery of quality service.

However, we urge the public servants under the LGU of Iligan not to limit themselves with the requirements imposed by this Citizen's Charter, but to exert efforts to surpass expectations and to adopt such practices and measures that would further improve the delivery of services to the constituents of Iligan City, while complying with the limitations imposed by law.

May we serve as a model for other government entities and instrumentalities in the delivery of exemplary service. Further, we look forward to continue working with you in attaining our mutual dreams and aspirations of serving and improving our beloved City.

Thank you and Asenso Iliganon!

A handwritten signature in black ink, appearing to read 'Darwin J. Manubag', with a long, sweeping flourish extending to the right.

**DARWIN J. MANUBAG, Ph.D.**  
*City Administrator*  
Authorized Representative, CART



## **I. Mandate:**

The Iligan City Government adheres and supports the call of President of the Republic of the Philippines by strictly implementing Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and its Implementing Rules and Regulations (IRR). As directed, streamlining and reengineering of our systems and procedures resulted to the revision of our Citizen's Charter 2021 of Iligan City.

## **II. Vision:**

A globally-competitive, resilient, and smart industropolis with peace loving people thriving in a safe, adaptive and clean environment driven by an accountable, inclusive and transformative governance.

## **III. Mission:**

Actively pursue a people-centered, law abiding and technology driven development that is responsive to the multi-cultural aspirations of *Iliganons*.

## **IV. Service Pledge:**

We commit:

1. To render prompt, honest, sincere and dedicated service. We hereby pledge to follow and achieve to the best of our capabilities the guidelines, principles and practices presented in the Iligan City Government Citizen's Charter Services Guidebook.
2. To strongly advocate for the adoption of effective and efficient government service delivery to prevent graft and corruption.
3. To monitor and evaluate our services to capacitate and improve our services by streamlining/re-engineering our systems and procedures.
4. To strengthen our information, education campaign on government services emphasizing attending to clients even during lunch break and those who are within the premises of the office prior to the end of official working hours.



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### **Internal Services**

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### **External Services**

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### **External Services**

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## **23. Sangguniang Panlungsod Office**

### **External Services**

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4. Request for Issuance of Certification	1063
5. Request for Issuance of Certified True Copy (CTC) of Legislative Documents	1005
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**Internal Services**

1. Request for Secretariat Services

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**Feedback and Complaints Mechanism**

1020

**List of Offices**

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# **CITY ACCOUNTANT'S OFFICE**

## **External Services**



## 1. Request for Issuance Certificate of Availability of Funds (CAF)

This service is provided as an integral part on entering into contract for certain type of public funds expenditure, pursuant to Section 86 of PD 1445, LOI 968 and Section 46 of PD 1177.

<b>Office or Division:</b>	City Accountant's Office - Fund Control Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who May Avail:</b>	City Officials and Employees, Suppliers, Vendors, Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Personnel-Related Services (Job Order/COS):</b>				
1. Job Order Contract / COS Contract duly Recommended by Department Head / OIC his/her authorized Representative (4 Original Copies)		City Mayor's Office or Vice Mayor's Office, which is applicable		
<b>For Infrastructure Projects, Procurement of Goods and Services Including Consultancy Services:</b>				
1. Purchase request duly approved with indication of Programmed Appropriation and Obligation (PAO) ID (3 Original Copies)		Concerned Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Check the existence and sufficiency of the approved appropriation and the Allotment Release Order as the case maybe	None	2 Days	<i>Fiscal Examiner I</i> City Accountant's Office
	1.1 Obtain and retain copies of the documentary requirements	None	10 Minutes	<i>Fiscal Examiner I</i> City Accountant's Office



	1.2. Prepare the CAF and indicate the initials	None	30 Minutes	<i>Fiscal Examiner I</i> City Accountant's Office
	1.3. Forward the CAF to the City Accountant for signature	None	30 Minutes	<i>Fiscal Examiner I</i> City Accountant's Office
	1.4. Review and sign the CAF	None	3 Hours	<i>Acting City Accountant</i> City Accountant's Office
	1.5. Record the CAF in the logbook	None	30 Minutes	<i>Management and Audit Analyst I</i> City Accountant's Office
2. Receive the CAF or its equivalent document	2.1 Release the CAF to client	None	30 Minutes	<i>Management and Audit Analyst I</i> City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 5 Hours, 10 Minutes</b>	

Issuance of Certificate of Availability of Funds (CAF) is covered under to Section 86 of PD 1445, LOI 968 and Section 46 of PD 1177.





## 2. Request for Issuance of Net Take Home Pay (Pay Slip)

This service is to issue net take home pay (pay slip) of all active and separated employees and elected officials.

<b>Office or Division:</b>	City Accountant's Office - Internal Control Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May avail:</b>	All City Government Elected Officials and Employees, All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt for Net Take Home Pay		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Official Receipt	1. Receive official receipt for take home pay	None	15 Minutes	<i>Accountant II</i> City Accountant's Office
	1.1 Search and print Net Take Home Pay Slip	None	30 Minutes	<i>Accountant II</i> City Accountant's Office
2. Receive Net Take Home Pay Slip	2. Release Net Take Home Pay Slip	None	15 Minutes	<i>Accountant II</i> City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



### 3. Request for Pre-assessment of Claims for the Payment of Goods, Services, and other Claims under Competitive Bidding (Competitive Bidding Goods)

This service is to provide pre-assessment of all financial claims relative to payment of goods, services, and other claims under Competitive Bidding.

<b>Office or Division:</b>	City Accountant's Office - Internal Control Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	All Suppliers, Service Providers, All City Government Elected, Officials and Employees, All Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. DRUGS AND MEDICINE (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (1 Photocopy), if applicable	City Accountant's Office (CAC)
5. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Certificate of product registration in Food and Drug Administration (FDA) (1 Photocopy)	Supplier
9. Certificate of good manufacturing practice from FDA (1 Photocopy)	Supplier
10. License to operate as drug distributor/ manufacturer from FDA (1 Photocopy)	Supplier
11. Certificate of conformity to PNDF (Philippine National Drug Formulary) Vol. 1 (1 Original Copy)	Medical Officer
12. Warranty (3 months for supplies) (1	Supplier



Original Copy)	
13. BAC Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
14. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
15. Inventory Transfer Report (ITR) (1 Original Copy)	City General Services Office (CGSO)
16. Requisition Issuance Slip (RIS) (1 Original Copy)	Concerned Office
17. Inspection and acceptance report (1 Original Copy)	CGSO
18. Notice to proceed (1 Original Copy)	BAC Office
19. Performance security (if applicable) (1 Original Copy)	BAC Office
20. Notice of award (1 Original Copy)	BAC Office
21. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
22. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
23. Post-qualification evaluation report (1 Original Copy)	BAC Office
24. Abstract as calculated (1 Original Copy)	BAC Office
25. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office
26. Evaluation report of bid (1 Original Copy)	BAC Office
27. Abstract as read (1 Original Copy)	BAC Office
28. Minutes of opening the bids (1 Original Copy)	BAC Office
29. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
30. Invitation to bid (1 original copy)	BAC Office
31. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
32. Bid security or bid securing declaration (1 Original Copy)	Supplier
33. Bid tender form (1 Original Copy)	Supplier
34. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office



35. Control slip (1 Original Copy)	BAC Office
36. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
37. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
38. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
39. Invitation for pre-procurement conference (at least 3 observers) if applicable) (1 Original Copy)	BAC Office
40. Bidding documents (1 Original Copy)	BAC Office
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original Copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original Copy)	Supplier
<b>A. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit) (1 Original Copy)	Supplier
<b>B. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration	Supplier



certificate (1 Photocopy)	
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)	Supplier
3. Business permit (1 Photocopy) (1 Photocopy)	Supplier
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Supplier
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest Tax Returns and Tax Clearance (1 Photocopy)	Supplier
7. Omnibus sworn statement/ Affidavit (1 Original Copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>B. HANDHELD RADIO (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (1 Photocopy), if applicable	City Accountant's Office (CAC)
5. Purchase Request (1 Original Copy) with Annex (1 Original Copy), if applicable	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Permit to purchase from NTC (1 Photocopy)	Supplier
9. License to operate from NTC (1 Photocopy)	Supplier



10. Warranty (1 year for equipment) (1 Original Copy)	Supplier
11. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
12. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
13. Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR), whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
14. Inspection and acceptance report (1 Original Copy)	City General Services Office (CGSO)
15. Notice to proceed (1 Original Copy)	BAC Office
16. Performance security (if applicable) (1 Original Copy)	Supplier
17. Notice of award (1 Original Copy)	BAC Office
18. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP/LSB Office
19. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
20. Post-qualification evaluation report (1 Original Copy)	BAC Office
21. Abstract as calculated (1 Original Copy)	BAC Office
22. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office
23. Evaluation report of bid (1 Original Copy)	BAC Office
24. Abstract as read (1 Original Copy)	BAC Office
25. Minutes of opening the bids (1 Original Copy)	BAC Office
26. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
27. Invitation to bid (1 Original Copy)	BAC Office
28. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
29. Bid security or bid securing declaration (1 Original Copy)	Supplier
30. Bid tender form (1 Original Copy)	Supplier



31. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office
32. Control slip (1 Original Copy)	BAC Office
33. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
34. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
35. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
36. Invitation for pre-procurement conference (at least 3 observers) if applicable (1 Original Copy)	BAC Office
37. Bidding documents (1 Original Copy)	BAC Office
<b>A. Technical documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original Copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original Copy)	Supplier
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Supplier
<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development	Supplier



Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)	Supplier
3. Business permit (1 Photocopy)	Supplier
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Supplier
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest tax returns and tax clearance (1 Photocopy)	Supplier
7. Omnibus sworn statement/ Affidavit (1 Original Copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample Photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>C. FIREARMS (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation Request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (if applicable) (1 photocopy)	City Accountant's Office (CAC)
5. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Permit to purchase from PNP (1	Supplier





Photocopy)	
9. License to operate from PNP (1 Photocopy)	Supplier
10. Warranty (1 year for equipment) (1 Original Copy)	Supplier
11. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
12. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
13. Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR), whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
14. Inspection and acceptance report (1 Original Copy)	City General Services Office (CGSO)
15. Notice to proceed (1 Original Copy)	BAC Office
16. Performance security (if applicable) (1 Original Copy)	Supplier
17. Notice of award (1 Original Copy)	BAC Office
18. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
19. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
20. Post-qualification evaluation report (1 Original Copy)	BAC Office
21. Abstract as calculated (1 Original Copy)	BAC Office
22. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office
23. Evaluation report of bid (1 Original Copy)	BAC Office
24. Abstract as read (1 Original Copy)	BAC Office
25. Minutes of opening the bids (1 Original Copy)	BAC Office
26. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
27. Invitation to bid (1 Original Copy)	BAC Office
28. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office



29. Bid security or bid securing declaration (1 Original Copy)	Supplier
30. Bid tender form (1 Original Copy)	Supplier
31. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office
32. Control slip (1 Original Copy)	BAC Office
33. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
34. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
35. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
36. Invitation for pre-procurement conference (at least 3 observers) if applicable (1 Original Copy)	BAC Office
37. Bidding documents (1 Original Copy)	BAC Office
<b>A. Technical Documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original Copy)	Supplier
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Supplier



<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	Supplier
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)	Supplier
3. Business permit (1 Photocopy)	Supplier
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Supplier
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest tax returns and tax clearance (1 Photocopy)	Supplier
7. Omnibus sworn statement/ Affidavit (1 Original copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>D. TRANSPORTATION EQUIPMENT (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (if applicable) (1 Photocopy)	City Accountant's Office (CAC)
5. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized	Supplier



regular employee (1 Original Copy)	
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Registration from Land Transportation Office (LTO) or other appropriate agency in the name of City Government (1 Photocopy)	Supplier
9. Insurance in the name of City Govt. (1 Photocopy)	Supplier
10. Authority from City Mayor / Department of Budget and Management (DBM) Secretary / President depending on type of vehicle (1 Original Copy)	Concerned Office
11. Warranty (1 year for equipment) (1 Original Copy)	Supplier
12. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
13. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
14. Property Acknowledgement Receipt (PAR) (1 Original Copy)	CGSO
15. Inspection and acceptance report (1 Original Copy)	CGSO
16. Notice to proceed (1 Original Copy)	BAC Office
17. Performance security (if applicable) (1 Original Copy)	Supplier
18. Notice of award (1 Original Copy)	BAC Office
19. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
20. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 original Copy)	BAC Office
21. Post-qualification evaluation report (1 Original Copy)	BAC Office
22. Abstract as calculated (1 Original Copy)	BAC Office
23. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office



24. Evaluation report of bid (1 Original Copy)	BAC Office
25. Abstract as read (1 Original Copy)	BAC Office
26. Minutes of opening the bids (1 Original Copy)	BAC Office
27. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
28. Invitation to bid (1 Original Copy)	BAC Office
29. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
30. Bid security or bid securing declaration (1 Original Copy)	Supplier
31. Bid tender form (1 Original Copy)	Supplier
32. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office
33. Control slip (1 Original Copy)	BAC Office
34. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
35. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
36. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
37. Invitation for pre-procurement conference (at least 3 observers) if applicable) (1 Original Copy)	BAC Office
38. Bidding documents (1 Original Copy)	BAC Office
<b>A. Technical Documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original Copy)	Supplier



4. Blue-print/ technical plans (if applicable) (1 Original copy)	Supplier
<b>A. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Supplier
<b>B. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	Supplier
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)	Supplier
3. Business permit (1 Photocopy)	Supplier
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Supplier
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest tax returns and tax clearance (1 Photocopy)	Supplier
7. Omnibus sworn statement/ Affidavit (1 Original Copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC



<b>E. RICE (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (if applicable) (1 Photocopy)	City Accountant's Office (CAC)
5. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. NFA Certificate for distribution (1 Photocopy)	Supplier
9. Authority from the City Mayor or Vice Mayor, if Legislative budget, to serve rice (1 Original Copy)	Concerned Office
10. Certificate that it was duly served for the purported activity (1 Original Copy)	Concerned Office
11. Certificate of proper screening of beneficiaries (If goods are subject to distribution) (1 Original Copy)	Concerned Office
12. Attendance Sheet/Distribution List (1 Original Copy)	Concerned Office
13. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
14. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
15. Inventory Transfer Report (ITR) (1 Original Copy)	City General Services Office (CGSO)
16. Requisition Issuance Slip (RIS) (1 Original Copy)	Concerned Office
17. Inspection and acceptance report (1 Original Copy)	CGSO
18. Notice to proceed (1 Original Copy)	BAC Office
19. Performance security (if applicable) (1 Original Copy)	Supplier
20. Notice of award (1 Original Copy)	BAC Office



21. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
22. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 original Copy)	BAC Office
23. Post-qualification evaluation report (1 Original Copy)	BAC Office
24. Abstract as calculated (1 Original Copy)	BAC Office
25. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office
26. Evaluation report of bid (1 Original Copy)	BAC Office
27. Abstract as read (1 Original Copy)	BAC Office
28. Minutes of opening the bids (1 Original Copy)	BAC Office
29. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
30. Invitation to bid (1 Original Copy)	BAC Office
31. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
32. Bid security or bid securing declaration (1 Original Copy)	Supplier
33. Bid tender form (1 Original Copy)	Supplier
34. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office
35. Control slip (1 Original Copy)	BAC Office
36. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
37. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
38. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
39. Invitation for pre-procurement conference (at least 3 observers) if applicable (1 Original Copy)	BAC Office
40. Bidding documents (1 Original Copy)	BAC Office





<b>A. Technical Documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original copy)	Supplier
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Supplier
<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	Supplier
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)	Supplier
3. Business permit (1 Photocopy)	Supplier
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Supplier
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest tax returns and tax	Supplier



clearance (1 Photocopy)	
7. Omnibus sworn statement/ Affidavit (1 Original Copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>F. CONSTRUCTION MATERIALS FOR SPECIFIC PROJECT OR REPAIRS AND MAINTENANCE (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (if applicable) (1 Photocopy)	City Accountant's Office (CAC)
5. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Program of Work (1 Photocopy)	Concerned Office
7. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
8. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
9. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
10. Warranty (3 months for supplies) (1 Original Copy)	Supplier
11. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
12. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
13. Inventory Transfer Report (ITR) or Inventory Custodian Slip (ICS) or Property Card, whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
14. Requisition Issuance Slip (RIS), if ITR issued (1 Original Copy)	Concerned Office
15. Inspection and acceptance report	CGSO



(1 Original Copy)	
16. Notice to proceed (1 Original Copy)	BAC Office
17. Performance security (if applicable) (1 Original Copy)	Supplier
18. Notice of award (1 Original Copy)	BAC Office
19. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
20. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
21. Post-qualification evaluation report (1 Original Copy)	BAC Office
22. Abstract as calculated (1 Original Copy)	BAC Office
23. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office
24. Evaluation report of bid (1 Original Copy)	BAC Office
25. Abstract as read (1 Original Copy)	BAC Office
26. Minutes of opening the bids (1 Original Copy)	BAC Office
27. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
28. Invitation to bid (1 Original Copy)	BAC Office
29. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
30. Bid security or bid securing declaration (1 Original Copy)	Supplier
31. Bid tender form (1 Original Copy)	Supplier
32. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office
33. Control slip (1 Original Copy)	BAC Office
34. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
35. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
36. Minutes of pre-procurement conference (ABC > P2M), if	BAC Office



applicable (1 Original Copy)	
37. Invitation for pre-procurement conference (at least 3 observers) if applicable) (1 Original Copy)	BAC Office
38. Bidding documents (1 Original Copy)	BAC Office
<b>A. Technical Documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original Copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original Copy)	Supplier
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Supplier
<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	Supplier
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)	Supplier
3. Business permit (1 Photocopy)	Supplier
4. Certificate of Philippine	Supplier



Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest tax returns and tax clearance (1 Photocopy)	Supplier
7. Omnibus sworn statement/ Affidavit (1 Original Copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>G. FOOD SUPPLIES (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (if applicable) (1 Photocopy)	City Accountant's Office (CAC)
5. Purchase Request (1 original copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Authority from the City Mayor or Vice Mayor, if Legislative budget to serve meals/food supplies (1 Original Copy)	Concerned Office
9. Certificate that it was duly served for the purported activity (1 Original Copy)	Concerned Office
10. Certificate of proper screening of beneficiaries (If goods are subject to distribution) (1 Original Copy)	Concerned Office
11. Attendance Sheet/Distribution List (1 Original Copy)	Concerned Office



12. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
13. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
14. Inventory Transfer Report (ITR) (1 Original Copy)	City General Services Office (CGSO)
15. Requisition Issuance Slip (RIS) (1 Original Copy)	Concerned Office
16. Inspection and acceptance report (1 Original Copy)	CGSO
17. Notice to proceed (1 Original Copy)	BAC Office
18. Performance security (if applicable) (1 Original Copy)	Supplier
19. Notice of award (1 original copy)	BAC Office
20. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
21. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 original Copy)	BAC Office
22. Post-qualification evaluation report (1 Original Copy)	BAC Office
23. Abstract as calculated (1 Original Copy)	BAC Office
24. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 original copy)	BAC Office
25. Evaluation Report of Bid (1 Original Copy)	BAC Office
26. Abstract as read (1 Original Copy)	BAC Office
27. Minutes of opening the bids (1 Original Copy)	BAC Office
28. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
29. Invitation to bid (1 Original Copy)	BAC Office
30. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
31. Bid security or bid securing declaration (1 Original Copy)	Supplier
32. Bid tender form (1 Original Copy)	Supplier
33. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC Office



34. Control slip (1 Original Copy)	BAC Office
35. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
36. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
37. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
38. Invitation for pre-procurement conference (at least 3 observers) if applicable) (1 Original Copy)	BAC Office
39. Bidding documents (1 Original Copy)	BAC Office
<b>A. Technical Documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original copy)	Supplier
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original copy)	Supplier
<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	Supplier
2. Latest articles of incorporation/cooperation, if	Supplier



applicable (1 Photocopy)	
3. Business permit (1 Photocopy)	Supplier
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Supplier
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Supplier
6. Latest tax returns and tax clearance (1 Photocopy)	Supplier
7. Omnibus sworn statement/ Affidavit (1 Original Copy)	Supplier
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample Photo(s) (1 Original Copy)	Concerned Office
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>H. READILY AVAILABLE OFF-THE-SHELF GOODS OR ORDINARY/REGULAR EQUIPMENT (under Competitive Bidding)</b>	
1. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation request (3 Original Copies)	Concerned Office
3. Certification of Availability of Funds (1 Original Copy)	CAC
4. Accounts Payable (A/P) list (if applicable) (1 Photocopy)	City Accountant's Office (CAC)
5. Purchase Request (1 original copy) with Annex, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Warranty (1 year for equipment, 3 months for supplies) (1 Original Copy)	Supplier
9. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP)	BAC Office





(1 Original Copy)	
10. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
11. Inventory Transfer Report (ITR) or Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR), whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
12. Requisition Issuance Slip (RIS), if ITR issued (1 Original Copy)	Concerned Office
13. Inspection and acceptance report (1 Original Copy)	CGSO
14. Notice to proceed (1 Original Copy)	BAC Office
15. Performance security (if applicable) (1 Original Copy)	Supplier
16. Notice of award (1 Original Copy)	BAC Office
17. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
18. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 original Copy)	BAC Office
19. Post-qualification evaluation report (1 Original Copy)	BAC Office
20. Abstract as calculated (1 Original Copy)	BAC Office
21. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC Office
22. Evaluation report of bid (1 Original Copy)	BAC Office
23. Abstract as read (1 Original Copy)	BAC Office
24. Minutes of opening the bids (1 Original Copy)	BAC Office
25. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC Office
26. Invitation to bid (1 Original Copy)	BAC Office
27. Proof of posting in PhilGEPs (1 Original Copy)	BAC Office
28. Bid security or bid securing declaration (1 Original Copy)	Supplier
29. Bid tender form (1 Original Copy)	Supplier
30. Canvass sheets/Price quotations	BAC Office



(all bidders) (1 Original Copy)	
31. Control slip (1 Original Copy)	BAC Office
32. Minutes of pre-bid conference (if Approved Budget for the Contract > P1M), if applicable (1 Original Copy)	BAC Office
33. Invitation for pre-bid conference (at least 3 observers), if applicable (1 Original Copy)	BAC Office
34. Minutes of pre-procurement conference (ABC > P2M), if applicable (1 Original Copy)	BAC Office
35. Invitation for pre-procurement conference (at least 3 observers) if applicable (1 Original Copy)	BAC Office
36. Bidding documents (1 Original Copy)	BAC Office
37. Notice to proceed (1 original copy)	BAC Office
<b>A. Technical Documents</b>	
1. Statement of all its ongoing government and Private Contracts (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Supplier
3. Organizational chart (1 Original Copy)	Supplier
4. Blue-print/ technical plans (if applicable) (1 Original Copy)	Supplier
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Supplier
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Supplier
<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development	Supplier



Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)				
2. Latest articles of incorporation/cooperation, if applicable (1 Photocopy)		Supplier		
3. Business permit (1 Photocopy)		Supplier		
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)		Supplier		
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)		Supplier		
6. Latest tax returns and tax clearance (1 Photocopy)		Supplier		
7. Omnibus sworn statement/ Affidavit (1 Original Copy)		Supplier		
<b>Additional Requirements, if necessary/applicable:</b>				
1. Sample photo(s) (1 Original Copy)		Concerned Office		
2. BAC or Concerned Office's certifications or justifications (1 Original Copy)		Concerned Office or BAC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive and pre-assess the required documents	None	6 Days	<i>Administrative Assistant II</i> City Accountant's Office
2. Receive Pre-Assessment Action Slip	2. Release Pre-Assessment Action Slip	None	1 Day	<i>Administrative Assistant II</i> City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



#### 4. Request for Pre-assessment of Claims for the Payment of Goods, Services, Personnel, and other Claims (Alternative Modality)

This service is to provide pre-assessment of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Internal Control Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government	
<b>Who May Avail:</b>	All Suppliers, Service Providers, All City Government Elected Officials and Employees, All Citizens	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. DRUGS AND MEDICINE (under the Negotiated Procurement – Small Value (NP-SV):</b>		
1. Obligation Request (3 Original Copies)		Concerned Office
2. Certification of Availability of Funds (1 Original Copy)		CAC
3. Accounts Payable List (if applicable) (1 Photocopy)		City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)		Concerned Office
5. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)		Supplier
6. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)		Bids and Awards Committee (BAC) Office
7. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)		SP / LSB Office
8. Certificate of product registration in Food and Drug Administration (FDA) (1 Photocopy)		Supplier
9. Certificate of good manufacturing practice from FDA (1 Photocopy)		Supplier
10. License to operate as drug distributor/ manufacturer from FDA (1 Photocopy)		Supplier
11. Certificate of conformity to PNDF (Philippine National Drug Formulary) Vol. 1 (1 Original		Medical Officer



Copy)	
12. Warranty (1 Original Copy)	Supplier
13. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
14. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
15. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
16. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
17. Abstract of proposal (1 Original Copy)	BAC Office
18. Request for Quotations (1 Original Copy)	BAC Office
19. Proof of Eligibility	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
20. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
21. Control slip (1 Original Copy)	BAC Office
22. Inventory Transfer Report (ITR) (1 Original Copy)	City General Services Office (CGSO)
23. Requisition Issuance Slip (RIS) (1 Original Copy)	Concerned Office
24. Inspection and acceptance report (1 Original Copy)	CGSO
25. Disbursement Voucher with City	Concerned Office



License Stamp (2 Original Copies)	
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's Certifications or Justifications (1 Original Copy)	Concerned Office or BAC
<b>B. HANDHELD RADIO (under the Negotiated Procurement – Small Value (NP-SV):</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (if applicable) (1 Photocopy)	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
6. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
7. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office
8. Permit to purchase from NTC (1 Photocopy)	Supplier
9. License to operate from NTC (1 Photocopy)	Supplier
10. Warranty (1 year for equipment) (1 Original Copy)	Supplier
11. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
12. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
13. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
14. Bids and Awards (BAC) Resolution: recommending award	BAC Office



of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	
15. Abstract of proposal (1 Original Copy)	BAC Office
16. Request for Quotations (1 Original Copy)	BAC Office
17. Proof of Eligibility	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
18. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
19. Control slip (1 Original Copy)	BAC Office
20. Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR), whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
21. Inspection and acceptance report (1 Original Copy)	CGSO
22. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's Certifications or Justifications (1 Original Copy)	Concerned Office or BAC
<b>C. FIREARMS (under the Negotiated Procurement – Small Value (NP-SV):</b>	



1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (if applicable) (1 Photocopy)	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
6. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
7. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office
8. Permit to purchase from PNP (1 Photocopy)	Supplier
9. License to operate from PNP (1 Photocopy)	Supplier
10. Warranty (1 year for equipment) (1 Original Copy)	Supplier
11. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
12. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
13. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
14. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
15. Abstract of proposal (1 Original Copy)	BAC Office
16. Request for Quotations (1 Original Copy)	BAC Office
17. Proof of Eligibility	
Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
1. DTI /CDA/SEC Registration (reflecting line of business) (1	Supplier





Photocopy)	
2. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
3. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
4. Business Permit (1 Photocopy)	Supplier
5. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
18. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Copy)	BAC Office
19. Control slip (1 Original Copy)	BAC Office
20. Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR), whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
21. Inspection and acceptance report (1 Original Copy)	CGSO
22. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>D. TRANSPORTATION EQUIPMENT (under the Negotiated Procurement - Small Value (NP-SV):</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (1 Photocopy), if applicable	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
6. Purchase Order duly received by	Bids and Awards Committee (BAC) Office



the Commission on Audit (COA) (1 Original Copy)	
7. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office
8. Registration from the Land Transportation Office (LTO) or other appropriate agency in the name of City Government (1 Photocopy)	Supplier
9. Insurance in the name of City Govt. (1 Photocopy)	Supplier
10. Authority from City Mayor/Department of Budget and Management (DBM) Secretary/President depending on type of vehicle (1 Original Copy)	Concerned Office or BAC Office
11. Warranty (1 Original Copy)	Supplier
12. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
13. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
14. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
15. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
16. Abstract of proposal (1 Original Copy)	BAC Office
17. Request for Quotations (1 Original Copy)	BAC Office
18. Proof of Eligibility	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier



5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
19. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
20. Control slip (1 Original Copy)	BAC Office
21. Property Acknowledgement Receipt (PAR) (1 Original Copy)	City General Services Office (CGSO)
22. Inspection and acceptance report (1 Original Copy)	CGSO
23. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>E. RICE (under the Negotiated Procurement – Small Value (NP-SV):</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (if applicable) (1 Photocopy)	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Program / Activity Design, if applicable (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office



9. NFA Certificate for distribution (1 Photocopy)	Supplier
10. Authority from the City Mayor or (Vice Mayor if Legislative budget) to serve meals/food supplies (1 Original Copy)	Concerned Office
11. Certificate that it was duly served for the purported activity (1 Original Copy)	Concerned Office
12. Certificate of proper screening of beneficiaries (If goods are subject to distribution) (1 Original Copy)	Concerned Office
13. Attendance/ Distribution list (1 Original Copy)	Concerned Office
14. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
15. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
16. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
17. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest/Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
18. Abstract of proposal (1 Original Copy)	BAC Office
19. Request for Quotations (1 Original Copy)	BAC Office
20. Proof of Eligibility	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 photocopy)	Supplier
5. Business Permit (1 photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1	Supplier



original copy)	
21. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 copy)	BAC Office
22. Control slip (1 Original Copy)	BAC Office
23. Inventory Transfer Report (ITR) (1 Original Copy)	City General Services Office (CGSO)
24. Requisition Issuance Slip (RIS)	Concerned Office
25. Inspection and acceptance report (1 Original Copy)	CGSO
26. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if Necessary/Applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>F. READILY AVAILABLE OFF-THE-SHELF GOODS OR ORDINARY/REGULAR EQUIPMENT NOT AVAILABLE IN THE DBM – Procurement Service (PS), under Shopping:</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (if applicable) (1 Photocopy)	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Proof of non-availability under DBM - Procurement Service (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office



9. Warranty (1 year for equipment, 3 months for supplies) (1 Original Copy)	Supplier
10. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
11. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
12. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
13. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
14. Abstract of proposal (1 Original Copy)	BAC Office
15. Request for Quotations (1 Original Copy)	BAC Office
16. Proof of Eligibility:	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
17. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
18. Control slip (1 Original Copy)	BAC Office
19. Inventory Transfer Report (ITR) or Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR), whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
20. Requisition Issuance Slip (RIS), if	Concerned Office



ITR issued (1 Original Copy)	
21. Inspection and acceptance report (1 Original Copy)	CGSO
22. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>G. CONSTRUCTION MATERIALS FOR SPECIFIC PROJECT OR REPAIRS AND MAINTENANCE (under Negotiated Procurement – Small Value (NP-SV):</b>	
1. Obligation Request (3 original copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (1 Photocopy), if applicable	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Program of Work (1 Photocopy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Sanggunian Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office
9. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
10. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
11. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
12. Bids and Awards (BAC) Resolution:	BAC Office



recommending award of contract to the Lowest/Single Calculated and Responsive Bidder (1 Original Copy)	
13. Abstract of proposal (1 Original Copy)	BAC Office
14. Request for Quotations (1 Original Copy)	BAC Office
15. Proof of Eligibility:	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
16. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
17. Control slip (1 Original Copy)	BAC Office
18. Inventory Transfer Report (ITR) or Property Card, whichever is applicable (1 Original Copy)	City General Services Office (CGSO)
19. Requisition Issuance Slip (RIS), if ITR issued (1 Original Copy)	Concerned Office
20. Inspection and acceptance report (1 Original Copy)	CGSO
21. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if Necessary/Applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC





<b>H. MEALS / FOOD SUPPLIES (under the Negotiated Procurement – Small Value (NP-SV):</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (1 Photocopy), if applicable	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Program/Activity Design (1 Original Copy)	Concerned Office
6. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
7. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
8. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office
9. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
10. Authority from the City Mayor or (Vice Mayor if Legislative budget) to serve meals/food supplies (1 Original Copy)	City Mayor's Office
11. Certificate that it was duly served for the purported activity (1 Original Copy)	Concerned Office
12. Certificate of proper screening of beneficiaries (If goods are subject to distribution) (1 Original Copy)	Concerned Office
13. Attendance / Distribution List (1 Original Copy)	Concerned Office
14. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
15. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
16. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original	BAC Office



Copy)	
17. Abstract of proposal (1 Original Copy)	BAC Office
18. Request for Quotations (1 Original Copy)	BAC Office
19. Proof of Eligibility:	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier
2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 Original Copy)	Supplier
20. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
21. Control slip (1 Original Copy)	BAC Office
22. Inspection and acceptance report (1 Original Copy)	CGSO
23. Disbursement Voucher with City License Stamp (2 Original copies)	Concerned Office
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (1 Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's Certifications or Justifications (1 Original Copy)	Concerned Office or BAC
<b>I. REPAIRS AND MAINTENANCE FOR EQUIPMENT AND VEHICLE (under the Negotiated Procurement – Small Value (NP-SV) or Shopping):</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds	CAC



(1 Original Copy)	
3. Accounts Payable List (1 photocopy), if applicable	City Accountant's Office
4. Purchase Request (1 Original Copy) with Annex, if applicable (1 Original Copy)	Concerned Office
5. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
6. Purchase Order duly received by the Commission on Audit (COA) (1 Original Copy)	Bids and Awards Committee (BAC) Office
7. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP Office or LSB Office
8. Warranty (1 year for equipment, 3 months for supplies) (1 Original Copy)	Supplier
9. Certificate of normal wear and tear (1 Original Copy)	Concerned Office
10. Certificate of 30% Fair Market Value limit (1 Original Copy)	Concerned Office
11. Pre and post inspection report (1 Original Copy)	Concerned Office and City Engineer's Office
12. Waste material report (1 Original Copy)	City General Services Office (CGSO)
13. Performance security (if applicable under NP-SV) (1 Original Copy)	Supplier
14. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)	BAC Office
15. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
16. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)	BAC Office
17. Abstract of proposal (1 Original Copy)	BAC Office
18. Request for Quotations (1 Original copy)	BAC Office
19. Proof of Eligibility:	
1. Philippine Government Electronic Procurement System (PhilGEPs) (1 Photocopy)	Supplier



2. DTI /CDA/SEC Registration (reflecting line of business) (1 Photocopy)	Supplier
3. Certificate of Registration (COR) from BIR (1 Photocopy)	Supplier
4. Latest tax return or Tax clearance (if Approved Budget for the Contract (ABC) > Php 500,000.00) (1 Photocopy)	Supplier
5. Business Permit (1 Photocopy)	Supplier
6. Omnibus Sworn Statement (if ABC > Php 50,000.00) (applicable only for NP-SV) (1 original copy)	Supplier
20. Proof of posting in PhilGEPs (if ABC > Php 50,000.00) (1 Photocopy)	BAC Office
21. Control slip (1 Original Copy)	BAC Office
22. Property Acknowledgement Receipt (PAR) (1 Photocopy)	CGSO
23. Inspection and acceptance report (1 Original Copy)	CGSO
24. Disbursement Voucher with City License Stamp (2 Original Copies)	Concerned Office
<b>Additional Requirements, if necessary/applicable:</b>	
1. Sample photo(s) (Original Copy)	Concerned Office
2. Justification on resort to other procurement methods (1 Original Copy)	Concerned Office
3. BAC or Concerned Office's certifications or justifications (1 Original Copy)	Concerned Office or BAC
<b>J. GASOLINE (Under the Direct Retail Purchase of Petroleum, Oil and Lubricant (POL) Products):</b>	
1. Obligation Request (3 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Accounts Payable List (1 Photocopy), if applicable	City Accountant's Office
4. Certificate of acceptance on delivery (1 Original Copy)	Concerned Office
5. Charge Invoice or Billing Statement duly signed by the authorized regular employee (1 Original Copy)	Supplier
6. Purchase Order duly received by	Bids and Awards Committee (BAC) Office



	the Commission on Audit (COA) (1 Original Copy)			
	7. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)		SP Office or LSB Office	
	8. Bids and Awards (BAC) Certification: item inclusion in the Approved Procurement Plan (APP) (1 Original Copy)		BAC Office	
	9. Project Procurement Management Plan (PPMP) (1 Photocopy)		Concerned Office	
	10. Bids and Awards (BAC) Resolution: recommending award of contract to the Lowest / Single Calculated and Responsive Bidder (1 Original Copy)		BAC Office	
	11. Summary of fuel consumption (1 Original Copy)		Concerned Office	
	12. Report on official travel (1 Original Copy)		Concerned Office	
	13. Driver's trip ticket (1 Original Copy)		Concerned Office	
	14. Disbursement Voucher with City License Stamp (2 Original Copies)		Concerned Office	
	<b>Additional Requirements, if Necessary/Applicable:</b>			
	1. Sample photo(s) (Original Copy)		Concerned Office	
	2. Justification on resort to other procurement methods (1 Original Copy)		Concerned Office	
	3. BAC or Concerned Office's certifications or justifications (1 Original Copy)		Concerned Office or BAC	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive and pre-assess the required documents:	None	6 Days	<i>Administrative Assistant II</i> City Accountant's Office
2. Receive Pre-Assessment Action Slip	2. Release Pre-Assessment Action Slip	None	1 Day	<i>Administrative Assistant II</i> City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



## 5. Request for Pre-assessment of Claims for the Payment of Goods, Services, Personnel, and other Claims (Competitive Bidding Infrastructure)

This service is to provide pre-assessment of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Internal Control Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, 2G – Government to Government
<b>Who may avail:</b>	All Suppliers, Service Providers, All City Government Elected Officials and Employees, All Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>A. Infrastructure Project under Competitive Bidding MOBILIZATION (15%)</b>	
1. Disbursement voucher with City License stamp (2 Original Copies)	Concerned Office
2. Letter request for mobilization/Bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
3. Obligation request (1 Photocopy)	Concerned Office
4. Certificate of Availability of Funds (CAF) (1 Original Copy)	City Accountant's Office (CAC)
5. Notice to Proceed (1 Photocopy)	Bids and Awards Committee (BAC) Office
6. Certificate of commencement of work (1 Original Copy)	Concerned Office
7. Bond/security for advance payment (e.g. check, bank guarantee, surety bond of equivalent amount for Mobilization) (1 Photocopy)	Contractor
8. Performance bond (1 Photocopy)	Contractor
9. Contract with endorsement to COA (1 Photocopy)	BAC
10. Bid security or bid securing declaration (1 Photocopy)	Contractor
11. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
12. BAC resolution for recommending approval of award (at least 5 signatories including end-user) (1	BAC Office



Photocopy)	
13. Abstract as calculated (1 Photocopy)	BAC Office
14. Abstract as read (1 Photocopy)	BAC Office
15. Cost estimate (Approved Budget for the Contract) (1 Photocopy)	Concerned Office
16. Blue-print/technical plans (plans & specs) (1 Photocopy)	Concerned Office
17. Bid tender form (1 Photocopy)	Contractor
<b>B. Infrastructure Project under Competitive Bidding FIRST PARTIAL BILLING</b>	
1. Disbursement voucher with City License stamp (2 Original Copies)	Concerned Office
2. Certificate of Availability of Funds (1 Original Copy)	City Accountant's Office (CAC)
3. Letter request for billing/bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
4. Obligation request (3 Original Copies)	Concerned Office
5. Job order request (1 Original Copy)	Concerned Office
6. Project Procurement Management Plan (PPMP) (1 Photocopy)	Concerned Office
7. Program of work including ABC/cost estimate (1 Photocopy)	Concerned Office
8. Schedule of payments/billing (if subject to progress-billing) (1 Original Copy)	Contractor
9. Certificate of Payment (1 Original Copy)	Concerned Office
10. Executive Summary (1 Original Copy)	Concerned Office
11. Billing Summary (1 Original Copy)	Concerned Office
12. Statement of Work Accomplished (1 Original Copy)	Concerned Office
13. Contractor's Statement of Work Accomplished (1 Original Copy)	Concerned Office
14. Backup Computation (1 Original Copy)	Concerned Office
15. Statement of Time Elapsed and Work Accomplished (1 Original Copy)	Concerned Office
16. Background Information and Summary of Duration (1 Original	Concerned Office



Copy)	
17. Photos (before, during, after) (1 Original Copy)	Concerned Office
18. Certificate of acceptance of accomplished work (1 Original Copy)	Concerned Office
19. Certificate of non-usage of City Engineer's Office's equipment (1 Original Copy)	Concerned Office
20. Notice of inspection addressed to the City Mayor's Office (CMO), City Treasurer's Office (CTO), City Accountant's Office (CAC), and resident Commission on Audit (COA)) (1 Original Copy)	Concerned Office
21. Inspection report of the CMO, CTO, CAC, COA [optional] (1 Original Copy)	CMO, CTO, CAC, COA
22. Acceptance and Inspection Report by the City General Services Office (CGSO) (1 Original Copy)	CGSO
23. Property Card (1 Original Copy)	CGSO
24. Test results/analysis for compliance to standard requirements (if applicable) (1 Original Copy)	Concerned Office
25. Notice to commence work/Notice to proceed (1 Original Copy)	Bids and Awards Committee (BAC)
26. Contract with endorsement to COA (1 Original Copy)	BAC
27. Performance security (1 Photocopy)	Contractor
28. Notice of award (1 Original Copy)	BAC
29. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP or LSB Office
30. BAC Resolution (at least 5 signatories including end-user) (1 Original Copy)	BAC
31. Post-qualification evaluation report (1 Original Copy)	BAC
32. Abstract as calculated (1 Original Copy)	BAC
33. Evaluation report of bid (1 Original Copy)	BAC





34. BAC individual evaluation report on legal, technical and financial capacity of bidder (1 Original Copy)	BAC
35. Abstract as read (1 Original Copy)	BAC
36. Minutes of opening the bids (1 Original Copy)	BAC
37. Invitation for opening of bids (at least 3 observers) (1 Original Copy)	BAC
38. Invitation to bid (1 Original Copy)	BAC
39. Proof of posting in PhilGEPs (1 Original Copy)	BAC
40. Bid security or bid securing declaration (1 Original Copy)	Contractor
41. Bid tender form (1 Original Copy)	Contractor
42. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC
43. Control slip (1 Original Copy)	BAC
44. Minutes of pre-bid conference (ABC>1M) (1 Original Copy)	BAC
45. Invitation for pre-bid conference (at least 3 observers, if applicable) (1 Original Copy)	BAC
46. Minutes of pre-procurement conference (ABC>5M) (1 Original Copy)	BAC
47. Bidding Documents (1 Original Copy)	BAC
A. Technical Documents	
1. Statement of all its ongoing government and private contracts (1 Original Copy and 1 Photocopy of the supporting document)	Contractor
2. Statement of single largest completed contract (SLCC) similar to contract to be bid (1 Original Copy and 1 Photocopy of the supporting document)	Contractor
3. PCAB license (1 Photocopy)	Contractor
4. Construction safety and health plans (1 Original Copy)	Contractor
5. Organizational chart (1 Original Copy)	Contractor
6. Contractor's personnel to be	Contractor



assigned including complete qualification and experience data contracts (1 Original Copy)	
7. Program Evaluation Review Technique - Critical Path Method (PERT-CPM) (1 Original Copy)	Contractor
8. Blue-print/ technical plans (plans & specs) (1 Original Copy)	Contractor
<b>B. Financial Documents</b>	
1. Audited financial statements (not earlier than 2 years from date of bid submission) (1 Photocopy)	Contractor
2. Net financial contracting capacity (NFCC) or letter/line of credit (1 Original Copy)	Contractor
<b>C. Legal Documents</b>	
1. Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	Contractor
2. Latest articles of incorporation/cooperation (1 Photocopy)	Contractor
3. Business permit (1 Photocopy)	Contractor
4. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Contractor
5. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Contractor
6. Latest tax returns and tax clearance (1 Photocopy)	Contractor
7. Omnibus sworn statement/Affidavit (1 Original Copy)	Contractor



<b>C. Infrastructure Project under Competitive Bidding SUBSEQUENT / SUCCEEDING PAYMENTS</b>	
1. Disbursement voucher with City License stamp (2 Original Copies)	Concerned Office
2. Obligation request (1 Photocopy)	Concerned Office
3. Letter request for billing/bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
4. Certificate of Availability of Funds (CAF) (1 Original Copy)	City Accountant's Office (CAC)
5. Schedule of payments/billing (1 Photocopy)	Concerned Office
6. Certificate of Payment (1 Original Copy)	Concerned Office
7. Executive Summary (1 Original Copy)	Concerned Office
8. Billing Summary (1 Original Copy)	Concerned Office
9. Statement of Work Accomplished (1 Original Copy)	Concerned Office
10. Contractor's Statement of Work Accomplished (1 Original Copy)	Concerned Office
11. Backup Computation (1 Original Copy)	Concerned Office
12. Variation order (if any) (1 Original Copy)	Concerned Office
13. Notice from end-user/contractor (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
14. Supporting documents to justify request for variation (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
15. Suspension order (if #6 applies) (1 Original Copy)	Concerned Office
16. Resume order/Notice to proceed (if #6 applies) (1 Original Copy)	Concerned Office
17. Request for time extension from contractor (if any) (1 Original Copy)	Contractor
18. Approval from the City Mayor for time extension (if #11 applies) (1 Original Copy)	Concerned Office
19. Statement of Time Elapsed and Work Accomplished (1 Original Copy)	Concerned Office
20. Background Information and Summary of Duration (1 Original Copy)	Concerned Office



21. Photos (before, during, after report) (1 Original Copy)	Concerned Office
22. Certificate of acceptance of accomplished work (1 Original Copy)	Concerned Office
23. Certificate of non-usage of City Engineer's Office's Equipment (1 Original Copy)	Concerned Office
24. Notice of inspection addressed to the City Mayor's Office (CMO), City Treasurer's Office (CTO), City Accountant's Office (CAC), and resident Commission on Audit (COA) (1 Original Copy)	Concerned Office
25. Inspection report of the CMO, CTO, CAC, COA [optional] (1 Original Copy)	CMO, CTO, CAC, COA
26. Acceptance and Inspection Report by the City General Services Office (CGSO) (1 Original Copy)	CGSO
27. Property Card (1 Original Copy)	CGSO
28. Test results/analysis for compliance to standard requirements [based on the current accomplishment] (if applicable) (1 Original Copy)	Concerned Office
29. Photocopy of vouchers of all previous payments (1 Photocopy each)	Concerned Office
<b>D. Infrastructure Project under Competitive Bidding FINAL BILLING</b>	
1. Disbursement voucher with City License stamp (2 Original Copies)	Concerned Office
2. Obligation request (1 Photocopy)	Concerned Office
3. Certificate of Availability of Funds (CAF) (1 Original Copy)	City Accountant's Office (CAC)
4. Letter request for billing/bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
5. Schedule of payments/billing (1 Photocopy)	Concerned Office
6. Certificate of Payment (1 Original Copy)	Concerned Office
7. Executive Summary (1 Original Copy)	Concerned Office



8. Billing Summary (1 Original Copy)	Concerned Office
9. Statement of Work Accomplished (1 Original Copy)	Concerned Office
10. Contractor's Statement of Work Accomplished (1 Original Copy)	Concerned Office
11. Backup Computation (1 Original Copy)	Concerned Office
12. Variation order (if any) (1 Original Copy)	Concerned Office
13. Notice from end-user/contractor (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
14. Supporting documents to justify request for variation (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
15. Suspension order (if #6 applies) (1 Original Copy)	Concerned Office
16. Resume order/Notice to proceed (if #6 applies) (1 Original Copy)	Concerned Office
17. Request for time extension from contractor (if any) (1 Original Copy)	Contractor
18. Approval from the City Mayor for time extension (if #11 applies) (1 Original Copy)	Concerned Office
19. Statement of Time Elapsed and Work Accomplished (1 Original Copy)	Concerned Office
20. Background Information and Summary of Duration (1 Original Copy)	Concerned Office
21. Photos (before, during, after report) (1 Original Copy)	Concerned Office
22. Certificate of acceptance of accomplished work (1 Original Copy)	Concerned Office
23. Certificate of non-usage of City Engineer's Office (CEO)'s equipment (1 Original Copy)	Concerned Office
24. Notice of inspection addressed to the City Mayor's Office (CMO), City Treasurer's Office (CTO), City Accountant's Office (CAC), and resident Commission on Audit (COA) (1 Original Copy)	Concerned Office
25. Inspection report of the CMO, CTO, CAC, COA [optional] (1 Original Copy)	CMO, CTO, CAC, COA
26. Acceptance and Inspection Report by the City General Services Office	CGSO



(CGSO) (1 Original Copy)	
27. Property Card (1 Original Copy)	CGSO
28. Test results/analysis for compliance to standard requirements [based on the current accomplishment] (if applicable) (1 Original Copy)	Concerned Office
29. CEO's Acceptance letter (1 Original Copy)	Concerned Office
30. Acknowledgement of Turn-over and Acceptance of Completed Project (1 Original Copy)	Concerned Office
31. Certificate of Completion (1 Original Copy)	Concerned Office
32. Final Inspection Report (1 Original Copy)	Concerned Office
33. Affidavit of contractor re: payment of laborers and materials (1 Original Copy)	Contractor
34. Photocopy of vouchers of all previous payments (1 Photocopy each)	Concerned Office
<b>E. Infrastructure Project under Competitive Bidding RETENTION</b>	
1. Disbursement voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Letter request for release of retention duly signed by the authorized regular employee (1 Original Copy)	Contractor
3. Obligation request (1 Photocopy)	Concerned Office
4. Certificate of final acceptance (1 Photocopy)	Concerned Office
5. Warranty security (if to be released earlier than the statutory period) (1 Photocopy)	Contractor
6. Certificate of post-inspection (If to be released on or after the statutory period) (1 Original Copy)	Concerned Office
<b>F. Infrastructure Project under Negotiated Procurement – Two Failed Biddings MOBILIZATION (15%)</b>	
1. Disbursement voucher with City License stamp (2 Original Copies)	Concerned Office
2. Letter request for mobilization/Bill of	Contractor



creditor duly signed by the authorized regular employee (1 Original Copy)	
3. Obligation request (1 Photocopy)	Concerned Office
4. Notice to Proceed (1 Photocopy)	Bids and Awards Committee (BAC) Office
5. Certificate of commencement of work (1 Original Copy)	Concerned Office
6. Bond/security for advance payment (e.g. check, bank guarantee, surety bond of equivalent amount for Mobilization) (1 Photocopy)	Contractor
7. Performance bond (1 Photocopy)	Contractor
8. Contract with endorsement to COA (1 Photocopy)	BAC
9. Sangguniang Panlungsod (SP) Resolution or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP / LSB Office
10. BAC resolution for recommending approval of award (at least 5 signatories including end-user) (1 Photocopy)	BAC Office
11. BAC Resolution / BAC Certificate of two failures of bidding (1 Photocopy)	BAC Office
12. Abstract of proposal / bids (1 Photocopy)	BAC Office
13. Cost estimate (Approved Budget for the Contract) (1 Photocopy)	Concerned Office
14. Blue-print/technical plans (plans & specs) (1 Photocopy)	Concerned Office
<b>G. Infrastructure Project under Negotiated Procurement – Two Failed Biddings FIRST PARTIAL BILLING</b>	
1. Disbursement voucher with City License stamp (2 Original Copies)	Concerned Office
2. Certificate of availability of funds (1 Original Copy)	City Accountant's Office (CAC)
3. Letter request for billing/bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
4. Obligation request (3 Original Copies)	Concerned Office
5. Job order request (1 Original Copy)	Concerned Office
6. Project Procurement Management	Concerned Office



Plan (PPMP) (1 Photocopy)	
7. Program of work including ABC/cost estimate (1 Photocopy)	Concerned Office
8. Schedule of payments/billing (if subject to progress-billing) (1 Original Copy)	Contractor
9. Certificate of Payment (1 Original Copy)	Concerned Office
10. Executive Summary (1 Original Copy)	Concerned Office
11. Billing Summary (1 Original Copy)	Concerned Office
12. Statement of Work Accomplished (1 Original Copy)	Concerned Office
13. Contractor's Statement of Work Accomplished (1 Original Copy)	Concerned Office
14. Backup Computation (1 Original Copy)	Concerned Office
15. Statement of Time Elapsed and Work Accomplished (1 Original Copy)	Concerned Office
16. Background Information and Summary of Duration (1 Original Copy)	Concerned Office
17. Photos (before, during, after) (1 Original Copy)	Concerned Office
18. Certificate of acceptance of accomplished work (1 Original Copy)	Concerned Office
19. Certificate of non-usage of City Engineer's Office's equipment (1 Original Copy)	Concerned Office
20. Notice of inspection addressed to the City Mayor's Office (CMO), City Treasurer's Office (CTO), City Accountant's Office (CAC), and resident Commission on Audit (COA)) (1 Original Copy)	Concerned Office
21. Inspection report of the CMO, CTO, CAC, COA [optional] (1 Original Copy)	CMO, CTO, CAC, COA
22. Acceptance and Inspection Report by the City General Services Office (CGSO) (1 Original Copy)	CGSO
23. Property Card (1 Original Copy)	CGSO
24. Test results/analysis for compliance to standard requirements (if applicable) (1 Original Copy)	Concerned Office





25. Notice to commence work/Notice to proceed (1 Original Copy)	Bids and Awards Committee (BAC)
26. Contract with endorsement to COA (1 Original Copy)	BAC
27. Performance security (1 Photocopy)	Contractor
28. Notice of award (1 Original Copy)	BAC
29. Sangguniang Panlungsod (SP) or Local School Board (LSB) Resolution, whichever is applicable (1 Photocopy)	SP or LSB Office
30. BAC resolution (at least 5 signatories including end-user) (1 Original Copy)	BAC
31. Abstract proposal / bids (1 Original Copy)	BAC
32. Canvass sheets/Price quotations (all bidders) (1 Original Copy)	BAC
33. Control slip (1 Original Copy)	BAC
34. BAC Resolution / BAC certificate of two failures of bidding (1 Original Copy)	BAC
35. Minutes declaring second failure of bidding (1 Original Copy)	BAC
36. Minutes declaring first failure of bidding (1 Original Copy)	BAC
37. First Invitation to bid (1 Original Copy)	BAC
38. Second Invitation to bid (1 Original Copy)	BAC
39. Proof of posting in PhilGEPS (1 Original Copy)	BAC
40. Minutes of pre-bid conference (ABC>1M) (1 Original Copy)	BAC
41. Invitation for pre-bid conference (at least 3 observers, if applicable) (1 Original Copy)	BAC
42. Minutes of pre-procurement conference (ABC>5M) (1 Original Copy)	BAC
43. Proof of Eligibility	
a. PCAB license (1 Photo Copy)	Contractor
b. Securities and Exchange Commission (SEC) / Cooperative Development	Contractor



Authority (CDA) / Department of Trade and Industry (DTI) registration certificate (1 Photocopy)	
c. Business Permit (1 Photocopy)	Contractor
d. Certificate of Philippine Government Electronic Procurement System (PhilGEPS) registration (1 Photocopy)	Contractor
e. Certification of Registration (COR) from Bureau of Internal Revenue (BIR) (1 Photocopy)	Contractor
f. Latest Tax Returns and Tax Clearance (1 Photocopy)	Contractor
g. Omnibus Sworn Statement/Affidavit (1 Original Copy)	Contractor
h. Blue-print/technical plans (plans & specs) (1 Original Copy)	Contractor
<b>H. Infrastructure Project under under Negotiated Procurement – Two Failed Biddings SUBSEQUENT/SUCCEEDING PAYMENTS</b>	
1. Disbursement voucher with City License Stamp (2 Original Copies)	Concerned Office
2. Obligation Request (1 Photocopy)	Concerned Office
3. Certificate of Availability of Funds (CAF) (1 Original Copy)	City Accountant's Office (CAC)
4. Letter request for billing/bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
5. Schedule of payments/billing (1 Photocopy)	Concerned Office
6. Certificate of Payment (1 Original Copy)	Concerned Office
7. Executive Summary (1 Original Copy)	Concerned Office
8. Billing Summary (1 Original Copy)	Concerned Office
9. Statement of Work Accomplished (1 Original Copy)	Concerned Office
10. Contractor's Statement of Work Accomplished (1 Original Copy)	Concerned Office



11. Backup Computation (1 Original Copy)	Concerned Office
12. Variation order (if any) (1 Original Copy)	Concerned Office
13. Notice from end-user/contractor (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
14. Supporting documents to justify request for variation (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
15. Suspension order (if #6 applies) (1 Original Copy)	Concerned Office
16. Resume order/Notice to proceed (if #6 applies) (1 Original Copy)	Concerned Office
17. Request for time extension from contractor (if any) (1 Original Copy)	Contractor
18. Approval from the City Mayor for time extension (if #11 applies) (1 Original Copy)	Concerned Office
19. Statement of Time Elapsed and Work Accomplished (1 Original Copy)	Concerned Office
20. Background Information and Summary of Duration (1 Original Copy)	Concerned Office
21. Photos (before, during, after report) (1 Original Copy)	Concerned Office
22. Certificate of acceptance of accomplished work (1 Original Copy)	Concerned Office
23. Certificate of non-usage of City Engineer's Office's equipment (1 Original Copy)	Concerned Office
24. Notice of inspection addressed to the City Mayor's Office (CMO), City Treasurer's Office (CTO), City Accountant's Office (CAC), and resident Commission on Audit (COA)) (1 Original Copy)	Concerned Office
25. Inspection report of the CMO, CTO, CAC, COA [optional] (1 Original Copy)	CMO, CTO, CAC, COA
26. Acceptance and Inspection Report by the City General Services Office (CGSO) (1 Original Copy)	CGSO
27. Property Card (1 Original Copy)	CGSO



28. Test results/analysis for compliance to standard requirements [based on the current accomplishment] (if applicable) (1 Original Copy)	Concerned Office
29. Vouchers of all previous payments (1 Photocopy each)	Concerned Office
<b>I. Infrastructure Project under Negotiated Procurement – Two Failed Biddings FINAL BILLING</b>	
1. Disbursement Voucher with City License stamp (2 Original Copies)	Concerned Office
2. Obligation Request (1 Photocopy)	Concerned Office
3. Certificate of Availability of Funds (CAF) (1 Original Copy)	City Accountant's Office (CAC)
4. Letter request for billing/bill of creditor duly signed by the authorized regular employee (1 Original Copy)	Contractor
5. Schedule of payments/billing (1 Photocopy)	Concerned Office
6. Certificate of Payment (1 Original Copy)	Concerned Office
7. Executive Summary (1 Original Copy)	Concerned Office
8. Billing Summary (1 Original Copy)	Concerned Office
9. Statement of Work Accomplished (1 Original Copy)	Concerned Office
10. Contractor's Statement of Work Accomplished (1 Original Copy)	Concerned Office
11. Backup Computation (1 Original Copy)	Concerned Office
12. Variation order (if any) (1 Original Copy)	Concerned Office
13. Notice from end-user/contractor (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
14. Supporting documents to justify request for variation (if #6 applies) (1 Original Copy)	Concerned Office or Contractor
15. Suspension order (if #6 applies) (1 Original Copy)	Concerned Office
16. Resume order/Notice to proceed (if #6 applies) (1 Original Copy)	Concerned Office
17. Request for time extension from contractor (if any) (1 Original Copy)	Contractor
18. Approval from the City Mayor for time extension (if #11 applies) (1	Concerned Office



Original Copy)	
19. Statement of Time Elapsed and Work Accomplished (1 Original Copy)	Concerned Office
20. Background Information and Summary of Duration (1 Original Copy)	Concerned Office
21. Photos (before, during, after report) (1 Original Copy)	Concerned Office
22. Certificate of acceptance of accomplished work (1 Original Copy)	Concerned Office
23. Certificate of non-usage of City Engineer's Office (CEO)'s equipment (1 Original Copy)	Concerned Office
24. Notice of inspection addressed to the City Mayor's Office (CMO), City Treasurer's Office (CTO), City Accountant's Office (CAC), and resident Commission on Audit (COA)) (1 Original Copy)	Concerned Office
25. Inspection report of the CMO, CTO, CAC, COA [optional] (1 Original Copy)	CMO, CTO, CAC, COA
26. Acceptance and Inspection Report by the City General Services Office (CGSO) (1 Original Copy)	CGSO
27. Property Card (1 Original Copy)	CGSO
28. Test results/analysis for compliance to standard requirements [based on the current accomplishment] (if applicable) (1 Original Copy)	Concerned Office
29. CEO's Acceptance letter (1 Original Copy)	Concerned Office
30. Acknowledgement of Turn-over and Acceptance of Completed Project (1 Original Copy)	Concerned Office
31. Certificate of Completion (1 Original Copy)	Concerned Office



32. Final Inspection Report (1 Original Copy)	Concerned Office			
33. Affidavit of contractor re: payment of laborers and materials (1 Original Copy)	Contractor			
34. Vouchers of all previous payments (1 Photocopy each)	Concerned Office			
<b>J. Infrastructure Project under Negotiated Procurement – Two Failed Biddings RETENTION</b>				
1. Disbursement voucher with City License Stamp (2 Original Copies)	Concerned Office			
2. Letter request for release of retention duly signed by the authorized regular employee (1 Original Copy)	Contractor			
3. Obligation request (1 Photocopy)	Concerned Office			
4. Certificate of final acceptance (1 Photocopy)	Concerned Office			
5. Warranty security (if to be released earlier than the statutory period) (1 Photocopy)	Contractor			
6. Certificate of post-inspection (If to be released on or after the statutory period) (1 Original Copy)	Concerned Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive and pre-assess the required documents	None	6 Days	Administrative Assistant II City Accountant's Office
2. Receive the Pre-Assessment Action Slip	2. Release Pre-Assessment Action Slip	None	1 Day	Administrative Assistant II City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



## 6. Request for Pre-assessment of Claims for the Payment of Goods, Services, Personnel, and other Claims (Payroll – Other Claims)

This service is to provide pre-assessment of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Pre-Audit Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	All City Government Elected Officials and Employees, All Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>PAYROLL (OTHER CLAIMS)</b>	
<b>I. CHRMO Scholarship</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Duly Approved Accounts Payable List (1 Photocopy), if applicable	CAC
4. Certification (1 Certified True Copy)	CHRMO
<b>4a For First Claim (1 Certified True Copy)</b>	
1. Proof of enrollment such as Official Receipt from the school or duly signed Certification of Officially Enrolled	Students
<b>4b For Subsequent Releases (1 Certified True Copy)</b>	
1. Certification of Officially Enrolled	Students
2. Report Card (current school year/semester with complete passing grades)	Students
3. Proof of being Valedictorian/Salutatorian, if applicable	Students
4. Report Card of previous school year or semester	Students



5. Duly Signed Payroll (3 Original Copies)	Concerned Office
<b>II. CMO Scholarship</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Duly Approved Accounts Payable List (1 Photocopy), if applicable	CAC
4. Certification (1 Certified True Copy)	CHRMO
5. COA Received Contract/MOA (1 Certified True Copy)	CHRMO
6. Certificate of Indigency (1 Original Copy)	Respective Barangay
7. Birth Certificate (1 Certified True Copy)	Students
8. Report Card (current school year, with complete passing grades) (1 Certified True Copy)	Students
9. Payroll Duly Signed by the City Mayor (3 Original Copies)	Concerned Office
<b>III. Collegio de Iligan Scholarship</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution No. 22-474 (1 Photocopy)	SP
4. SP Resolution No. 22-919 (1 Photocopy)	SP
5. Summary of Enrollment and Billing (1 Original Copy)	School
6. Scholarship Contract (1 Original Copy)	CMO/CHRMO
<b>IV. Prizes</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Duly Approved Accounts Payable List (1 Photocopy), if applicable	CAC
3. Authorization by the City Mayor (1 Original Copy, No Erasures) -Specify title of activity, period, date and venue -Breakdown of prizes/expenses	CMO
4. Invitation, if applicable (1 Original	Concerned Office





Copy)	
5. Schedule/Program of events and activities, if applicable (1 Original Copy)	Concerned Office
6. List of Participants (1 Original Copy)	Concerned Office
7. Mechanics of the Activities (1 Original Copy)	Concerned Office
8. List of Winners (duly signed by authorized personnel or regular employee if applicable) (1 Original Copy)	Concerned Office
9. Score Sheets (1 Original Copy)	Concerned Office
10. Tabulation of Judges' scores (must be counter-signed by regular employee) (1 Original Copy)	Concerned Office
11. Final Results after Tabulation (1 Original Copy)	Concerned Office
12. Payroll/Disbursement Voucher –if applicable (3 Original Copies)	Concerned Office
<b>V. Honorarium</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Duly Approved Accounts Payable List (1 Photocopy), If Applicable	CAC
3. Authorization By the City Mayor -Specify Title of Activity, Period, Date and Venue -Breakdown Of Prizes/Expenses (1 Original Copy)	CMO
4. Invitation (1 Original Copy)	Concerned Office
5. Schedule/Program of Events and Activities (1 Original Copy)	Concerned Office
6. Documentation (If Available) (1 Original Copy)	Concerned Office
7. Daily Time Record (1 Original Copy)	Concerned Office
8. Attendance Sheet (If Available) (1 Original Copy)	Concerned Office
9. Accomplishment Report (Per Person, Quantify) (1 Original Copy)	Concerned Office
10. Payroll (3 Original Copies)	Concerned Office
11. Disbursement Voucher (2 Original Copies), If Applicable	Concerned Office
<b>VI. Rewards / Awards</b>	



1. Obligation Request (4 Original Copies)	Concerned Office
2. Authorization by the City Mayor (1 Original Copy, no erasures) -Specify title of activity, period, date and venue -Breakdown of prizes/expenses (1 Original Copy)	CMO
3. Schedule/Program of Events and Activities/Games (1 Original Copy)	Concerned Office
4. Certificate of Residency (if applicable) (1 Original Copy)	Concerned Office
5. Results of Games/Events (with player's name) (1 Original Copy)	Concerned Office
6. Documentation (Pictures During the Game/Events) (1 Original Copy)	Concerned Office
7. SP Resolution (1 Photocopy)	Concerned Office
8. Payroll/Disbursement Voucher (3 Original Copies), if applicable	Concerned Office
<b>VII. Barangay Tanod</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. SP Resolution (1 Photocopy)	SP
3. Certification (1 Original Copy)	Punong Barangay
4. Master List of Barangay Tanod (1 Original Copy)	Concerned Office
5. Monthly Accomplishment Report (1 Original Copy)	Concerned Office
6. Payroll Duly Signed by the City Mayor (3 Original Copies)	Concerned Office
<b>VIII. Federation of Purok Presidents</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution (1 Photocopy)	SP
4. City Mayor's Office's Administrative Order #201 series of 2023 (1 Photocopy)	Punong Barangay
5. Summary List of Barangay Purok Presidents (1 Original Copy)	Federated Purok Pres
6. List of Zone Presidents (per Barangay) (1 Original Copy), if applicable	Barangay
7. Consolidated Accomplishment Report (per Barangay) (1 Original	



Copy)	
8. Payroll Duly Signed by the City Mayor (3 Original Copies)	Concerned Office
<b>IX. Barangay Nutrition Scholar</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution (1 Certified True Copy)	SP
4. Administrative Order No. 134 (1 Photocopy)	BNS
5. Certification or list of BNS Scholars (1 Original Copy)	BNS
6. Daily Time Record (1 Original Copy)	Concerned Employee
7. Monthly Accomplishment Report (1 Original Copy)	Concerned Employee
8. Payroll (duly signed by the City Mayor (3 Original Copies)	BNS
<b>X. MADRASAH: Alive Teacher</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. DepEd Appointment (1 Original Copy)	Concerned Employee
4. Daily Time Record (1 Original copy)	Concerned Employee
5. Accomplishment Report (1 Original copy)	Concerned Employee
6. Payroll Duly Signed by the City Mayor (3 Original Copies)	Concerned Office
<b>XI. Alternative Learning System (ALS) TEACHER</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Certification (Per Teacher) (1 Original Copy)	Concerned Employee
4. Daily Time Record (1 Original Copy)	Concerned Employee
5. ALS Sched (1 Original Copy) (1 Original Copy)	Concerned Employee
6. Instructional Manager PDS (1 Original Copy)	Concerned Employee
7. Training Design & Time Schedule	Concerned Employee



(1 Original Copy)	
8. ALS Program (LGR) (1 Original Copy)	School
1. Appointment Letter (1 Certified True Copy)	School
2. Payroll (3 Original Copies)	Concerned Office
<b>XII. SK -AID</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution No. 19-379 (1 Photocopy)	SP Resolution
4. Authorization (1 Original Copy)	CMO
5. Minutes of Monthly Session (1 Original copy)	Concerned Office
6. Certification (1 Original Copy)	Concerned Office
7. Letter of Appointment (Treasurer & Secretary) (1 Original Copy)	Concerned Office
8. SP Resolution (1 Photocopy)	Concerned Office
9. Payroll (duly signed by the City Mayor 3 Original Copies)	Concerned Office
<b>XIII. Government Internship Program (GIP): INTERNS</b>	
1. Obligation Request (Original 4 Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution No.21-575 (plus additional SP Resolution with the list of the Intern) (1 Photocopy)	SP
4. GIP Guidelines (1 Photocopy)	DOLE
5. Programmed Appropriation and Obligation by Object of Expenditure (1 Photocopy)	CBO
6. Certification (1 Original Copy)	CHRMO
7. Contract (1 Original Copy)	DOLE
8. Daily Time Record (1 Original Copy)	Concerned Employee
9. Accomplishment Report (1 Original Copy)	Concerned Employee
10. Payroll (3 Original Copies)	Concerned Office
11. Summary of Payroll (2 Original Copies)	Concerned Office
<b>XIV. Health Emergency Allowance</b>	
1. DV or Check (LBP) (1 Photocopy)	Concerned Office
2. SP Resolution (1 Photocopy)	SP



3. Memorandum of Agreement (1 Photocopy)	CMO
4. Administrative Order (1 Photocopy)	CMO
5. HEA Report/List (1 Original Copy)	Concerned Office
6. HEAPS (email) (1 Original Copy)	Concerned Office
7. DTR/Payslip (1 Original Copy)	Concerned Office
8. Payroll (3 Original Copies)	Concerned Office
<b>XV. Barangay Health Worker</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Administrative Order (1 Photocopy)	Concerned Office
4. Daily Time Record (1 Original Copy)	Concerned Office
5. Accomplishment Report (1 Original Copy)	Concerned Office
6. Payroll (3 Original Copies)	Concerned Office
<b>XVI. Day Care Worker</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution (1 Photocopy)	Concerned Office
4. Master List (1 Original Copy)	Concerned Office
5. Contract of Service (1 Original Copy)	Concerned Office
6. Daily Time Record (1 Original Copy)	Concerned Office
7. Monthly Accomplishment Report (1 Original Copy)	Concerned Office
8. Payroll (3 Original Copies)	Concerned Office
<b>XVII. Incentives (PNP, BJMP, BFP, Clerk of Court, COMELEC, LSB)</b>	
1. Obligation Request (4 Original Copies)	CAC
2. CMO's Authorization (1 Original Copies)	CMO
3. Accomplishment Report (1 Original Copies)	Concerned Office
4. Certification: refund in case of COA disallowance (1 Original Copies)	Concerned Office
<b>XVIII. Busog Lusog/Choral Group</b>	



1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Authorization (1 Original Copy), if applicable	CMO
4. SP Resolution (1 Photocopy)	SP
5. Certification with list of the Personnel (1 Original Copy)	Concerned Office
6. Monthly Accomplishment Report (Duly Signed by Employee Concerned, and Approved by Head of Office (1 Original Copy)	Concerned Office
7. Promissory Note, willing to refund if disallowed by COA (1 Original Copy)	Concerned Citizen
8. Payroll (3 Original Copies)	
<b>XIX. Deputized Poundkeeper (CVO)</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. SP Resolution (1 Photocopy)	SP
4. Administrative Order (1 Photocopy)	Concerned Office
5. Certification (1 Original Copy)	Concerned Office
6. Monthly Accomplishment Report (1 Original Copy)	Concerned Office
7. Payroll (3 Original Copies)	Concerned Office
<b>XXI. Centenarian</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Senior Citizen ID (1 Photocopy)	OSCA
3. Birth Certificate (PSA Issued) (1 Photocopy)	PSA
4. Certificate of Indigency (1 Original copy)	CSWD /DSWD
5. Certificate of Residency (1 Original copy)	Barangay
6. SP Resolution (1 Photocopy)	SP
7. Payroll (3 Original Copies)	Concerned Office
<b>XXII. Subsistence /Laundry Allowance</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC



3. Daily Time Record (DTR) (1 Original Copy)	CHRMO
4. Approved Leave (if applicable) (1 Photocopy)	CHRMO
5. Travel Order (if applicable) (1 Photocopy)	CHRMO
6. Certificate of Appearance (if applicable) (1 Photocopy)	CHRMO
7. Payroll (3 Original Copies)	Concerned Office
<b>XXIII. Assistance to Individuals in Crisis Situation (AICS)</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Certification of Availability of Funds (1 Original Copy)	CAC
3. Social Case Study Report (1 Original Copy)	CSWD
4. Certificate of Indigency issued by CSWD (1 Original Copy)	CSWD/ DSWD
5. Disbursement Vouchers (if reimbursement) (1 Original Copy)	Concerned Office
6. Payroll (3 Original Copies)	Concerned Office
<b>Additional Requirements, if:</b>	
<b>a. Medical Assistance</b>	
1. Clinical Abstract/ Medical Certificate with signature and license number of the Attending Physician (issued within 3 months) (1 Original Copy)	Concerned Citizen
2. Hospital Bill (for payment of hospital bill) (1 Original copy)	Concerned Citizen
3. Prescription –for medicines (1 Certified Photocopy)	Concerned Citizen
4. Laboratory Request – for procedure (1 Original Copy)	Concerned Citizen
<b>b. Burial Assistance (name of nearest of Kin)</b>	
1. Registered Death Certificate (1 Photocopy)	Concerned Citizen
2. Affidavit of next of Kin (1 Original Copy)	Concerned Citizen
<b>c. Transportation Assistance</b>	



1. Itinerary of travel or breakdown of expenses (1 Original Copy)		Concerned Citizen		
<b>d. Educational Assistance</b>				
1. Enrollment/Assessment form or Certificate of enrollment (1 Photocopy)		Concerned Citizen		
2. School ID of the Student/beneficiary (1 Certified Photocopy)		Concerned Citizen		
<b>e. Fire Victim Assistance</b>				
1. Obligation Request (4 Original Copies)		Concerned Office		
a. CSWD Social Case Study Report (1 Original Copy)		City Social Worker and Development		
b. Barangay Certificate of Indigency (1 Original Copy)		Concerned Barangay		
c. Barangay Certificate Affected by Fire (Totally, Partially, Sharer, Renter) (1 Original Copy)		Concerned Barangay		
d. Fire Incident Certificate (1 Original Copy)		Concerned Fire Station		
e. Photos with Label (name and address) (1 Original Copy)		Concerned Citizen		
<b>f. Other Assistance (Hit by Flood/Trees)</b>				
1. Barangay Certificate Affected by flood/hit by trees/etc. (1 Original Copy)		Concerned Barangay		
2. Photos with label (name and address) (1 Original Copy)		Concerned Citizen		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive and pre-assess the required documents.	None	3 Days	<i>Administrative Assistant II</i> City Accountant's Office





	<p>A. Payroll (Regular, Contract of Service, Incentives, Honoraria, and Special Payrolls)</p> <p>B. Payroll (Job Orders and Incentives)</p>			<p><i>Management Audit Analyst II</i> City Accountant's Office</p> <p><i>Management Audit Analyst I</i> City Accountant's Office</p>
	1.1 Check all mandatory remittances and deductions as to payroll concerns	None	3 Days	<i>Senior Bookkeeper</i> City Accountant's Office
	<p>1.2 Release Pre-Assessment Action Slip:</p> <p>A. Payroll (Regular, Contract of Service, Incentives, Honoraria, and Special Payrolls)</p> <p>B. Payroll (Job Orders and Incentives)</p>	None	1 Day	<p><i>Administrative Assistant II</i> City Accountant's Office</p> <p><i>Management Audit Analyst II</i> City Accountant's Office</p> <p><i>Management Audit Analyst I</i> City Accountant's Office</p>
	<b>TOTAL:</b>	<b>None</b>	<b>7 Days</b>	



## 7. Request for Pre-assessment of Claims for the Payment of Goods, Services, Personnel, and other Claims (Payroll - Personnel)

This service is to provide pre-assessment of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Pre-Audit Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who May Avail:</b>	All City Government Officials and Employees
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>A. PAYROLL (Personnel)</b>	
<b>I. First Salary of Newly Appointed Employees</b>	
1. Duly Approved Obligation Request (OBR) (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	Concerned Office
3. Actual Month Duly Signed Certificate for Utilization PERA (1 Original Copy)	Concerned Office
4. Duly Approved Daily Time Record (1 Original Copy)	Concerned Office
5. Certificate of Availability of Funds, City Accountant (1 Original Copy)	City Accountant's Office (CAC)
6. Appointments (1 Certified True Copy)	CHRMO
7. Oath of Office (1 Certified True Copy)	CHRMO
8. Certificate of Assumption (1 Original Copy)	CHRMO
9. Certificate of Assumption (1 Original Copy)	Assigned Office
10. Certificate that appointment is in accordance with limitations under Sec. 325 RA 7160 (1 Certified True Copy)	CHRMO
11. Statement of Assets, Liabilities and Networth (SALN) (1 Certified True Copy)	CHRMO
12. Bureau of Internal Revenue withholding certificates (Forms 1902 or TIN I.D.) (1 Certified True Copy)	Concerned Employee
13. Payroll Information on New Employee, (1 Original Copy)	CAC



14. Payroll passed thru CHRMO, CBO, ICGEMPC and ICGEU (3 Original Copies)	Concerned Office
<b>II. Succeeding Salary of Regular Employees</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. Previous Month Duly Signed Certificate for Utilization PERA (1 Original Copy)	Concerned Office
4. Previous Month Duly Signed "CHRMO Passed" Daily Time Record (1 Original Copy)	CHRMO
5. Application for Leave, Clearances, Medical Certificate (1 Original Copy), if applicable	CHRMO
6. Travel Order, Certificate of Appearance (1 Certified True Copy), if applicable	CHRMO
7. Duly Approved Clearance from Money, Property, And Legal Accountabilities (1 Original Copy), if applicable	CHRMO
8. Payroll Passed Thru CHRMO, CBO, ICGEMPC and (3 Original Copies)	Concerned Office
<b>Additional Requirements: (due to heirs and deceased employee)</b>	
1. Death Certificate (1 Authenticated, 1 Original Copy)	Philippine Statistics Office (PSA)
2. Marriage Contract (1 Authenticated, 1 Original Copy), if applicable	PSA
3. Birth certificates of surviving legal heirs (1 Authenticated, 1 Original Copy), if applicable	PSA
4. Designation of Next of Kin (1 Original Copy)	Concerned Employee
5. Waiver of Rights of Children 18 yrs. old and Above (1 Original Copy, if applicable)	Concerned Employee
<b>III. Clothing/ Uniform Allowance</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1	CAC



Photocopy), if Applicable	
3. Certificate of Assumption (for New Employee) (1 Certified True Copy)	CHRMO
4. Certificate that claimant is in government service and is to render at least 6 months, including leave of absence (1 Original Copy)	CHRMO
5. Certificate that claimant has regularly complied to wearing the prescribed uniform by the City Government (1 Original Copy)	CHRMO
6. Certified true copy of appointment (for New Employee) (1 Certified True Copy)	CHRMO
7. Certificate of Non-Payment from Previous Agency (for Transferee) (1 Original Copy)	Concerned Employee
8. City Executive Order (1 Certified True Copy)	CMO
9. SP Appropriation Ordinance (1 Certified True Copy)	SP
10. Guidelines for Mandatory Cultural/Uniform Allowance (1 Certified True Copy)	Concerned Office
11. Duly Signed Payroll (3 Original Copies)	Concerned Office
12. Order Slip (1 Original Copy)	Concerned Office
<b>IV. Representation Allowance &amp; Transportation Allowance (RATA)</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable list (1 Photocopy) - if applicable	CAC
3. Certificate on RATA spending, compliant with COA RR10-2008 (1 Original Copy)	Concerned Office
4. Certificate of No Government Issued Vehicle (1 Original Copy)	Concerned Office
5. Authority from the City Mayor (Applicable in Acting Capacity) (1 Original Copy), if applicable	CMO
6. Official Receipts, Cash/Sales Invoices Attachment Receipts (Applicable in Acting Capacity) (1 Original Copy)	Concerned Employee



7. Daily Time Record, Record of Leave, Approved Travel Order, Certificate of Appearance/Attendance, etc. (if any) (1 Original Copy)	CHRMO
8. Certificate of Attendance to Regular Session of Actual Month of SP (applicable for Vice Mayor and City Councilors including sectoral representatives) (1 copy, original)	Sangguniang Panlungsod (SP)
9. Payroll (3 Original Copies)	Concerned Office
<b>V. First Salary of Newly Elected City Officials</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Personal Economic Relief Assistance Certification (PERA) (1 Original Copy)	Concerned Office
3. Daily Time Record, Regular Session of Actual Month (1 Certified True Copy)	Concerned Office
4. DILG Certificate of Assumption of Duty (1 Certified True Copy)	CHRMO
5. Sangguniang Panlungsod (SP) Assumption (1 Certified True Copy)	SP
6. Certificate of Assumption (1 Copy Original)	CHRMO
7. Appointments (1 Certified True Copy)	CHRMO
8. Panunumpa/Oath of Office (1 Certified True Copy)	CHRMO
9. Certificate that appointment is in accordance with limitations under Sec. 325 RA 7160 (1 Certified True Copy)	CHRMO
10. SALN (1 Certified True Copy)	CHRMO
11. BIR withholding Certificates (Forms 1902 and 2305 (1 Certified True Copy)	Concerned Employee
12. Certificate of Canvass of Voter & Proclamation (1 Certified True Copy)	DILG
13. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office



<b>VI. Succeeding Salary of Elected City Officials</b>	
1. Previous Month Duly Signed Certificate for Utilization PERA (1 Original Copy)	Concerned Office
2. Certificate of Attendance to Regular Session of Active Month (1 Original Copy)	Concerned Employee
3. Application for Leave, Official Business, Certificate of Appearance (if applicable) (1 Certified True Copy)	CHRMO
4. Duly Approved Original Clearance from Money, Property, And Legal Accountabilities (1 Original Copy)	Concerned Employee
5. Duly Signed Payroll (3 Original Copies), if applicable	Concerned Office
<b>VII. Mid-Year Bonus</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if Applicable	CAC
3. Guidelines (1 Original Copy)	Concerned Office
4. Certificate of Service rendered (a total/aggregate of 4 months from July 1 of the immediately preceding year, had obtained satisfactory performance rating and still in government service as of May 15 of the current year) (1 Original Copy)	Concerned Office, CHRMO
5. Certificate of No Pending Case (1 Original Copy)	City Legal Office
6. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>VIII. Year-End Bonus and Cash Gift</b>	
1. Obligation Request (duly approved 4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if Applicable	CAC
3. Guidelines (1 Original Copy)	Concerned Office
4. Certificate that the employee is qualified to receive year-end bonus and cash gift and has rendered at least a total of	Concerned Office, CHRMO



aggregate of 4 mos. of service for the current year and still in service as of October 31 of the same year (1 Original Copy)	
5. Certificate of No Pending Case (1 Original Copy)	City Legal Office
6. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>IX. PhilHealth Sharing Incentives</b>	
1. Department Circular (1 Certified True Copy)	Concerned Office
2. SP Resolution (1 Certified True Copy)	SP
3. Guidelines for PhilHealth Sharing (1 Certified True Copy)	Concerned Office
4. Statement of Collection (1 Certified True Copy)	Concerned Office
5. Official Receipt (1 Certified True Copy)	Concerned Office
6. Philhealth sharing computation (1 Certified True Copy)	Concerned Office
7. Certification on Qualified Employees (1 Original Copy)	Concerned Office
8. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>X. Overtime Pay</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if Applicable	CAC
3. Overtime Request Authorized by City Mayor/Vice Mayor (1 Original Copy)	CMO/SP
4. Overtime Accomplishment Report (Quantified) (1 Original Copy)	Concerned Office
5. Daily Time Record (DTR) (1 Original Copy)	CHRMO
6. Payroll Duly Signed by the Department Head Passed thru CBO and CAC-Remittance, CHRMO and ICGEMPC, as the case may be (3 Original Copies)	Concerned Office
<b>XI. Longevity Pay (Loyalty) for</b>	



<b>Appointed Employees</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. Service Record (1 Original Copy)	CHRMO
4. Payroll Duly Signed by the Department Head Passed thru CBO and CAC-Remittance, CHRMO and ICGEMPC, as the case may be (3 Original Copies)	Concerned Office
<b>XII. Productivity Enhancement Incentives</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy) if applicable	CAC
3. Certificate of Satisfactory Ratings during the last two semesters (1 Certified True Copy)	CHRMO
4. Certificate of No Pending Case (1 Original Copy)	City Legal Office
5. Guidelines (1 Photocopy)	Concerned Office
6. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>XIII. Salary Differentials due to Promotion</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. Daily Time Record (DTR) (1 Original Copy)	CHRMO
4. New Appointment (1 Certified True Copy)	CHRMO
5. Oath of Office (1 Certified True Copy)	CHRMO
6. Certificate of Assumption (1 Original Copy)	CHRMO
7. Certificate of Assumption (1 Original Copy)	Assigned Office
8. Certificate of Appointment in accordance with limitations under Sec. 325 RA 7160 (1 Certified True Copy)	CHRMO
9. Certificate of employee has	CHRMO





not incurred leave without pay (1 Original Copy)	
10. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>XIV. Salary Differentials due to Step Increment /Adjustment</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. Notice of Salary Adjustment (NOSA) (1 Certified True Copy)	CHRMO
4. Daily Time Record (1 Original Copy)	
5. Certificate that the employee has not incurred Leave Without Pay (1 Original Copy), if applicable	CHRMO
6. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>XV. Monetization</b>	
1. Obligation Request (4 Original Copies), if applicable	Concerned Office
2. Approved Leave (1 Original Copy)	Employee concerned
3. Waiver, (1 Original Copy), if applicable	Employee Concerned
4. Approved Letter Request by City Mayor for Sick Leave (1 Original Copy), if applicable	Employee Concerned
5. Duly Signed Payroll (3 Original Copies)	Concerned Office
<b>XVI. Terminal Leave</b>	
1. Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. Letter of Intent (1 Photocopy)	Employee concerned
4. Approval or Acceptance of Application Letter (1 Photocopy)	CMO
5. Latest Daily Time Record (1 Original Copy)	CHRMO
6. Approved City Clearance (1 Original Copy)	CHRMO
7. Terminal Leave Application and its	CHRMO



approval (1 Original Copy)	
8. Service Record (1 Original Copy)	CHRMO
9. Record of Leave and Record of Leave Transactions (1 Original Copy)	CHRMO
10. Appointment (1 Certified True Copy)	CHRMO
11. Notice of Salary Adjustment (Latest Rate) (1 Certified True Copy)	CHRMO
12. Computation of Terminal Leave Monetary Value (1 Original Copy)	CAC
13. SALN (1 Photocopy)	Employee concerned
14. Clearance/Certificate of No Pending Case (1 Original Copy)	City Legal Office
15. Affidavit of Undertaking (1 Original Copy)	City Legal Office
16. Bank Clearance (1 Original Copy)	Employee concerned
17. Certificate of Canvass of Votes and Proclamation (if elected) (1 Original Copy)	DILG
18. Panunumpa Sa Katungkulan (if elected) (1 Certified True Copy)	Employee concerned
19. UCPB Certification (if elected) (1 Certified True Copy)	Employee concerned
20. DBP Certification (if elected) (1 Certified True Copy)	Employee concerned
21. City Prosecutor Clearance Certificate (if elected) (1 Original Copy)	Employee concerned
22. City Clearance (if elected) (1 Original Copy)	Employee concerned
23. CAC Certification (if elected) (1 Original Copy)	Employee concerned
24. Affidavit of no pending criminal investigation or prosecution against him/her (R.A 3019) (1 Original Copy)	PAO
25. Disbursement Voucher (2 Original Copies)	Concerned Office
<b>Note: Additional Requirements IN CASE OF DEATH of CLAIMANT</b>	
1. Death Certificate (1 Original Copy)	PSA
2. Marriage Contract (1 Original Copy)	PSA
3. Birth certificate of surviving legal heirs (1 Original Copy)	PSA
4. Affidavit of Kinship (1 Original	Employee concerned



Copy)	
5. Waiver Of Children 18 years old and Above (1 Original Copy)	Employee concerned
6. Affidavit of 2 disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted, or children of prior marriage	Employee concerned
<b>XVII. B-1-6 (Salaries, Wages, Withdrawals, Salary Difference)</b>	
1. Official Receipt (1 Original Copy)	City Treasurer's Office
2. Certification (1 Original Copy)	City Treasurer's Office
3. Subsidiary Ledger (Bookkeeping Services) (1 Original Copy)	CAC
4. Duly Signed Payroll (3 Original Copies)	Concerned Office
5. Summary of Payroll (2 Original Copies)	CAC
<b>XVIII. 20% Traffic Incentives</b>	
1. Accomplishment Report (1 Original Copy)	Traffic Office
2. SP Resolution (1 Certified True Copy)	SP
3. Summary of Claim (1 Original Copy)	Traffic Office
4. Certification of Claim (1 Original Copy)	Traffic Office
5. Official Receipts (1 Certified True Copy)	Traffic Office
6. Duly Signed Payroll Passed thru CAC-Remittance, CAC-Trust Fund (3 Original Copies)	Traffic Office
<b>XIX. Last Salary</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. PERA Certifications (1 Original Copy)	Concerned Office
3. Daily Time Record (Actual & Prior Months) (1 Original Copy)	CHRMO
4. City Clearance (1 Certified True Copy)	Concerned Office
5. Payroll (3 Original Copies)	Concerned Office
<b>XX. Subsistence/Laundry Allowance</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Daily Time Record (1 Certified	CHRMO



True Copy)	
3. Leave (1 Certified True Copy), if applicable	CHRMO
<b>XXI. Hazard Pay</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Daily Time Record (1 Certified True Copy)	CHRMO
3. Leave (1 Certified True Copy), if applicable	CHRMO
4. Certification from City Mayor (1 Original Copy)	City Mayor's Office
5. Certification from Department of Health (1 Photocopy)	Department of Health
6. Guidelines for Hazard Allowance (1 Photocopy)	Concerned Office
<b>XXII. Economic Welfare Assistance</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Sangguniang Panlungsod Resolution (1 Photocopy)	Sangguniang Panlungsod
3. Praise Committee Guidelines (1 Photocopy)	
4. Certification from City Human Resource Management Office (1 Original Copy)	CHRMO
5. Certification from City Legal Office (No Pending Case) (1 Original Copy)	CLO
6. Payroll/Voucher (3 Original Copies)	Concerned Office
<b>XXIII. Collective Negotiation Agreement</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. DBM Circular (1 Photocopy)	Department of Budget and Management
3. C.N.A Agreement (Union and Mgt.) (1 Photocopy)	ICGEU
4. Report of Payment of C.N.A FY 2024 (as of Sept. 30, 2024) (1 Photocopy)	City Accountant's Office
5. Sangguniang Panlungsod Resolution – Authority to grant/release of C.N.A (1 Photocopy)	Sangguniang Panlungsod
6. Accomplishment Report as of 9/30/2024 (1 Original Copy)	Concerned Office



7. ICGEU Guidelines (1 Photocopy)	ICGEU
8. ICGEU List of Qualified Members (1 Photocopy)	ICGEU
9. CHRMO List of Employees (Rank and File) (1 Photocopy)	CHRMO
<b>B. PAYROLL (Job Order, Contract of Service, Consultancy Services)</b>	
<b>XXIV. Salaries of Job Order Workers Services</b>	
1. Approved Job Order Request with received mark of Commission on Audit (COA) (1 Certified True Copy)	CHRMO
2. Biometric DTR Duly Signed by The Worker and Department Head (1 Original Copy)	CHRMO
3. Payroll Duly Signed by the Department Head and Passed thru CBO and CAC-Remittance (3 Original Copies)	Concerned Office
4. Summary of Payroll Duly signed by the Department Head and Payroll Clerk (2 Original Copies)	Concerned Office
<b>XXV. Salaries of Contract of Services</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. SP Resolution (1 Certified True Copy)	SP
4. Contract of Service (1 Certified True Copy)	CHRMO
5. Daily Time Record "CHRMO Passed" (1 Certified True Copy), if applicable	CHRMO
6. Accomplishment/Output Report "CHRMO Passed" (1 Certified True Copy)	Concerned Employee
7. Certificate That No Duplication of Service with Regular Employee (1 Certified True Copy)	CHRMO
8. Certified by City Mayor that hiring is still within the personnel service's limitation under Sec 325 RA 7160 (1 Certified True Copy)	CHRMO



9. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>XXVI. Salaries of Consultancy Services</b>	
1. Duly Approved Obligation Request (4 Original Copies)	Concerned Office
2. Accounts Payable List (1 Photocopy), if applicable	CAC
3. Project Plan/Proposal (1 Certified True Copy)	Concerned Office
4. Contract /MOA (1 Certified True Copy)	CHRMO
5. SP Resolution (1 Certified True Copy)	SP
6. BAC Resolution on Legal, Technical, and Financial Capacity of Contracting Party (1 Certified True Copy)	CHRMO
7. Abstract (for SSAWETMS) (1 Certified True Copy)	BAC
8. Accomplishment/Output Report "CHRMO Passed" (1 Certified True Copy)	Employee concerned
9. Daily Time Record "CHRMO Passed" (if applicable) (1 Certified True Copy),	CHRMO
10. Duly Accomplished and Passed thru CHRMO, CBO, ICGEMPC, CAC - Remittance Payroll (3 Original Copies)	Concerned Office
<b>XXVII. Accountant's Advice</b>	
1. Approved Disbursement Vouchers (1 Original Copy)	CTO
2. Approved Checks (1 Original Copy)	CTO
3. Control List (1 Original Copy)	CTO
<b>XXVIII. Replenishment of Petty Cash Fund/ Miscellaneous Cash Advances</b>	
1. Approved OBR (1 Original Copy)	Concerned Office
2. Petty Cash Vouchers (1 Original Copy)	Concerned Office
3. Summary of Disbursements (1 Original Copy)	Concerned Office
4. Bills, Receipts, Sales Invoice, RER (1 Original Copy)	Concerned Employee



5. Inventory Custodian Slip, Acceptance & Inspection Report (1 Original Copy), if applicable		CGSO		
6. Attendance Sheets for snacks and meals (1 Original Copy), if applicable		Concerned Office		
7. Approved Disbursement Vouchers (1 Original Copy)		Concerned Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive and pre-assess the required documents:	None	3 Days	<i>Administrative Assistant II</i> City Accountant's Office  <i>Management Audit Analyst II</i> City Accountant's Office  <i>Management Audit Analyst I</i> City Accountant's Office
	A. Payroll (Regular, Contract of Service, Incentives, Honoraria, and Special Payrolls)			
	B. Payroll (Job Orders and Incentives)			
	1.1 Check all mandatory remittances and deductions as to payroll concerns	None	3 Days	<i>Senior Bookkeeper</i> City Accountant's Office
	1.2 Release Pre-Assessment Action Slip:			



	<p>A. Payroll (Regular, Contract of Service, Incentives, Honoraria, and Special Payrolls)</p> <p>B. Payroll (Job Orders and Incentives)</p>	None	1 Day	<p><i>Administrative Assistant II</i> City Accountant's Office</p> <p><i>Management Audit Analyst II</i> City Accountant's Office</p> <p><i>Management Audit Analyst I</i> City Accountant's Office</p>
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	





## 8. Request for Pre-audit of Claims for the Payment of Goods, Services, Personnel, and other Claims (Alternative Modality)

This service is to provide pre-assessment of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Internal Control Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Suppliers, Service Providers, All City Government Elected, Officials and Employees, All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pre-Assessment Slip		City Accountant's Office		
2. Disbursement Voucher with Priority Number		City Accountant's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive the disbursement voucher with pre-assessment slip with "Complete" remark	None	30 Minutes	<i>Accountant II</i> City Accountant's Office
	1.1 Pre-Audit of the disbursement voucher	None	15 Days	<i>Accountant II</i> City Accountant's Office
	1.2 Prepare BIR Form 2307 (1 original copy)	None	1 Day	<i>Accountant II</i> City Accountant's Office
	1.3 Review of the disbursement voucher	None	2 Days	<i>Management and Audit Analyst IV</i> City Accountant's Office
	1.4 Tagging / Carding of the Disbursement Voucher	None	1 Days	<i>Accountant II</i> City Accountant's Office



	1.5 Check and control availability of funds	None	4 hours	<i>Management and Audit Analyst I</i> City Accountant's Office
	1.6 Forward approved disbursement voucher to the City Administrator for appropriate action	None	3 Hours and 30 Minutes	<i>City Government Assistant Department Head II</i> <i>(Acting City Accountant)</i> City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	



## 9. Request for the Preparation of Statutory and Other Prescribe Remittances (Personnel)

This service is provided to facilitate issuance of certification monthly personnel-related remittance of such compulsory coverage of state insurance (SSS/GSIS), statutory contributions (e.g., PHIC, HDMF, etc.), and certification of oneness for existing records of the office.

<b>Office or Division:</b>	City Accountant's Office - Remittance Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G), Government to Business (G2B)			
<b>Who May Avail:</b>	Government agencies, Financial Institution/Intermediaries (party to an existing agreement)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt (1 Original)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required document.	1. Prepare the requested certification	None	1 Day	<i>Administrative Assistant IV</i> City Accountant's Office
	2. Forward the certification to the City Accountant for signature	None	1 Day and 4 Hours	<i>Administrative Assistant IV</i> City Accountant's Office
	1.1 Review and sign the certification	None	3 Hours and 30 Minutes	<i>Acting City Accountant</i> City Accountant's Office
	1.2 Record the certification in the logbook		15 Minutes	<i>Administrative Assistant IV</i> City Accountant's Office
2. Receive the CAF or its equivalent document	2. Release the certification		15 Minutes	<i>Administrative Assistant IV</i> City Accountant's Office
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days</b>	



## 10. Request for Preparation of Accountant's Advice of Local Checks Disbursement

This service is to prepare Accountant's Advice in compliance with Land Bank of the Philippines and Development Bank of the Philippines to honor checks

<b>Office or Division:</b>	City Accountant's Office - Pre-Audit Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Issued Check (1 Original Copy, 1 Duplicate Copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents.	1. Receive and encode checks from City Treasurer's Office	None	30 Minutes	<i>Management and Audit Analyst I</i> City Accountant's Office
	1.1 Pre-Audit and review Accountant's Advice	None	15 Minutes	<i>Management and Audit Analyst I</i> City Accountant's Office
	1.2 Approved and signed by the Acting City Accountant	None	1 Hour	<i>Acting City Accountant</i> City Accounting Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 45 Minutes</b>	



## 11. Request for Pre-Audit of Financial Claims for the Payment of Goods, Services, Personnel, and other Claims

### 11.1 PAYROLL (Other Claims)

This service is to provide pre-audit of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Pre-Audit Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who may avail:</b>	All City Government Elected Officials and Employees, All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pre-Assessment Action Slip (1 Original Copy)		City Accountant's Office		
2. Payroll with Priority Number (1 Original Copy)		City Accountant's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all require documents	2. Pre-audit of the submitted Payroll with Remittance Stamp:  A. Regular and Contract of Service Workers  B. Job Order Worker	None	3 Days	<i>Administrative Assistant II</i> City Accountant's Office  <i>Management and Audit Analyst II</i> City Accountant's Office  <i>Management and Audit Analyst I</i> City Accountant's Office
	2. Review of the Payroll:  A. Regular and Contract of	None	1 Day	<i>Management and Audit Analyst IV</i> City Accountant's



	Service Workers  B. Job Order Worker			Office
	3. Check and control availability of funds	None	1 Day	<i>Management and Audit Analyst IV</i> City Accountant's Office
	4. Forward approved payroll to the Acting City Accountant for appropriate action	None	2 Days	Acting City Accountant City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



## 11.2 PAYROLL (Personnel)

This service is to provide pre-audit of all financial claims relative to payment of goods, services, personnel, and other claims.

<b>Office or Division:</b>	City Accountant's Office - Pre-Audit Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All City Government Elected Officials and Employees, All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pre-Assessment Action Slip (1 Original Copy)		City Accountant's Office		
2. Payroll with Priority Number (1 Original Copy)		City Accountant's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Pre-audit of the submitted Payroll with Remittance Stamp:  A. Regular and Contract of Service Workers  B. Job Order Worker	None	3 Days	<i>Administrative Assistant II</i> City Accountant's Office  <i>Management and Audit Analyst II</i> City Accountant's Office  <i>Management and Audit Analyst I</i> City Accountant's Office



	2. Review of the Payroll:			
	A. Regular and Contract of Service Workers	None	3 Days	<i>Administrative Assistant II</i> City Accountant's Office  <i>Management and Audit Analyst II</i> City Accountant's Office
	B. Job Order Worker			<i>Management and Audit Analyst I</i> City Accountant's Office
	3. Check and control availability of funds	None	1 Day	<i>Management and Audit Analyst I</i> City Accountant's Office
	4. Forward approved payroll to the Acting City Accountant for appropriate action			Acting City Accountant City Accountant's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	





# **City Administrator's Office**

## **External Services**



## 1. Action Undertaken to a Received Correspondence

This service is an action to all correspondence received.

<b>Office or Division:</b>	City Administrator's Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All government and non-government agencies, citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Correspondence (2 printed copies)		Concerned Government/Non-Government Agencies Concerned Department All Citizens		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive letter request	None	30 Minutes	Senior Administrative Assistant I City Administrator's Office
	1.2 Review and evaluate letter request	None	2 Days	City Administrator Head or Representative City Administrator's Office
2. Acknowledge the action taken	2. Issue blue slip of appropriate action	None	30 Minutes	Senior Administrative Assistant I City Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour</b>	



## 2. Processing the Payment of Goods and Services

This service is provided to substantiate a government financial transaction or a series of transactions, under a negotiated procurement, before they are paid for and recorded.

<b>Office or Division:</b>	City Administrator's Office – Local School Board			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	DepEd Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Create Project Proposal (1 Original copy)		Department of Education, Iligan City		
2. Letter Adress to the Mayor thru Local School Board for the Appropriation of the Budget with the approval of the School Division Superintendent (1 Printed copy)		Department of Education, Iligan City		
3. Memorandum of the Activity duly signed by the Schools Division Superintendent (1 Original copy)		Department of Education, Iligan City		
4. Authorization from the City Mayor (1 Original copy)		City Mayor's Office		
5. Request for Certificate of Availability of funds (1 Original copy)		City Treasurer's Office		
6. Approval of OBR (1 Original copy)		Department of Education, City Mayor's Office		
7. Purchase Request (1 Original copy)		Respective Office		
8. Preparation of RFQ, canvass (1 Original copy)		Bids and Awards Committee (BAC)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit an Obligation Request (ObR) with a complete attachment	1. Receive, check attachments, and forward to the appropriate controller	None	4 Days	<i>Supervising Administrative Officer</i> City Administrator's Office



2. Receive Approved Payrolls and Disbursement Vouchers with attached Check for payment	2. Release Approved Payrolls and Disbursement Vouchers with attached Check for payment	None	1 Hour	<i>Administrative Assistant City Treasurer's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 1 Hour</b>	



### 3. Request for Assessment for Traffic Violation Fees

This service assesses traffic violation fees prior to payment at the City Treasurer's Office.

<b>Office or Division:</b>	City Administrator's Office - Iligan City Traffic and Parking Management Office			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2G – Government to Citizen			
<b>Who May Avail:</b>	Any motorist issued with Traffic Citation Ticket and pending traffic violation/s who are willing to pay the penalty			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Traffic Citation Ticket (Duplicate copy)		Apprehending Officer (Traffic Enforcer)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Traffic Citation Ticket	1. Record and assess	None	5 Minutes	Desk Officer City Administrator's Office
2. Receive assessment	2. Return Traffic Citation Ticket with checklist of amount to be paid and advise client to proceed at the cashier and pay	See Table below	25 Minutes	
3. Submit Traffic Citation Ticket and Official Receipt	3. Ask for the proof of payment and the TCT copy and generate copy and file	None	5 Minutes	TCT In-charge City Administrator's Office



4. If TCT copy is lost ask for assistance and seek triplicate copy	4. Verify information: Name, address, time and date of apprehension and Search on file	None	1 Hour	Support Staff Data Encoder City Administrator's Office
5. Receive photocopy of recovery file	5. Provide a photocopy of corresponding TCT with checklist of amount to be paid to the cashier	None	5 Minutes	
6. Submit Official Receipt	6. Record payment and clear client's information	None	5 Minutes	Data Encoder City Administrator's Office
<b>TOTAL:</b>		<b>See Table Below</b>	<b>1 Hour, 45 Minutes</b>	

Request for Assessment for Traffic Violation Fees is covered under City Ordinance No. 21-7092 also known as an Ordinance Amending Certain Provisions of City Ordinance No. 18-6710, Entitled; "An Ordinance Amending Certain Provisions of City Ordinance No. 02-4256, Otherwise Known as the New Traffic Code of Iligan City, Specifically on the Penalties Imposed Against Traffic Violators and for Other Purposes."

**Table of Traffic Violation Fees under City Ordinance No. 21-7092**

No.	Traffic Violation	Cost of Payment
1	Failure to Obey Traffic Control Device Traffic Lights/Traffic Enforcers	PHP1,000.00
2	No Parking Areas Considered as Tow Away Zones	PHP500.00
3	No Helmet or Non-Wearing of Crash Motorcycle Helmet	PHP1,000.00
4	Stopping/Standing or Parking Prohibited in Specified Places	PHP500.00
5	Parking on Side Walk	PHP500.00
6	Selling Goods on Public Streets or Highways Prohibited	PHP200.00
7	Smoking Ban Inside Public Utility Vehicles	PHP1,500.00
8	No Loading/Unloading 1st Offense 2nd Offense 3rd Offense	PHP100.00 PHP200.00 PHP300.00



9	Wearing of Slippers and Sando Not Allowed 1st Offense 2nd Offense 3rd Offense	PHP150.00 PHP300.00 PHP500.00
10	Illegal Terminal ( <i>Setting up a terminal, unless the Sangguniang Panlungsod through an ordinance allows such establishment</i> )	PHP5,000.00
11	Installation of Car Stereo, Video Players in PUJs and Motorcycles	PHP1,000.00
12	Failure or Refusal to Convey Passengers	PHP500.00
13	Jaywalking 1st Offense 2nd Offense	PHP300.00 PHP500.00
14	Smoke Belching Mufflers, Noise Controlling Device	PHP2,500.00
15	Driving Under the Influence of Liquor/Narcotic Drugs	PHP4,000.00
16	Driving without Driver's License	PHP1,500.00
17	Driving with Invalid/Delinquent Driver's License	PHP3,000.00
18	Failure to Carry O.R./C.R. ( <i>All motor vehicle drivers shall when in-charge of the same, have in his possession the proper vehicle register</i> )	PHP500.00
19	Unregistered/Delinquent/Invalid/Suspended Motor Vehicle	PHP2,000.00
20	Over Speeding	PHP1,000.00
21	Invalid/No Franchise (Colorum)	PHP5,000.00
22	Operating Out of Line ( <i>Routes of Provincial Passenger Vehicles</i> )	PHP5,000.00
23	Trip Cutting ( <i>All public utility vehicles whether provincial or city operation when operating in Iligan City shall display a permanent panel sign board atop the front side of the vehicle's roof indicating the terminal destination points or routes allowed by its franchise or certificates</i> )	PHP500.00
24	Obstruction to Sidewalk	PHP500.00
25	Top Load Passengers/Cargoes ( <i>No person shall be allowed as passengers or riders of on top of cargoes or on vehicle roofs with or without cargo. The driver or operator of the motor vehicles concerned as well as the rider shall both be subjected to the fine provided for in this ordinance</i> )	PHP3,000.00
26	Reckless Driving	PHP2,000.00
27	Contracting	PHP2,000.00
28	No Plate	PHP2,000.00



#### 4. Request for Schedule for a Guided Tour in Iligan City

This service is available for all local and foreign tourists who need assistance in touring Iligan City.

<b>Office or Division:</b>	City Administrator's Office - City Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Local or Foreign Tourists			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to the Tourism Officer a. Indicating the date of tour, number of tourists and specific sites to be visited b. Assistance required (vehicle or tour guide)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive letter request and evaluate relation to the availability of vehicle and tour guide	None	10 Minutes	<i>Supervising Administrative Officer City Administrator's Office</i>
2. Receive schedule of guided tour	2. Advice client on schedule of guided tour	None	10 Minutes	<i>Tourism Officer-in-Charge/ Support Section Head/ Admin Officer City Administrator's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	





## 5. Request for Schedule of Mandatory Defensive Driving Orientation Seminar

This service acts on the request for the schedule of mandatory defensive driving orientation seminars.

<b>Office or Division:</b>	City Administrator's Office - Iligan City Traffic and Parking Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizens, G2G – Government to Government			
<b>Who May Avail:</b>	All traffic violators, educational institutions, barangays			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Defensive Driving Seminar to Traffic Violators</b>				
1. Official Receipt of Citation Ticket (1 Original copy)		City Treasurer's Office, Collection Division (IBJT)		
2. Any Valid ID (1 Photocopy)		Authorized Issuing Agency		
<b>Defensive Driving Seminar to Educational Institutions and Barangays</b>				
1. Letter Request (2 printed copies)		Clients		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Receive complete requirements	None	30 Minutes	<i>Traffic Aide I</i> City Administrator's Office
	1.1 Check the availability of the seminar schedule	None	1 Hour	<i>Security Guard II</i> City Administrator's Office
2. Receive Notice of Seminar Schedule	2. Issue confirmation slip for seminar schedule	None	15 Minutes	<i>Traffic Aide I</i> City Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 45 Minutes</b>	



## 6. Request for Traffic Clearance

The service renders to clients with lost Driver's License and individual as required in the application for renewal and or replacement of registration and licenses.

<b>Office or Division:</b>	City Administrator's Office – Iligan City Traffic and Parking Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G–Government to Citizen			
<b>Who May Avail:</b>	Those individuals who would apply for replacement of lost Driver's License/OR/CR and with application for renewal of registration and license at Land Transportation Office – Iligan Sub-Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Lost Driver's License</b>				
1. Affidavit of Loss (1 Original copy, 2 photocopies)		Lawyer		
2. Police Report (1 Original copy)		Police Stations		
3. Official Receipt for payment of Traffic Clearance (1 Original copy)		City Treasurer's Office – Collection Division		
<b>For Lost Official Receipt/Certificate of Registration</b>				
1. Affidavit of Loss (1 original copy, 2 photocopies)		Lawyer		
2. Police Report (1 original copy)		Police Stations		
3. Photocopy of OR/CR (Optional)				
4. Official Receipt for payment of Traffic Clearance (1 Original copy)		City Treasurer's Office – Collection Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documentary requirements	1. Receive, validate, record, and forward requirements to data	None	15 Minutes	<i>Desk Officer Data Encoder City Administrator's Office</i>



	encoder			
2. Receive advise to pay Traffic Violation Fees for unpaid TCT	2. Client advise to proceed at the cashier, Collection Division, City Treasurer's Office, IBJT-East, Tambo, Hinaplanon , Iligan City and pay correspondi ng	See Table below	25 Minutes	Collection Officer City Treasurer's Office
3. Submit proof Official Receipt	3. Receive OR	None	3 Minutes	Data Encoder City Administrator's Office
4. Receive clearance	4. Advise client to proceed to PNP-Traffic Enforcement Unit	None	3 Minutes	Desk Officer City Administrator's Office
	<b>TOTAL:</b>	<b>See Table below</b>	<b>46 Minutes</b>	

Request for Assessment for Traffic Violation Fees is covered under City Ordinance No. 21-7092 also known as an Ordinance Amending Certain Provisions of City Ordinance No. 18-6710, Entitled; "An Ordinance Amending Certain Provisions of City Ordinance No. 02-4256, Otherwise Known as the New Traffic Code of Iligan City, Specifically on the Penalties Imposed Against Traffic Violators and for Other Purposes."

**Table of Traffic Violation Fees under City Ordinance No. 21-7092**

No.	Traffic Violation	Cost of Payment
1	Failure to Obey Traffic Control Device Traffic Lights/Traffic Enforcers	PHP1,000.00
2	No Parking Areas Considered as Tow Away Zones	PHP500.00



3	No Helmet or Non-Wearing of Crash Motorcycle Helmet	PHP1,000.00
4	Stopping/Standing or Parking Prohibited in Specified Places	PHP500.00
5	Parking on Side Walk	PHP500.00
6	Selling Goods on Public Streets or Highways Prohibited	PHP200.00
7	Smoking Ban Inside Public Utility Vehicles	PHP1,500.00
8	No Loading/Unloading 1st Offense 2nd Offense 3rd Offense	PHP100.00 PHP200.00 PHP300.00
9	Wearing of Slippers and Sando Not Allowed 1st Offense 2nd Offense 3rd Offense	PHP150.00 PHP300.00 PHP500.00
10	Illegal Terminal ( <i>Setting up a terminal, unless the Sangguniang Panlungsod through an ordinance allows such establishment</i> )	PHP5,000.00
11	Installation of Car Stereo, Video Players in PUJs and Motorcycles	PHP1,000.00
12	Failure or Refusal to Convey Passengers	PHP500.00
13	Jaywalking 1st Offense 2nd Offense	PHP300.00 PHP500.00
14	Smoke Belching Mufflers, Noise Controlling Device	PHP2,500.00
15	Driving Under the Influence of Liquor/Narcotic Drugs	PHP4,000.00
16	Driving without Driver's License	PHP1,500.00
17	Driving with Invalid/Delinquent Driver's License	PHP3,000.00
18	Failure to Carry O.R./C.R. ( <i>All motor vehicle drivers shall when in-charge of the same, have in his possession the proper vehicle register</i> )	PHP500.00
19	Unregistered/Delinquent/Invalid/Suspended Motor Vehicle	PHP2,000.00
20	Over Speeding	PHP1,000.00
21	Invalid/No Franchise (Colorum)	PHP5,000.00
22	Operating Out of Line ( <i>Routes of Provincial Passenger Vehicles</i> )	PHP5,000.00
23	Trip Cutting ( <i>All public utility vehicles whether provincial or city operation when operating in Iligan City shall display a permanent panel sign board atop the front side of the vehicle's roof indicating the terminal destination points or routes allowed by its franchise or certificates</i> )	PHP500.00
24	Obstruction to Sidewalk	PHP500.00



25	<i>No person shall be allowed as passengers or riders of on top of cargoes or on vehicle roofs with or without cargo. The driver or operator of the motor vehicles concerned as well as the rider shall both be subjected to the fine provided for in this ordinance)</i>	PHP3,000.00
26	Reckless Driving	PHP2,000.00
27	Contracting	PHP2,000.00
28	No Plate	PHP2,000.00



**City Administrator's Office**  
**Internal Services**



## 1. Request for Schedule of Repair and Maintenance of Information and Communication Technology (ICT) Equipment

This internal service is provided to all city government offices and employees when their ICT equipment and accessories used for work require servicing.

<b>Office or Division:</b>	City Administrator's Office – Information and Communications Technology Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All City Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. ICTC Service Request Form bearing the following information: (2 original copies) <ul style="list-style-type: none"> <li>. Nature of Request</li> <li>. Details</li> <li>. Requested by</li> <li>. Office &amp; Contact No.</li> <li>. Date &amp; Time</li> </ul>		ICTC Repair and Maintenance		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit ICTC Service Request Form with ICT equipment	1. Receive Service Request Form and check information entered	None	5 Minutes	<i>Computer Technician</i> City Administrator's Office
	1.1 Evaluate the nature of request and approve request	None	5 Minutes	<i>ICTC Head or Representative</i> City Administrator's Office
	1.2 Indorse approved ICTC Service Request Form	None	5 Minutes	<i>Telecommunications and Network Section</i> City Administrator's Office
2. Receive schedule of release of ICT equipment	2. Advise client of release date	None	5 Minutes	<i>ICTC Representative</i> City Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	



## 2. Request for Security Services to the City Government Vital Facilities

These security services are provided to city government vital facilities to ensure the safety and security of the city government officials, employees, clients, and visitors to include the city government properties and assets against any form of criminalities.

<b>Office or Division:</b>	City Administrator's Office – Civil Security Unit Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All City Government Department Heads			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to the Local Chief Executive thru the City Administrator bearing the following information to wit: (2 original copies) <ul style="list-style-type: none"> <li>a. Requesting Office's details such as the scope of security services and duration.</li> <li>b. Number of security personnel needed.</li> </ul>		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Requesting for Security Services	1. Receive letter request with checklist of requirements	None	15 Minutes	<i>Records In-charge</i> City Administrator's Office
	1.1 Evaluate the request in relation to the security needs and availability of security personnel to be deployed	None	3 Hours	<i>Admin In-Charge</i> City Administrator's Office





	1.2 Prepare the Administrative/Office Order for Deployment of Security Personnel	None	20 Minutes	<i>Admin In-Charge Civil Security Unit</i>
	1.3 Verify the correctness of the prepared document then inscribe initial	None	15 Minutes	<i>Admin In-Charge City Administrator's Office</i>
2. Receive the Civil Security Unit personnel	2. Inform the requesting Office the action taken	None	10 Minutes	<i>Admin In-Charge or Chief CSU City Administrator's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours</b>	



**City Administrator's Office**  
**Both Internal Services and External Services**



## 1. Request/Queries on Funeral, Recorida, Motorcade, Fun Run, and Procession with Requests on Escort/Motorcycle Guide

This service caters to walk-in inquiries and other concerns to enable individual person, organization or group and institutions to avail services for safe conduct of any activity using roads.

<b>Office or Division:</b>	City Administrator's Office - Iligan City Traffic and Parking Management Office
<b>Classification:</b>	Simple
<b>Type of transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Any individual, organization and institution with traffic concerns

### Request for Funeral Escort

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original copy, 1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1. Receive letter request and record in the logbook	None	5 Minutes	Frontline Officer City Administrator's Office
2. Give additional detail	2. Book schedule and provide contact number of the for proper arrangement of schedule	None	5 Minutes	Frontline Officer City Administrator's Office
3. Notify client on fix time schedule	3. Advice client of schedule	None	5 Minutes	Escort Officer City Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Request for Recorida and Motorcade</b>				
1. Letter Request (1 Original copy		Client		



1 photocopy)				
2. Route plan (1 Original copy, 1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1. Receive letter request and record in the logbook	None	5 Minutes	<i>Desk Officer</i> City Administrator's Office
2. Inform on fix time schedule and process permit	2. Fix schedule, book and inform client to process permit at the Permits and Licensing Office	None	5 Minutes	<i>Assessment Officer</i> ICTPMO
3. Submit approved copy of permit	3. Receive copy of permit	None	5 Minutes	<i>Desk Officer</i> City Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Request for Fun Run and Procession</b>				
1. Letter Request (1 Original copy, 1 photocopy)		Client		
2. Route plan (1 Original copy, 1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with route plan and indicating number of personnel to deployed	1. Receive letter request and validate and record in the logbook	None	5 Minutes	<i>Desk Officer</i> <i>Assessment Officer</i> City Administrator's Office
2. Inform on fix time schedule and process permit	2. Fix schedule, book and inform client to process permit at the Permits and	None	5 Minutes	<i>Assessment Officer</i> City Administrator's Office



	Licensing Office			
3. Submit approved copy of permit	3. Receive copy of permit	None	5 Minutes	<i>Desk Officer</i> City Administrator's Office
4. Ready for the schedule	4. Draft detail of personnel to provide road safety	None	1 Hour	<i>Chief Operation Officer and Supervisor</i> City Administrator's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 15 Minutes</b>	



# **City Agriculturist's Office**

## **External Services**



## 1. Assistance to Fisherfolk Enterprise Development Information System (FFDIS) Enrollment

This service caters to assist farmers and fisherfolk to register their agri-fishery enterprise to the Farmers and Fisherfolk Enterprise Development Information System.

<b>Office or Division:</b>	City Agriculturist's Office-Farm Management and Field Operation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government G2C-Government to Citizen			
<b>Who May Avail:</b>	All interested farmers' and fisherfolk with registered agri-fishery enterprise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished FFEDIS Form 1 original copy		City Agriculturist's Office		
2. Mayor's Permit 1 original copy		Permits and Licensing Division of City Mayor's Office		
3. DTI Registration 1 original copy		DTI Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the Client Registry Form	1. Require client to register in the Registry Client Form	None	1 Minute	<i>Officer of the Day</i> City Agriculturist's Office
2. Submission of Requirements and Client Interview	2. Thoroughly review the submitted document and discussed the details of enrolling to FFEDIS	None	10 Minutes	<i>Agribusiness, Credit and Marketing Coordinator</i> City Agriculturist's Office
3. Enrollment to FFEDIS Website	3. Facilitate the online enrollment to the FFEDIS Website	None	3 Minutes	<i>Agribusiness, Credit and Marketing Coordinator</i> City Agriculturist's Office



4. Wait for the approval and issuance of FFEDIS certification	4. Follow-up the DA RFO 10 with regards to the application and the issuance of FFEDIS Certification	None	1 Month	<i>Agribusiness, Credit and Marketing Coordinator and DA RFO 10 City Agriculturist's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 Month, 15 Minutes</b>	





## 2. Enrollment of Individual Farmer and Fisherfolk to the Registry System for Basic Sectors in Agriculture (RSBSA)

This service caters the enrollment of Iligan Farmers and Fisherfolk to RSBSA to avail all agricultural assistance (national and local funding), and to identify population of the local agriculture sector.

<b>Office or Division:</b>	City Agriculturist's Office – Farm Operation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	Farmers and Fisherfolk			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. RSBSA Form- Duly signed by the Applicant and Barangay Chairman where the applicant resides- 1 original copy		City Agriculturist's Office – Farm Operation Division		
2. 2x2 Picture- 1 copy		Client		
3. Government Issued Valid ID- 1 original and 1 photocopy		Client		
4. Any Land Ownership Document, either land title or deed of sale- 1 photo copy or Barangay Certification of Farmer or Fisherfolk- 1 Original Copy		Client / Barangay Hall where the applicant resides		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements	1. Receive Complete requirements	None	5 minutes	<i>Agricultural Technologist (RSBSA Focal)</i> City Agriculturist's Office
	1.1 Entry to RSBSA System	None	5 minutes	<i>Agricultural Technologist (RSBSA Focal)</i> City Agriculturist's Office
2. Claim RSBSA Reference Number	2. Issuance of RSBSA Reference Number	None	15 minutes	<i>Senior Agriculturist</i> Farm Operation Division Head City Agriculturist's Office
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	



### 3. Farmers application to Philippine Crops Insurance Corporation

This service caters to assist farmers in the application for crops Insurance under PCIC.

<b>Office or Division:</b>	City Agriculturist's Office – Farm Operation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	Farmers and Fisherfolk			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PCIC Form- Duly signed by the Applicant and Barangay Chairman where the applicant resides- 1 original copy		City Agriculturist's Office – Farm Operation Division		
2. 2x2 Picture- 1 copy		Client		
3. Government Issued Valid ID- 1 original and 1 photocopy		Client		
4. Any Land Ownership Document, either land title or deed of sale- 1 photo copy or Barangay Certification of Coconut Farmers- 1 Original Copy		Barangay where the applicant's farm is located		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all Requirements	1. Receive Complete Requirements	None	5 Minutes	<i>Agricultural Technologist (PCIC Focal)</i> City Agriculturist's Office
2. Entry to ACI an CI program under PCIC	2. Issuance of approved ACI to farmer applicant	None	15 Minutes	<i>Agricultural Technologist (PCIC Focal)</i> City Agriculturist's Office
<b>TOTAL</b>		<b>None</b>	<b>20 Minutes</b>	



#### 4. Provision of IEC Materials for Farmers and Fisherfolk

This service caters to provide Information, Education and Communication materials for farmers and fisherfolk to gain first hand Agri-Fishery Information.

<b>Office or Division:</b>	City Agriculturist's Office – Farmers Information and Technology Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Public and Private Schools			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Logbook registration		City Agriculturist's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at the Officer of the day Table	1. Receive Client and record in the Logbook	None	5 Minutes	<i>Officer of the day</i> City Agriculturist's Office
2. Proceed to the FITS In-charge for Interview	2. Interview Client	None	20 Minutes	<i>Agriculturist II (FITS In-charge)</i> City Agriculturist's Office
3. Wait for the release of IEC materials	3. Release IEC Materials	None	5 Minutes	<i>City Agriculturist</i> City Agriculturist's Office
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



## 5. Registration of Fisherman and Fishing Vessel

This service caters to Register Fishermen in order to engage in lawful fishing activity in the water of Iligan City particularly from Brgy. Buru-un to Brgy. Dalipuga.

<b>Office or Division:</b>	City Agriculturist's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government (MARINA, Maritime, BLGU,CTO)			
<b>Who May Avail:</b>	Iligan Fisherfolk			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification- 1 Original Copy		Barangay Hall where the applicant resides		
2. Maritime Certificate- 1 Original Copy		PNP Maritime Office, Poblacion Barangay Hall, Iligan City		
3. Maritime Industry Authority (MARINA) Certification- 1 Original Copy		MARINA, Region 10 Iligan Deputized Office, PNP Maritime Office, Poblacion Barangay Hall, Iligan City		
4. 2 x 2 ID Picture- 1 Copy		Client		
5. Application Form- 1 Original Copy		City Agriculturist's Office		
6. Official Receipt -1 Original Copy		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the Client Registry Form	1. Assist client.	None	5 Minutes	<i>Officer of the Day</i> City Agriculturist's Office
2. Submit Requirements	2. Verify and Receive Documents	None	10 Minutes	<i>Agricultural Technologist</i> City Agriculturist's Office
3. Wait for the approved registration	3. Issuance of registration	None	20 Minutes	<i>Agricultural Technologist</i> City Agriculturist's Office
<b>TOTAL</b>		<b>None</b>	<b>35 Minutes</b>	



## 6. Request Assistance for Agricultural Credit and Grants

This service caters to assist farmers and fisherfolk with identified and registered Agri-Fishery Enterprise to avail Loans and Grants to enhance and expand their identified Agri-fishery enterprise.

<b>Office or Division:</b>	City Agriculturist's Office-Farm Management and Field Operation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government, G2C-Government to Citizen			
<b>Who May Avail:</b>	All interested farmers' and fisherfolk with identified and registered agri-fishery enterprise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. RSBSA STAB		City Agriculturist's Office		
2. Accomplished ANYO Form				
3. Business Proposal				
4. Farm Plan and Budget		Client		
5. Farm/Enterprise Map				
6. Photocopy of 1 Business Permit				
7. Photocopy of 1 Proof of Ownership (Production-Enterprise)				
8. Photocopy of 1 Valid Government ID				
9. 2x2 and 1x1 ID Picture				
10. Photocopy of Marriage Contract				
11. Photocopy of Birth Certificate		Barangay of Residence		
12. Original Barangay Clearance				
13. Photocopy of CEDULA		Bureau of Internal Revenue		
14. Photocopy of TIN				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the Client Registry Form	1. Require client to register in the Registry Client Form	None	1 Minute	<i>Officer of the Day</i> City Agriculturist's Office
2. Client Interview	2. Discuss the details of the loans and grants to be	None	10 Minutes	<i>Agribusiness, Credit and Marketing Coordinator</i>



	availed			City Agriculturist's Office
3. Schedule for initial enterprise validation	3. Conduct an ocular validation for the applied enterprise	None	8 Hours	<i>Agribusiness, Credit and Marketing Coordinator and District Coordinator</i> City Agriculturist's Office
	3.1 If viable, issued clients the list of requirements to be submitted			
	3.2 If non-viable, advised applicants with necessary improvements to be viable			
4. Submission of Requirements	4. Review the necessary documents submitted	None	10 Minutes	<i>Agribusiness, Credit and Marketing Coordinator</i> City Agriculturist's Office
5. Endorsement of Application to the Conduit bank or funding agencies	5. The head of office will endorse the viable applicant to the Conduit Bank or funding agency.	None	1 Minute	<i>City Agriculturist</i> City Agriculturist's Office
<b>TOTAL</b>		<b>None</b>	<b>8 Hours, 22 Minutes</b>	



## 7. Request for Community Organizing

This service caters to organize and orient cluster of farmers and fisherfolk with identified Agri-fishery products.

<b>Office or Division:</b>	City Agriculturist's Office-Farm Operation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C– Government to Citizen			
<b>Who May Avail:</b>	Interested Group of Farmers and or Fisherfolk			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter signed by Application – 2 original copies		City Agriculturist's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request	1. Receive letter Request	None	5 Minutes	<i>Officer of the day</i> City Agriculturist's Office
	1.1 Refer client to District Coordinator	None	5 Minutes	<i>Officer of the day</i> City Agriculturist's Office
2. Client Interview with District Coordinator and receive notice of schedule for community organizing	2. Conduct interview and schedule for community organizing	None	20 Minutes	<i>Agricultural Technologist (District Coordinator)</i> City Agriculturist's Office
<b>TOTAL</b>		<b>None</b>	<b>30 Minutes</b>	



## 8. Request for Endorsement to Agricultural Training Institute (ATI) Application for Learning Sites for Agriculture (LSA)

This service caters to establish hands on and practical learning sites for agri-fishery promotion.

<b>Office or Division:</b>	City Agriculturist's Office- Engineering Research and Extension Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	All Farm owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request- 2 Original Copies		Client (Farmer)		
2. Proof of Land Ownership either Deed of Sale or Land Title- 1 Photocopy		Client(Farmer)		
3. RSBSA Reference Number		City Agriculturist's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter Request	1. Receive and verify documents submitted	None	10 Minutes	<i>Agriculturist II</i> City Agriculturist's Office
2. Wait for schedule for validation and site inspection	2. Conduct ocular inspection and site validation	None	7 Days	<i>Agriculturist II</i> City Agriculturist's Office
	2.1 Prepare validation report with documentation	None	2 Days	<i>Agriculturist II</i> City Agriculturist's Office)
	2.2 Indorse application to ATI-X	None	1 Day	<i>Agriculturist II</i> City Agriculturist's Office
<b>TOTAL</b>		<b>None</b>	<b>10 Days,10 Minutes</b>	





## 9. Request for Soil Analysis

This service caters to accurately determine the acidity, fertility and texture of the soil and ensure increase farm production of local farmers.

<b>Office or Division:</b>	City Agriculturist's Office- Engineering Research and Extension Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who May Avail:</b>	All farm owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request from the farmer - 2 Original copies		Client (Farmer)		
2. Barangay Clearance as proof of residency – 1 Original Copy		Barangay Hall where the Farmer client resides		
3. Soil Sample - 1 kilogram		Client (Farmer)		
4. RSBSA Reference Number		Agricultural Technologist, Farm Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements with soil sample	1. Receive] Complete documents and check soil sample	None	10 Minutes	<i>Agricultural Technologist</i> City Agriculturist's Office
	1.1 Conduct Soil Analysis	None	7 days	<i>Agricultural Technologist</i> City Agriculturist's Office
2. Claim the Soil Analysis Result w/Recommendation	2. Discuss and release the soil analysis result and recommendations	None	1 hour	<i>Agricultural Technologist</i> City Agriculturist's Office
<b>TOTAL</b>		None	<b>7 Days, 1 Hour, 10 Minutes</b>	



## 10. Request for Provision of Farm Machineries and Equipment Services

This service caters to offer free tractor services for land preparation (plowing and harrowing), postharvest machineries and free hauling of farm produced. This is intended for farmer's association communal projects and individual projects thus, encouraging farmers to expand production areas

<b>Office or Division:</b>	City Agriculturist's Office- Engineering Research and Extension Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	DOLE Registered RBO's, Gulayan sa Paaralan Beneficiaries, Walk-in clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request, 2 Original copies		Client (Farmer)		
2. RSBSA Reference Number		Agricultural Technologist, Farm Operation Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Requirements	1. Receive requirements	None	5 Minutes	<i>Officer of the Day</i> City Agriculturist's Office
2. Client Interview	2. Interview and Scheduling of farm validation	None	10 Minutes	<i>Agriculturist II</i> City Agriculturist's Office
3. Coordinate with the site inspector	3. Conduct site inspection	None	2 Days	<i>Agriculturist II</i> City Agriculturist's Office
4. Fill up Job Order Request Form for approval of the schedule of the delivery	4. Receive Job Order Request Form	None	30 Minutes	<i>Agriculturist II</i> City Agriculturist's Office
5. Receive Notice of Schedule for Delivery operation of the farm Machinery	5. Schedule for delivery operation of the farm machinery	None	30 Minutes	<i>Agriculturist II</i> City Agriculturist's Office
<b>TOTAL</b>		<b>None</b>	<b>2 Days, 1 Hour, 15 Minutes</b>	



# **City Assessor's Office**

## **External Services**



## 1. Cancellation of Tax Declaration of Building

The cancellation of a tax declaration shall be initiated upon the written request of the declared owner. This process aims to eliminate records from the assessment roll of taxable/exempt properties that have been destroyed or have suffered a permanent loss of value due to reasons such as a storm, flood, fire, or other calamities.

<b>Office or Division:</b>	City Assessor's Office – Appraisal and Assessment Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Duly accomplished Request Form, One (1) Original Copy	Appraisal Division of City Assessor's Office	
2. Realty Tax Receipt, One (1) Clear Photocopy	Land Tax Division, City Treasurer's Office	
3. Barangay Certification of Demolished Building, in the case of cancellation of tax declaration of building, One (1) Original Copy	Concerned Barangay Hall where the property is located	
4. Department of Public Works and Highways (DPWH) Certification, in case of affected real properties due to project implementation, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Department of Public Works and Highways (DPWH)	
5. Bureau of Fire Protection Certification and/ or Fire Incident Report, in case of affected improvements due to fire incident, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Bureau of Fire Protection (BFP)	
6. Certificate of Retirement of Business, if engaged in business, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Permits and Licensing Division, City Mayor's Office	
7. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Owner's ID,	Notary Public	



- Representative's ID	
8. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Notary Public
9. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
10. Sketch Plan/ Vicinity Map of the property location, signed by the owner	Declarant

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Cancellation of Building Tax Declaration and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
2. Fill out the Request Form and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the	2. If the submitted documents are complete, instruct the client to fill out the Request Form and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled	None	30 minutes	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>



ocular inspection.	on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.			
	2.1 Records the documents received on the corresponding log book.	None	30 minutes	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
	2.2 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.	None	2 hours	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
	2.3 Print existing FAAS to attach to the physical documents and forward the same to the Tax Mapping Operations Division	None	30 minutes	<i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk Assessment and Appraisal Division, City Assessor's Office</i>
	2.4 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	Tax Mapper or Tax Mapping Operations Division City Assessor's Office
3. Be at the area during	3. Conducts physical	None	14 days	<u>Composite Team:</u> <i>Local</i>



inspection (upon receipt of the call or message on the schedule of inspection)	evaluation of the real property requested for cancellation and validate demolished improvements no longer existing on site			Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
4. Conform data in the Cancellation form of demolished improvements by signing on the filled-out form	4. Fill-out Cancellation form of the demolished improvements, have it sign by the client or his/her representative.	None	1 hour	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 3 days after inspection.	None	10 minutes	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
6. None	6. Conduct records research and evaluation and prepares inspection report and notice of cancellation on the demolished building structures upon returning to the	None	3 days	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office



	office.			
	6.1 Scan documents submitted by the client, encode and upload all scanned attachments into the E-TRACS	None	2 hours	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal &amp; Assessment Division City Assessor's Office</i>
	6.2 Confirm the retirement of Property Identification Number of the cancelled real property unit and forward the same to Appraisal Division	None	1 hour	<i>Draftsman / Tax Mapper Tax Mapping Operations Division, City Assessor's Office</i>
	6.3 Review the cancellation of assessment together with the inspection report and its attached supporting documents and forward the same for City Assessor's Approval	None	30 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal &amp; Assessment Division City Assessor's Office</i>
	6.4 Approve the cancellation of assessment, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II City Assessor's Office</i>
	6.5 Prepare, print and record the	None	2 hours	<i>Local Assessment</i>





	Notice of Cancellation			Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
8. Receives approved Notice of Cancellation	8. Releases approved Notice of Cancellation	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>18 days, 6 hours, 10 minutes</b>	



## 2. Encumbrances Annotation

This service is for any citizen who has the legal document to annotate encumbrances in the tax declaration duly registered in the registry of deeds, such as mortgages, lis pendens, adverse claims, levies, agreements of rights, or any other annotation already cancelled in the registry of deeds, upon compliance with the stipulated requirements.

<b>Office or Division:</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, with annotation of Registry of Deeds entry number regarding the encumbrance, applicable for registered land	Registry of Deeds, Iligan City	
2. Copy of Encumbrance Agreement or Related Document Duly Registered in the Registry of Deeds	Registry of Deeds	
3. Official Receipt of Annotation Fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office	
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Owner's ID, - Representative's ID	Notary Public	
5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public	
6. Tax Declaration/s (Owner's copy / Certified True Copy)	Records Management Division, City Assessor's Office	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Annotation of Encumbrance and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00/ Real Property Unit (City Ordinance No. 10-5664)	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service provider, present Official Receipt (O.R.) and wait for the request to be processed	3. Receives Official Receipt and advise client to come back in two days to receive the annotated tax declaration	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
4. None	4. Conduct records research and evaluation and	None	5 days, 7 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment</i>



	annotates encumbrances in the tax declaration using ETRACS, and forward the same for Records Chief's Approval			Records Management Division, City Assessor's Office
	4.1 Review the annotation and its attached supporting documents and forward the same for City Assessor's Approval	None	2 hours	<i>Local Assessment Operations Officer IV</i> Assessment Records Management Division, City Assessor's Office
	4.2 Approve the annotation, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i>  City Assessor's Office
	4.3 Prepare, print and record the Annotated Encumbrances	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i>  Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner:	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i>  Assessment Records



	-If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			Management Division, City Assessor's Office
6. Receives approved Annotated Tax Declaration	6. Releases approved Annotated Tax Declaration	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>Php 50.00</b>	<b>6 days, 7 hours, 40 minutes</b>	

Encumbrances Annotation is under Real Property Unit (City Ordinance No. 10-5664)



### 3. Encumbrances Cancellation

This service is for any citizen who has the legal document to cancel encumbrances annotated in the tax declaration, such as mortgages, lis pendens, adverse claims, levies, agreements of rights, or any other annotation already cancelled in the registry of deeds, upon compliance with the stipulated requirements.

<b>Office or Division:</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, with annotation of Registry of Deeds entry number reflecting the encumbrance cancellation, applicable for registered land	Registry of Deeds, Iligan City
	2. Cancellation/ Release of Encumbrance duly registered and annotated by the Registry of Deeds, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Registry of Deeds, Iligan City
	3. Court Decision, Orders w/ Finality for annotations involving Court Decision, duly registered and annotated by the Registry of Deeds, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Registry of Deeds, Iligan City
	4. Official Receipt of Annotation Fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office
	5. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Owner's ID, - Representative's ID	Notary Public



6. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Cancellation of encumbrance and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service provider, present Official Receipt (O.R.) and wait for the request to be processed	3. Receives Official Receipt and advise client to come back in two days to receive the tax declaration with cancelled annotation	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
4. None	4. Conduct records	None	5 days, 7 hours	<i>Local Assessment Operations Officer/</i>



	research and evaluation and cancel the annotated encumbrances in the tax declaration using ETRACS, and forward the same for Records Chief's Approval			<i>Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
	4.1 Review the cancellation of annotated encumbrance and its attached supporting documents and forward the same for City Assessor's Approval	None	2 hours	<i>Local Assessment Operations Officer IV</i> Assessment Records Management Division, City Assessor's Office
	4.2 Approve the cancellation of annotated encumbrance, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i>  City Assessor's Office
	4.3 Prepare, print and record the cancellation of annotated encumbrance	None	2 hours	<i>Local Assessment Operations Officer (Records Officer)</i> <i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner:	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i>





	-If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			Assessment Records Management Division, City Assessor's Office
6. Receives approved cancellation of annotated encumbrance	6. Releases approved cancellation of annotated encumbrance	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>Php 50.00</b>	<b>6 days, 7 hours, 40 minutes</b>	

Encumbrances Cancellation is under Real Property Unit (City Ordinance No. 10-5664)



#### 4. Historical Research of Real Properties

This service is for any citizen who has the legal authority to verify the status of the real property unit, whether land or improvements, provided that he/she has submitted the required documents to avail the service.

<b>Office or Division:</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Original Official Receipt	City Treasurer's Office
	2. Duly Accomplished Request Form	Assessment Records Management Division, City Assessor's Office
	3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Affidavit of Same Person</li> <li>- Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul>	Notary Public
	4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Owner's ID</li> <li>- Representative's ID</li> </ul>	Notary Public
	5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Notary Public



- Secretary's ID - Representative's ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Historical Research of real Property and submit requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1.1 Receives and examines the completeness and validity of required documents, and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	Php 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service provider, present Official Receipt (O.R.) and wait for the request to be processed	3. Receives Official Receipt and advises client to come back on the agreed date/ schedule.	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City</i>



				Assessor's Office
4. None	4. Conduct records research and evaluation and Prepares Historical Research	None	18 days, 7 hours, 20 days	Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office
	4.1 Forward to Records Officer for review and signature, forward the same for approval of the City Assessor	None	1 hour	Assessment Clerk/ Administrative Assistant II  Assessment Records Management Division, City Treasurer's Office
	4.2 Approve the Historical Research of Real Property, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	City Government Department Head II  City Assessor's Office
	4.3 Prepare, print and record the Historical Research of Real Property.	None	2 hours	Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner: -If yes, Release Historical Research of Real Property -If no, require	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office



	Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			
6. Receives approved Historical Research of Real Property.	6. Releases approved Historical Research of Real Property.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>20 days</b>	

Historical Research of Real Properties is under Real Property Unit (City Ordinance No. 10-5664)



## 5. Issuance of Certification (Ad Hoc)

This service is for any individual who wishes to secure a certification based on the records available in the office, reflecting the actual status of the subject property. This includes the tax declaration number, title number, cadastral lot number, survey number, area, location, and classification, along with their corresponding market value and assessed value, congruent with its specialized purpose. The certification is issued to clients who need the document as a requirement for processing the transfer of property/ies to the BIR, Registry of Deeds, loan purposes, visa application, bail bond, DAR for agri-land, building permit, fire, land survey, electrical application, water connection, and other similar purposes.

<b>Office or Division:</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant	
2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office	
3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property) <ul style="list-style-type: none"> <li>- Affidavit of Same Person</li> <li>-Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul> </li> </ul>	Notary Public	
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Owner's ID,</li> </ul>	Notary Public	



- Representative's ID	
5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service	3. Receives Official Receipt	None	10 minutes	<i>Local Assessment Operations Officer/</i>



provider, present Official Receipt (O.R.) and wait for the request to be processed	and advises client to come back in six days to receive the certification.			<i>Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
4. None	4. Conducts records research and evaluation and prepares the certification using ETRACS, and forwards the same to the Records Chief for verification.	None	5 days, 7 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
	4.1 Review the prepared certification, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer</i> Assessment Records Management Division, City Assessor's Office
	4.2 Approve the Certification, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i> City Assessor's Office
	4.3 Prepare, print and record the Certification	None	2 hours	<i>Local Assessment Operations Officer (Records Officer)</i> <i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner: -If yes, Release	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records





	the Certification -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			Management Division, City Assessor's Office
6. Receives approved Certification	6. Releases approved Certification	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>6 days, 7 hours, 40 minutes</b>	

Issuance of Certification (Ad Hoc ) is under Certification (City Ordinance No. 10-5664)



## 6. Issuance of Certification (Latest and Existing/No Revision/No Encumbrances)

This service is for any individual who wishes to secure a certification based on the records available in the office, particularly on whether the tax declaration is the latest and existing, with no revision and/or encumbrances, congruent with its specialized purpose. The certification is issued to clients who need the document as a requirement for processing the transfer of property/ies to the BIR, Registry of Deeds, loan purposes, visa application, bail bond, DAR for agri-land, land survey, and other similar purposes.

<b>Office or Division::</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant	
2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office	
3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property) <ul style="list-style-type: none"> <li>- Affidavit of Same Person</li> <li>- Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation) <ul style="list-style-type: none"> <li>- Confirmation of Sale</li> </ul> </li> </ul> </li> </ul>	Notary Public	
4. Electronic Bureau of Internal Revenue- Certificate Authorizing Registration (ECAR)	Bureau of Internal Revenue	
5. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1)	Notary Public	



original copy (for presentation / verification) and One (1) clear photocopy - Owner's ID, - Representative's ID				
6. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50. 00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer</i> Assessment Records Management Division, City Assessor's Office



3. Go back to the service provider, present Official Receipt (O.R.) and wait for the request to be processed	3. Receives Official Receipt and advises client to come back in two days to receive the certification.	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
4. None	4. Conduct records research and evaluation and prepares the certification using ETRACS, and forward the same to the Records Chief for verification.	None	1 day, 7 hours, 20 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	4.1 Review the prepared certification, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
	4.2 Approve the Certification, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II City Assessor's Office</i>
	4.3 Prepare, print and record the Certification	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office</i>
5. Present requirement/s	5. Check valid ID if client is the	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i>



for releasing	declared owner: -If yes, Release the Certification -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			Assessment Records Management Division, City Assessor's Office
6. Receives approved Certification	6. Releases approved Certification	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>3 days</b>	

Issuance of Certification (Latest and Existing/No Revision/No Encumbrances) is under Certification (City Ordinance No. 10-5664)



## 7. Issuance of Certification of Improvements (With Improvement or No Improvement)

This service is for any individual who wishes to secure a certification based on the records available in the office, particularly on whether the said property has no improvement or has improvement found thereon, declared in the name of the lot owner or another person or entity, congruent with its specialized purpose. The certification is issued to clients who need the document as a requirement for processing the transfer of property/ies to the BIR, Registry of Deeds, loan purposes, visa application, bail bond, DAR for agri-land, land survey, and other similar purposes.

<b>Office or Division:</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant
	2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office
	3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Affidavit of Same Person</li> <li>-Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul>	Notary Public
	4. Electronic Bureau of Internal Revenue- Certificate Authorizing Registration (ECAR)	Bureau of Internal Revenue
	5. Special Power of Attorney (if the owner wishes to transact through	Notary Public



his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Owner's ID, - Representative's ID	
6. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions		1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>



3. Go back to the service provider, present Official Receipt (O.R.) and wait for the request to be processed	3. Receives Official Receipt and advises client to come back in two days to receive the certification.	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
4. None	4. Conducts records research and evaluation and prepares the certification using ETRACS, and forwards the same to the Records Chief for verification.	None	1 day, 7 hours, 20 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	4.1. Review the prepared certification, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
	4.2 Approve the Certification, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II City Assessor's Office</i>
	4.3 Prepare, print and record the Certification	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City</i>





				Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner: -If yes, Release the Certification -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
6. Receives approved Certification	6. Releases approved Certification	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>3 days</b>	

Issuance of Certification of Improvements (With Improvement or No Improvement) is under Certification (City Ordinance No. 10-5664)



## 8. Issuance of Certification of Real Property Holdings (With Property or No Property)

This service is for any individual who wishes to secure a certification based on the records available in the office, particularly on the real property holding/s of an individual, multiple or juridical person, or no property as the case may be. The certification is issued to clients who need the document as a requirement for processing the transfer of property/ies to the BIR, Registry of Deeds, loan purposes, visa application, bail bond, DAR for agri-land, land survey, and other similar purposes.

<b>Office or Division:</b>	City Assessor's Office – Assessment Records Management Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant	
2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office	
3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Affidavit of Same Person</li> <li>- Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul>	Notary Public	
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Owner's ID,</li> <li>- Representative's ID</li> </ul>	Notary Public	



5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service provider, present Official Receipt (O.R.) and wait for the	3. Receives Official Receipt and advises client to come back on the agreed date/	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment</i>



request to be processed	schedule.			Records Management Division, City Assessor's Office
4. None	4. Conducts records research and evaluation and prepares the certification using ETRACS, and forwards the same to the Records Chief for verification.	None	1 day, 7 hours, 20 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
	4.1 Review the prepared certification, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer</i> Assessment Records Management Division, City Assessor's Office
	4.2 Approve the Certification, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i> City Assessor's Office
	4.3 Prepare, print and record the Certification	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner: -If yes, Release the Certification -If no, require	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management



	Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			Division, City Assessor's Office
6. Receives approved Certification	6. Releases approved Certification	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>3 days</b>	

Issuance of Certification of Real Property Holdings (With Property or No Property) is under Certification (City Ordinance No. 10-5664)



## 9. Issuance of Certified True Copy of Cancelled Tax Declaration

This service is for any individual who wishes to secure a certified true copy of an already cancelled tax declaration based on the records available in the office, other than the property owner, provided he/she is authorized by the owner. The certification is issued to clients who need the document as a requirement for processing the transfer of property/ies to the BIR, Registry of Deeds, land survey, and whatever legal purpose it may serve them right.

<b>Office or Division:</b>	City Assessor's Office - Assessment Records Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant	
2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office	
3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Affidavit of Same Person</li> <li>- Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul>	Notary Public	
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Owner's ID,</li> <li>- Representative's ID</li> </ul>	Notary Public	
5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real	Notary Public	



property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service provider, present Official Receipt (O.R.) and wait for the request to be	3. Receives Official Receipt and advises client to come back on the agreed date/ schedule	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records</i>



processed	to receive the certified true copy of the cancelled tax declaration.			Management Division, City Assessor's Office
4. None	4. Conducts records research and evaluation and prepares the certification using ETRACS, and forwards the same for verification of the Records Chief.	None	5days, 7 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
	4.1 Review the prepared certification, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer</i> Assessment Records Management Division, City Assessor's Office
	4.2 Approve the Certification, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i> City Assessor's Office
	4.3 Prepare, print and record the certified true copy of the cancelled tax declaration.	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for	5. Check valid ID if client is	None	30 minutes	<i>Assessment Clerk / Administrative</i>





releasing	<p>the declared owner:</p> <ul style="list-style-type: none"> <li>-If yes, Release the Certification</li> <li>-If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.</li> </ul>			<p>Aide Assessment Records Management Division, City Assessor's Office</p>
6. Receives the certified true copy of the cancelled tax declaration.	6. Releases the certified true copy of the cancelled tax declaration.	None	30 minutes	<p>Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office</p>
<b>TOTAL</b>		<b>PHP 50.00/ Tax Declaration</b>	<b>6 days, 7 hours, 40 minutes</b>	

Issuance of Certified True Copy of Cancelled Tax Declaration is under Tax Declaration (City Ordinance No. 10-5664)



## 10. Issuance of Certified True Copy of Tax Declaration

This service is for any individual who wishes to secure a certified true copy of a tax declaration based on the records available in the office, other than the property owner, provided he/she is authorized by the owner. The certification is issued to clients who need the document as a requirement for processing the transfer of property/ies to the BIR, Registry of Deeds, loan purposes, visa application, bail bond, DAR for agri-land, building permit, fire, land survey, electrical application, water connection, and other similar purposes.

<b>Office or Division:</b>	City Assessor's Office - Assessment Records Management Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant	
2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office	
3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Affidavit of Same Person</li> <li>- Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul>	Notary Public	
4. Electronic Bureau of Internal Revenue- Certificate Authorizing Registration (ECAR)	Bureau of Internal Revenue	
5. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Owner's ID,</li> </ul>	Notary Public	



- Representative's ID	
6. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1 Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service	3. Receives Official Receipt	None	10 minutes	<i>Local Assessment Operations Officer/</i>



provider, present Official Receipt (O.R.) and wait for the request to be processed	and advises client to come back in two to receive the certified true copy of the tax declaration.			<i>Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
4. None	4. Conducts records research and evaluation and prepares the certified true copy of the tax declaration using ETRACS, and forwards the same for verification of the Records Chief.	None	1 day, 7 hours, 20 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	4.1 Review the prepared certified true copy of the tax declaration, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
	4.2 Approve the certified true copy of the tax declaration, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II City Assessor's Office</i>
	4.3 Prepare, print and record the Certification	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment</i>



				Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner: -If yes, Release the Certification -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
6. Receives Certified True Copy of the Tax Declaration	6. Releases approved Certified True Copy of the Tax Declaration	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>3 days</b>	

Issuance of Certified True Copy of Tax Declaration is under Tax Declaration (City Ordinance No. 10-5664)



## 11. Issuance of Certified True Copy of Tax Declarations And Certifications for Estate Tax Purposes

This service is for any individual who wishes to secure a certification and a certified true copy of a tax declaration subject to Estate Tax purposes. This documentation is a requirement for processing the transfer of property/properties to the Bureau of Internal Revenue (BIR) and the Registry of Deeds, based on the records available in the office.

<b>Office or Division:</b>	City Assessor's Office - Assessment Records Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Duly filled-out request form/ Letter request	Assessment Records Management Division, City Assessor's Office/ Declarant
2. Official Receipt of certification fee, One (1) Original Copy	Land Tax Division, City Treasurer's Office
3. Deed of Conveyance ( <i>if applicable</i> ), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Affidavit of Same Person</li> <li>- Cancellation of Encumbrance (if encumbered)</li> <li>- SEC (documentary requirement stock corporation)</li> <li>- Confirmation of Sale</li> </ul>	Notary Public
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy <ul style="list-style-type: none"> <li>- Owner's ID,</li> <li>- Representative's ID</li> </ul>	Notary Public
5. Secretary's Certificate (if the owner is a corporation authorizing the	Notary Public



processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Certification and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, asks for details of request and specific purpose and verifies records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
2. Pay the corresponding fees at CTO	2. If the submitted documents are complete, issue order of payment and instruct the client to proceed to CTO to pay the necessary fees while reviewing the transactions	PHP 50.00	1 hour	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment Records Management Division, City Assessor's Office</i>
	2.1 Forward the request together with its attachment to RMD head for review and approval.	None	1 hour	<i>Local Assessment Operation Officer Assessment Records Management Division, City Assessor's Office</i>
3. Go back to the service provider, present Official Receipt (O.R.) and wait for the	3. Receives Official Receipt and advises client to come back on the agreed date/	None	10 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II Assessment</i>



request to be processed	schedule.			Records Management Division, City Assessor's Office
4. None	4. Conducts records research and evaluation and prepares the certification using ETRACS, and forwards the same to the Records Chief for verification.	None	18 days, 7 hours, 20 minutes	<i>Local Assessment Operations Officer/ Administrative Assistant II</i> Assessment Records Management Division, City Assessor's Office
	4.1 Review the prepared certification, and forward the same for approval of the City Assessor	None	1 hour	<i>Local Assessment Operation Officer</i> Assessment Records Management Division, City Assessor's Office
	4.2 Approve the Certification, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i> City Assessor's Office
	4.3 Prepare, print and record the Certification	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
5. Present requirement/s for releasing	5. Check valid ID if client is the declared owner:	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment





	-If yes, Release the Certification -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.			Records Management Division, City Assessor's Office
6. Receives approved Certification and Certified True Copy of the Tax Declaration	6. Releases approved Certification and Certified True Copy of the Tax Declaration	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>PHP 50.00</b>	<b>20 days</b>	

Issuance of Certified True Copy of Tax Declarations And Certifications for Estate Tax Purposes is under Certification (City Ordinance No. 10-5664)



## 12. Issuance of Tax Declaration for Consolidation of Lands

This service is available to any citizen possessing the legal documents required to consolidate two or more parcels of land into a single unit. After the ocular inspection, properties with undeclared, demolished, and/or renovated improvements found on the subject lot will be included in the assessment.

<b>Office or Division:</b>	City Assessor's Office – Assessment Standards and Examination Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Petition to Consolidate (Duly Registered in the Registry of Deeds) including the documents as its integral part, One (1) original copy (for presentation / verification) and One (1) clear photocopy - Special Power of Attorney (if the person signing the document is not the owner wishes to transact through his/her representative) - Secretary's Certificate (if the owner is a corporation/juridical entity authorizing the said petition) - Court Decision, Orders w/ Finality for properties filed in court	Registry of Deeds – Iligan City	
2. Electronic Copy of Land Titles - Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, on titles issued within six (6) months from the date of entry - One (1) Certified True Copy of the Title if beyond six (6) months from the date of entry	Registry of Deeds, Iligan City	
3. Approved Consolidation Plan Blueprint, One (1) Certified True Copy	Department of Environment and Natural Resources (DENR)- Land Management Bureau	
4. Technical Description, One (1) Clear Photocopy	Department of Environment and Natural Resources (DENR)- Land Management Bureau	
5. Latest Realty Tax Receipt or Tax Clearance Certificate, One (1) Clear	Land Tax Division, City Treasurer's Office	



Photocopy	
6. Accomplished Consent and Authority to carry forward Active Annotation by the owner/ authorized representative (if encumbered), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Declarant (City Assessor's Office Form)
7. Official Receipt of Annotation fee (if encumbered), One (1) Original Copy	Land Tax Division, City Treasurer's Office
8. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Owner's ID, - Representative's ID	Notary Public
9. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) original copy (for presentation / verification) and One (1) clear photocopy - Secretary's ID - Representative's ID	Notary Public
10. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
11. Sworn Declaration of the Land and/or Improvements, One (1) Original Copy	Notary Public
12. Court Decision, Orders w/ Finality for properties filed in court, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Registry of Deeds – Iligan City
13. Cancellation of Encumbrance (if encumbered), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Registry of Deeds – Iligan City



14. Sketch Plan/ Vicinity Map of location of the Property signed by Owner, One (1) Original Copy		Declarant		
<b>SITUATIONAL REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Case 1: Sworn Statement of the New Improvement, in the case of undeclared real property unit(s), One (1) Original Copy		Notary Public		
Case 2: Barangay Certification of Demolished Building, in the case of cancellation of tax declaration of building, One (1) Original Copy		Concerned Barangay Hall where the property is located		
Case 3: Certificate of Retirement of Business, in the case of re-assessment/ cancellation of tax declaration classified as commercial, One (1) original copy (for presentation / verification) and One (1) clear photocopy		Permits and Licensing Division, City Mayor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Consolidation of real property tax declarations and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
2. Fill out the Inspection Request Slip and agree on the date and time of inspection. Instruct the client that the	2. If the submitted documents are complete, examiner will coordinate with Tax Mapping Operations Division for technical matter of the	None	1 hour	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office



owner/ authorized representative should be present on site during the ocular inspection.	Real property Unit to be segregated and inspected			
	2.1 Instruct the client to fill out the Inspection Report Slip and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the time of inspection.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner) Assessment Standards and Examination Division City Assessor's Office</i>
	2.2 Records the documents received on the corresponding log book.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner) Assessment Standards and Examination Division City Assessor's Office</i>
	2.3 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.	None	2 hours	<i>Assessment Clerk Assessment Standards and Examination Division City Assessor's Office</i>
2.4 Print existing FAAS to attach to the physical documents and	None	30 minutes	<i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk</i>	



	forward the same to the Tax Mapping Operations Division.			Assessment and Appraisal Division, City Assessor's Office
	2.5 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	<i>Tax Mapper or Tax Mapping Operations Division City Assessor's Office</i>
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for consolidation and all subject the improvements.	None	12 days, 2 hours, 50 minutes	<i>Composite Team: Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide Appraisal and Assessment Division &amp; Tax Mapping Operations Division City Assessor's Office</i>
	3.1 Declares new improvements found on site.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office</i>
	3.2 Re-assess renovated improvements found on site	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office</i>
	3.3 Validate demolished improvements no longer	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) Appraisal and Assessment</i>



	existing on site			Division City Assessor's Office
4. Conform data in RPA form 1-B and/ or Cancellation form for demolished improvements by signing on the filled-out form	4. Fill-out RPA form 1-B and/ or and/ or Cancellation form for demolished improvements, have it sign by the client or his/her representative.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 7 days after inspection and to bring valid ID of the owner or authorized representative.	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the newly discovered real property unit and/or reassessment of the already declared real property unit. Facilitate the cancellation of	None	2 days	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office



	<p>tax declaration of demolished improvements (if any). Forward all documents to the Assessment Standards and Examination Division for encoding.</p>			
	<p>6.1 Create and/or update taxpayer entities and encode segregation transaction in the E-TRACS</p>	None	1 hour	<p><i>Local Assessment Operation Officer (Examiner) / Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS</p>	None	2 hours	<p><i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division.</p>	None	1 hour	<p><i>Local Assessment Operation Officer (Chief Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>6.4 Consolidation</p>	None	1 day	<p><i>Tax Mapper</i> Tax Mapping Operations Division, City</p>





				Assessor's Office
	6.5 Sectioning of lots	None	1 day	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.6 Assigns Property Index Number	None	1 hour	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.7 Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	2 hours	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.8 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	2 hours	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.9 Encode FAAS data (land and improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the		2 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office



	same for review by the Chief Appraiser.			
	6.10 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.		1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.11 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
	6.12 Approve manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and	None	30 minutes	<i>City Government Department Head II</i>  City Assessor's Office



	releasing.			
	6.13 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner:  -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	



### 13. Issuance of Tax Declaration for Newly Declared Land

This service is for any citizen requesting the first-time listing of real properties, whether taxable or exempted. It is issued upon request by the person who owns the property. The property will be appraised and assessed at its true and fair market value for taxation purposes. Subsequently, a new tax declaration will be issued as evidence of ownership, in accordance with the provisions of the Local Government Code of 1991.

<b>Office or Division:</b>	City Assessor’s Office – Assessment Standards and Examination Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Electronic Copy of Land Titles - Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, on titles issued within six (6) months from the date of entry - One (1) Certified True Copy of the Title if beyond six (6) months from the date of entry		Registry of Deeds, Iligan City
2. Approved Subdivision Plan Blueprint, One (1) Certified True Copy		Department of Environment and Natural Resources (DENR)- Land Management Bureau
3. Technical Description, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy		Department of Environment and Natural Resources (DENR)- Land Management Bureau
4. Certification from Community Environment and Natural Resources Office (CENRO), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy		Department of Environment and Natural Resources- Community Environment and Natural Resources Office (DENR-CENRO)
5. Transmittal from Provincial Environment and Natural Resources Office (PENRO) or Department of Agrarian Reform (DAR), One (1) Original Copy (for presentation/verification and One		Provincial Environment and Natural Resources Office (PENRO) or Department of Agrarian Reform (DAR)



(1) Clear Photocopy	
6. Sworn Declaration of the Land and/or Improvements, One (1) Original Copy	Notary Public
7. Accomplished Interview Sheet for Agricultural land, One (1) Original copy	Assessment Standards and Division
8. A certification from the barangay captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners duly sworn to by the barangay captain and/or the city mayor, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Barangay Hall through the Barangay Chairman of the concerned property
9. A certification from the barangay captain that the declarant is the present possessor and occupant of the land and the certification of the adjoining owners duly sworn to by the barangay captain and/or the city mayor; One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Barangay Hall through the Barangay Chairman of the concerned property
10. For properties of the public domain under National Cultural Communities prior to July 4, 1955, a certification from National Commission For Indigenous Peoples (NCIP), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	National Commission for Indigenous People (NCIP)
11. Realty Tax Receipt or Tax Clearance Certificate, in case of duplication with declared unregistered land, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Land Tax Division, City Treasurer's Office
12. Transfer Tax	Land Tax Division, City Treasurer's Office
13. AFFIDAVIT OF Quitclaim/ Cancellation in the case of duplication with declared	Notary Public



unregistered land, One (1) Original Copy	
14. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
15. Accomplished Consent and Authority to carry forward Active Annotation by the owner/ authorized representative (if encumbered), One (1) Original Copy	Declarant (City Assessor's Office Form)
16. Official Receipt of Annotation fee (if encumbered), One (1) Original Copy	Land Tax Division, City Treasurer's Office
17. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public
18. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public
19. Deeds of Conveyance including the documents as integral part of it, One (1) original copy (for presentation / verification) and One (1) clear photocopy - Deed of Absolute Sale - Extra-Judicial Settlement - Deed of Donation - Special Power of Attorney (if the person signing the document is not the owner and/or the buyer wishes to transact through his/her representative) - Secretary's Certificate (if the seller or buyer is a corporation authorizing the sale of the real property)	Notary Public



<ul style="list-style-type: none"> <li>- Court Decision, Orders w/ Finality for properties filed in court</li> <li>- Affidavit of Confirmation of Sale</li> <li>- Affidavit of Publication (for Extra-Judicial Settlement/ Self Adjudication)</li> </ul>				
20. Sketch Plan/ Vicinity Map of location of the Property signed by Owner, One (1) Original Copy		Declarant		
<b>CHECKLIST OF SITUATIONAL REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Case 1: One (1) Original Copy of Sworn Statement of the New Improvement, in the case of undeclared real property unit(s)		Notary Public		
Case 2: One (1) Original Copy of Barangay Certification of Demolished Building, in the case of cancellation of tax declaration of building		Concerned Barangay Hall where the property is located		
Case 3: One (1) Photocopy of Certificate of Retirement of Business, in the case of re-assessment/ cancellation of tax declaration classified as commercial		Permits and Licensing Division, City Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for declaring land for the first time. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
2. Fill out the Inspection Request Slip and agree on	2. If the submitted documents are complete, examiner will	None	1 hour	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and



<p>the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.</p>	<p>coordinate with Tax Mapping Operations Division for technical matter of the Real property Unit to be declared for the first time.</p>			<p>Examination Division City Assessor's Office</p>
	<p>2.1 Instruct the client to fill out the Inspection Report Slip and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the time of inspection.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2. 2 Records the documents received on the corresponding log book.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.3 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.</p>	<p>None</p>	<p>2 hours</p>	<p><i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.4 Print existing FAAS to attach</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer</i></p>





	to the physical documents and forward the same to the Tax Mapping Operations Division			(Appraiser) / Assessment Clerk Assessment and Appraisal Division, City Assessor's Office
	2.5 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	Tax Mapper or Tax Mapping Operations Division City Assessor's Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for assessment and all subject the improvements.	None	13 days, 5 hours, 50 minutes	<u>Composite Team:</u> Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
	3.1 Declares new improvements found on site.	None	1 hour	Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B, have it sign by the client or his/her representative.	None	1 hour	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up	5. Instructs client to follow-up 3 days after	None	10 minutes	Local Assessment Operations Officer (Appraiser) /



through phone call based on the agreed estimated time to follow up.	inspection			Assessment Clerk Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value, adjustment factor for agricultural land, and the assessed value of the newly discovered real property unit. Forward all documents to the Assessment Standards and Examination Division for encoding.	None	3 days	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
	6.1 Create and/or update taxpayer entities and encode new discovery transaction in the E-TRACS	None	1 hour	Local Assessment Operation Officer (Examiner) / Assessment Clerk Assessment Standards and Examination Division City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and	None	2 hours	Assessment Clerk Assessment Standards and Examination Division City Assessor's Office



	upload all scanned attachments and upload the same on the E-TRACS			
	6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division	None	1 hour	<i>Local Assessment Operation Officer (Chief Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	6.4 Plotting the newly discovered land in tax Map and assign Property Index Number	None	1 day	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.5 Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	2 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.6 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	1 hour	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.7 Encode FAAS data (land and improvement appraisal, value adjustment factors, and property assessment, memoranda and other real property		2 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office



	information), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.			
	6.8 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal, assessment and other relevant information of every real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.		1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.9 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
	6.10 Approve manual and electronic FAAS, and forward the	None	30 minutes	<i>City Government Department Head II</i>



	same to the Assessment Records Management Division for recording and releasing.			City Assessor's Office
	6.11 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	



## 14. Issuance of Tax Declaration for Occupancy Permit Application

This service is for any person who owns the property for first time listing of real properties whether taxable or exempted. It will be appraised and assessed of its true and fair market value for taxation purposes, a new tax declaration will be issued in accordance with the provision of Local Government Code of 1991.

<b>Office or Division:</b>	City Assessor's Office – Appraisal and Assessment Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Building Permit	Office of the Building Official	
2. Certificate of Occupancy / Use / Operation (duly evaluated by the Office of the City Building Official)	Office of the Building Official	
3. Building Plan with Site Development Plan - Amendatory Building Plan (If with building plan amendments required by OCBO)	Owner of the Building	
4. Authority to Construct Building whichever is applicable: - Consent and Authority of the Lot Owner - Contract of Lease (for lessee) - Deed of Conveyance (for conveyed properties not yet transferred/registered)	Notary Public	
5. Affidavit of Undertaking for Government lots	City General Services Office	
6. Bill of Materials	Owner	
7. Sworn Statement of the market value of the property, One (1) Original Copy	Notary Public	
8. Duly accomplished Request Form, One (1) Original Copy	Appraisal and Assessment Division, City Assessor's Office	
9. Security and Exchange Commission (SEC) Certificate of Registration, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Security and Exchange Commission (SEC)	
10. Cooperative Development Authority (CDA) Certificate of Registration, One (1) Original Copy (for presentation/verification	Cooperative Development Authority (CDA)	



and One (1) Clear Photocopy	
11. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public
12. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Notary Public
13. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
14. Sketch Plan/ Vicinity Map of the property location, signed by the owner	Declarant
15. Printed Picture of the Improvement, One (1) Clear copy	Declarant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Cancellation of Building Tax Declaration and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Assessment Clerk Appraisal and Assessment Division, City Assessor's Office</i>
2. Fill out the Inspection Request Slip and agree on	2. If the submitted documents are complete, instruct the client to fill	None	30 minutes	<i>Local Assessment Operations Officer/ Assessment Clerk Appraisal and</i>



<p>the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.</p>	<p>out the Inspection Report Slip and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.</p>			<p>Assessment Division, City Assessor's Office</p>
	<p>2.1 Records the documents received on the corresponding log book.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.2 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.</p>	<p>None</p>	<p>2 hours</p>	<p><i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.3 Print existing FAAS to attach to the physical documents and forward the same to the Tax Mapping Operations Division</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk</i> Assessment and Appraisal Division, City Assessor's Office</p>
	<p>2.4 Print location site sketch from the database and coordinate with Appraisal and</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Tax Mapper or Tax Mapping Operations Division</i> City Assessor's</p>





	Assessment Division			Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for assessment.	None	13 days, 7 hours, 20 minutes	<u>Composite Team:</u> <i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide</i> Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office APPRAISAL ONLY
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B, have it sign by the client or his/her representative.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 3 days after inspection and to bring valid ID of the owner or authorized representative.	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value,	None	3 days	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office



	and the assessed value of the newly discovered real property unit.			
	6.1 Create and/or update taxpayer entities and encode FAAS data (owner, administrator, address, memoranda) in the E-TRACS	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.4 Verify the Property Identification Number (PIN) by checking the property location, and property boundaries in the E-TRACS.	None	1 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.5 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	30 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division



				City Assessor's Office
	6.6 Encode FAAS data (improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.		5 hours	Local Assessment Operations Officer (Appraiser) Appraisal & Assessment Division City Assessor's Office
	6.7 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.		1 hour and 30 minutes	Local Assessment Operations Officer (Chief Appraiser) Appraisal & Assessment Division City Assessor's Office
	6.8 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's	None	2 hours	City Government Assistant Department Head II  City Assessor's Office



	Approval			
	6.9 Approve manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	City Government Department Head II  City Assessor's Office
	6.10 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	8. Releases approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>20 days</b>	



## 15. Issuance of Tax Declaration for Subdivision of Land And Transfer of Portion of Land and/or Improvements

This service is for any citizen who has the legal documents to segregate a single parcel of land into two or more parcels of land. The segregated portion may also be transferred from one person's right of ownership to another individual or entity, provided that the required legal documents are complied with. There are different modes of transferring ownership of real property; it can be through sale, donation, inheritance, foreclosure, exchange, and any other similar documents. Furthermore, after the ocular inspection, properties with undeclared, demolished, and/or renovated improvements found on the subject lot will be included in the assessment.

<b>Office or Division:</b>	City Assessor's Office – Assessment Standards and Examination Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<p>1. Deeds of Conveyance for registered or unregistered lot (Duly Registered in the Registry of Deeds for land; Duly Notarized Deed for Improvement only) including the documents as integral part of it, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p> <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra-Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Deed of Assignment/ Lease of Contract</li> <li>- Dacion En Pago</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)</li> <li>- Special Power of Attorney (if the person signing the document is not the owner and/or the buyer wishes to transact through his/her representative)</li> <li>- Secretary's Certificate (if the seller or buyer is a corporation)</li> </ul>	<p>Registry of Deeds – Iligan City (for transfer involving land) Notary Public (for transfer involving improvements only)</p>	



<p>authorizing the sale of the real property)</p> <ul style="list-style-type: none"> <li>- Court Decision, Orders w/ Finality for properties filed in court</li> <li>- Affidavit of Confirmation of Sale</li> <li>- Petition to Split/ Deed of Partition (in case of transfer of portion of land)</li> <li>- Affidavit of Publication (for Extra-Judicial Settlement/ Self Adjudication)</li> </ul>	
<p>2. BIR CAR- Capital Gains Tax/Donors Tax/Estate Tax, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	<p>Bureau of Internal Revenue, Iligan City</p>
<p>3. Transfer Tax Receipt, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	<p>Land Tax Division, City Treasurer's Office</p>
<p>4. Electronic Copy of Land Titles</p> <ul style="list-style-type: none"> <li>- Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, on titles issued within six (6) months from the date of entry</li> <li>- One (1) Certified True Copy of the Title if beyond six (6) months from the date of entry</li> <li>- One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy of the Previous Title with updated annotation (in case of transfer of portion of land)</li> </ul>	<p>Registry of Deeds, Iligan City</p>
<p>5. Approved Consolidation/Subdivision Plan Blueprint (in case of transfer of portion of land), One (1) Certified True Copy</p>	<p>Department of Environment and Natural Resources (DENR)- Land Management Bureau</p>
<p>6. Technical Description, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy</p>	<p>Department of Environment and Natural Resources (DENR)- Land Management Bureau</p>
<p>7. Latest Realty Tax Receipt or Tax Clearance Certificate, One (1) Original Copy (for presentation/ verification and One (1) Clear</p>	<p>Land Tax Division, City Treasurer's Office</p>



Photocopy	
8. Accomplished Consent and Authority to carry forward Active Annotation by the owner/ authorized representative (if encumbered), One (1) Original Copy	Declarant (City Assessor's Office Form)
9. Official Receipt of Annotation fee (if encumbered), One (1) Original Copy	Land Tax Division, City Treasurer's Office
10. Security and Exchange Commission (SEC) Certificate of Registration, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Security and Exchange Commission (SEC)
11. Cooperative Development Authority (CDA) Certificate of Registration, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Cooperative Development Authority (CDA)
12. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public
13. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public
14. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
15. Sworn Declaration of the Land and/or Improvements for already declared properties, One (1) Original Copy	Declarant (City Assessor's Office Form)
16. Sketch Plan/ Vicinity Map of location of the Property signed by Owner	Declarant



<p>17. Soft Copy of Proponent/Subdivision Developer in case of Subdivision Project indicated as follows:</p> <ul style="list-style-type: none"> <li>i. DENR-LMB E-Copy of approved plans in ACAD Format</li> <li>ii. Listing of lots with indicated Title Number, Block Number, Lot Number, and Area in MS Excel Format</li> <li>iii. Lot Technical Description in MS Word Format</li> </ul>	<p>Department of Environment and Natural Resources (DENR)- Land Management Bureau Declarant (for the Listing)</p>			
<p><b>CHECKLIST OF SITUATIONAL REQUIREMENTS</b></p>		<p><b>WHERE TO SECURE</b></p>		
<p>Case 1: One (1) Original Copy of Sworn Statement of the New Improvement, in the case of undeclared real property unit(s)</p>	<p>Notary Public</p>			
<p>Case 2: One (1) Original Copy of Barangay Certification of Demolished Building, in the case of cancellation of tax declaration of building</p>	<p>Concerned Barangay Hall where the property is located</p>			
<p>Case 3: One (1) Photocopy of Certificate of Retirement of Business, in the case of re-assessment/ cancellation of tax declaration classified as commercial</p>	<p>Permits and Licensing Division, City Mayor's Office</p>			
<p><b>CLIENT STEPS</b></p>	<p><b>AGENCY ACTION</b></p>	<p><b>FEES TO BE PAID</b></p>	<p><b>PROCESSING TIME</b></p>	<p><b>PERSON RESPONSIBLE</b></p>
<p>1. Express request for Subdivision and Transfer of real property tax declarations and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on</p>	<p>1. Receives and examines the completeness and validity of required documents, and verify records in the system.</p>	<p>None</p>	<p>2 hours</p>	<p><i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>





what to comply.				
2. Fill out the Inspection Request Slip and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.	2. If the submitted documents are complete, examiner will coordinate with Tax Mapping Operations Division for technical matter of the Real property Unit to be segregated and inspected	None	1 hour/ Lot	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	2.1 Instruct the client to fill out the Inspection Report Slip and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the time of inspection.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	2.2 Records the documents received on the corresponding log book.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	2.3 Scans (scan, convert, and rename) the documents and forward the physical	None	2 hours	<i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office



	documents to the Appraisal and Assessment Division.			
	2.4 Print existing FAAS to attach to the physical documents and forward the same to the Tax Mapping Operations Division	None	30 minutes	<i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk</i> Assessment and Appraisal Division, City Assessor's Office
	2.5 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	<i>Tax Mapper or Tax Mapping Operations Division</i> City Assessor's Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for segregation, transfer and all subject the improvements.	None	12 days, 2 hours, 50 minutes	<u><i>Composite Team:</i></u> <i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide</i> Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
	3.1 Declares new improvements found on site.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal and Assessment Division City Assessor's Office
	3.2 Re-assess renovated improvements	None	1 hour	<i>Local Assessment Operations Officer (Appraiser)</i>



	found on site			Appraisal and Assessment Division City Assessor's Office
	3.3 Validate demolished improvements no longer existing on site	None	1 hour	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal and Assessment Division City Assessor's Office
4. Conform data in RPA form 1-B and/ or Cancellation form for demolished improvements by signing on the filled-out form	4. Fill-out RPA form 1-B and/ or and/ or Cancellation form for demolished improvements, have it sign by the client or his/her representative.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 3 days after inspection.	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value	None	20 minutes / Real Property Unit	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office



	<p>of the newly discovered real property unit and/or reassessment of the already declared real property unit. Facilitate the cancellation of tax declaration of demolished improvements (if any). Forward all documents to the Assessment Standards and Examination Division for encoding.</p>			
6.1	Create and/or update taxpayer entities and encode segregation and transfer transaction in the E-TRACS	None	1 hour	Local Assessment Operation Officer (Examiner) / Assessment Clerk Assessment Standards and Examination Division City Assessor's Office
6.2	Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	Assessment Clerk Assessment Standards and Examination Division City Assessor's Office
6.3	Review physical FAAS and electronic FAAS data and submit the same to the Tax	None	1 hour	Local Assessment Operation Officer (Chief Examiner) Assessment Standards and Examination



	Mapping Operations Division			Division City Assessor's Office
	6.4 Subdivision Plotting	None	1 day	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.5 Sectioning of lots	None	1 day	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.6 Assigns Property Index Number	None	1 hour	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.7 Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	2 hours/ Lot	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.8 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	2 hours/ Real Property Unit	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.9 Encode FAAS data (land and improvement appraisal, value adjustment factors, and property assessment, memoranda and other real property	None	2 hours/ Real Property Unit	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office



	information), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.			
	6.10 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal, assessment and other relevant information of every real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.	None	1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.11 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office



	Approval			
	6.12 Approve manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	City Government Department Head II  City Assessor's Office
	6.13 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	Assessment Clerk / Administrative Aide Assessment Records Management Division, City Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	



## 16. Issuance of Tax Declaration for Subdivision of Land

This service is for any citizen who has the legal documents to segregate a single parcel of land into two or more parcels of land. Furthermore, after the ocular inspection, properties with undeclared, demolished, and/or renovated improvements found on the subject lot will be included in the assessment.

<b>Office or Division:</b>	City Assessor's Office – Assessment Standards and Examination Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government
<b>Who May Avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Petition to Split and/ or Deed of Partition (Duly Registered in the Registry of Deeds) including the documents as integral part of it, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Special Power of Attorney (if the person signing the document is not the owner and/or the buyer wishes to transact through his/her representative) - Secretary's Certificate (if the seller or buyer is a corporation authorizing the sale of the real property) - Court Decision, Orders w/ Finality for properties filed in court	Registry of Deeds – Iligan City
2. Electronic Copy of Land Titles - Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, on titles issued within six (6) months from the date of entry - One (1) Certified True Copy of the Title if beyond six (6) months from the date of entry - One (1) Clear Photocopy of the Previous Title with updated annotation (in case of partially cancelled title)	Registry of Deeds, Iligan City





3. Approved Subdivision Plan Blueprint (in case of transfer of portion of land), One (1) Certified True Copy	Department of Environment and Natural Resources (DENR)- Land Management Bureau
4. Technical Description, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Department of Environment and Natural Resources (DENR)- Land Management Bureau
5. Latest Realty Tax Receipt or Tax Clearance Certificate, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Land Tax Division, City Treasurer's Office
6. Accomplished Consent and Authority to carry forward Active Annotation by the owner/ authorized representative (if encumbered), One (1) Original Copy	Declarant (City Assessor's Office Form)
7. Official Receipt of Annotation fee (if encumbered), One (1) Original Copy	Land Tax Division, City Treasurer's Office
8. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public
9. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public
10. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
11. Sworn Declaration of the Land and/or Improvements for already declared properties, One (1) Original Copy	Declarant (City Assessor's Office Form)



12. Sketch Plan/ Vicinity Map of location of the Property signed by Owner		Declarant		
13. Soft Copy of Proponent/Subdivision Developer in case of Subdivision Project indicated as follows: i. DENR-LMB E-Copy of approved plans in ACAD Format ii. Listing of lots with indicated Title Number, Block Number, Lot Number, and Area in MS Excel Format iii. Lot Technical Description in MS Word Format		Department of Environment and Natural Resources (DENR)- Land Management Bureau Declarant (for the Listing)		
<b>CHECKLIST OF SITUATIONAL REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Case 1: One (1) Original Copy of Sworn Statement of the New Improvement, in the case of undeclared real property unit(s)		Notary Public		
Case 2: One (1) Original Copy of Barangay Certification of Demolished Building, in the case of cancellation of tax declaration of building		Concerned Barangay Hall where the property is located		
Case 3: One (1) Photocopy of Certificate of Retirement of Business, in the case of re-assessment/ cancellation of tax declaration classified as commercial		Permits and Licensing Division, City Mayor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Subdivision of real property tax declarations and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify	None	2 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office



	records in the system.			
2. Fill out the Inspection Request Slip and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.	2. If the submitted documents are complete, examiner will coordinate with Tax Mapping Operations Division for technical matter of the Real property Unit to be segregated and inspected	None	2 hours/ Lot	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	2.1 Instruct the client to fill out the Inspection Report Slip and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office



	owner/ represent ative fails to be present on the time of inspectio n.			
	2.2 Records the document s received on the correspon ding log book.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner) Assessment Standards and Examination Division City Assessor's Office</i>
	2.3 Scans (scan, convert, and rename) the document s and forward the physical document s to the Appraisal and Assessm ent Division.	None	2 hours	<i>Assessment Clerk Assessment Standards and Examination Division City Assessor's Office</i>
	2.4 Print existing FAAS to attach to the physical document s and forward the same	None	30 minutes	<i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk Assessment and Appraisal Division, City Assessor's Office</i>



	to the Tax Mapping Operations Division			
	2.5 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	<i>Tax Mapper or Tax Mapping Operations Division City Assessor's Office</i>
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for segregation, transfer and all subject the improvements.	None	12 days, 2 hours, 50 minutes	<i><u>Composite Team:</u> Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide Appraisal and Assessment Division &amp; Tax Mapping Operations Division City Assessor's Office</i>
	3.1 Declares new improvements found on site.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office</i>
	3.2 Re-assess renovated	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) Appraisal and</i>



	improvements found on site			Assessment Division City Assessor's Office
	3.3 Validate demolished improvements no longer existing on site	None	1 hour	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal and Assessment Division City Assessor's Office
4. Conform data in RPA form 1-B and/ or Cancellation form for demolished improvements by signing on the filled-out form	4. Fill-out RPA form 1-B and/ or and/ or Cancellation form for demolished improvements, have it sign by the client or his/her representative.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 3 days after inspection	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon	None	20 minutes / Real Property Unit	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office



	<p>return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the newly discovered real property unit and/or reassessment of the already declared real property unit. Facilitate the cancellation of tax declaration of demolished improvements (if any). Forward all documents to the Assessment Standard</p>			
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	s and Examination Division for encoding.			
	6.1 Create and/or update taxpayer entities and encode segregation and transfer transaction in the E-TRACS	None	1 hour	<i>Local Assessment Operation Officer (Examiner) / Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	<i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office
	6.3 Review physical FAAS and electronic FAAS data and submit the same	None	1 hour	<i>Local Assessment Operation Officer (Chief Examiner)</i> Assessment Standards and Examination Division City Assessor's Office





	to the Tax Mapping Operations Division.			
6.4	Subdivision Plotting	None	1 day	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
6.5	Sectioning of lots	None	1 day	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
6.6	Assigns Property Index Number	None	1 hour	<i>Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
6.7	Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	2 hours/ Lot	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
6.8	Review manual and electronic FAAS for correctness of tax mapping inputs.	None	2 hours/ Real Property Unit	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
6.9	Encode FAAS data (land and		2 hours/ Real Property Unit	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal &



	<p>improvement appraisal, value adjustment factors, and property assessment, memoranda and other real property information), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser .</p>			<p>Assessment Division City Assessor's Office</p>
	<p>6.10 Review manual and electronic FAAS for correctness of appraisal and assessment,</p>		<p>1 hour and 30 minutes</p>	<p><i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal &amp; Assessment Division City Assessor's Office</p>



	approve appraisal, assessment and other relevant information of every real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.			
6.11	Review manual and electronic FAAS on the overall application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
6.12	Approve	None	30 minutes	<i>City Government Department Head</i>



	<p>manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and releasing.</p>			<p>// City Assessor's Office</p>
	<p>6.13 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill</p>	<p>None</p>	<p>2 hours</p>	<p><i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office</p>
<p>7. Present requirement/s for releasing</p>	<p>7. Check valid ID if client is the declared owner: -If yes, Release Tax declaratio</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office</p>



	n -If no, require Special Power of Attorney from owner, and Photocop y of Valid ID of owner and Represen tative if such document was not submitted .			
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>20 days</b>	



## 17. Issuance of Tax Declaration for Transfer of Land And / or Improvements

This service is for any citizen who has the legal document to transfer the tax declaration of the real property from one person's right of ownership to another individual or entity. There are different modes of transferring ownership of real property; it can be through sale, donation, inheritance, foreclosure, exchange, and any other similar documents. Furthermore, after the ocular inspection, properties with undeclared, demolished, and/or renovated improvements found on the subject lot will be included in the assessment.

<b>Office or Division:</b>	City Assessor's Office - Assessment Standards and Examination Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Deeds of Conveyance for registered or unregistered lot (Duly Registered in the Registry of Deeds for land; Duly Notarized Deed for Improvement only) including the documents as integral part of it, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra-Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)-</li> <li>- Deed of Assignment/ Lease of Contract</li> <li>- Dacion En Pago</li> <li>- Special Power of Attorney (if the person signing the document is not the owner and/or the buyer wishes to transact through his/her representative)</li> <li>- Secretary's Certificate (if the seller or buyer is a corporation authorizing the sale of the real property)</li> </ul>	Registry of Deeds – Iligan City (for transfer involving land) Notary Public (for transfer involving improvements only)	



<ul style="list-style-type: none"> <li>- Court Decision, Orders w/ Finality for properties filed in court</li> <li>- Affidavit of Confirmation of Sale</li> <li>- Affidavit of Publication (for Extra-Judicial Settlement/ Self Adjudication)</li> </ul>	
<p>2. BIR CAR- Capital Gains Tax/Donors Tax/Estate Tax, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	Bureau of Internal Revenue, Iligan City
<p>3. Transfer Tax Receipt, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	Land Tax Division, City Treasurer's Office
<p>4. Electronic Copy of Land Titles</p> <ul style="list-style-type: none"> <li>- Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, on titles issued within six (6) months from the date of entry</li> <li>- One (1) Certified True Copy of the Title if beyond six (6) months from the date of entry</li> </ul>	Registry of Deeds, Iligan City
<p>7. Latest Realty Tax Receipt or Tax Clearance Certificate, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	Land Tax Division, City Treasurer's Office
<p>8. Accomplished Consent and Authority to carry forward Active Annotation by the owner/ authorized representative (if encumbered), One (1) Original Copy</p>	Declarant (City Assessor's Office Form)
<p>9. Official Receipt of Annotation fee (if encumbered), One (1) Original Copy</p>	Land Tax Division, City Treasurer's Office
<p>10. Security and Exchange Commission (SEC) Certificate of Registration, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	Security and Exchange Commission (SEC)
<p>11. Cooperative Development Authority (CDA) Certificate of Registration, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy</p>	Cooperative Development Authority (CDA)



12. Housing Resettlement Office (Government Resettlement Project Beneficiary), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Housing Resettlement Office, City Mayor's Office
13. Barangay Certification (Government Resettlement Project Beneficiary), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Barangay Certification of the concerned barangay
14. Sangguniang Panglungsod Resolution (Government Resettlement Project)	Sangguniang Panglungsod
15. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public
16. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public
17. Affidavit of Undertaking/ Explanation in case of discrepancies, One (1) Original Copy	Notary Public
18. Sworn Declaration of the Land and/or Improvements for already declared properties, One (1) Original Copy	Declarant (City Assessor's Office Form)
<b>CHECKLIST OF SITUATIONAL REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Case 1: Sworn Statement of the New Improvement, in the case of undeclared real property unit(s), One (1) Original Copy	Notary Public
Case 2: Barangay Certification of Demolished Building, in the case of cancellation of tax declaration of building, One (1) Original Copy	Concerned Barangay Hall where the property is located
Case 3: Certificate of Retirement of Business, in the case of re-	Permits and Licensing Division, City Mayor's Office





assessment/ cancellation of tax declaration classified as commercial, One (1) Photocopy				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Transfer of real property tax declarations and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
2. Fill out the Inspection Request Slip and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.	2. If the submitted documents are complete, instruct the client to fill out the Inspection Report Slip and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	2.1 Records the documents received on the	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i>



	corresponding log book.			Assessment Standards and Examination Division City Assessor's Office
	2.2 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.	None	2 hours	<i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office
	2.3 Print existing FAAS to attach to the physical documents and forward the same to the Tax Mapping Operations Division	None	30 minutes	<i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk</i> Assessment and Appraisal Division, City Assessor's Office
	2.4 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	<i>Tax Mapper or Tax Mapping Operations Division</i> City Assessor's Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for transfer and all subject improvements.	None	14 days	<u><i>Composite Team:</i></u> <i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide</i> Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office



	3.1 Declares new improvements found on site.	None	1 hour	Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office
	3.2 Re-assess renovated improvements found on site	None	1 hour	Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office
	3.3 Validate demolished improvements no longer existing on site	None	1 hour	Local Assessment Operations Officer (Appraiser) Appraisal and Assessment Division City Assessor's Office
4. Conform data in RPA form 1-B and/ or Cancellation form for demolished improvements by signing on the filled-out form	4. Fill-out RPA form 1-B and/ or Cancellation form for demolished improvements, have it sign by the client or his/her representative.	None	1 hour	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 3 days after inspection.	None	10 minutes	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and	None	2 days	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division



	<p>apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the newly discovered real property unit and/or reassessment of the already declared real property unit. Facilitate the cancellation of tax declaration of demolished improvements (if any). Forward all documents to the Assessment Standards and Examination Division for encoding.</p>			City Assessor's Office
	<p>6.1 Create and/or update taxpayer entities and encode FAAS data (title number, owner, administrator, address, memoranda) in the E-TRACS</p>	None	1 hour	<p><i>Local Assessment Operation Officer (Examiner) / Assessment Clerk</i>          Assessment Standards and Examination Division          City Assessor's Office</p>
	<p>6.2 Scan manual FAAS, tax maps, and other documents submitted by the client</p>	None	2 hours	<p><i>Assessment Clerk</i>          Assessment Standards and Examination Division          City Assessor's Office</p>



	during the inspection, and upload all scanned attachments and upload the same on the E-TRACS			
	6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division.	None	1 hour	<i>Local Assessment Operation Officer (Chief Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	6.4 Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	1 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.5 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	20 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.6 Encode FAAS data (land and improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted	None	5 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office



	documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.			
	6.7 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.	None	1 hour	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.8 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
	6.9 Approve manual and electronic FAAS, and	None	30 minutes	<i>City Government Department Head II</i>



	forward the same to the Assessment Records Management Division for recording and releasing.			City Assessor's Office
	6.10 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>19 days, 3 hours</b>	



## 18. Issuance of Tax Declaration of Improvement Due to Correction of Entry

This service is for any citizen who has the legal document to make any corrections or changes to Real Property information in the tax declaration, such as the declared owner's name, first name, middle name, middle initial and/ or surname. Furthermore, after the ocular inspection, properties with undeclared, demolished, and/or renovated improvements found on the subject lot will be included in the assessment.

<b>Office or Division:</b>	City Assessor's Office - Assessment Standards and Examination Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Affidavit of Discrepancy, One (1) Original Copy	Notary Public	
2. Historical Research of the property, One (1) Original Copy (for presentation/verification and One (1) clear Photocopy	Assessment Records Management Division, City Assessor's Office	
3. Latest Tax Receipt or Tax Clearance Certificate, One (1) Original Copy (for presentation/verification and One (1) clear Photocopy	Land Tax Division of City Treasurer's Office	
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public	
4. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public	
5. Accomplished Request for Correction or Change of Entry Form	Examination Standards and Assessment Division, City Assessor's Office	





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for Correction of Entry of real property tax declarations and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
2. Fill out the Request for Correction of Entry Form and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.	2. If the submitted documents are complete, instruct the client to fill out the Request for Correction of Entry Form and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	2.1 Records the documents received on the corresponding log book. Conduct further evaluation and research by coordinating with	None	5 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office



	the Appraisal and Assessment Division, Tax Mapping Operations Division and Assessment Records Management Division on the correction of data entry.			
	2.2 Endorse the validated correction to the City Assessor for signature.	None	15 minutes	<i>Administrative Assistant II Tax Mapping Operations Division, City Assessor's Office</i>
	2.3 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.	None	2 hours	<i>Assessment Clerk Assessment Standards and Examination Division City Assessor's Office</i>
	2.4 Print existing FAAS to attach to the physical documents and forward the same to the Tax Mapping Operations Division.	None	30 minutes	<i>Local Assessment Operation Officer (Appraiser) / Assessment Clerk Assessment and Appraisal Division, City Assessor's Office</i>
	2.5 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	<i>Tax Mapper or Tax Mapping Operations Division City Assessor's Office</i>
3. Be at the area during inspection (upon receipt of the call or	3. Conducts physical evaluation of the real property requested for	None	12 days	<i><u>Composite Team:</u> Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i>



message on the schedule of inspection)	correction			<i>and Tax Mapper / Tax Mapping Aide</i> Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B and/, have it sign by the client or his/her representative.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 7 days after inspection and to bring valid ID of the owner or authorized representative.	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office on the validated correction of entry and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the subject real property unit Forward all documents to the	None	4 days	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office



	Assessment Standards and Examination Division for encoding.			
	6.1 Create and/or update taxpayer entities and encode FAAS data (title number, owner, administrator, address, memoranda) in the E-TRACS	None	1 hour	<i>Local Assessment Operation Officer (Examiner) / Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	<i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office
	6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division.	None	1 hour	<i>Local Assessment Operation Officer (Chief Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	6.4 Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	1 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office



	6.5 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	30 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.6 Encode FAAS data (land and improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.		5 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.7 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.		1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.8 Review manual and electronic FAAS on the overall application of tax mapping operations, appraisal, and assessment data, and recommend	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office



	the same for City Assessor's Approval			
	6.9 Approve manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	City Government Department Head II  City Assessor's Office
	6.10 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide  Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Assessment Clerk / Administrative Aide  Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	Assessment Clerk / Administrative Aide  Assessment Records Management Division, City Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>19 days, 5 Hours, 25 minutes</b>	



## 19. Issuance of Tax Declaration of Land due to Correction of Entry

This service is for any citizen who has the legal document to make any corrections or changes to Real Property information in the tax declaration, such as the declared owner's name, title number, lot number, block number, boundaries number, and/or area. Furthermore, after the ocular inspection, properties with undeclared, demolished, and/or renovated improvements found on the subject lot will be included in the assessment.

<b>Office or Division:</b>	City Assessor's Office - Assessment Standards and Examination Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Original Title for presentation and One (1) clear photocopy of the Title to be submitted for cross-checking, with annotation of Registry of Deeds entry number regarding the corrections, applicable for registered land	Registry of Deeds, Iligan City	
2. DENR BL Form No. V-37, in the case of unregistered land, One (1) Original Copy (for presentation/verification and One (1) clear Photocopy	Department of Environment and Natural Resources (DENR)	
3. Approved Survey Plan, One (1) Original Copy (for presentation/verification and One (1) clear Photocopy	Department of Environment and Natural Resources (DENR)- Land Management Bureau	
4. Historical Research of the property, One (1) Original Copy (for presentation/verification and One (1) clear Photocopy	Assessment Records Management Division, City Assessor's Office	
5. Latest Tax Receipt or Tax Clearance Certificate, One (1) Original Copy (for presentation/verification and One (1) clear Photocopy	Land Tax Division of City Treasurer's Office	
6. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Notary Public	



- Owner's ID, - Representative's ID				
7. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID		Notary Public		
8. Affidavit of Discrepancy, One (1) Original Copy		Notary Public		
9. Accomplished Request for Correction or Change of Entry Form		Examination Standards and Assessment Division, City Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Correction of Entry of real property tax declarations and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
2. Fill out the Request for Correction of Entry Form and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be	2. If the submitted documents are complete, instruct the client to fill out the Request for Correction of Entry Form and inform the client on the schedule of inspection. The ocular inspection shall	None	30 minutes	<i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office





<p>present on site during the ocular inspection.</p>	<p>be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.</p>			
	<p>2.1 Records the documents received on the corresponding log book. Conduct further evaluation and research by coordinating with the Appraisal and Assessment Division, Tax Mapping Operations Division and Assessment Records Management Division on the correction of data entry.</p>	<p>None</p>	<p>5 hours</p>	<p><i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.2 Endorse the validated correction to the City Assessor for signature.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Administrative Assistant II</i> Tax Mapping Operations Division, City Assessor's Office</p>
	<p>2.3 Scans (scan, convert, and rename) the documents and forward the physical documents to the Appraisal and Assessment Division.</p>	<p>None</p>	<p>2 hours</p>	<p><i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office</p>



	2.4 Print existing FAAS to attach to the physical documents and forward the same to the Tax Mapping Operations Division	None	30 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Assessment and Appraisal Division, City Assessor's Office
	2.5 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	<i>Tax Mapper or Tax Mapping Operations Division</i> City Assessor's Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for correction	None	12 days	<u><i>Composite Team:</i></u> <i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide</i> Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B and/, have it sign by the client or his/her representative.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 7 days after inspection and to bring valid ID of the owner or authorized representative.	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office



6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office on the validated correction of entry and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the subject real property unit Forward all documents to the Assessment Standards and Examination Division for encoding.	None	4 days	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.1 Create and/or update taxpayer entities and encode FAAS data (title number, owner, administrator, address, memoranda) in the E-TRACS	None	1 hour	<i>Local Assessment Operation Officer (Examiner) / Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	<i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office



	6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division.	None	1 hour	<i>Local Assessment Operation Officer (Chief Examiner)</i> Assessment Standards and Examination Division City Assessor's Office
	6.4 Encode FAAS Data (approved subdivision plan, lot and block number, property location, and property boundaries) in the E-TRACS.	None	1 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.5 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	30 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.6 Encode FAAS data (land and improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.		5 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.7 Review manual and electronic FAAS for correctness		1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal &



	of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.			Assessment Division City Assessor's Office
	6.8 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
	6.9 Approve manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i>  City Assessor's Office
	6.10 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i>  Assessment Records Management Division, City Assessor's Office



7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration and affix signature in the Notice of Assessment	8. Releases approved Tax Declaration and Notice of Assessment (NOA)	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL:</b>		<b>None</b>	<b>19 days, 5 hours, 25 minutes</b>	



## 20. Property Identification Number (PIN) for Declared Land And/or Improvements

This service is for any citizen who wishes to research, identify, and give Property Index Number (PIN) of his/her lot and/or improvement based on the Tax Maps.

<b>Office or Division:</b>	City Assessor's Office – Tax Mapping Operations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Title issued by the Registry of Deeds, One (1) clear photocopy		Registry of Deeds		
2. Tax Declaration (owner's copy or certified true copy), One (1) clear photocopy		Assessment Records Management Division, City Assessor's Office		
3. Sketch Plan with land marks of neighboring properties, signed by declarant		Declarant		
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID		Notary Public		
5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy		Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for Property Identification Number	1. Receive and Examine accomplished Form, and interview the owner or representative	None	2 hours	<i>Tax Mapper/ Administrative/ Assistant II</i> Tax Mapping Operations Division, City Assessor's Office
	1.1 Research details of Lot Owner	None	3 hours	<i>Tax Mapper/ Administrative/ Assistant II</i> Tax Mapping



				Operations Division, City Assessor's Office
	1.2 Extract Property Index Number.	None	30 minutes	<i>Tax Mapper/ Administrative/ Assistant II</i> Tax Mapping Operations Division, City Assessor's Office
2. Client notes PIN provided.	2. Provides PIN	None	5 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>5 hours, 35 minutes</b>	





## 21. Property Identification Using Tax Maps

This service is for any citizen who wishes to guide lot owners, real estate practitioners, investors, government agencies, and others in identifying the property using the Tax Maps.

<b>Office or Division:</b>	City Assessor's Office – Tax Mapping Operations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Written Request or Personal Appearance		Declarant		
2. Tax Declaration (if any)		Declarant		
3. Electronic Copy of Land Titles, One (1) clear photocopy		Registry of Deeds, Iligan City		
4. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Clear Photocopy - Owner's ID, - Representative's ID		Notary Public		
5. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Clear Photocopy		Notary Public		
6. Name of owners, area, maps, and general location (if any)		Declarant		
7. Sketch plan signed by requisitioning party (with landmarks), One (1) Original Copy		Declarant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire status, location and boundaries of lot	1. Get working maps to aide service provider and client in identifying exact location and boundaries of the lot.	None	2 hours	<i>Tax Mapper/ Administrative/ Assistant II Tax Mapping Operations Division, City Assessor's Office</i>
2. Point exact location of lot on the working map, base	2. Guide the client in locating the lot in the tax map	None	5 hours/ real property unit	<i>Tax Mapper/ Administrative/ Assistant II Tax Mapping Operations</i>



map, or approved plan				Division, City Assessor's Office
3. Fill-out request form	3. Provide request form	None	10 minutes	<i>Tax Mapper/ Administrative Assistant II</i> Tax Mapping Operations Division, City Assessor's Office
4. Wait for the approval of the Tax Mapping Operations Chief	4. Received approved request	None	30 minutes	<i>Tax Mapper Chief</i> Tax Mapping Operations Division, City Assessor's Office
5. Picture taking of map by client	5. Assist Client	None	30 minutes	<i>Tax Mapper/ Administrative/ Assistant II</i> Tax Mapping Operations Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>1 day, 10 minutes</b>	



## 22. Request for Assessment of Improvements

This service is for any person who owns the property for first time listing of real properties whether taxable or exempted. It will be appraised and assessed of its true and fair market value for taxation purposes, a new tax declaration will be issued in accordance with the provision of Local Government Code of 1991.

<b>Office or Division:</b>	City Assessor's Office – Appraisal and Assessment Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Sworn Statement of the market value of the property	Notary Public	
2. Building Permit	Office of the Building Official	
3. Certificate of Occupancy / Use / Operation (duly evaluated by the Office of the City Building Official)	Office of the Building Official	
4. Building Plan with Site Development Plan - Amendatory Building Plan (If with building plan amendments required by OCBO)	Owner of the Building	
5. Authority to Construct Building whichever is applicable: - Consent and Authority of the Lot Owner - Contract of Lease (for lessee) - Deed of Conveyance (for conveyed properties not yet transferred/registered)	Notary Public	
6. Affidavit of Undertaking for Government lots, One (1) original copy (for presentation / verification) and One (1) clear photocopy	City General Services Office	
7. Bill of Materials, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Owner	
8. Duly accomplished Request Form, One (1) Original Copy	Appraisal and Assessment Division, City Assessor's Office	
9. Special Power of Attorney (if the owner wishes to transact through	Notary Public	



his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	
10. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Notary Public
11. Sketch Plan/ Vicinity Map of the property location, signed by the owner, One (1) Original Copy	Declarant
12. Printed Picture of the Improvement, One (1) Clear Copy	Declarant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for assessment of the real property and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
2. Fill out the Request For Assessment Form and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative	2. If the submitted documents are complete, instruct the client to fill out the Request For Assessment Form and inform the client on the schedule	None	30 minutes	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>



<p>should be present on site during the ocular inspection.</p>	<p>of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.</p>			
	<p>2.1 Records the documents received on the corresponding log book.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer (Examiner)</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.2 Scans (scan, convert, and rename) the documents and forward the forward the same to the Tax Mapping Operations Division</p>	<p>None</p>	<p>2 hours</p>	<p><i>Assessment Clerk</i> Assessment Standards and Examination Division City Assessor's Office</p>
	<p>2.3 Print location site sketch from the database and coordinate with Appraisal and Assessment Division</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Tax Mapper or Tax Mapping Operations Division</i> City Assessor's Office</p>
<p>3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)</p>	<p>3. Conducts physical evaluation of the real property requested for assessment.</p>	<p>None</p>	<p>14 days</p>	<p><u><i>Composite Team:</i></u> <i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide</i> Appraisal and Assessment</p>



				Division & Tax Mapping Operations Division City Assessor's Office
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B, have it sign by the authorized representative or owner.	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 7 days after inspection and to bring valid ID of the owner or authorized representative.	None	10 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the newly discovered real property unit.	None	2 days, 7 hours, 50 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.1 Create and/or update taxpayer entities and encode FAAS data (owner, administrator,	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division



	address, memoranda) in the E-TRACS			City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.3 Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.4 Verify the Property Identification Number (PIN) by checking the property location, and property boundaries in the E-TRACS.	None	1 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
	6.5 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	30 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.6 Encode FAAS data (improvement appraisal, value adjustment		5 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment



	factors, and property assessment), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.			Division City Assessor's Office
	6.7 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.		1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.8 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
	6.9 Approve manual and electronic FAAS, and forward the same to the Assessment	None	30 minutes	<i>City Government Department Head II</i>  City Assessor's Office





	Records Management Division for recording and releasing.			
	6.10 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	8. Releases approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>20 days</b>	



## 23. Request for Re-assessment and/ or Reclassification of Improvements

This service is for any person whose declared property is reassessed based on how the real property (improvement) is utilized—from one classification to another, such as from residential to commercial or industrial—based on its actual, direct, and exclusive use; and whether it is a result of a general, partial, or individual reappraisal of the property.

<b>Office or Division:</b>	City Assessor's Office – Appraisal and Assessment Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Sworn Statement of the market value of the property, One (1) Original Copy	Notary Public	
2. Duly accomplished Request Form, One (1) Original Copy	Appraisal and Assessment Division, City Assessor's Office	
3. Tax Clearance or Tax Receipt of Updated taxes, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Land Tax Division, City Treasurer's Office	
4. Certificate of Business Operation Retirement (if engaged in Business), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Business Permit & License Division, City Mayor's Office	
5. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public	
6. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Notary Public	
7. Security and Exchange Commission (SEC) Certificate of Registration and/or any proof of exemption, One (1) Original Copy	Security and Exchange Commission (SEC)	



(for presentation/verification and One (1) Clear Photocopy	
8. Cooperative Development Authority (CDA) Certificate of Registration and/or any proof of exemption, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Cooperative Development Authority (CDA)
9. Sketch Plan/ Vicinity Map of the property location, signed by the owner, One (1) Original Copy	Declarant
10. Building Permit, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Office of the Building Official
11. Certificate of Occupancy / Use / Operation (duly evaluated by the Office of the City Building Official), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Office of the Building Official
12. Building Plan with Site Development Plan - Amendatory Building Plan (If with building plan amendments required by OCBO), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Owner of the Building
13. Authority to Construct Building whichever is applicable, One (1) original copy (for presentation / verification) and One (1) clear photocopy: - Consent and Authority of the Lot Owner - Contract of Lease (for lessee) - Deed of Conveyance (for conveyed properties not yet transferred/registered)	Notary Public
14. Affidavit of Undertaking for Government lots, One (1) original copy (for presentation / verification) and One (1) clear photocopy	City General Services Office
15. Bill of Materials, One (1) original copy (for presentation / verification) and One (1) clear photocopy	Owner
16. Printed Picture of the Improvement, One (1) Clear Copy	Declarant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express request for re-assessment/reclassification of the real property and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
2. Fill out the Request For Re-assessment/Reclassification Form and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.	2. If the submitted documents are complete, instruct the client to fill out the Request For Re-assessment/Reclassification Form and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.	None	30 minutes	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
	2.1 Records the documents	None	30 minutes	<i>Local Assessment Operation Officer</i>



	received on the corresponding log book.			(Examiner) Assessment Standards and Examination Division City Assessor's Office
	2.2 Scans (scan, convert, and rename) the documents and forward the same to the Tax Mapping Operations Division	None	2 hours	Assessment Clerk Assessment Standards and Examination Division City Assessor's Office
	2.3 Print location site sketch from the database and coordinate with Appraisal and Assessment Division	None	30 Minutes	Tax Mapper or Tax Mapping Operations Division City Assessor's Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for Re-assessment/Reclassification Form	None	14 days	<u>Composite Team:</u> Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B, have it sign by the authorized representative or owner.	None	1 hour	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
5. Notes	5. Instructs client	None	10 minutes	Local Assessment



instructions and follow-up through phone call based on the agreed estimated time to follow up.	to follow-up 7 days after inspection and to bring valid ID of the owner or authorized representative.			<i>Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the classification, actual use, market value, and the assessed value of the real property unit subject for Re-assessment/Reclassification.	None	2 days, 7 hours, 50 minutes	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.1 Create and/or update taxpayer entities and encode FAAS data (owner, administrator, address, memoranda) in the E-TRACS	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
	6.2 Scan manual FAAS, tax maps, and other documents submitted by the client	None	2 hours	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division



	during the inspection, and upload all scanned attachments and upload the same on the E-TRACS			City Assessor's Office
6.3	Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6.4	Verify the Property Identification Number (PIN) by checking the property location, and property boundaries in the E-TRACS.	None	1 hour	<i>Draftsman / Tax Mapper</i> Tax Mapping Operations Division, City Assessor's Office
6.5	Review manual and electronic FAAS for correctness of tax mapping inputs.	None	30 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
6.6	Encode FAAS data (improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted documents,		5 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office



	affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.			
	6.7 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.		1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.8 Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
	6.9 Approve manual and electronic FAAS, and	None	30 minutes	<i>City Government Department Head II</i>





	forward the same to the Assessment Records Management Division for recording and releasing.			City Assessor's Office
	6.10 Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of Assessment and Tax Bill	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	8. Releases approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>20 days</b>	



## 24. Request for Re-assessment and/ or Reclassification of Land

This service is for any person whose declared property is reassessed based on how the real property (improvement) is utilized—from one classification to another, such as from residential to commercial or industrial, as embodied in the land use plan, subject to the requirements and procedures for land use conversion—based on its actual, direct, and exclusive use; and whether it is a result of a general, partial, or individual reappraisal of the property.

<b>Office or Division:</b>	City Assessor's Office – Appraisal and Assessment Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government
<b>Who May Avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Sworn Statement of the market value of the property, One (1) Original Copy	Declarant
2. Duly accomplished Request Form, One (1) Original Copy	Appraisal and Assessment Division, City Assessor's Office
3. Tax Clearance or Tax Receipt of Updated taxes, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy	Land Tax Division, City Treasurer's Office
4. Certificate of Business Operation Retirement (if engaged in Business), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Business Permit & License Division, City Mayor's Office
5. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Owner's ID, - Representative's ID	Notary Public
6. Department of Public Works and Highways List of affected Properties and Owners (situational), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Department of Public Works and Highways (DPWH)
7. Certified True Copy of the Title with annotated sale for not yet transferred properties, One (1) original copy (for presentation /	Registry of Deeds, Iligan City



verification) and One (1) clear photocopy	
8. Sketch Plan verified by the Department of Public Works and Highways (DPWH), One (1) original copy (for presentation / verification) and One (1) clear photocopy	Department of Public Works and Highways (DPWH)
9. Sketch Plan, One (1) Original Copy	Private Geodetic Engineer
10. Printed picture of the subject property, One (1) Clear copy	Declarant
11. Security and Exchange Commission (SEC) Certificate of Registration, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Security and Exchange Commission (SEC)
12. Cooperative Development Authority (CDA) Certificate of Registration, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Cooperative Development Authority (CDA)
13. Sketch Plan/ Vicinity Map of the property location, signed by the owner, One (1) Original Copy	Declarant

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Express request for re-assessment/reclassification of the real property and submit the requirements. If with lacking documents, receive returned documents and listen to the instruction on what to comply.	1. Receives and examines the completeness and validity of required documents, and verify records in the system.	None	2 hours	<i>Local Assessment Operations Officer/ Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i>
2. Fill out the Request For Re-assessment/	2. If the submitted documents are	None	30 minutes	<i>Local Assessment Operations Officer/</i>



<p>Reclassification Form and agree on the date and time of inspection. Instruct the client that the owner/ authorized representative should be present on site during the ocular inspection.</p>	<p>complete, instruct the client to fill out the Request For Re-assessment/ Reclassification Form and inform the client on the schedule of inspection. The ocular inspection shall be rescheduled on the next preceding schedule should the owner/ representative fails to be present on the day of inspection.</p>			<p><i>Assessment Clerk/ Appraisal and Assessment Division, City Assessor's Office</i></p>
	<p>2.1 Records the documents received on the corresponding log book.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Local Assessment Operation Officer (Examiner) Assessment Standards and Examination Division City Assessor's Office</i></p>
	<p>2.2 Scans (scan, convert, and rename) the documents and forward the same to the Tax Mapping Operations Division</p>	<p>None</p>	<p>2 hours</p>	<p><i>Assessment Clerk Assessment Standards and Examination Division City Assessor's Office</i></p>
	<p>2.3 Print location site sketch from the database and coordinate</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>Tax Mapper or Tax Mapping Operations Division City Assessor's</i></p>



	with Appraisal and Assessment Division			Office
3. Be at the area during inspection (upon receipt of the call or message on the schedule of inspection)	3. Conducts physical evaluation of the real property requested for Re-assessment/ Reclassification Form	None	14 days	<u>Composite Team:</u> Local Assessment Operations Officer (Appraiser) / Assessment Clerk and Tax Mapper / Tax Mapping Aide Appraisal and Assessment Division & Tax Mapping Operations Division City Assessor's Office
4. Conform data in RPA form 1-B by signing on the filled-out form	4. Fill-out RPA form 1-B, have it sign by the authorized representative or owner.	None	1 hour	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
5. Notes instructions and follow-up through phone call based on the agreed estimated time to follow up.	5. Instructs client to follow-up 3 days after inspection and to bring valid ID of the owner or authorized representative.	None	10 minutes	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office
6. None	6. Prepares Field Appraisal and Assessment Sheet (FAAS) manually upon return to the office, and apply Schedule of Market Values to determine the	None	2 days, 7 hours, 50 minutes	Local Assessment Operations Officer (Appraiser) / Assessment Clerk Appraisal & Assessment Division City Assessor's Office



	classification, actual use, market value, and the assessed value of the real property unit subject for Re-assessment/Reclassification.			
6.1	Create and/or update taxpayer entities and encode FAAS data (owner, administrator, address, memoranda) in the E-TRACS	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6.2	Scan manual FAAS, tax maps, and other documents submitted by the client during the inspection, and upload all scanned attachments and upload the same on the E-TRACS	None	2 hours	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6.3	Review physical FAAS and electronic FAAS data and submit the same to the Tax Mapping Operations Division	None	1 hour	<i>Local Assessment Operations Officer (Appraiser) / Assessment Clerk</i> Appraisal & Assessment Division City Assessor's Office
6.4	Verify the Property	None	1 hour	<i>Draftsman / Tax Mapper</i>



	Identification Number (PIN) by checking the property location, and property boundaries in the E-TRACS.			Tax Mapping Operations Division, City Assessor's Office
	6.5 Review manual and electronic FAAS for correctness of tax mapping inputs.	None	30 minutes	<i>Tax Mapper (Chief Tax Mapper)</i> Tax Mapping Operations Division City Assessor's Office
	6.6 Encode FAAS data (improvement appraisal, value adjustment factors, and property assessment), review attachments and other submitted documents, affix signature on the manual FAAS and electronic FAAS, and submit the same for review by the Chief Appraiser.	None	5 hours	<i>Local Assessment Operations Officer (Appraiser)</i> Appraisal & Assessment Division City Assessor's Office
	6.7 Review manual and electronic FAAS for correctness of appraisal and assessment, approve appraisal and	None	1 hour and 30 minutes	<i>Local Assessment Operations Officer (Chief Appraiser)</i> Appraisal & Assessment Division City Assessor's Office



	assessment of real property unit, and submit the same to the Assistant City Assessor for recommendation of its approval.			
6.8	Review manual and electronic FAAS on the over-all application of tax mapping operations, appraisal, and assessment data, and recommend the same for City Assessor's Approval	None	2 hours	<i>City Government Assistant Department Head II</i>  City Assessor's Office
6.9	Approve manual and electronic FAAS, and forward the same to the Assessment Records Management Division for recording and releasing.	None	30 minutes	<i>City Government Department Head II</i>  City Assessor's Office
6.10	Prepare, print and record Tax Declaration, Field Appraisal and Assessment Sheet, and Notice of Assessment, Notice of	None	2 hours	<i>Local Assessment Operations Officer (Records Officer) Assessment Clerk / Administrative Aide</i>  Assessment Records Management Division, City Assessor's Office





	Assessment and Tax Bill			
7. Present requirement/s for releasing	7. Check valid ID if client is the declared owner: -If yes, Release Tax declaration -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
8. Receives approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	8. Releases approved Tax Declaration, and Notice of Assessment, Notice of Assessment and Tax Bill	None	30 minutes	<i>Assessment Clerk / Administrative Aide</i> Assessment Records Management Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>20 days</b>	



## **City Assessor's Office**

**Both Internal Services and External Services**



## 1. Action undertaken on received correspondence including those on Appraisal and Assessment Concerns

This service is for any citizen who puts their concerns in writing, especially on matters related to the appraisal and assessment of their real properties and/or the status of their real property.

<b>Office or Division:</b>	City Assessor's Office - Administrative Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business and G2G – Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Letter clearly stating the concern/ matter, One (1) Original Copy	Declarant	
2. Electronic Copy of Land Titles in the case of land, One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy	Registry of Deeds, Iligan City	
3. Deeds of Conveyance for registered or unregistered lot (Duly Registered in the Registry of Deeds for land; Duly Notarized Deed for Improvement only) including the documents as integral part of it, One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy  <ul style="list-style-type: none"> <li>- Deed of Absolute Sale</li> <li>- Extra-Judicial Settlement</li> <li>- Deed of Donation</li> <li>- Deed of Exchange</li> <li>- Affidavit of Adjudication</li> <li>- Affidavit of Consolidation of ownership (in case of foreclosed property)-</li> <li>- Deed of Assignment/ Lease of Contract</li> <li>- Dacion En Pago</li> <li>- Special Power of Attorney (if the person signing the document is not the owner and/or the buyer wishes to transact through his/her representative)</li> <li>- Secretary's Certificate (if the seller or buyer is a corporation authorizing the sale of the real</li> </ul>	Registry of Deeds – Iligan City (for transfer involving land)  Notary Public	



property) - Court Decision, Orders w/ Finality for properties filed in court - Affidavit of Confirmation of Sale	
3. Special Power of Attorney (if the owner wishes to transact through his/her representative), One (1) Original Copy (for presentation/ verification and One (1) Clear Photocopy - Owner's ID - Representative's ID	Notary Public
4. Secretary's Certificate (if the owner is a corporation authorizing the processing of the real property), One (1) Original Copy (for presentation/verification and One (1) Clear Photocopy - Secretary's ID - Representative's ID	Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Express clearly the concern or matter in writing, and provide contact number and exact mailing address and/ or email address where they wished the reply to be sent.	1. Receives the letter by marking the time, date, office control number and the recipient.	None	2 hours	<i>Administrative Assistant/ Administrative Aide Administrative Division, City Assessor's Office</i>
	1.1 Records the communication received on the corresponding log book, forward the same to the City Assessor	None	30 minutes	<i>Administrative Assistant/ Administrative Aide Administrative Division, City Assessor's Office</i>
	1.2 Designate the endorsed communication to concerned division for appropriate action.	None	5 hours	<i>City Government Department Head II  City Assessor's Office</i>
	1.3 Records the designation on the on the	None	30 minutes	<i>Administrative Assistant/ Administrative</i>



	corresponding log book, and forward the same to the concerned division head			<i>Aide</i> Administrative Division, City Assessor's Office
2. None	2. Receives the endorsed communication and provides recommending action.	None	30 minutes	<i>Local Assessment Operations Officer IV</i> Concerned Division, City Assessor's Office
	2.1 Conduct research, validation and inspection (if necessary), and prepares Report on Findings for recommending action. Submit the same for review by the Chief of the concerned Division.	None	18 days	<i>Local Assessment Operations Officer</i> Concerned Division, City Assessor's Office
	2.2 Review and endorse the Report on Findings to the Administrative Division in preparation for appropriate response to the communication	None	30 minutes	<i>Local Assessment Operations Officer IV</i> Concerned Division, City Assessor's Office
	2.3 Prepares the appropriate response to the communication, and forward the same for City Assessor's Approval	None	5 hours	<i>Supervising Administrative Officer</i> Administrative Division, City Assessor's Office



	2.4 Approve the prepared response, and forward the same to the Admin Division for recording and releasing.	None	1 hour	City Government Department Head II  City Assessor's Office
3. Present requirement/s for releasing	3. Check valid ID if client is the declared owner: -If yes, Release the response letter -If no, require Special Power of Attorney from owner, and Photocopy of Valid ID of owner and Representative if such document was not submitted.	None	30 minutes	Administrative Assistant/ Administrative Aide Administrative Division, City Assessor's Office
4. Receives approved response letter	4. Releases approved response letter	None	30 minutes	Administrative Assistant/ Administrative Aide Administrative Division, City Assessor's Office
<b>TOTAL</b>		<b>None</b>	<b>20 days</b>	



# **City Budget Office**

## **External Services**



## 1. Issuance of Administrative Order for Transfer of Funds

This service is availed of by the client so as to augment any items within the respective department's appropriation for the Fiscal Year. It is a certification prepared by the City Budget Office and signed by the Local Chief Executive.

<b>Office or Division:</b>	City Budget Office – Budget Operations Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All City Government Department Heads			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>1. Request Letter addressed to the Local Chief Executive thru the City Budget Officer bearing the following information: <i>(2 copies, Original)</i></p> <p>a. Requesting Office's account where the funds will be originating;</p> <p>b. Amount to be transferred;</p> <p>c. Requesting Office's account where the funds will be transferred.</p>		<p>Requesting Office's Administrative Division or division with similar function; signed by the Department Head.</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Requesting for Transfer of Funds	1. Receive letter request for Transfer of Funds and check whether checklist of requirements is complete	None	10 Minutes	<i>Supervising Administrative Officer</i> City Budget Office





	1.1 Evaluate the request in relation to the effective DBM rules and regulations then prepare the Administrative Order for Transfer of Funds	None	5 Hours	<i>Budget Officer II</i> City Budget Office
	1.2 Verify the correctness of the prepared document then inscribe initial	None	30 Minutes	<i>City Budget Officer</i> City Budget Office
	1.3 Indorse the prepared Administrative Order for Transfer of Funds to the City Mayor's Office for approval	None	20 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	1.4 Verify and sign the Administrative Order for Transfer of Funds	None	3 Days	<i>Local Chief Executive</i> City Mayor's Office
	1.5 Receive/Pick-up the duly approved Administrative Order for Transfer of Funds from the City Mayor's Office	None	30 Minutes	<i>Supervising Administrative Officer</i> City Budget Office



	1.6 Deliver the signed Administrative Order for Transfer of Funds to the City Mayor's Office - Records Office for numbering	None	30 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	1.7 Take back the signed and numbered Administrative Order for Transfer of Funds to City Budget Office for recording.	None	10 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	1.8 Register the Administrative Order for Transfer of Funds in the Budget Management System	None	30 Minutes	<i>Budget Officer II</i> City Budget Office
2. Claim the duly approved Administrative Order for Transfer of Funds	2. Release the duly approved Administrative Order for Transfer of Funds	None	10 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
<b>TOTAL</b>		<b>NONE</b>	<b>3 Days, 7 Hours, 20 Minutes</b>	



## 2. Issuance of Certification of Existence of Appropriation

This service is availed by the client so as to ensure that the appropriation within the requested account by the client exists in the prepared Annual Budget of the City.

<b>Office or Division:</b>	City Budget Office – Budget Operations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business			
<b>Who May Avail:</b>	All Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to the City Budget Officer (2 copies, Original)		Requesting Office or Business entity.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Requesting for Certification on the Existence of Appropriation	1. Receive letter request for certification	None	5 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	1.1 Verify the existence of the requested account in the Annual Budget then prepare certification as to existence of appropriation and forward it to the City Budget Officer	None	4 Hours	<i>Budget Officer II</i> City Budget Office
	1.2 Sign the Certification	None	2 Minutes	<i>City Budget Officer</i> City Budget Office
2. Claim the approved Certification	2. Release the approved Certification to the client	None	3 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
<b>TOTAL</b>		<b>NONE</b>	<b>4 Hours, 10 Minutes</b>	



### 3. Issuance of Special Allotment Release Order

This service initiates the issuance of Allotment Release Order ahead of the mandated schedule under special and/or necessary circumstances. This is prepared by the City Budget Office and signed by the Local Chief Executive.

<b>Office or Division:</b>	City Budget Office – Budget Operations Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All City Government Department Heads			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to the Local Chief Executive thru the City Budget Officer (2 copies, Original) bearing the following information:  a. Specific meritorious reason which necessitates the early release of requesting Office's Allotment		Requesting Office's Administrative Division or division of similar function; document must be signed by the Department Head		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Requesting for Special Allotment Release Order	1. Receive/record letter request for Special Allotment Release Order and submit it to the appropriate personnel	None	10 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	1.1 Determine the merits of the specified reason in the request letter	None	4 Hours	<i>City Budget Officer</i> City Budget Office
	1.2 Prepare the Special Allotment Release Order	None	2 Hours	<i>Budget Officer II</i> City Budget Office



	1.3 Certify the correctness of the prepared Special Allotment Release Order	None	20 Minutes	City Budget Officer City Budget Office
	1.4 Indorse the prepared Special Allotment Release Order to the City Mayor's Office for approval	None	20 Minutes	Supervising Administrative Officer City Budget Office
	1.5 Verify and sign the Special Allotment Release Order	None	3 Days	Local Chief Executive City Budget Office
	1.5 Receive/Pick-up the duly approved Special Release Order from the City Mayor's Office and deliver the same to the City Budget Office for recording	None	30 Minutes	Supervising Administrative Officer City Budget Office
	1.6 Indicate the Special Allotment Release Order in the Budget Management System	None	30 Minutes	Budget Officer II City Budget Office
	1.7 Notify the requesting Office of the approval and indication in the Budget Management System of their requested Special Allotment Release Order	None	10 Minutes	Supervising Administrative Officer City Budget Office
	<b>TOTAL</b>	<b>None</b>	<b>4 Days</b>	



#### 4. Pre-review of Barangay Annual/Supplemental Budget

This service is availed of by all 44 barangays of Iligan City in order to initiate the start of the Budget Review period of their Budgeting Cycle.

<b>Office or Division:</b>	City Budget Office – Special Education and Barangay Budget Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who May Avail:</b>	All Barangays	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Transmittal Letter (1 copy, Original)	Barangay concerned	
2. Cover Page (2 copies, Original)	Barangay concerned	
3. Barangay Budget Message (1 copy, Original)	Barangay concerned	
4. Recapitulation (1 copy, Original)	Barangay concerned	
5. Barangay Budget Authorization Form No. 1 – Barangay Appropriation Ordinance (1 copy, Original)	Barangay concerned	
6. Certified Statement of Income (1 copy, Original)	City Accounting Office – Barangay Accounting Division	
7. Barangay Budget Preparation Form No. 1 – Budget Expenditures & Sources of Financing (1 copy, Original)	Barangay Finance Committee of the concerned barangay	
8. Barangay Budget Preparation Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and expected results (1 copy, Original)	Barangay concerned	
9. Barangay Budget Preparation Form No. 2-A List of Project Chargeable against the 20% Development Fund (1 copy, Original)	Barangay concerned	



10. Barangay Budget Preparation Form No. 3 – Plantilla of Personnel (1 copy, Original)	Barangay concerned
11. Barangay Expenditures Program (1 copy, Original)	Barangay concerned
12. Annual Investment Program (1 copy, Original)	Barangay concerned
13. Barangay Resolution approving the Annual Investment Program (1 copy, Original)	Barangay concerned
14. Indicative Annual Procurement Plan (1 copy, Original)	Barangay concerned
15. DILG – endorsed Gender and Development Plan Budget (1 copy, Original)	Department of Interior and Local Government – Iligan Office
16. Gender and Development Plan (1 copy, Original)	City Planning and Development Office
17. Reviewed Barangay Disaster Risk Reduction and Management Plan (BDRRMP) (1 copy, Original)	Barangay concerned
18.18. Barangay Resolution Approving the BDRRM Plan (1 copy, Original)	Barangay concerned
19. Barangay Development Council (BDC) Resolution Allocating the 20% Development Fund (1 copy, Original)	Barangay concerned
20. Barangay Council Resolution Approving the BDC Resolution (1 copy, Original)	Barangay concerned
<b>Situational Requirement</b>	
<b>For Barangay with National Wealth Utilization Tax (NWUT): Buru-un, Ditucalan, and Maria Cristina</b>	Barangay concerned



1. National Wealth Utilization Tax Resolution (1 copy, Original)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit draft Barangay Budget Proposal	1. Receive draft Barangay Budget Proposal	None	15 Minutes	<i>Clerk IV, Special City Budget Office</i>
	1.1 Review draft Barangay Budget Proposal	None	3 Days	<i>Budget Officer II City Budget Office</i>
2. Follow up Barangay Budget Proposal	2. Return the draft Barangay Budget Proposal to client and advice to incorporate the changes.	None	10 Minutes	<i>Clerk IV City Budget Office</i>
3. Submit second draft of Barangay Budget Proposals incorporating the corrections	3. Receive and review second draft of Barangay Budget Proposal for finalization.	None	1 Day, 4 Hours	<i>Budget Officer III City Budget Office</i>
	3.1 Return the finalized Barangay Budget Proposal to the client for production of six (6) copies	None	5 Minutes	<i>Clerk IV City Budget Office</i>





4. Submit six (6) copies of finalized budget proposal	4. Receive and review the six (6) copies of finalized Barangay Budget Proposal for	None	3 hours	<i>Budget Officer III</i> City Budget Office
	4.1 Prepare Indorsement Letter for Barangay Budget Proposals to the Sangguniang Panlungsod (SP)	None	5 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	4.2 Review budget and sign the Indorsement Letter to SP	None	10 minutes	<i>City Budget Officer</i> City Budget Office
	4.3 Forward Barangay Budget Proposals to the SP	None	10 minutes	<i>Clerk IV</i> City Budget Office
	4.4 Inform client that the Barangay Budget Proposal is forwarded to SP	None	5 minutes	<i>Clerk IV</i> City Budget Office
	4.5 Review and assign into next session agenda the submitted pre-reviewed Barangay	None	2 days 3 hours and 30 minutes	<i>Legislative Officer IV</i> City Budget Office



	Budget			
	4.6 Enact a resolution authorizing the submitted Barangay Budget	None	4 hours	<i>City Vice-Mayor</i> Sangguniang Panlungsod - Legislative
	4.7 Craft the Resolution authorizing the submitted Barangay Budget	None	2 days	<i>Records Officer IV</i> Sangguniang Panlungsod - Secretariat
	4.8 Deliver the crafted Resolution authorizing the submitted Barangay Budget to all City Councilors, City Secretariat and the Local Chief Executive for signature	None	10 days	<i>Records Officer IV</i> Sangguniang Panlungsod - Secretariat
	4.9 Receive and record the approved Resolution authorizing the submitted Barangay Budget	None	20 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
5. Claim the Resolution approving the indorsed Barangay Budget	5. Release the Resolution approving the client's Barangay Budget	None	10 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
<b>TOTAL</b>		<b>None</b>	<b>20 Days</b>	



## 5. Pre-review of Sangguniang Kabataan Annual/Supplemental Budget

This service is availed of by all 44 Sangguniang Kabataan of Iligan City in order to initiate the start of the Budget Review period of their Budgeting Cycle.

<b>Office or Division:</b>	City Budget Office – Special Education and Barangay Budget Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who May Avail:</b>	All Sangguniang Kabataan	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Transmittal Letter (1 copy, Original)		Sangguniang Kabataan concerned
2. Cover Letter (2 copies, Original)		Sangguniang Kabataan concerned
3. Recapitulation (1 copy, Original)		Sangguniang Kabataan concerned
4. Sangguniang Kabataan Budget Message (1 copy, Original)		Sangguniang Kabataan concerned
5. Sangguniang Kabataan Appropriation Ordinance (1 copy, Original)		Sangguniang Kabataan concerned
6. Certified Statement of Income (1 copy, Original)		Treasurer of the Barangay concerned
7. 7. Sangguniang Kabataan Budget Expenditure & Sources of Financing (1 copy, Original)		Sangguniang Kabataan concerned
8. Sangguniang Kabataan Programmed Appropriation by PPA, Expense Class, Object of Expenditures, and Expected Results (1 copy, Original)		Sangguniang Kabataan concerned
9. Sangguniang Kabataan Budget Preparation Form No. 3 – Plantilla of Personnel (1 copy, Original)		Sangguniang Kabataan concerned



10. 1SK Expenditure Program (1 copy, Original)	Sangguniang Kabataan concerned
11. Annual Barangay Youth Investment Program (ABYIP) (1 copy, Original)	Sangguniang Kabataan concerned
12. Sangguniang Resolution Approving the Annual Barangay Youth Investment Program (1 copy, Original)	Sangguniang Kabataan concerned
13. Indicative Annual Procurement Plan (1 copy, Original)	Sangguniang Kabataan concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit draft Sangguniang Kabataan (SK) Budget Proposal	1. Receive draft SK Budget Proposal	None	15 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	a. Review draft SK Budget Proposal	None	2 Days, 4 hours	<i>Budget Officer II</i> City Budget Office
2. Follow up SK Budget Proposal	2. Return the draft SK Budget Proposal to client and advise to incorporate the changes	None	10 Minutes	<i>Clerk IV</i> City Budget Office
3. Submit second draft SK Budget Proposal incorporating the corrections	3. Receive and review the second draft of SK Budget Proposal for finalization	None	4 Hours	<i>Budget Officer III</i> City Budget Office
	3.1 Return the finalized SK Budget Proposal to the client for production of six (6) copies	None	5 Minutes	<i>Clerk IV</i> City Budget Office



4. Submit six (6) copies of finalized SK Budget Proposal	4. Receive and review the six (6) copies of finalized SK Budget Proposal	None	2 Hours	<i>Budget Officer III</i> City Budget Office
	4.1 Prepare Indorsement Letter of SK Budget Proposals to the Sangguniang Panlungsod	None	5 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	4.2 Review budget and sign the Indorsement Letter to the Sangguniang Panlungsod	None	10 Minutes	<i>City Budget Officer</i> City Budget Office
	4.3 Indorse SK Budget Proposals to the Sangguniang Panlungsod	None	10 minutes	<i>Clerk IV</i> City Budget Office
4. Submit six (6) copies of finalized SK Budget Proposal	4.5 Inform client that SK Budget Proposal is already indorsed to the Sangguniang Panlungsod	None	5 Minutes	<i>Clerk IV</i> City Budget Office
	4.6 Review and assign into next session agenda the submitted pre-reviewed Sangguniang Kabataan Budget	None	2 Days 3 Hours, 30 Minutes	<i>Legislative Officer IV</i> Sangguniang Panlungsod - Secretariat
	4.7 Enact a resolution authorizing the submitted Sangguniang	None	4 Hours	<i>City Vice-Mayor</i> Sangguniang Panlungsod - Legislative



	Kabataan Budget			
	4.8 Craft the Resolution authorizing the submitted Sangguniang Kabataan Budget	None	2 Days	<i>Records Officer IV Sangguniang Panlungsod - Secretariat</i>
	4.9 Deliver the crafted Resolution authorizing the submitted Sangguniang Kabataan Budget to all City Councilors, City Secretariat and the Local Chief Executive for signature	None	10 Days	<i>Records Officer IV Sangguniang Panlungsod - Secretariat</i>
	4.1.1 Receive and record the approved Resolution authorizing the submitted Sangguniang Kabataan Budget	None	20 Minutes	<i>Supervising Administrative Officer City Budget Office</i>
5. Claim the Resolution approving the indorsed SK Annual/Supplemental Budget	5. Release the Resolution approving the SK client's Annual/Supplemental Budget	None	10 Minutes	<i>Supervising Administrative Officer City Budget Office</i>
<b>TOTAL</b>		<b>None</b>	<b>18 Days, 2 Hours</b>	



## 6. Review of the Project Procurement Management Plan

This service is availed of by all Iligan City Government Departments in order certify the correctness of their prepared Project Procurement Management Plan which is necessary for the approval of the Annual Investment Plan.

<b>Office or Division:</b>	City Budget Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Prepared/Draft Project Procurement Management Plan (1 copy, Original)		City Government Department Concerned/National Agency/Office Concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Prepared Draft Project Procurement Management Plan (PPMP)	1. Receive and evaluate Project Procurement Management Plan	None	1 Day	<i>Computer Operator IV</i> City Budget Office
2. Receive Draft PPMP with corrections	2. Return Draft PPMP with correction and advice client to reflect/consider the corrections/changes made	None	1 Hour	<i>Computer Operator IV</i> City Budget Office
3. Submit second Draft PPMP	3. Evaluate second Draft PPMP and ensure that corrections/changes are incorporated; If it does not comply to the guideline,	None	1 Day	<i>Computer Operator IV</i> City Budget Office



	return to client for further enhancement			
4. Submit enhance draft PPMP	4. Re-evaluate the enhanced draft PPMP	None	1 Day	<i>Computer Operator IV</i> City Budget Office
	4.1 Forward Draft PPMP to the City Budget Officer for final review and approval	None	10 Minutes	<i>Supervising Administrative Officer</i> City Budget Office
	4.2 Certify the correctness of the Project Procurement Plan	None	30 Minutes	<i>City Budget Officer</i> City Budget Office
	<b>TOTAL</b>	<b>None</b>	<b>3 Days, 1 Hour, 30 Minutes</b>	





# **City Civil Registrar's Office**

## **External Services**



## 1. Application of Marriage License

This service provides the processing and issuance of a marriage license to a couple, wherein (1) one should be a resident of Iligan City.

<b>Office or Division:</b>	City Civil Registrar's Office – Marriage Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	Couples of legal age and at least (1) one is a resident of Iligan City without any impediment	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Certificate of No Marriage (CENOMAR) <i>Latest</i> (1 Original) & (2 Photocopies)	Philippine Statistics Authority (PSA)	
2. Pre-Marriage Counseling Certificate (1 Original)	Iligan City Population & Development Office/Church	
3. Birth Certificate of Applicant (readable / clear copy) <i>Latest</i> (1 Original) & (2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar	
4. Certificate of Barangay Residency (1 Original) & (2 Photocopies)	Barangay Hall	
5. CEDULA (2 Photocopies)	Barangay Hall or City Treasurer's Office	
6. Valid Government I.D – (2 Photocopies – Bring Original	Concerned Agencies	
<b>Situational Requirements</b>		
7. If previously married, present any of the following document:		
a. Death Certificate – if spouse is deceased, (1 Original) & (2 Photocopies) or	Philippine Statistics Authority (PSA) or Local Civil Registrar	
b. Court Order/Decree – if divorced or presumptively declared as deceased for purposes of remarriage (1 Original Copy)	Philippine Courts	
8. For ages 18-21:		
a. Consent of the Father (MF No. 92) (1 Original Copy)	City Civil Registrar's Office	
b. Consent of the Mother if the father is deceased (1 Original Copy) or		
c. Consent of the Guardian if both parents are deceased. (1 Original Copy) (Present Affidavit of Guardianship)		



d. Death Certificate of parents.(1 Original Copy)	Philippines Statistics Authority (PSA) or Local Civil Registrar
9. For ages 22-24:	
a. Parental advice of parents if both is living. (MF No.68)(1 Original Copy)	City Civil Registrar's Office
b. Death Certificate of parents. (1 Original)	Philippine Statistics Authority (PSA) or Local Civil Registrar
10. Person having legal charge.	
Note: "If the advice upon the intended marriage of couple could not be obtained or is refused, the marriage shall not take place till after three months following completion of the publication, on date of the application for the marriage license."	
11. For Foreigners:	
a. Legal Capacity to contract marriage or Certificate of no Impediment from his/her consular office in the Philippines. (1 Original)	Embassy in the Philippines
b. If Divorced – Authenticated copy of divorced decree (1 Original)	Country of Origin
c. Passport – includes arrival – departure entries. (2 Photocopy – Bring Original)	Concerned Nationality
12. Filled up entries of Municipal Form No. 90 (Form No. 2) (1 Original)	Local Civil Registrar Office
13. Official Receipt of Marriage Application Fee – PHP 300 (Filipino) - (1 Original)	City Treasurer's Office
14. Official Receipt of Marriage Application Fee – PHP 1,000 (Foreigner)- (1 Original)	City Treasurer's Office
15. Official Receipt of Marriage License Fee – PHP 200 - (1 Original)	City Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receives the requirements.	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
	1.1 Checks the details and completeness of the required documents.	None	4 Hours	<i>Registration Officer II or IV City Civil Registrar's Office</i>
	1.2 Interview the couple.	None	1 Hour	<i>Registration Officer II or IV City Civil Registrar's Office</i>
	1.3 Prepare the application for Marriage License. IF APPLICANT IS 18 – 20 YEARS OLD, prepare affidavit of consent. IF APPLICANT 21 – 24 YEARS OLD, prepare affidavit of advice.	None	1 Hour	<i>Registration Officer II or IV City Civil Registrar's Office</i>
2. Check and sign the application of Marriage License. IF THE APPLICANT IS 18 – 20 YEARS OLD, the Father / Mother / Guardian signs the affidavit of consent. IF THE APPLICANT IS	2. Instruct the couple to check the details of the application of Marriage License and sign. IF THE APPLICANT IS 18 – 20 YEARS OLD, instruct the Father / Mother / Guardian to	None	1 Hour	<i>Registration Officer II or IV City Civil Registrar's Office</i>



21 – 24 YEARS OLD, the Father and Mother / Guardian signs the affidavit of advice.	sign the affidavit of consent. IF THE APPLICANT IS 21 – 24 YEARS OLD, instruct the Father and Mother / Guardian to sign the affidavit of advice.			
3. Receive claim stub.	3. Issue claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	a. Posting the application of Marriage License	None	10 Days	<i>Registration Officer II or IV</i> City Civil Registrar's Office
4. Return to the City Civil Registrar's Office and present the claim stub.	4. Receive the claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	a. Prepare the Marriage License.	None	20 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
5. Receive the Marriage License and attachments.	5. Release the Marriage License and attachments.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>10 Days, 7 Hours, 40 Minutes</b>	



## 2. Issuance of Certified True Copies and Transcription of Civil Registry Documents (Birth, Death and Marriage)

This service provides is the process of requesting for certified true copy or transcription of Civil Registry Documents. LCR Forms (1A, 2A,3A – Available of Records); (1B,2B,3B – Negative of Records); (1C,2C,3C – Destroyed of Records)

<b>Office or Division:</b>	City Civil Registrar's Office – Birth, Death and Marriage Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Document owner or authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Government I.D (1 Photocopy – Bring Original)		Concerned Agencies		
a. Primary (Driver's License, UMID, Voter's, etc.)				
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)				
2. Authorization letter (In case the requesting party is other than document owner) (1 Original)		Document owner		
3. Information Sheet Form (1 Original)		City Civil Registrar's Office		
4. Official Receipt of Transcription of Civil Registry – PHP 100 (1 Original)		City Treasurer's Office		
5. Official Receipt of Certified True Copy – PHP 100 (1 Original)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements.	1. Receive the complete requirements.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.1 Verify and retrieve the requested civil registry document	None	6 Hours	Registration Officer II or IV City Civil Registrar's Office



	1.2 Prepare the requested document.	None	1 Hour	<i>Registration Officer II or IV City Civil Registrar's Office</i>
2. Receive the document.	2. Release the document.	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 Hours, 10 Minutes</b>	



### 3. Migrant - RA 9048 Petition for Change of First Name (CFN) / RA 10172 Correction of (Date of Birth / Sex)

This service provides of allowing a resident of Iligan City to file petition and to change his/her first name and to correct Date of Birth / Sex in his/her Certificate of Live Birth which is registered in another Local Civil Registrar Office.

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Owner of the record or authorized representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Birth Certificate (3 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) /Local
2. Marriage Certificate (3 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) /Local
3. Death Certificate(3 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) / Local
4. Police Clearance (3 Photocopies – Bring Original)	Police Station
5. NBI Clearance (3 Photocopies – Bring Original)	NBI
6. Certificate of Employment with No Pending. Administrative Case (3 Photocopies – Bring Original)	Human Resource Office
7. Barangay Clearance (3 Photocopy – Bring Original)	Barangay Hall
8. Affidavit of Non-Employment with No Pending Case (3 Photocopies – Bring Original)	Public Attorney's Office or City Legal Office/Notary Public
9. Special Power of Attorney (SPA) (3 Photocopies) (1 Original)	Public Attorney's Office or City Legal Office/Notary Public
10. Valid Government I.D (3 Photocopies) & (1 Original)(For Change of Gender)	Concern Agencies
11. Medical Records (3 Photocopies) (1 Original)	Hospitals / Diagnostic Centers
12. Medical Certificate (3 Photocopies ) (1 Original)	City Health Office
13. Baptismal Certificate (3 Photocopy – Bring Original)	Church
14. Form 137 (Elementary Records) / School Record/Certification - (earliest available record) (3	School Registrar





Photocopy – Bring Original)				
15. At least 2 of the following documents: (3 Photocopy each – Bring Original)				
a. Medical Records		Hospital / Diagnostic Centers		
b. Assessor’s Certification / Land Title		City Assessor’s Office / Registry of Deeds		
c. Marriage Certificate		Philippine Statistics Authority (PSA) or Local		
d. Voter’s Certification		COMELEC		
e. Certificate of Car Registration		LTO		
f. Bank Records/Statement		Banks		
g. Insurance Record		Insurance Company		
h. Passport		DFA		
i. Income Tax Return		BIR		
j. Immunization Record		City Health Office		
k. Birth Certificate of Children		Philippine Statistics Authority (PSA) or Local		
l. Certificate of Training’s/Participation		Agency		
m. Employment Appointment		Human Resource Office		
n. Any public or private document indicating the name being used		Concerned Agencies		
16. Affidavit of publisher and a copy of newspaper (1 Original) – publish for 2 consecutive weeks		Local Newspaper		
17. Official Receipt of Migrant Correction RA 10172 – <b>PHP 1,000</b> - (1 Original)		City Treasurer’s Office		
18. Official Receipt of Migrant Change of First Name – <b>PHP 1,000</b> - (1 Original)		City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive the documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar’s Office
	1.1 Evaluate, interview and check the completeness of the documents.	None	5 Hours	Registration Officer II or IV City Civil Registrar’s Office
2. Review and signed the prepared	2. Prepare the petition.	None	1 Hour	Registration Officer II or IV City Civil Registrar’s Office



	2.1 Instruct the client to sign the petition.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
3. Return the signed petition.	3. Accept the signed petition.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.1 Prepare the notice of posting	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.2 Posting of the petition.	None	10 Days	Registration Officer II or IV City Civil Registrar's Office
	3.3 Inform the client to return to the office after 10 days of posting.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
4. Return to City Civil Registrar's Office.	4. Instruct the client to publish the petition in a local newspaper.  <b>If petition is from within Mindanao,</b> publication should be published with Local Newspaper.  <b>If from outside Mindanao,</b> publication should be published in National Newspaper.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office



5. Return to City Civil Registrar's Office and submit the affidavit of publisher and a copy of newspaper.	5. Receive the documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
6. Receive claim stub.	6. Issue claim stub for date of return.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
7. Return to City Civil Registrar's Office and present claim stub	7. Receive the claim stub and locate document of client.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	7.1 Prepare the document for mailing to the Local Civil Registrar where the Birth/ Marriage/ Death is registered.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
8. Receive and review the documents and mail.	8. Release the documents for mailing in any courier service and inform the client to wait for at least six (6) months before the correction is reflected in the database of PSA.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office – Desk 8
<b>TOTAL:</b>		<b>None</b>	<b>10 Days, 7 Hours, 45</b>	



#### 4. Migrant - RA 9048 Correction of Clerical Error

This service provides of allowing a resident of Iligan City to file petition to correct clerical error in his/her Certificate of Live Birth / Certificate of Marriage / Certificate of Death which is registered in another Local Civil Registrar Office.

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Owner of the record or authorized representative
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Birth Certificate (3 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
2. Marriage Certificate (3 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
3. Death Certificate (3 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
4. Special Power of Attorney (SPA) – (3 Photocopies) (1 Original)	Public Attorney's Office/City Legal Office/Notary Public
5. Valid Government I.D (3 Photocopy – Bring Original)	Concern Agencies
6. Medical Records – (1 Original) & (3 Photocopies)	Hospitals / Diagnostic Center
7. Baptismal Certificate (3 Photocopies – Bring Original)	Church
8. Form 137 (Elementary Records) / School Record/Certification - (earliest available record) (3 Photocopies – Bring Original)	School Registrar
9. At least 2 of the following documents: (3 Photocopy each – Bring Original)	
a. Medical Records	Hospital / Diagnostic Center
b. Assessor's Certification / Land Title	City Assessor's Office / Registry of Deeds
c. Marriage Certificate	Philippine Statistics Authority (PSA) or Local
d. Voter's Certification	COMELEC
e. Certificate of Car Registration	LTO
f. Bank Records/Statement	Banks
g. Insurance Record	Insurance Company
h. Passport	DFA
i. Income Tax Return	BIR
j. Immunization Record	City Health Office



k. Birth Certificate of Children	Philippine Statistics Authority (PSA) or Local			
l. Birth Certificate of Parents	Philippine Statistics Authority (PSA) or Local			
m. Birth Certificate of Siblings	Philippine Statistics Authority (PSA) or Local			
n. Certificate of Training's/Participation	Agency			
o. Employment Appointment	Human Resource Office			
p. Any public or private document indicating the name being used	Concerned Agencies			
10. Official Receipt of Migrant Correction of Clerical Error Fee – <b>PHP 500</b>	City Treasurer's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents.	1. Receive the documents.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	1.1 Evaluate, interview and check the completeness of the documents.	None	5 Hours	<i>Registration Officer II or IV</i> City Civil Registrar's Office
2. Review and signed the prepared petition.	2. Prepare the petition.	None	1 Hour	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	2.1 Instruct the client to sign the petition.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
3. Return the signed petition.	3. Accept the signed petition.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	3.1 Prepare the notice of posting.	None	30 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office



	3.2 Posting of the petition.	None	10 Days	Registration Officer II or IV City Civil Registrar's Office
	3.3 Inform the client to return to the office after 10 days of posting.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
4. Receive claim stub.	4. Issue claim stub for date of return.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
5. Return to City Civil Registrar's Office and present claim stub	5. Receive the claim stub and locate document of client.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	5.1 Prepare the document for mailing to the Local Civil Registrar where the Birth/Marriage/Death is registered.	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office
6. Receive and review the documents and mail.	6. Release the documents for mailing in any courier service and inform the client to wait for at least six (6) months before the correction is reflected in the database of PSA.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>10 Days, 7 Hours, 45 Minutes</b>	



## 5. RA 9048 Petition for Change of First Name (CFN)

This service provides of allowing the document owner to have his/her first name be changed in his/her Certificate of Live Birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Owner of the record or authorized representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Birth Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
2. Marriage Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
3. Death Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
4. Police Clearance (2 Photocopies – Bring Original)	Police Station
5. NBI Clearance (2 Photocopies – Bring Original)	NBI
6. Certificate of Employment with No Pending. Administrative Case (2 Photocopies – Bring Original)	Human Resource Office
7. Barangay Clearance (2 Photocopies – Bring Original)	Barangay Hall
8. Affidavit of Non-Employment with No Pending Case (2 Photocopies – Bring Original)	Public Attorney's Office / City Legal Office/Notary Public
9. Special Power of Attorney (SPA) - (2 Photocopies) & (1 Original)	Public Attorney's Office / City Legal Office/Notary Public
10. Valid Government I.D (2 Photocopies – Bring Original)	Client
11. At least 2 of the following documents:(1 Photocopy each – Bring Original)	
a. Medical Records	Hospital / Diagnostic Centers
b. Form 137 (Elementary Records) / School Record/Certification - (earliest available record)	School Registrar
c. Baptismal Certificate	Church
d. Assessor's Certification / Land Title	City Assessor's Office / Registry of Deeds
e. Marriage Certificate	Philippine Statistics Authority (PSA) or Local
f. Voter's Certification	COMELEC



g. Certificate of Car Registration	LTO			
h. Bank Records/Statement	Banks			
i. Insurance Record	Insurance Company			
j. Passport	DFA			
k. Income Tax Return	BIR			
l. Immunization Record	City Health Office			
m. Birth Certificate of Children	Philippine Statistics Authority (PSA) or Local Agency			
n. Certificate of Training's/Participation				
o. Employment Appointment	Human Resource Office			
p. Any public or private document indicating the name being used	Concerned Agencies			
12. Affidavit of publisher and a copy of newspaper (1 Original) - publish for 2 consecutive weeks	Local Newspaper			
13. Official Receipt of Change of First Name Fee – <b>PHP 3,000</b> (1 Original)	City Treasurer's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents.	1. Receive the documents.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	1.2 Evaluate, interview and check the completeness of the documents.	None	5 Hours	<i>Registration Officer II or IV</i> City Civil Registrar's Office
2. Review and signed.	2. Prepare the petition.	None	1 Hour	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	2.1 Instruct the client to sign the petition.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
3. Return the signed petition.	3. Accept the signed petition.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	3.1 Prepare the notice of posting.	None	30 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office





	3.2 Posting of the petition.	None	10 Days	Registration Officer II or IV City Civil Registrar's Office
	3.3 Inform the client to return to the office after 10 days of posting.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
4. Return to City Civil Registrar's Office.	4. Instruct the client to publish the petition in a local newspaper.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
5. Return to City Civil Registrar's Office and submit the affidavit of publisher and a copy of newspaper.	5. Receive and check the documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	5.1 Instruct the client to return to the office after 5 days.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	5.2 Decision Period.	None	5 Days	Registration Officer II or IV City Civil Registrar's Office
6. Receive claim stub.	6. Issue claim stub for date of return.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
7. Return to City Civil Registrar's Office and present claim stub	7. Receive the claim stub and locate document of client.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	7.1 Prepare the document for mailing to the PSA – Central Office.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
8. Receive and review the documents	8. Release the documents for mailing in any	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office



and mail.	courier service.			
	8.1 Inform the client to return to the City Civil Registrar's Office when decision affirmation from PSA is received.	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
9. Return to the City Civil Registrar's Office	9. Check the documents.	None	10 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office – Desk 8</i>
	8.1 If affirmation from PSA is received, prepare the documents for annotation. If not received, instruct the client to wait for update.	None	20 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
10. Receive payment order.	9. Issue payment order for certificate of finality.	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
10. Pay the required fees at the City Treasurer's Office by showing the Order of Payment.	11. Accept the Order of payment and issue the Official Receipt	Change of Finality (Fee) – PHP 100	20 Minutes	<i>Local Treasury Operations Officer or Revenue Collection Officer City Treasurer's Office – Window 1,2,3,4,5</i>
12. Return to the City Civil Registrar's Office with the	11. Accept the Official Receipt	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>



Official Receipt	12.1 Prepare the Certificate of Finality and Annotation of the document.	None	2 Hours	Registration Officer II or IV City Civil Registrar's Office
	12.2 Prepare transmittal letter for annotation.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
	12.3 Prepare for mailing of documents to PSA.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
12. Receive the document and mail.	13. Release document to client for mailing to any courier service and inform the client to wait for at least six (6) months before the correction is reflected in the database of PSA.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>PHP 100</b>	<b>16 Days, 3 Hours, 30 Minutes</b>	

Petition for Change of First Name (CFN) fee is covered under RA 9048 and the Change of Finality Fee is covered under 2010 Amended Revenue Code of Iligan City Ordinance No. 10-5664.



## 6. RA 9048 Petition for Correction of Clerical Error (CCE)

This service provides of allowing the document owner to correct clerical error in his/her Civil Registry Documents.

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Owner of the record or authorized representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Birth Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
2. Marriage Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
3. Death Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
4. Special Power of Attorney (SPA) (2 Photocopies) & (1 Original)	Public Attorney's Office / City Legal Office/Notary Public
5. Valid Government I.D (2 Photocopies – Bring Original)	Concern Agencies
6. At least 2 of the following documents: (2 Photocopy each – Bring Original)	
a. Medical Records	Hospital
b. Form 137 (Elementary Records) / School Record/Certification – (earliest available record)	School Registrar
c. Baptismal Certificate	Church
d. Assessor's Certification / Land Title	City Assessor's Office / Registry of Deeds
e. Marriage Certificate document owner	Philippine Statistics Authority (PSA) or Local
f. Marriage Certificate Parent's	Philippine Statistics Authority (PSA) or Local
g. Voter's Certification	COMELEC
h. Certificate of Car Registration	LTO
i. Bank Records/Statement	Banks
j. Insurance Record	Insurance Company
k. Passport	DFA
l. Income Tax Return	BIR
m. Immunization Record	City Health Office / Barangay Health Center
n. Birth Certificate Children/Mother/Father	Philippine Statistics Authority (PSA) or Local
o. Certificate of Training's/Participation	Agency



p. Employment Appointment	Human Resource Office			
q. Any public or private document indicating the name being used	Concerned Agencies			
7. Official Receipt of Correction of Clerical Error Fee – <b>PHP 1,000</b> (1 Original)	City Treasurer's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive the documents.	None	5 Minutes	Registration Officer II City Civil Registrar's Office
	1.1 Evaluate, interview and check the completeness of the documents.	None	5 Hours	Registration Officer II or IV City Civil Registrar's Office
2. Review and sign.	2. Prepare the petition.	None	1 Hour	Registration Officer II or IV City Civil Registrar's Office
	2.1 Instruct the client to sign the petition.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
3 Return the signed petition.	3. Accept the signed petition.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.1 Prepare the notice of posting.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.2 Posting for 10 days.	None	10 Days	Registration Officer II or IV City Civil Registrar's Office
	3.3 Inform the client to return to the office after 10 days of posting and 5 days decision period.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.4 Decision Period	None	5 Days	Registration Officer II or IV



				City Civil Registrar's Office
	3.5 After decision period, prepare transmittal letter to PSA for affirmation.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.6 Prepare the documents for mailing.	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office
4. Receive claim stub	4. Issue claim stub for date of return.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
5. Return to City Civil Registrar's Office and present claim stub	5. Receive the claim stub and locate document of client.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	5.1 Prepare the document for mailing to the PSA – Central Office.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
6. Receive the documents and mail.	6. Release the documents for mailing in any courier service.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	6.1 Inform the client to return to the City Civil Registrar's Office when decision affirmation from PSA is received.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
7. Return to the City Civil Registrar's Office and inquire update regarding the petition.	7. Check the documents.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
	7.1 If affirmation from PSA is received, prepare the documents for annotation. If not received, instruct the client to wait for update.	None	1 Hour	Registration Officer II or IV City Civil Registrar's Office
8. Receive payment order.	8. Issue payment order for	None	5 Minutes	Registration Officer II or IV



	certificate of finality.			City Civil Registrar's Office
9. Pay the required fees at the City Treasurer's Office by showing the Order of Payment.	9. Accept the Order of payment and issue the Official Receipt	Change of Finality (Fee) – PHP 100	20 Minutes	<i>Local Treasury Operations Officer or Revenue Collection Officer</i> City Treasurer's Office – Window 1,2,3,4,5
10 Return to the City Civil Registrar's Office with the Official Receipt	10. Accept the Official Receipt	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	10.1 Prepare the Certificate of Finality and Annotation of the document.	None	2 Hours	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	10.2 Prepare transmittal letter for annotation	None	20 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	10.3 Prepare for mailing of documents to PSA.	None	20 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
11. Receive the document and mail.	11. Release document to client for mailing to any courier service and inform the client to wait for at least six (6) months before the correction is reflected in the database of PSA.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>PHP 100</b>	<b>16 Days, 3 Hours, 40 Minutes</b>	

Petition for Correction of Clerical Error (CCE) fee is covered under RA 9048 and the Change of Finality is covered under 2010 Amended Revenue Code of Iligan City Ordinance No. 10-5664.



## 7. RA 10172 Petition for Correction of Sex and Date of Birth

This service provides of allowing the document owner to correct his/her sex and date of birth in his/her Certificate of Live Birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Owner of the record or authorized representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Birth Certificate (2 Photocopies – Bring Original)	Philippine Statistics Authority (PSA) or Local
2. Police Clearance (2 Photocopies – Bring Original)	Police Station
3. NBI Clearance (2 Photocopies – Bring Original)	NBI
4. Certificate of Employment with No Pending Administrative Case (2 Photocopies – Bring Original)	Human Resource Office
5. Barangay Clearance (2 Photocopies – Bring Original)	Barangay Hall
6. Affidavit of Non-Employment with No Pending Case (2 Photocopies – Bring Original)	Public Attorney's Office /City Legal Office/Notary Public
7. Medical Records – (1 Original) & (2 Photocopies)	Hospital / Diagnostic Centers
8. Medical Certificate – issued by Government Physician (1 Original) & (2 Photocopies)	City Health Office
9. Form 137 (Elementary Records) / School Record/Certification – (earliest available record) (2 Photocopies – Bring Original)	School Registrar
10. Baptismal Certificate (2 Photocopies – Bring Original)	Church
11. Special Power of Attorney (SPA) – applicable only in correction of date of birth (2 Photocopies) & 1 (Original)	Public Attorney's Office or City Legal Office/Notary Public
12. Affidavit of publisher and a copy of newspaper (1 Original) – publish for 2 consecutive weeks	Local Newspaper





13. Official Receipt of Correction of Sex & Date of Birth Fee – PHP 3,000 (1 Original)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive the documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.1 Evaluate, interview and check the completeness of the documents.	None	5 Hours	Registration Officer II or IV City Civil Registrar's Office
2. Review and sign	2. Prepare the petition.	None	1 Hour	Registration Officer II or IV City Civil Registrar's Office
	2.1 Instruct the client to sign the petition.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
3. Return the signed petition.	3. Accept the signed petition.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.1 Prepare the notice of posting.	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.2 Posting of the petition.	None	10 Days	Registration Officer II or IV City Civil Registrar's Office
	3.3 Inform the client to return to the office after 10 days of posting.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
4. Return to City Civil Registrar's Office.	4. Instruct the client to publish the petition in a local newspaper.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office



5. Return to City Civil Registrar's Office and submit the affidavit of publisher and a copy of newspaper.	5. Receive the documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	5.1 Instruct the client to return to the office after 5 days.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	5.2 Decision Period	None	5 Days	Registration Officer II or IV City Civil Registrar's Office
6. Receive claim stub	6. Issue claim stub for date of return.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
7. Return to City Civil Registrar's Office and present claim stub	7. Receive the claim stub and locate document of client.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	7.1 Prepare the document for mailing to the PSA – Central Office.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
8. Receive and review the documents and mail.	8. Release the documents for mailing in any courier service.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	8.1 Inform the client to return to the City Civil Registrar's Office when decision affirmation from PSA is received.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
9. Return to the City Civil	9. Check the documents.	None	10 Minutes	Registration Officer II or IV City Civil



Registrar's Office				Registrar's Office
	9.1 If affirmation from PSA is received, prepare the documents for annotation. If not received, instruct the client to wait for update.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
10. Receive payment order.	10. Issue payment order for certificate of finality.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
11. Pay the required fees at the City Treasurer's Office by showing the Order of Payment.	11. Accept the Order of payment and issue the Official Receipt	Finality (Fee) – PHP 100	20 Minutes	Local Treasury Operations Officer or Revenue Collection Officer City Treasurer's Office – Window 1,2,3,4,5
12. Return to the City Civil Registrar's Office with the Official Receipt	12. Accept the Official Receipt	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	12.1 Prepare the Certificate of Finality and Annotation of the document.	None	2 Hours	Registration Officer II or IV City Civil Registrar's Office
	12.2 Prepare transmittal letter for annotation.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
	12.3 Prepare for mailing of documents to PSA.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
13. Receive the	13. Release	None	5 Minutes	Registration



document and mail.	document to client for mailing to any courier service and inform the client to wait for at least six (6) months before the correction is reflected in the database of PSA.			Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>PHP 100</b>	<b>16 Days, 2 Hours, 40 Minutes</b>	

Petition for Correction of Sex and Date of Birth fee is covered under RA10172 and Finality Fee is covered under 2010 Amended Revenue Code of Iligan City Ordinance No. 10-5664.



## 8. Registration of Birth Certificate – Delayed Registration Born at Home / Hospital / Clinics

This service provides of registering Certificate of Live Birth (COLB), born in Iligan City after the (30) day filing period from the date of birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Birth Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government / G2C – Government to Citizen
<b>Who May Avail:</b>	Not registered persons born in Iligan City
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. CRS Form No.1(Negative Certification of Birth) (1 Original Copy)(Latest/at least 6 months)	Philippine Statistics Authority (PSA)
2. Notarized Affidavit of two witnesses (1 Original Copy)	Public Attorney's Office or City Legal Office or Notary Public
3. Valid Government I.D (1 Photocopy – Bring Original)	Concerned Agencies
a. Primary (Driver's License, UMID, Voter's, etc.)	
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)	
4. Attachments for Muslim Filipino/Indigenous People (4 Original Copies)	City Civil Registrar's Office
5. At least two (2) of the following: (1 Photocopy each – Bring Original)	Concerned Agencies
a. Baptismal Certificate	Church
b. Philhealth MDR	Philhealth
c. Police Clearance	Police Station
d. NBI Clearance	National Bureau of Investigation
e. Income Tax Return	Bureau of Internal Revenue
f. Medical / Immunization Record of the child from 0-5 years old	City Health Office/ Barangay Health Center
g. Form 137 / Transcript of Record	School Registrar
h. Employment Service Record	Human Resource Office
i. Marriage Certificate of Applicant	Philippine Statistics Authority or Local
j. Birth Certificate of Child	Philippine Statistics Authority or Local



Additional Requirement for Marital:				
a. Marriage Certificate of Parents (1 Photocopy – Bring Original)		City Civil Registrar’s Office/Sharia Circuit Registrar’s Office/Philippine Statistics Authority		
b. Certification from IMAM or Tribal Leaders (for Muslim or Indigenous group) (1 Photocopy – Bring Original)		Mosque and National Commission for Indigenous People		
Additional Requirement for Non-Marital:				
a. AUSF (Affidavit to Use the Surname of the Father) (4 Original Copies)		City Civil Registrar’s Office or Public Attorney’s Office		
b. Notarized Affidavit of Guardianship/Abandonment (1 Original Copy)		Public Attorney’s Office /City Legal Office/Notary Public		
7. Official Receipt of Affidavit to Use the Surname of the Father (AUSF) Fee – <b>PHP 200</b>		City Treasurer’s Office		
8. Official Receipt of Birth Late Registration Fee – <b>PHP 100</b>		City Treasurer’s Office		
9. Official Receipt of Birth Form Fee – <b>PHP 60</b>		City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive the requirements	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division
	b. Check the details and completeness of the required documents.	None	2 Hours	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division
	c. Prepare the Certificate of Live Birth (COLB).	None	2 Hours	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division



	d. If the Parents are not married, prepare the Affidavit to Use the Surname of the Father (AUSF).	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office- Birth Division
	e. If the child is 7 to 17 years old, prepare attestation.	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office- Birth Division
2. Parents signs at the back of Certificate of Live Birth (COLB), Mother / Guardian / Child signs the Affidavit to Use the Surname of the Father (AUSF) or if the Child 7 to 17 years old he/she signs the Use the Surname of the Father (AUSF) and Mother / Guardian signs the attestation.	3. Inform the parents of the child to sign the Affidavit of Acknowledgment at the back of Certificate of Live Birth (COLB) and Mother / Guardian / Child signs the Affidavit to Use the Surname of the Father (AUSF) or if the Child 7 to 17 years old he/she signs the Use the Surname of the Father (AUSF) and Mother / Guardian signs the attestation.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
4. Receive claim stub	3. Issue claim stub.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office-



				Birth Division
	a. Posting of application for Late Registration of Live Birth.	None	10 Days	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
	b. Register the Certificate of Live Birth (COLB) and Affidavit to Use the Surname of the Father (AUSF).	None	6 Days	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
4. Return to the City Civil Registrar's Office and present the claim stub.	5. Receive claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
6. Receive the Certificate of Live Birth (COLB).	5. Release the Certificate of Live Birth (COLB).	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
<b>TOTAL:</b>		<b>None</b>	<b>16 Days,5 Hours, 30 Minutes</b>	





## 9. Registration of Birth Certificate – Delayed Registration (Out of Town)

This service provides of registering Certificate of Live Birth (COLB) born outside Iligan City but are residents of Iligan City. Out of Town Registration under Rule 20 of A.O #1 Series of 1993.

<b>Office or Division:</b>	City Civil Registrar's Office – Birth Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government / G2C – Government to Citizen	
<b>Who May Avail:</b>	Not registered persons born outside Iligan City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. CRS Form No.1(Negative Certification of Birth) (1 Original Copy)		Philippine Statistics Authority (PSA)
2. Notarized Affidavit for Out-of-Town Registration with corroboration (2 Original Copies)		City Civil Registrar's Office or Public Attorney's Office or City Legal Office or Notary Public
3. Notarized Affidavit of two witnesses (2 Original Copies)		City Civil Registrar's Office or Public Attorney's Office or City Legal Office or Notary Public
4. At least two (2) Valid Government I.D: (1 Photocopy each – Bring Original)		
a. Primary (Driver's License, UMID, Voter's, etc.)		Concerned Agencies
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)		
5. Attachments for Muslim Filipino/Indigenous People (4 Original Copies)		City Civil Registrar's Office
6. At least two (2) of the following: (1 Photocopy each – Bring Original)		
a. Baptismal Certificate		Church
b. Philhealth MDR		Philhealth
c. Police Clearance		Police Station
d. NBI Clearance		National Bureau of Investigation
e. Income Tax Return		Bureau of Internal Revenue
f. Medical / Immunization Record of the child from 0-5 years old		City Health Office/ Barangay Health Center
g. Form 137 / Transcript of		School Registrar



Record	
h. Employment Service Record	Human Resource Office
i. Marriage Certificate of Applicant	Philippine Statistics Authority or Local
<b>7. Additional Requirement for Marital:</b>	
a. Marriage Certificate of Parents (1 Photocopy – Bring Original)	City Civil Registrar’s Office/Sharia Circuit Registrar’s Office/Philippine Statistics Authority
b. Certification from IMAM or Tribal Leaders (for Muslim or Indigenous group) (1 Photocopy – Bring Original)	Mosque and National Commission for Indigenous People
<b>8. Additional Requirement for Non-Marital:</b>	
a. AUSF (Affidavit to Use the Surname of the Father) (4 Original Copies)	City Civil Registrar’s Office or Public Attorney’s Office
b. Notarized Affidavit of Guardianship/Abandonment (1 Original Copy)	Public Attorney’s Office / City Legal Office/Notary Public
<b>7. Service Fee – PHP 200 (1 Original)</b>	City Treasurer’s Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements.	1. Receives the requirements.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division
	1.1 Checks the details and completeness of the required documents.	None	2 Hours	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division
	1.2 Prepares the Certificate of Live Birth (COLB).	None	2 Hours	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division
	1.3 If the Parents are not married, prepare the Affidavit to Use the Surname of the Father	None	2 Hours	<i>Registration Officer II or IV</i> City Civil Registrar’s Office-Birth Division



	(AUSF). 1.4 If the child is 7 to 17 years old, prepare attestation.	None	2 Hours	<i>Registration Officer II or IV City Civil Registrar's Office- Birth Division</i>
2. Applicant/Parents/Guardian/Child signs the necessary documents	2. Instruct the Client to sign the necessary documents:  a. Affidavit of Acknowledgment/Paternity – Parents  b. Affidavit for delayed registration – Parent/Guardian/Applicant  c. AUSF- Mother/Guardian, if child is 6yrs old and below; Child, if 7 to 17 years old with attestation of Mother/Guardian; Child alone if 18yrs old	None	10 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office- Birth Division</i>
	2.1 Prepare the transmittal letter to the registering Local Civil Registrar Office.	None	2 Hours	<i>Registration Officer II or IV City Civil Registrar's Office- Birth Division</i>
	2.2 Insert the documents in mailing	None	5 Minutes	<i>Registration Officer II or IV City Civil</i>



	envelop.			Registrar's Office-Birth Division
3. Receives the envelop	3. Release the envelop for mailing	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
4. Return to the City Civil Registrar's Office.	4. Receive the approved COLB from the Local Civil Registrar where he/she was born.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
5. Receive the Certificate of Live Birth (COLB).	5. Release the Certificate of Live Birth (COLB) to client, owners copy.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office-Birth Division
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 2 Hours, 45 Minutes</b>	



## 10. Registration of Birth Certificate - Timely Registration Born at Hospital/Maternity Clinics / (Marital / Unknown Father)

This service provides of registering Certificate of Live Birth (COLB) whose parents are married or unknown Father, born in Iligan City within (30) days from the date of birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Birth Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government / G2B – Government to Business / G2C – Government to Citizen			
<b>Who May Avail:</b>	All Government / Private Hospitals / Maternity Clinics / Health Center & Parents of Child			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live Birth (COLB) – (4 Original Copies)		Hospitals / Maternity Clinics / Health Center		
2. Marriage Certificate of Parents (1 Photocopy – Bring Original)		Local Civil Registrar / Sharia Circuit Registrar's Office / Philippine Statistics Authority		
3. Attachments for Muslim Filipino/Indigenous People (4 Original Copies)		City Civil Registrar's Office		
4. Valid Government I.D (1 Photocopy – Bring Original)		Concerned Agencies		
a. Primary (Driver's License, UMID, Voter's, etc.)				
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Certificate of Live Birth (COLB) with all the requirements.	1. Receive Certificate of Live Birth (COLB).	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	2.1 Check completeness of entries and attachments	None	7 Hours	Registration Officer II or IV City Civil Registrar's Office
2. Receive claim stub.	3. Issue claim stub of release date.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office



	3.1 Register the Certificate of Live Birth (COLB).	None	6 Days	<i>Registration Officer II or IV</i> City Civil Registrar's Office
3. Return to the City Civil Registrar's Office and present the claim stub.	4. Receive claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
4. Receive Certificate of Live Birth (COLB).	4. Release personal copy to registrant.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 7 Hours, 25 Minutes</b>	



## 11. Registration of Birth Certificate - Timely Registration Born at Home/ Health Centers (Marital / Unknown Father)

This service provides of registering Certificate of Live Birth (COLB) whose parents are married or unknown Father, born in Iligan City within (30) days from the date of birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Birth Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government / G2B –G2C – Government to Citizen			
<b>Who May Avail:</b>	All Barangay Health Center & Parents of Child			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Marriage Certificate of Parents (1 Photocopy – Bring Original)		Philippine Statistics Authority/ City Civil Registrar's Office		
2. Attachments for Muslim Filipino/Indigenous People (4 Original Copies)		Local Civil Registrar / Sharia Circuit Registrar's Office / Philippine Statistics Authority		
3. Valid Government I.D (1 Photocopy – Bring Original)		Concerned Agencies		
a. Primary (Driver's License, UMID, Voter's, etc.)				
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)				
4. Appearance of Midwife / Trained Hilot		Concerned Person		
5. Information Sheet		City Civil Registrar's Office		
6. Birth Form Fee – <b>PHP 60</b> (1 Original)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements.	1. Receive the complete requirements.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.1. Check completeness of entries and attachments	None	5 Hours	Registration Officer II or IV City Civil Registrar's Office
	1.2 Interview the client and Midwife / Trained Hilot regarding the	None	1 Hour	Registration Officer II or IV City Civil Registrar's Office



	facts of Birth.			
	1.3 Prepare the Certificate of Live Birth (COLB)	None	1 Hour	<i>Registration Officer II or IV</i> City Civil Registrar's Office
2. Client and Midwife / Trained Hilot sign the COLB.	2. Instruct the client to check the correctness of the details of COLB and sign the informant portion. Also, instruct the Midwife / Trained Hilot to sign the attendant portion.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	2.1 Check completeness of entries and signature in COLB.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
3. Receive claim stub.	3. Issue claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	4.1 Register the Certificate of Live Birth (COLB).	None	6 Days	<i>Registration Officer II or IV</i> City Civil Registrar's Office
5. Return to the City Civil Registrar's Office and present the claim stub.	4. Receive claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
5. Receive Certificate of Live Birth (COLB).	6. Release personal copy to registrant.	None	10 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 7 Hours, 40 Minutes</b>	





## 12. Registration of Birth Certificate - Timely Registration Born at Hospital/Maternity Clinics (Non-Marital)

This service provides of registering Certificate of Live Birth (COLB) whose parents are not married, born in Iligan City within (30) days from the date of birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Birth Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Parents of Child			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Live Birth (COLB) - (4 Copies Original)		Hospitals / Maternity Clinics / Health Center		
2. AUSF (Affidavit to Use the Surname of the Father) (4 Original Copies)		City Civil Registrar's Office or Public Attorney's Office or Notary Public		
3. Official Receipt (1 Original)		City Treasurer's Office		
4. Valid Government I.D (1 Photocopy – Bring Original)		Concerned Agencies		
a. Primary (Driver's License, UMID, Voter's, etc.)				
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)				
5. Appearance of Parents		Concerned Person		
6. Official Receipt of Affidavit to Use the Surname of the Father (AUSF) Fee – <b>PHP 200</b>		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Certificate of Live Birth (COLB) with all the requirements.	1 Receive Certificate of Live Birth (COLB).	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	.1 Check completeness of entries and attachments	None	5 Hours	<i>Registration Officer II or IV</i> City Civil Registrar's Office



	b. Prepare the AUSF (Affidavit to Use the Surname of the Father)	None	2 Hours	<i>Registration Officer II or IV City Civil Registrar's</i>
2. Parents signs at the back of Certificate of Live Birth (COLB) and the Mother to sign the Affidavit to Use the Surname of the Father (AUSF).	2. Inform the parents of the child to sign the Affidavit of Acknowledgement at the back of Certificate of Live Birth (COLB) and the Mother to sign the Affidavit to Use the Surname of the Father (AUSF).	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
3. Receive claim stub.	3. Issue claim stub.	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
	3.1 Register the Certificate of Live Birth (COLB) and Affidavit to Use the Surname of the Father (AUSF).	None	6 Days	<i>Registration Officer II or IV City Civil Registrar's Office</i>
4. Return to the City Civil Registrar's Office and present the claim	4. Receive claim stub.	None	5 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>



stub.				
5. Receive the Certificate of Live Birth (COLB).	5. Release the Certificate of Live Birth (COLB).	None	10 Minutes	<i>Registration Officer II or IV City Civil Registrar's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 7 Hour, 30 Minutes</b>	



### 13. Registration of Birth Certificate - Timely Registration Born at Home/Health Center (Non-Marital)

This service provides of registering Certificate of Live Birth (COLB) whose parents are not married, born in Iligan City within (30) days from the date of birth.

<b>Office or Division:</b>	City Civil Registrar's Office – Birth Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Parents of Child			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit to Use the Surname of the Father (AUSF)- (4 Original Copies)		City Civil Registrar's Office or Public Attorney's Office or Notary Public		
2. 2. Valid Government I.D (1 Photocopy – Bring Original)		Concerned Agencies		
a. Primary (Driver's License, UMID, Voter's, etc.)				
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)				
3. Appearance of Parents and Midwife / Trained Hilot		Concerned Person		
4. Information Sheet		City Civil Registrar's Office		
5. Official Receipt of Affidavit to Use the Surname of the Father (AUSF) Fee – <b>PHP 200</b> (1 Original)		City Treasurer's Office		
6. Birth Form Fee – <b>PHP 60</b> (1 Original)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive the complete requirements.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.1. Check completeness of entries and attachments.	None	5 Hours	Registration Officer II or IV City Civil Registrar's Office
	1.2 Interview the client and Midwife / Trained Hilot regarding the facts of Birth.	None	1 Hour	Registration Officer II or IV City Civil Registrar's Office



	1.3 Prepare the Certificate of Live Birth (COLB) and AUSF.	None	1 Hour	Registration Officer II or IV City Civil Registrar's Office
2. Sign the COLB and AUSF by Client and Midwife / Trained Hilot.	2. Instruct the client to check the correctness of the details of COLB and AUSF, and sign the informant portion, the affidavit of acknowledgment / paternity as well as the AUSF. Also, instruct the Midwife / Trained Hilot to sign the attendant portion.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
	2.1 Checks completeness of entries and signature in COLB and AUSF.	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
3. Receive claim stub.	3.1 Issue claim stub.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.2 Register the Certificate of Live Birth (COLB) and Affidavit to Use the Surname of the Father (AUSF).	None	6 Days	Registration Officer II or IV City Civil Registrar's Office
4. Return to the City Civil Registrar's Office and present the claim stub.	4. Receive claim stub.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
5. Receive Certificate of Live Birth (COLB).	5. Release personal copy to registrant.	None	10 Minutes	Registration Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 7 Hours, 55 Minutes</b>	



## 14. Registration of Court Decree/Order

This service provides of registering court decree/orders issued by courts functioning in Iligan City within ten (10) days after the decree/orders become final.

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government, G2C – Government to Citizen	
<b>Who May Avail:</b>	Clerk of Court or Interested Party	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Valid Government I.D (1 Photocopy – Bring Original)	Concerned Agencies	
a. Primary (Driver's License, UMID, Voter's, etc.)		
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)		
2. Court Decree/Order/Decision (4 Copies Original)	Clerk of Court	
3. Certificate of Finality of Judgment(4 Copies Original)(For Shariah Divorce)	Court	
4. Certificate of Registration (1 Original)	Sharia Court	
5. Transmittal letter with attachments (1 Original) (For Shariah Divorce)	Sharia Court	
6. Authorization letter with I.D (1 Original)	Concerned party	
7. Sharia Registration Fee – <b>PHP 3,000</b>	City Treasurer's Office	
8. Court Registration Fee – <b>PHP 300</b>		
9. Adoption Fee – <b>PHP 2,000</b> (Foreign)		
10. Adoption Fee – <b>PHP 1,000</b> (Local)		
11. Change of Name Fee – <b>PHP 300</b>		
12. Correction of Entry Fee – <b>PHP 300</b>		
13. Legal Separation Fee – <b>PHP 3,000</b>		
14. Presumptive Death Fee – <b>PHP 500</b>		
15. Annulment of Marriage/Nullity – <b>PHP 3,000</b>		
16. Service Fee – <b>PHP 200</b>		



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive the required documents.	None	5 Minutes	Registration Officer II City Civil Registrar's Office
	1.1 Check the completeness of the documents.	None	2 Hours	Registration Officer II City Civil Registrar's Office
	b. Register the court order / decree / decision.	None	30 Minutes	Registration Officer II City Civil Registrar's Office
	c. Prepare the certificate of registration, certificate of authenticity and transmittal letter to PSA.	None	2 Days	Registration Officer II City Civil Registrar's Office
	d. Stamp each page of the court order and certificate of finality as Certified True Copy.	None	30 Minutes	Registration Officer II City Civil Registrar's Office
	e. Prepare the document for mailing.	None	10 Minutes	Registration Officer II City Civil Registrar's Office
	2. Receive the document and mail.	2. Release the document and instruct the client to mail the document thru courier service.	None	5 Minutes
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 3 Hours, 20 Minutes</b>	



## 15 Registration of Death Certificate – Timely Registration of Death at Hospital

This service provides of registering Certificate of Death whose death occurred in Iligan City within 30 days from date of death.

<b>Office or Division:</b>	City Civil Registrar's Office – Death Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Person who has personal knowledge regarding the circumstances of Death			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Death (4 Copies Original)		Hospitals		
2. Attachments: Muslim Filipino/Indigenous People (4 Original Copy)		City Civil Registrar's Office or Hospitals		
3. Signatory of embalmer at the back of Certificate of Death		Funeral Homes		
4. Burial Permit		Economic Enterprise Dev't&Mgm't Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit one (1) set of Certificate of Death and required documents.	1. Receive one (1) set of Certificate of Death and required documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.1 Check completeness of entries and attachment if Muslim / Indigenous People.	None	3 Hours	Registration Officer II or IV City Civil Registrar's Office
	b. Register the Certificate of Death.	None	2 Hours	Registration Officer II or IV City Civil Registrar's Office
2. Receive the Certificate of Death	2. Release the Certificate of Death	None	20 Minutes	Registration Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Hours, 25 Minutes</b>	





## 16. Registration of Death Certificate – Timely Registration of Death at Home / Accidental Cases

This service provides of registering Certificate of Death whose death occurred in Iligan City within 30 days from date of death. Accidental cases: *Homicide cases, drowning, murder, vehicular accident and other cases.*

<b>Office or Division:</b>	City Civil Registrar's Office – Death Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	Immediate family or Nearest KIN	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Barangay Certificate (Indicating personal data of the deceased and facts of Death) (1 Original)	Barangay Hall	
2. Birth/Marriage Certificate of the Deceased (1 Photocopy – Bring Original)	Philippine Statistics Authority (PSA) or Local Civil Registrar	
3. Attachments: Muslim Filipino with IMAM I.D with signature or Indigenous People (4 Original Copies)	City Civil Registrar's Office or Hospitals	
4. Valid Government I.D of informant (Husband/Wife/Mother/Father/Child) (1 Photocopy - Bring Original)	Concern Agencies	
5. I.D photocopy of deceased person (1 Photocopy – Bring Original)	Concern party	
6. Authorization letter from immediate family (if not related) (1 Original Copy)	Concern party	
7. Valid Government I.D (if not related) – 1 (Photocopy)	Concern Agencies	
8. Police Blotter (in case of Murder/Vehicular Accident or other accident cases) (1 Original)	Police Station	
9. Signatory of embalmer at the back of Certificate of Death	Funeral Homes	
10. Burial Permit	Economic Enterprise Dev't & Mgm't Office	
11. Death Form Fee – <b>PHP 60</b>	City Treasurer's Office	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1.. Receive the required document.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.1. Interview the client regarding the circumstances of Death	None	30 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.2. Check completeness of entries.	None	3 Hours	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.3 Prepare the Certificate of Death.	None	1 Hour	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
2. Review and sign.	2. Instruct the client to check the details of the Certificate of Death and sign the informant portion.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
3. Proceed to City Health Office.	3. Instruct the client to proceed to City Health Office and secure the signature of the attending physician.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
4. Submit the Certificate of Death.	4. Accept the documents.	None	5 Minutes	<i>Medical Officer</i> City Health Office
5. Receive the Certificate of Death with the	5. Release the Certificate of Death with	None	45 Minutes	<i>Medical Officer</i> City Health Office



signature of attending Physician.	signature of attending Physician.			
6. Return the documents to City Civil Registrar's Office and submit the Certificate of Death with the signature of attending Physician.	6.1 Accept the documents for registration.	None	20 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	6.2 Check the signature of Embalmer and City Health Office attending physician	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	6.3 Register the Certificate of Death.	None	1 Hour	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
7. Receive the Certificate of Death.	7. Release the Certificate of Death.	None	10 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Hours, 10 Minutes</b>	



## 17. Registration of Death Certificate – Delayed Registration of Death at Hospital

This service provides of registering Certificate of Death whose death occurred in Iligan City after 30 days from date of death.

<b>Office or Division:</b>	City Civil Registrar's Office – Death Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Immediate family or Nearest KIN
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. CRS Form No.1(Negative Certification of Death) (1 Original)	Philippine Statistics Authority (PSA)
2. Certificate of Death (4 Copies Original)	Hospitals
3. Birth/Marriage Certificate of the Deceased (1 Photocopy – Bring Original)	Philippine Statistics Authority (PSA) or Local Civil Registrar
4. Notarized Affidavit of Delayed Registration (4 Copies Original)	City Civil Registrar's Office or Public Attorney's Office or Notary Public
5. Notarized Affidavit of 2 witnesses with photocopy I.D of 2 witnesses (1 Original)	Public Attorney's Office or Notary Public
6. Authenticated certificate of burial or Cremation (1 Original)	Church or Cemetery
7. Attachments: Muslim Filipino with IMAM I.D with signature or Indigenous People (4 Copies Original)	City Civil Registrar's Office or Hospitals
8. Valid Government I.D of informant (Husband/Wife/Mother/Father/Child) ( 1 Photocopy – Bring Original)	Concern party
9. I.D of deceased person (1 Photocopy – Bring Original)	Concern party
10. Special Power of Attorney (SPA) with valid I.D from immediate family (if not related) (1 Original)	Public Attorney's Office or Notary Public
11. Police Blotter (in case of Murder/Vehicular Accident or other cases accident) (1 Original Copies)	Police
12. Signatory of embalmer at the back of Certificate of Death	Funeral Homes



13. Burial Permit		Economic Enterprise Dev't&Mgm't Office		
14. Death Late Registration Fee – PHP 200		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit one (1) set of Certificate of Death and required documents.	1 Receive 1 set of Certificate of Death.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.2 Check completeness of entries and attachments.	None	6 Hours	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
2. Receive claim stub.	2. Issue claim stub.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	2.1 Posting the Certificate of Death	None	10 Days	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	2.2 Register the Certificate of Death.	None	3 Hours	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
3. Return to the City Civil Registrar's Office and present the claim stub.	3. Receive the claim stub.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
4. Receive the Certificate of Death.	4. Release the Certificate of Death	None	10 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	<b>TOTAL:</b>	<b>None</b>	<b>11 Days, 1 Hour, 25 Minutes</b>	



## 18. Registration of Death Certificate – Delayed Registration of Death at Home/Accidental Cases

This service provides of registering Certificate of Death whose death occurred in Iligan City after 30 days from date of death. Accidental cases (Homicide cases, drowning, murder, vehicular accident and other cases).

<b>Office or Division:</b>	City Civil Registrar's Office – Death Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government	
<b>Who May Avail:</b>	Immediate family or Nearest KIN, Law Enforcement Agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. CRS Form No.1(Negative Certification of Death) (1 Copy Original)		Philippine Statistics Authority (PSA)
2. Barangay Certificate (Indicating personal data of the deceased and facts of Death) (1 Original)		Barangay Hall
3. Birth/Marriage Certificate of the Deceased (1 Photocopy – Bring Original)		Philippine Statistics Authority (PSA) or Local Civil Registrar
4. Notarized Affidavit of Delayed Registration (4 Copies Original)		City Civil Registrar's Office or Public Attorney's Office or Notary Public
5. Notarized Affidavit of 2 witnesses with photocopy I.D of 2 witnesses (1 Original)		Public Attorney's Office or Notary Public
6. Authenticated certificate of burial or Cremation (1 Original)		Church or Cemetery
7. Attachments: Muslim Filipino with IMAM I.D with signature or Indigenous People (4 Copies Original)		City Civil Registrar's Office or Hospitals
8. Valid Government I.D of informant (Husband/Wife/Mother/Father/Child) (1 Photocopy - Bring Original)		Concern party
9. I.D of deceased person (1 Photocopy – Bring Original)		Concern party
10. Special Power of Attorney (SPA) with valid I.D from immediate family (if not related) (1 Original)		Public Attorney's Office or Notary Public
11. Police Blotter (in case of Murder/Vehicular Accident or		Police



other cases accident) (1 Original)	
12. Signatory of embalmer at the back of Certificate of Death	Funeral Homes
13. Burial Permit	EEDMO
14. Death Late Registration Fee – <b>PHP 200</b>	City Treasurer's Office
15. Death Form Fee – <b>PHP 60</b>	City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1 Receive the required document.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.1 Interview the client regarding the circumstances of Death.	None	30 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.2 Check completeness of entries and attachments	None	6 Hours	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	1.3 Prepare the Certificate of Death.	None	1 Hour	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
2. Review and sign.	2. Instruct the client to check the details of the Certificate of Death and sign the informant portion.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office



3. Proceed to City Health Office.	3. Instruct the client to proceed to City Health Office and secure the signature of the attending physician.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
4. Submit the Certificate of Death.	4. Accept the documents.	None	5 Minutes	<i>Medical Officer</i> City Health Office
5. Receive the Certificate of Death with the signature of attending Physician.	5. Release the Certificate of Death with signature of attending Physician.	None	45 Minutes	<i>Medical Officer</i> City Health Office
6. Return the documents to City Civil Registrar's Office and submit the Certificate of Death with the signature of attending Physician.	6. Accept the documents for registration.	None	10 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	6.1 Check the signature of Embalmer and City Health Office attending physician	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
7. Receive claim stub.	7. Issue claim stub.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	7.1 Posting the Certificate of Death	None	10 Days	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
	7.2 Register the Certificate of Death.	None	10 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office





8. Return to the City Civil Registrar's Office and present the claim stub.	8. Receive the claim stub.	None	5 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
9. Receive the Certificate of Death.	9. Release the Certificate of Death.	None	10 Minutes	<i>Bookbinder II or Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>11 Days, 1 Hour, 20 Minutes</b>	



## 19. Registration of Legal Instruments

Registration of legal instruments executed in Iligan City within 30 days after the date of execution except the Admission of Paternity and Affidavit to Use the Surname of the Father (AUSF) shall be registered within 20 days.

Samples of legal instruments regularly registered are the following: Admission of Paternity/Acknowledgement, Affidavit to Use the Surname of the Father (R.A 9255), Affidavit of Legitimation (R.A 9858), and Affidavit of Legitimation (Parents are of legal age during birth of child).

<b>Office or Division:</b>	City Civil Registrar's Office – Miscellaneous Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	Interested Party who executed the Legal Instrument or Authorized Representative	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
I. For Admission of Paternity/Acknowledgement and AUSF:		
1. Certificate of Live Birth of the Child (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA)	
2. Certificate of Live Birth of the Parents ( 1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar	
3. Notarized Affidavit of Acknowledgement/Paternity (2 Original Copy) & (2 Photocopies)	Public Attorney's Office or City Legal Office/Notary Public	
4. AUSF (2 Original Copy) (1 Photocopy) a. if child is below 7, signed by mother/guardian b. if child is 7yrs old to 17 yrs old, signed by the child and attested by the Mother/Guardian	City Civil Registrar's Office	
5. Valid Government ID (2 Photocopy – Bring Original) with 3 signature specimen	Concern Agencies	
II. For Affidavit of Legitimation (RA		



9858): If the Parent/s Age at the time of Birth is below 18 years old.	
1. Certificate of Live Birth of the Child (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA)
2. Marriage Certificate (1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA)
3. Marriage Advisory (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA)
4. Birth Certificate of Parents (1 Original) & (2 Photocopies)	Philippine Statistics Authority (PSA) or
5. Notarized Affidavit of Legitimation (RA 9858) (2 Original Copy) & (2 Photocopies)	Local Civil Registrar Public Attorney's Office or City Legal Office/Notary Public
6. Death Certificate (If one of the Parents is deceased) (1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar
7. Valid Government ID (2 Photocopy – Bring Original) with 3 signature specimen	Concern Agencies
III. For Affidavit of Legitimation:	
1. Certificate of Live Birth of Child (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA)
2. Marriage Certificate (1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA)
3. Marriage Advisory (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar
4. Birth Certificate of Parents (1 Original) & (2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar
5. Notarized Affidavit of Legitimation (2 Original Copy) & (2 Photocopies)	Public Attorney's Office or City Legal Office/Notary Public
6. Death Certificate (If one of the Parents is deceased) (1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar
7. Valid Government ID (2	Concern Agencies



Photocopy – Bring Original) with 3 signature specimen	
IV. For Paternity/Acknowledgement - Legitimation	
1. Certificate of Live Birth of the Child (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA)
2. Marriage Certificate (1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA)
3. Marriage Advisory (1 Original Copy) & ( 2 Photocopies)	Philippine Statistics Authority (PSA)
4. Birth Certificate of Parents (1 Original) & (2 Photocopies)	Philippine Statistics Authority (PSA) or
5. Notarized Affidavit of Legitimation (RA 9858) (2 Original Copy) & (2 Photocopies)	Local Civil Registrar Public Attorney's Office or City Legal Office/Notary Public
6. Death Certificate (If one of the Parents is deceased) (1 Original Copy) & (2 Photocopies)	Philippine Statistics Authority (PSA) or Local Civil Registrar
7. Valid Government ID (2 Photocopy – Bring Original) with 3 signature specimen	Concern Agencies
8. Baptismal Certificate ( 1 Photocopy, Bring Original)	Parish Church
9. Record of Beneficiary (SSS, GSIS, Pag-ibig, PhilHealth, etc.) (2 Certified copies)	Concern Agencies
1. Immunization Record (2 Certified copies)	Hospitals, Clinics and Barangay Health Center
Additional requirements in case of representatives other than document owner:	Concerned Agencies
1. Valid Government ID (2 Photocopy – Bring Original)	Document Owner
2. Authorization letter (1 Original Copy)	City Treasurer's Office
3. Legitimation Fee – <b>PHP 200</b>	City Treasurer's Office
4. Legitimation (R.A 9858) Fee – <b>PHP 500</b>	City Treasurer's Office
5. Acknowledgement/Paternity Fee – <b>PHP 200</b>	City Treasurer's Office
6. Affidavit to Use the Surname of the Father (AUSF) Fee – <b>PHP 200</b>	City Treasurer's Office
7. Service Fee – <b>PHP 200</b>	City Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive the documents.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.1 Interview the client.	None	45 Minutes	Registration Officer II or IV City Civil Registrar's Office
	1.2 Check completeness of entries and attachments.	None	3 Hours	Registration Officer II or IV City Civil Registrar's Office
	1.3 Verify and retrieve the Birth Certificate.	None	3 Hours	Registration Officer II or IV City Civil Registrar's Office
2. Receive payment order.	2 After retrieval, issue payment order.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
3. Receive claim stub.	3. Issue claim stub.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
	3.1 Register the legal instrument in the registry books.	None	4 Days	Registration Officer II or IV City Civil Registrar's Office
	3.2 Prepare transmittal letter, LCR FORM 1A, Certificate of Registration and Annotation.	None	2 Days	Registration Officer II or IV City Civil Registrar's Office
4. Return to the City Civil Registrar's Office and present the claim stub.	4. Receive the claim stub.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
5. Receive the document and mail.	5. Release the document to client and instruct to mail the document in any courier service.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 7 Hours, 10 Minutes</b>	



## 20. Registration of Marriage Certificate – Timely Registration

This service provides of registering Marriage Certificate which is solemnized/celebrated in Iligan City within 15 days after the wedding rites for marriages with Marriage License and within 30 days for marriages exempted from Marriage License.

<b>Office or Division:</b>	City Civil Registrar's Office – Marriage Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business	
<b>Who May Avail:</b>	Clerks of Court, Liaison of Church	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Marriage Certificate (4 Copies Original)	Church / Court	
2. Death Certificate for widow/er (If one of applicant is previously married) (1 Original)	Philippine Statistics Authority (PSA) or Local Civil Registrar	
3. Request to hold ceremony outside the church or court (1 Original)	Couple	
4. Attachments: Muslim Filipino/Indigenous People (1 Original)	City Civil Registrar's Office	
5. Certificate of No Marriage <i>latest</i> (Required only in case of exceptional marriages) (1 Original)	Philippine Statistics Authority (PSA)	
6. Notarized Affidavit of Cohabitation (Required only in case of exceptional marriages) (1 Original)	Public Attorney's Office or City Legal Office/Notary Public	
7. Government Issued Identification Card (1 Photocopy – Bring Original)	Concerned Agencies	
a. Primary (Driver's License, UMID, Voter's, etc.)		
b. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)		
8. Marriage License	Philippine Statistics Authority (PSA) or Local Civil Registrar	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit one (1) set of Certificate of Marriage with all the requirements.	1. Receive one (1) set of Certificate of Marriage.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	1.1 Check for completeness of entries and signature.	None	6 Hours	<i>Registration Officer II or IV</i> City Civil Registrar's Office
2. Receive claim stub.	2. Issue claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
	2.1 Register the Certificate of Marriage	None	2 Days	<i>Registration Officer II or IV</i> City Civil Registrar's Office
3. Return to the City Civil Registrar's Office and present the claim stub.	3. Receive the claim stub.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
4. Receive the Marriage Certificate.	4. Release the Marriage Certificate.	None	5 Minutes	<i>Registration Officer II or IV</i> City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 6 Hours, 20 Minutes</b>	



## 21. Registration of Marriage Certificate – Delayed Registration

This service provides of registering Marriage Certificate which is solemnized/celebrated in Iligan City after 15 days after the wedding rites for marriages with Marriage License and after 30 days for marriages without Marriage License.

<b>Office or Division:</b>	City Civil Registrar's Office – Marriage Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Married Couples			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. CRS Form No.1(Negative Certification of Marriage) (1 Original) (1 Photocopy)		Philippine Statistics Authority (PSA)		
2. Marriage Certificate (1 set) – (4 Copies Original)		Church / Court		
3. Attachments: Muslim Filipino/Indigenous People (4 Original)		City Civil Registrar's Office		
4. Notarized Affidavit of Cohabitation (Required only in case of exceptional marriages) (1 Original) (1 Photocopy)		Public Attorney's Office or City Legal Office/Notary Public		
5. Notarized Affidavit of two witnesses (1 Original) (1 Photocopy)		Public Attorney's Office or City Legal Office/Notary Public		
6. Government Issued Identification Card (1 Photocopy – Bring Original)		Concerned Agencies		
7. Primary (Driver's License, UMID, Voter's, etc.)				
8. Secondary (Postal ID, Barangay Certification, Transcript of Records, etc.)				
9. Marriage License (1 Original)		Philippine Statistics Authority (PSA) or Local Civil Registrar		
10. Marriage Late Registration Fee – PHP 200		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit one (1) set of Certificate of Marriage with	1. Receive one (1) set of Certificate of Marriage.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office





all the requirements.	1.1 Check for completeness of entries and signature.	None	6 Hours	Registration Officer II or IV City Civil Registrar's Office
2. Sign the back of Certificate of Marriage.	2. Instruct the client to sign the affidavit of delayed registration found at the back of Certificate of Marriage.	None	30 Minutes	Registration Officer II or IV City Civil Registrar's Office
3. Receive claim stub.	3. Issue claim stub.	None	5 Minute	Registration Officer II or IV City Civil Registrar's Office
	3.1 Posting the Certificate of Marriage	None	10 Days	Registration Officer II or IV City Civil Registrar's Office
	3.2 Register the Certificate of Marriage	None	2 Hour	Registration Officer II or IV City Civil Registrar's Office
4. Return to the City Civil Registrar's Office and present the claim stub.	4. Receive the claim stub.	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
5. Receive the Certificate of Marriage.	5. Release the Certificate of Marriage	None	5 Minutes	Registration Officer II or IV City Civil Registrar's Office
<b>TOTAL:</b>		<b>None</b>	<b>11 Days, 1 Hour</b>	



# **City Development and Livelihood Office**

## **External Services**



## 1. Request for Assistance in the Submission of Reports through Cooperative Assessment Information System (CAIS)

This service aims to assist all accredited cooperatives in the submission of reports through Cooperative Assessment Information System (CAIS) registration.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Research, Advocacy and Information Division (RAID)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen			
<b>Who May Avail:</b>	All registered Cooperatives in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy)		Applicant		
2. Cooperative Annual Progress Report (1 Original copy)		Applicant		
3. Cooperative Audited Financial Statement (1 Original copy)		Applicant		
4. Performance Audit Report (1 Original copy)		Applicant		
5. Social Audit Report (1 Original copy)		Applicant		
6. Mediation and Conciliation Report (1 Original copy)		Applicant		
7. List of Officers and Trainings Attended (1 Original copy)		Applicant		
8. Cooperative Official Email-Address (Slip)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive documentary requirements and forward the same to the Research, Advocacy and Information Division (RAID)	None	5 Minutes	<i>Administrative Officer</i> Cooperative Development and Livelihood Office
	1.1 RAID evaluates the cooperative submitting reports through CAIS	None	30 Minutes	<i>Supervising Cooperative Development Specialist</i> Cooperative Development and



	and inspects the completeness of the documentary requirements submitted			Livelihood Office
2. Receive Notice of Schedule of the request	2. Schedule the conduct of submission through CAIS	None	15 Minutes	<i>Cooperative Development Specialist 1</i> Cooperative Development and Livelihood Office
3. Submission of reports through CAIS	3. Assist in the submission of reports of the cooperative through CAIS in coordination with CDA	None	1 Day	<i>Cooperative Development Specialist 1</i> Cooperative Development and Livelihood Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 50 Minutes</b>	

Requests for Assistance in the Submission of Reports through Cooperative Assessment Information System (CAIS) is covered under RA 11535 or otherwise known as "An Act Making the Position of a Cooperatives Development Officer Mandatory in the Municipal, City and Provincial Levels, Amending for the Purpose Republic Act No. 7160, otherwise Known as the "Local Government Code Of 1991", As Amended



## 2. Request for Livelihood Assistance

This service is granted to registered associations, cooperatives, people's organization and other civil society organizations to support in terms of tools, machineries, equipment and other material inputs to support the livelihood projects of the organizations.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Enterprise Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Associations, Cooperatives, People's Organizations and other Civil Society Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy)		Applicant		
2. Board Resolution requesting assistance (1 Original copy)		Applicant		
3. Authenticated copy of the Certificate of Registration (1 Original copy)		Department of Labor and Employment (DOLE) (c/o Applicant)		
4. Complete List of Officers and Members with corresponding address (1 Original copy)		Applicant		
5. Profile of Members (1 Original copy)		Applicant		
6. Barangay Certification certifying the existence of proponents for at least 1 year (1 Original copy)		Barangay Hall (c/o Applicant)		
7. Financial Report for at least 1 year (1 Original copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive documentary requirements and forward the same to the Enterprise Development Division (ENDEV)	None	5 Minutes	Cooperative Development Specialist 1 – Designated Administrative Officer Cooperative Development and Livelihood Office
	1.1 Evaluate organization and completeness of	None	1 Hour	Cooperative Development Specialist 1 Cooperative Development and



	document s			Livelihood Office
2. Receive Notice of Schedule for site visit and accompany the validating team	2. Send notice of validation and validate livelihood project needs through site visits	None	1 Day	<i>Supervising Cooperative Development Specialist</i> Cooperative Development and Livelihood Office
3. Receive feedback about the assistance requested	3. Update client regarding the status of request	None	30 Minutes	<i>Cooperative Development Specialist 1</i> Cooperative Development and Livelihood Office
	3.1 Prepare documents and other procurement papers for supplies, materials or equipment livelihood assistance	None	5 Days	<i>Cooperative Development Specialist 1</i> Cooperative Development and Livelihood Office
4. Receive livelihood support/assistance	4. Award the assistance to clients/beneficiary	None	4 Hours	<i>Cooperative Development Specialist 1</i> Cooperative Development and Livelihood Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 5 Hours, 35 Minutes</b>	



### 3. Request for Livelihood Training

This service is provided to the citizen who needed to enhance their skills and capabilities in undertaking livelihood such as massage therapy, cosmetics, baking and pastry, to include institutionalized, etc.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Training Development Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Associations, Cooperatives, People’s Organizations and other Civil Society Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Intent	1. Receive Letter of Intent and forward to the Training Division	None	5 Minutes	<i>Cooperative Development Specialist 1 – Designated Administrative Officer Cooperative Development and Livelihood Office</i>
	1.1 Evaluate organization applying for livelihood skills training	None	1 Day	<i>Training Coordinator Cooperative Development and Livelihood Office</i>
2. Receive Notice of Schedule of the request	2. Notify client of the result of the Request	None	15 Minutes	<i>Training Coordinator Cooperative Development and Livelihood Office</i>
	2.1 If training result is positive:  ● Prepare and assess availability of training supplies/materials	None	1 Day	



	<ul style="list-style-type: none"> <li>● Arrange venue and Trainor</li> <li>● Coordinate with line agencies</li> <li>● Other logistics to support the conduct of training</li> </ul>			
3. Attend Training	3. Conduct Training	None	1 Day	<i>Training Coordinator</i> Cooperative Development and Livelihood Office
4. Answer Post-Training Evaluation Form	4. Distribute post-training evaluation form to participants	None	30 Minutes	<i>Training Coordinator</i> Cooperative Development and Livelihood Office
5. Receive the Certificate of Attendance/Participants	5. Distribute Certificate of Attendance/Participation	None	1 Day	<i>Training Coordinator</i> Cooperative Development and Livelihood Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 50 Minutes</b>	





## 4. Request for Loan Under the City Cooperative Livelihood Assistance Program (CCLAP)

### Phase 1: Receipt of Application

This service provides financial support for their livelihood projects. CCLAP Loan can be used as working capital, procurement of capital investment or fixed assets and supplies relevant to projects such as small machineries, equipment and raw materials, etc. The maximum loanable amount of Five Hundred Thousand Pesos (PHP 500,000.00) payable in two (2) years with zero percent interest.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Enterprise Development Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business; G2C – Government to Citizen	
<b>Who May Avail:</b>	<p>ILIGAN CITY REGISTERED COOPERATIVES</p> <p>Criteria of Borrowers:</p> <p>Credit assistance from City Livelihood Assistance from City Cooperative Livelihood Assistance Program (CCLAP) is open to all qualified cooperatives, provided that client meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Cooperative Development (CDA) registered</li> <li>2. Have an operating experience of at least two (2) years in Iligan City regardless of capitalization and category</li> <li>3. Have operating experience of at least two (2) years in Iligan City and with a capitalization under the category of Micro Cooperative (P3 Million below) and Small-Cooperative (P3 Million – P15 Million)</li> <li>4. Have a management Committee/Board which meets once a month Majority of the members of the cooperatives/beneficiaries shall be residents of Iligan City and the projects shall also be undertaken in Iligan City</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Letter of Intent (1 Original copy, 2 photocopies)	Applicant/Client	
2. Project Proposal (1 Original copy, 2 photocopies)	Applicant/Client	
3. List of Members with their corresponding capital contribution to the cooperatives and their addresses (1 Original copy, 2 photocopies)	Applicant/Client	
4. Board Resolution for the Application of CCLAP Loan (1 Original copy, 2 photocopies)	Applicant/Client	



<p>5. Authenticated copy of Certificate of Registration with CDA, Articles of Cooperation and By-Laws (1 Original copy, 2 photocopies)</p>	<p>Cooperative Development Authority 3<sup>rd</sup> Floor, Gonzales-Gimeno Building, Roxas Avenue, Iligan City</p>
<p>6. Proof of Active Operation, satisfying at least two (2) of the four Criteria, the identified two (2) of the four criteria must be notarized: (1 Original copy, 2 photocopies)</p> <ul style="list-style-type: none"> <li>• Minutes of Meeting of at least four (3) Board Meetings</li> <li>• Barangay Captain</li> </ul> <p>Certification certifying that the proponent has been existing for at least six (6) months.</p> <ul style="list-style-type: none"> <li>• Have members regularly paying annual/monthly dues or share capital</li> <li>• Certification of Good Standing from creditor, if any</li> </ul>	<p>Applicant's Secretary Barangay Hall Applicant's Treasurer Financial Institutions</p>
<p>7. Evidence availability of counterpart (notarized) 20% equity (1 Original copy, 2 photocopies)</p>	<p>Applicant/Client</p>
<p>8. Latest Audited Financial Statement (2 years) (1 Original copy, 2 photocopies)</p>	<p>Applicant's Accountant</p>
<p>9. Map/ Sketch of the Project site (1 Original copy, 2 photocopies)</p>	<p>Applicant</p>
<p>10. Pictorial documentation of the project site (1 Original copy, 2 photocopies)</p>	<p>Applicant</p>
<p>11. Secretary's certificate for incumbent officers of the Coop (1 Original copy, 2 photocopies)</p>	<p>Applicant's Secretary</p>
<p>12. Sworn Affidavit of the Coop's Secretary that none of its Co-operator's or incorporator, Organizers, Directors or Official is an agent of or related by consanguinity or affinity up to fourth civil degree to the Officials of the Government Organization authorized to process and or approve the proposal, the MOA and the release of funds.</p>	<p>Applicant's Secretary</p>



(1 Original copy, 2 photocopies)	
13. Disclosure by the cooperative of other related business and extent of ownership therein (1 Original copy, 2 photocopies)	Applicant
14. Coop treasurer certificate to submit a Post-Dated Check (PDC) to the City Treasurer's Office, for the period of two (2) years based upon the amortization schedule agreed by both parties prior to loan release (1 Original copy, 2 photocopies)	Applicant
15. Board Resolution of the following: a. Allowing the TWG to examine the existing Book of Account and other related documents until full payment of the loan (1 Original copy, 2 photocopies) b. Authorizing representative of the borrower to incur indebtedness with CLAP (Notarized) (1 Original copy, 2 photocopies)	Applicant's Secretary
16. Proof of registration from Registry System Based-Section Agriculture (RSBA) registered for insurance purposes, if the intention of the loan is Fishery/Agri-products (1 Original copy, 2 photocopies)	Philippine Crop Insurance Corporation (PCIC)
17. Board Resolution allowing the Technical Working Group to examine (1 Original copy, 2 photocopies)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent and its corresponding loan application requirements	1. Receive documentary requirements and forward to Enterprise Development Division	None	30 Minutes	Cooperative Development Specialist 1 – Designated Administrative Officer Cooperative Development and Livelihood Office



	1.1 Receive and evaluate documents as to its completeness	None	30 Minutes	Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office
<b>SUBTOTAL:</b>		<b>None</b>	<b>1 Hour</b>	

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) is covered under City Ordinance No. 23-7301 otherwise known as “An Ordinance Further Amending Certain Sections of City Ordinance No. 10-5665, and Adopting the Rules and Provisions for the 2019 Guidelines for the City Cooperative Livelihood Assistance Program in Line with the Provision of Sections 34, 35 And 36, Chapter 4 of the Local Government Code Of 1991.”

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) qualified for multi-stage processing.

## Phase 2: Committee Evaluation

This service provides financial support for their livelihood projects. CCLAP Loan can be used as working capital, procurement of capital investment or fixed assets and supplies relevant to projects such as small machineries, equipment and raw materials, etc. The maximum loanable amount of Five Hundred Thousand Pesos (PHP 500,000.00) payable in two (2) years with zero percent interest.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Enterprise Development Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business; G2C – Government to Citizen
<b>Who May Avail:</b>	<p>ILIGAN CITY REGISTERED COOPERATIVES</p> <p>Criteria of Borrowers:</p> <p>Credit assistance from City Livelihood Assistance from City Cooperative Livelihood Assistance Program (CCLAP) is open to all qualified cooperatives, provided that client meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Cooperative Development (CDA) registered</li> <li>2. Have an operating experience of at least two (2) years in Iligan City regardless of capitalization and category</li> <li>3. Have operating experience of at least two (2) years in Iligan City and with a capitalization under the category of Micro Cooperative (P3 Million below) and Small-Cooperative (P3 Million – P15 Million)</li> <li>4. Have a management Committee/Board which meets once a month Majority of the members of the cooperatives/beneficiaries shall be residents of Iligan City and the projects shall also be undertaken in Iligan City</li> </ol>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent (1 Original copy, 2 photocopies)	Applicant/Client
2. Project Proposal (1 Original copy, 2 photocopies)	Applicant/Client
3. List of Members with their corresponding capital contribution to the cooperatives and their addresses (1 Original copy, 2 photocopies)	Applicant/Client
4. Board Resolution for the Application of CCLAP Loan (1 Original copy, 2 photocopies)	Applicant/Client
5. Authenticated copy of Certificate of Registration with CDA, Articles of Cooperation and By-Laws (1 Original copy, 2 photocopies)	Cooperative Development. Authority 3 <sup>rd</sup> Floor, Gonzales-Gimeno Building, Roxas Avenue, Iligan City
6. Proof of Active Operation, satisfying at least two (2) of the four Criteria, the identified two (2) of the four criteria must be notarized: (1 Original copy, 2 photocopies) <ul style="list-style-type: none"> <li>▪ Minutes of Meeting of at least four (3) Board Meetings</li> <li>▪ Barangay Captain Certification certifying that the proponent has been existing for at least six (6) months.</li> <li>▪ Have members regularly paying annual/monthly dues or share capital</li> <li>▪ Certification of Good Standing from creditor, if any</li> </ul>	Applicant's Secretary Barangay Hall Applicant's Treasurer Financial Institutions
7. Evidence availability of counterpart (notarized) 20% equity (1 Original copy, 2 photocopies)	Applicant/Client
8. Latest Audited Financial Statement (2 years) (1 Original copy, 2 photocopies)	Applicant's Accountant
9. Map/ Sketch of the Project site (1 Original copy, 2 photocopies)	Applicant
10. Pictorial documentation of the project site (1 Original copy, 2 photocopies)	Applicant



11. Secretary's certificate for incumbent officers of the Coop (1 Original copy, 2 photocopies)	Applicant's Secretary
12. Sworn Affidavit of the Coop's Secretary that none of its Co-operator's or incorporator, Organizers, Directors or Official is an agent of or related by consanguinity or affinity up to fourth civil degree to the Officials of the Government Organization authorized to process and or approve the proposal, the MOA and the release of funds. (1 Original copy, 2 photocopies)	Applicant's Secretary
13. Disclosure by the cooperative of other related business and extent of ownership therein (1 Original copy, 2 photocopies)	Applicant
14. Coop treasurer certificate to submit a Post-Dated Check (PDC) to the City Treasurer's Office, for the period of two (2) years based upon the amortization schedule agreed by both parties prior to loan release (1 Original copy, 2 photocopies)	Applicant
15. Board Resolution of the following: a. Allowing the TWG to examine the existing Book of Account and other related documents until full payment of the loan (1 Original copy, 2 photocopies) b. Authorizing representative of the borrower to incur indebtedness with CLAP (Notarized) (1 Original copy, 2 photocopies)	Applicant's Secretary
16. Proof of registration from Registry System Based-Section Agriculture (RSBA) registered for insurance purposes, if the intention of the loan is Fishery/Agri-products (1 Original copy, 2 photocopies)	Philippine Crop Insurance Corporation (PCIC)
17. Board Resolution allowing the Technical Working Group to examine (1 Original copy, 2 photocopies)	Applicant



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive update of Loan Application	1. Schedule CCLAP Technical Working Group site inspection and meeting	None	30 Minutes	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
	1.1 Facilitate the CCLAP Meeting to Evaluate Project Proposal/Business Plan through Technical Working Group (TWG)	None	1 Day	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
2. Receive Notice of Schedule for site visit and accompany the validating team	2. Facilitate the conduct of site inspection and final evaluation with TWG for recommendation to CCLAP Executive Committee	None	2 Days	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
	2.1 Schedule CCLAP Joint Meeting (Executive Committee and CCLAP TWG)	None	1 Day	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
	2.2 Facilitate CCLAP Joint Meeting and approval of CCLAP loan application	None	1 Day	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
<b>SUBTOTAL:</b>		<b>None</b>	<b>5 Days, 30 Minutes</b>	



Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) is covered under City Ordinance No. 23-7301 otherwise known as “An Ordinance Further Amending Certain Sections of City Ordinance No. 10-5665, and Adopting the Rules and Provisions for the 2019 Guidelines for the City Cooperative Livelihood Assistance Program in Line with the Provision of Sections 34, 35 And 36, Chapter 4 of the Local Government Code Of 1991.”

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) qualified for multi-stage processing.

### Phase 3: Approval and Signing of MOA

This service provides financial support for their livelihood projects. CCLAP Loan can be used as working capital, procurement of capital investment or fixed assets and supplies relevant to projects such as small machineries, equipment and raw materials, etc. The maximum loanable amount of Five Hundred Thousand Pesos (PHP 500,000.00) payable in two (2) years with zero percent interest.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Enterprise Development Division	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen	
<b>Who May Avail:</b>	<p>ILIGAN CITY REGISTERED COOPERATIVES</p> <p>Criteria of Borrowers:</p> <p>Credit assistance from City Livelihood Assistance from City Cooperative Livelihood Assistance Program (CCLAP) is open to all qualified cooperatives, provided that client meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Cooperative Development (CDA) registered</li> <li>2. Have an operating experience of at least two (2) years in Iligan City regardless of capitalization and category</li> <li>3. Have operating experience of at least two (2) years in Iligan City and with a capitalization under the category of Micro Cooperative (P3 Million below) and Small-Cooperative (P3 Million – P15 Million)</li> <li>4. Have a management Committee/Board which meets once a month Majority of the members of the cooperatives/beneficiaries shall be residents of Iligan City and the projects shall also be undertaken in Iligan City</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Letter of Intent (1 Original copy, 2 photocopies)	Applicant/Client	
2. Project Proposal (1 Original copy, 2 photocopies)	Applicant/Client	





3. List of Members with their corresponding capital contribution to the cooperatives and their addresses (1 Original copy, 2 photocopies)	Applicant/Client
4. Board Resolution for the Application of CCLAP Loan (1 Original copy, 2 photocopies)	Applicant/Client
5. Authenticated copy of Certificate of Registration with CDA, Articles of Cooperation and By-Laws (1 Original copy, 2 photocopies)	Cooperative Development. Authority 3 <sup>rd</sup> Floor, Gonzales-Gimeno Building, Roxas Avenue, Iligan City
6. Proof of Active Operation, satisfying at least two (2) of the four Criteria, the identified two (2) of the four criteria must be notarized: (1 Original copy, 2 photocopies) <ul style="list-style-type: none"> <li>▪ Minutes of Meeting of at least four (3) Board Meetings</li> <li>▪ Barangay Captain Certification certifying that the proponent has been existing for at least six (6) months.</li> <li>▪ Have members regularly paying annual/monthly dues or share capital</li> <li>▪ Certification of Good Standing from creditor, if any</li> </ul>	Applicant's Secretary Barangay Hall  Applicant's Treasurer Financial Institutions
7. Evidence availability of counterpart (notarized) 20% equity (1 Original copy, 2 photocopies)	Applicant/Client
8. Latest Audited Financial Statement (2 years) (1 Original copy, 2 photocopies)	Applicant's Accountant
9. Map/ Sketch of the Project site (1 Original copy, 2 photocopies)	Applicant
10. Pictorial documentation of the project site (1 Original copy, 2 photocopies)	Applicant
11. Secretary's certificate for incumbent officers of the Coop (1 Original copy, 2 photocopies)	Applicant's Secretary



<p>12. Sworn Affidavit of the Coop's Secretary that none of its Co-operator's or incorporator, Organizers, Directors or Official is an agent of or related by consanguinity or affinity up to fourth civil degree to the Officials of the Government Organization authorized to process and or approve the proposal, the MOA and the release of funds. (1 Original copy, 2 photocopies)</p>	<p>Applicant's Secretary</p>
<p>13. Disclosure by the cooperative of other related business and extent of ownership therein (1 Original copy, 2 photocopies)</p>	<p>Applicant</p>
<p>14. Coop treasurer certificate to submit a Post-Dated Check (PDC) to the City Treasurer's Office, for the period of two (2) years based upon the amortization schedule agreed by both parties prior to loan release (1 Original copy, 2 photocopies)</p>	<p>Applicant</p>
<p>15. Board Resolution of the following:        a. Allowing the TWG to examine the existing Book of Account and other related documents until full payment of the loan (1 Original copy, 2 photocopies)        b. Authorizing representative of the borrower to incur indebtedness with CLAP (Notarized) (1 Original copy, 2 photocopies)</p>	<p>Applicant's Secretary</p>
<p>16. Proof of registration from Registry System Based-Section Agriculture (RSBA) registered for insurance purposes, if the intention of the loan is Fishery/Agri-products (1 Original copy, 2 photocopies)</p>	<p>Philippine Crop Insurance Corporation (PCIC)</p>
<p>17. Board Resolution allowing the Technical Working Group to examine (1 Original copy, 2 photocopies)</p>	<p>Applicant</p>



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Received results of evaluation	1. If disapprove, notify the clients through a letter	None	5 Days	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
	1.1 If approve, process all documents in relation to loan application which includes: <ul style="list-style-type: none"> <li>▪ Seeking of legal opinion from City Legal Office (CLO) on the Memorandum of Agreement (MOA)</li> </ul>			
	1.2 Endorsement of CCLAP documents to City Mayor's Office to secure Mayor's authority to sign the contract	None	5 Days	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
2. Sign the MOA, Promissory Note (PN) and Authorization Schedule	2. Prepare MOA, Amortization Schedule & Promissory Note and notify clients to sign the said documents	None	1 Day	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
<b>SUBTOTAL:</b>		<b>None</b>	<b>11 Days</b>	

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) is covered under City Ordinance No. 23-7301 otherwise known as "An Ordinance Further Amending Certain Sections of City Ordinance No. 10-5665, and Adopting the Rules and Provisions for the 2019 Guidelines for the City Cooperative Livelihood Assistance Program in Line with the Provision of Sections 34, 35 And 36, Chapter 4 of the Local Government Code Of 1991."

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) qualified for multi-stage processing.



## Phase 4: Processing and Release of Loan

This service provides financial support for their livelihood projects. CCLAP Loan can be used as working capital, procurement of capital investment or fixed assets and supplies relevant to projects such as small machineries, equipment and raw materials, etc. The maximum loanable amount of Five Hundred Thousand Pesos (PHP 500,000.00) payable in two (2) years with zero percent interest.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Enterprise Development Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business; G2C – Government to Citizen	
<b>Who May Avail:</b>	<p>ILIGAN CITY REGISTERED COOPERATIVES</p> <p>Criteria of Borrowers:</p> <p>Credit assistance from City Livelihood Assistance from City Cooperative Livelihood Assistance Program (CCLAP) is open to all qualified cooperatives, provided that client meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Cooperative Development (CDA) registered</li> <li>2. Have an operating experience of at least two (2) years in Iligan City regardless of capitalization and category</li> <li>3. Have operating experience of at least two (2) years in Iligan City and with a capitalization under the category of Micro Cooperative (P3 Million below) and Small-Cooperative (P3 Million – P15 Million)</li> <li>4. Have a management Committee/Board which meets once a month Majority of the members of the cooperatives/beneficiaries shall be residents of Iligan City and the projects shall also be undertaken in Iligan City</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Letter of Intent (1 Original copy, 2 photocopies)	Applicant/Client	
2. Project Proposal (1 Original copy, 2 photocopies)	Applicant/Client	
3. List of Members with their corresponding capital contribution to the cooperatives and their addresses (1 Original copy, 2 photocopies)	Applicant/Client	
4. Board Resolution for the Application of CCLAP Loan (1 Original copy, 2 photocopies)	Applicant/Client	
5. Authenticated copy of Certificate of Registration with CDA, Articles of Cooperation and By-Laws (1	Cooperative Development. Authority 3 <sup>rd</sup> Floor, Gonzales-Gimeno Building, Roxas Avenue, Iligan City	



Original copy, 2 photocopies)	
<p>6. Proof of Active Operation, satisfying at least two (2) of the four Criteria, the identified two (2) of the four criteria must be notarized: (1 Original copy, 2 photocopies)</p> <ul style="list-style-type: none"> <li>▪ Minutes of Meeting of at least four (3) Board Meetings</li> <li>▪ Barangay Captain Certification certifying that the proponent has been existing for at least six (6) months.</li> <li>▪ Have members regularly paying annual/monthly dues or share capital</li> <li>▪ Certification of Good Standing from creditor, if any</li> </ul>	<p>Applicant's Secretary Barangay Hall</p> <p>Applicant's Treasurer Financial Institutions</p>
7. Evidence availability of counterpart (Notarized) 20% equity (1 Original copy, 2 photocopies)	Applicant/Client
8. Latest Audited Financial Statement (2 years) (1 Original copy, 2 photocopies)	Applicant's Accountant
9. Map/ Sketch of the Project site (1 Original copy, 2 photocopies)	Applicant
10. Pictorial documentation of the project site (1 Original copy, 2 photocopies)	Applicant
11. Secretary's certificate for incumbent officers of the Coop (1 Original copy, 2 photocopies)	Applicant's Secretary
12. Sworn Affidavit of the Coop's Secretary that none of its Co-operator's or incorporator, Organizers, Directors or Official is an agent of or related by consanguinity or affinity up to fourth civil degree to the Officials of the Government Organization authorized to process and or approve the proposal, the MOA and the release of funds (1 Original copy, 2 photocopies)	Applicant's Secretary
13. Disclosure by the cooperative of other related business and extent of ownership therein (1 Original copy, 2 photocopies)	Applicant
14. Coop treasurer certificate to	Applicant



submit a Post-Dated Check (PDC) to the City Treasurer's Office, for the period of two (2) years based upon the amortization schedule agreed by both parties prior to loan release (1 Original copy, 2 photocopies)	
15. Board Resolution of the following: a. Allowing the TWG to examine the existing Book of Account and other related documents until full payment of the loan (1 Original copy, 2 photocopies) b. Authorizing representative of the borrower to incur indebtedness with CLAP (Notarized) (1 Original copy, 2 photocopies)	Applicant's Secretary
16. Proof of registration from Registry System Based-Section Agriculture (RSBA) registered for insurance purposes, if the intention of the loan is Fishery/Agri-products (1 Original copy, 2 photocopies)	Philippine Crop Insurance Corporation (PCIC)
17. Board Resolution allowing the Technical Working Group to examine (1 Original copy, 2 photocopies)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Update client of status of Loan Application	1. Forward the documents to the City Budget Office, City Accountants Office and City Treasurer's Office or to any office involved/deemed necessary in the processing of documents for release	None	15 Days	<i>Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office</i>
2. Receive notification regarding the release of the	2. Advise client of the release of approved loan amount through	None	5 Minutes	<i>Cooperative Development Specialist 1/CCLAP</i>



loan	Check			Secretariat Cooperative Development and Livelihood Office
3. Attend formal turn-over of CCLAP loan	3. Prepare for the turn-over	None	1 Day	Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office
	3.1 Conduct of formal turn- over of CCLAP loan release	None	1 Day	Cooperative Development Specialist 1/CCLAP Secretariat Cooperative Development and Livelihood Office
<b>SUBTOTAL:</b>		<b>None</b>	<b>17 Days, 5 Minutes</b>	
<b>TOTAL:</b>		<b>None</b>	<b>33 Days, 1 Hour, 35 Minutes</b>	

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) is covered under City Ordinance No. 23-7301 otherwise known as “An Ordinance Further Amending Certain Sections of City Ordinance No. 10-5665, and Adopting the Rules and Provisions for the 2019 Guidelines for the City Cooperative Livelihood Assistance Program in Line with the Provision of Sections 34, 35 And 36, Chapter 4 of the Local Government Code Of 1991.”

Request for Loan under the City Cooperative Livelihood Assistance Program (CCLAP) qualified for multi-stage processing.



## 5. Request for Mandatory Trainings

This service provides Mandatory Trainings to officers of the cooperatives in compliance with the training requirements set by the Cooperative Development Authority (CDA). It aims to equip cooperative offices with the necessary skills in managing the cooperative.

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Training Development Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Officers of the Registered Cooperatives in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of letter of intent	1. Receive letter of intent and forward the same to the Research, Advocacy and Information Division (RAID)	None	5 Minutes	<i>Cooperative Development Specialist 1 – Designated Administrative Officer Cooperative Development and Livelihood Office</i>
	1.1 RAID evaluates the cooperative requesting for mandatory training	None	30 Minutes	<i>Supervising Cooperative Development Specialist Cooperative Development and Livelihood Office</i>
2. Receive Notice of Schedule of the request	2. Schedule the conduct Mandatory Training	None	15 Minutes	<i>Training Coordinator Cooperative Development and Livelihood Office</i>
3. Attend mandatory training	3. Conduct mandatory training in coordination with CDA	None	1 Day	<i>Training Coordinator Cooperative Development and Livelihood Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 50 Minutes</b>	

Requests for Mandatory Trainings is covered under RA 11535 or otherwise known as "An Act Making the Position of a Cooperatives Development Officer Mandatory in the Municipal, City and Provincial Levels, Amending for the Purpose Republic Act No. 7160, otherwise Known as the "Local Government Code Of 1991", As Amended





## 6. Request for Pre-Registration Seminar

This service aims to inculcate within the members of the organization the basic principles and practices of cooperativism prior to the formation of an authentic cooperative in coordination with the Cooperative Development Authority (CDA).

<b>Office or Division:</b>	Cooperative Development and Livelihood Office - Research, Advocacy and Information Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Registered Associations in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of letter of intent	1. Receive letter of intent and forward the same to the Research, Advocacy and Information Division (RAID)	None	5 Minutes	<i>Cooperative Development Specialist 1 – Designated Administrative Officer</i> Cooperative Development and Livelihood Office
	1.1 RAID evaluates organization applying for Pre-registration Seminar	None	30 Minutes	<i>Supervising Cooperative Development Specialist</i> Cooperative Development and Livelihood Office
2. Receive Notice of Schedule of the request	2. Schedule the conduct Pre-registration Seminar	None	15 Minutes	<i>Cooperative Development Specialist 1</i> Cooperative Development and Livelihood Office



3. Attend Pre-registration seminar	3. Conduct pre-registration seminar in coordination with CDA	None	1 Day	Supervising Cooperative Development Specialist Cooperative Development and Livelihood Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 50 Minutes</b>	

Requests for Pre-Registration Seminar is covered under RA 11535 or otherwise known as "An Act Making the Position of a Cooperatives Development Officer Mandatory in the Municipal, City and Provincial Levels, Amending for the Purpose Republic Act No. 7160, otherwise known as t



## **City Engineer's Office**

### **External Services**



## 1. Declogging and Deepening of Drainage Canals

This is to provide declogging and deepening of drainage system to improve the flow of sewage and flood water within the city, mitigating the occurrences of flood.

<b>Office or Division</b>	City Engineer's Office - Maintenance Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government To Government			
<b>Who May Avail:</b>	Government/Barangay Official			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (4 original copies)		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request	2. Receive letter request by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Maintenance Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
	2.2. Conduct site inspection	None	1 Hour	<i>Engineer III</i> Maintenance Division, City Engineer's Office
	2.3. Schedule and deploy personnel (trucks and equipment)	None	10 Minutes	<i>Engineer III</i> Maintenance Division, City Engineer's Office



	2.4. Cleaning of clogged waterways	None	2 Days	Engineer III Maintenance Division City Engineer's Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Days, 1 Hour, 25 Minutes</b>	



## 2. Field and Laboratory Testing Services (Concrete Cylinder, Concrete Hollow Blocks, Maximum Dry Density & RSB Tensile)

This is to provide material testing and field samples services of infrastructure projects within the city.

<b>Office or Division:</b>	City Engineer's Office – Quality Control Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government To Government			
<b>Who May Avail:</b>	Government Agencies and Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (4 original copies)		Client/Applicant		
2. Samples to be tested		Client/Applicant		
3. Official Receipt (1 Original copy for verification)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request	2. Receive letter request by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Quality Control Division	None	1 day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
3. Bring specified Sample/s for testing	3. Receive/ record samples	None	5 Minutes	<i>Laboratory Technician/Laboratory Aide II</i> Quality Control Division, City Engineer's Office



	3.1. Issue Order of Payment	None	30 Minutes	Laboratory Technician/Laboratory Aide II Quality Control Division, City Engineer's Office
4. Pay assessment at City Treasurer's Office.	4. Receive payment based on assessment	See Table Below	1 Hour	Revenue Collection Clerk, City Treasurer's Office
5. Present the Official Receipt	5. Check Official Receipt	None	5 Minutes	Laboratory Technician/ Laboratory Aide II Quality Control Division, City Engineer's Office
6. Fill out Laboratory Testing Form	6. Instruct client to fill-out the Laboratory Testing Form. ✓ Concrete Cylinder ✓ Concrete Hollow Block ✓ Moisture Dry Density ✓ RSB Tensile	None	5 Minutes	Engineer IV Quality Control Division, City Engineer's Office & City Government Department Head II Administrative Division City Engineer's Office
	6.1. Perform and Record Laboratory Testing	None	1 day	
	6.2. Prepare and compute the final test result	None	15 Minutes	
	6.3 Approve test results	None	1 day	
7. Receive copy of Laboratory Test Result	7. Release and record of Laboratory Test Result	None	5 Minutes	Laboratory Technician/ Laboratory Aide II Quality Control Division, City Engineer's Office



<b>TOTAL:</b>	<b>See Table Below</b>	<b>3 Days, 2 Hours, 20 Minutes</b>	
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Field and Laboratory Testing Services (Concrete Cylinder, Concrete Hollow Blocks, Maximum Dry Density & RSB Tensile) is under Department of Public Works and Highways Department Order No. 11, Series of 2020– Revised Schedule of Fees and Charges for Laboratory Testing of Construction Materials

**Testing Fee under Department of Public Works and Highways Department Order No. 11, Series of 2020**

Type of Test	Cost of Payment
Concrete Cylinder	PHP 43.95
Hollow Blocks	PHP 73.25
RSB Tensile	PHP 240.00 per bar
Moisture Dry Density Test	PHP 292.85





### 3. Field and Laboratory Testing Services (Field Density Test)

This is to provide material testing and field samples services of infrastructure projects within the city.

<b>Office or Division:</b>	City Engineer's Office – Quality Control Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government To Government			
<b>Who May Avail:</b>	Government Agencies and Contractor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (4 original copies)		Client/Applicant		
2. Samples to be tested		Client/Applicant		
3. Official Receipt (1 original copy for verification)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request	2. Receive letter request by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Quality Control Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
3. Bring specified Sample/s for testing	3. Receive/ record samples	None	5 Minutes	<i>Laboratory Technician/Laboratory Aide II</i>



				Quality Control Division, City Engineer's Office
	3.1 Issue Order of Payment	None	30 Minutes	Laboratory Technician/Laboratory Aide II Quality Control Division, City Engineer's Office
4. Pay assessment at City Treasurer's Office.	4. Receive payment based on assessment	PHP 199.65/hole	1 Hour	Revenue Collection Clerk, City Treasurer's Office
5. Present the Official Receipt	5. Check Official Receipt	None	5 Minutes	Laboratory Technician/ Laboratory Aide II Quality Control Division, City Engineer's Office
6. Fill out Laboratory Testing Form	6. Instruct client to fill-out the Laboratory Testing Form.	None	5 Minutes	Engineer IV Quality Control Division, City Engineer's Office & City Government Department Head II Administrative Division City Engineer's Office
	✓ Field Density Test			
	6.1 Perform and Record Laboratory Testing	None	1 Day	
	6.2 Prepare and compute the final test result	None	15 Minutes	
	6.3 Approve test results	None	1 Day	



7. Receive copy of Laboratory Test Result	7. Release and record of Laboratory Test Result	None	5 Minutes	Laboratory Technician/ Laboratory Aide II Quality Control Division City Engineer's Office
<b>TOTAL:</b>		<b>PHP 199.65/ hole</b>	<b>3 Days, 2 Hours, 20 Minutes</b>	

Field and Laboratory Testing Services (Field and Density Test) is under Department of Public Works and Highways Department Order No. 11, Series of 2020– Revised Schedule of Fees and Charges for Laboratory Testing of Construction Materials

**Testing Fee under Department of Public Works and Highways Department Order No. 11, Series of 2020**

<b>Type of Test</b>	<b>Cost of Payment</b>
Concrete Cylinder	PHP 43.95
Hollow Blocks	PHP 73.25
RSB Tensile	PHP 240.00 per bar
Moisture Dry Density Test	PHP 292.85



#### 4. Issuance of Certification to access Quarry Permits

This is to issue certification to access Quarry Permits.

<b>Office or Division:</b>	City Engineer's Office – Road Right of Way			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government To Citizen			
<b>Who May Avail:</b>	All permit applicants for industrial/ commercial sand and gravel/Quarry			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (4 original copies)		Client/Applicant		
2. Sketch Plan duly signed and sealed by Geodetic Engineer (2 clear photocopies)		Client/Applicant		
3. Land Title (2 clear photocopies)		Client/Applicant		
4. Lease Contract (1 clear photocopy)		Client/Applicant		
5. Owners Consent (1 clear photocopy)		Client/Applicant		
6. Official Receipt (1 original copy for verification)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request & supporting documents	2. Receive letter request and documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Planning Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office



	2.2 Arrange schedule for the site/ocular inspection, investigation and verification.	None	30 Minutes	Engineer I Planning Division, City Engineer's Office
	2.3 Conduct site/ocular inspection, investigation and verification.	None	1 Day	Engineer I Planning Division, City Engineer's Office
3. Receive assessment for certification fee.	3. Issue Order of Payment	None	30 Minutes	Engineer I Planning Division, City Engineer's Office
4. Pay assessment at City Treasurer's Office.	4. Receive payment based on assessment	PHP 300.00	1 Hour	Revenue Collection Clerk, City Treasurer's Office
5. Present the Official Receipt	5. Check Official Receipt	None	5 Minutes	Engineer I Planning Division, City Engineer's Office
6. Receive copy of signed Certification	6. Release and record signed certification	None	5 Minutes	Engineer I Planning Division, City Engineer's Office
<b>TOTAL:</b>		<b>PHP 300.00</b>	<b>2 Days 2 Hours, 25 Minutes</b>	

Issuance of Certification to access Quarry Permits is under 2010 Amended Revenue Code of Iligan City (City Ordinance No. 10-5664)



## 5. Issuance of Drainage Certificate

This is to issue certificate for all completed drainage works upon inspection to show that it's compliant with regulations.

<b>Office or Division:</b>	City Engineer's Office – Slum Improvement & Resettlement Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government To Citizen			
<b>Who May Avail:</b>	All Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (4 original copies)		Client/Applicant		
2. Sketch Plan (1 clear photocopy)		Client/Applicant		
3. Building Permit Application - 1 set original		Client/Applicant		
4. Business Permit Application – 1 set original		Client/Applicant		
5. Official Receipt (1 original copy for verification)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request & sketch plan	2. Receive letter request and documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Planning Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office



	2.2 Arrange schedule for the site/ocular inspection, investigation and verification.	None	30 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
	2.3 Conduct site/ocular inspection, investigation and verification.	None	1 Day	<i>Engineer I</i> Planning Division, City Engineer's Office
3. Receive assessment for certification fee.	3. Issue Order of Payment	None	30 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
4. Pay assessment at City Treasurer's Office.	4. Receive payment based on assessment	PHP 150.00	1 Hour	<i>Revenue Collection Clerk,</i> City Treasurer's Office
5. Present the Official Receipt	5. Check Official Receipt	None	5 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
6. Receive copy of signed Certification	6. Release and record signed certification	None	5 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
<b>TOTAL:</b>		<b>PHP 150.00</b>	<b>2 Days 2 Hours, 25 Minutes</b>	

Issuance of Drainage Certificate is under 2010 Amended Revenue Code of Iligan City (City Ordinance No. 10-5664)



## 6. Issuance of Excavation Permit for Water Line Connection

To provide Excavation Permit for Water Line Connection

<b>Office or Division:</b>	City Engineer's Office – Road Right of Way			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government To Citizen			
<b>Who May Avail:</b>	All Residents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved application form for water line connection from ICWS		Iligan City Waterworks System (ICWS)		
2. Official Receipt (1 original copy for verification)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit application for water line connection from ICWS	2. Receiving documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Planning Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
	2.2 Arrange schedule for the site/ocular inspection, investigation and	None	30 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office





	verification.			
	2.3 Conduct site/ocular inspection, investigation and verification.	None	1 Day	<i>Engineer I</i> Planning Division, City Engineer's Office
3. Receive assessment for certification fee.	3. Issue Order of Payment	None	30 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
4. Pay assessment at City Treasurer's Office.	4. Receive payment based on assessment	Processing fee PHP 60.00 + Excavation Fee PHP 300.00 + PHP 250.00/m <sup>3</sup> for sand & gravel excavation or ₱1000.00/m <sup>3</sup> for concrete excavation	1 Hour	<i>Revenue Collection Clerk</i> City Treasurer's Office
5. Present the Official Receipt	5. Check Official Receipt	None	5 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
6. Receive copy of signed Certification	6. Release and record signed certification	None	5 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
<b>TOTAL:</b>		<b>Processing fee PHP 60.00 + Excavation Fee</b>	<b>2 Days 2 Hours, 25 Minutes</b>	



	<b>PHP 300.00 + PHP 250.00/m<sup>3</sup> for sand &amp; gravel excavati on or ₱1000.0 0/m<sup>3</sup> for concrete excavati on</b>		
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Issuance of Excavation Permit for Water Line Connection is under 2010 Amended Revenue Code of Iligan City (City Ordinance No. 10-5664)



## 7. Issuance of Road Right of Way Clearance Certification

To negotiate with the lot owners prior to commencement of government infrastructure projects.

<b>Office or Division:</b>	City Engineer's Office – Road Right of Way			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government To Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Residents Government Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Lot Title (1 clear photocopy)		Lot owner/ Applicant		
2. Tax Declaration of Lot and Building (1 clear photocopy)		Lot owner/ Applicant		
3. Deed of Conveyance (1 clear photocopy)		Lot owner/ Applicant		
4. Special Power of Attorney/Authorization (1 original copy)		Lot owner/ Applicant, Law Office		
5. Consent from Affected Lot Owners (1 original copy)		Lot owner/ Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit pertinent documents.	2. Receiving documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Planning Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
	2.2 Prepare notice/formal	None	30 Minutes	<i>Engineer I</i> Planning



	letter for joint inspection, counting of improvements and assessment for building affected by the Government Projects addressed to City Mayor, City Accountant, City Treasurer, City Assessor's Office and Barangay Captain			Division, City Engineer's Office
	2.3 Negotiate lot owners and building owners affected by the City Government Projects.	None	5 Days	<i>Engineer I</i> Planning Division, City Engineer's Office
3. Receive copy of signed Certification	3. Release and record signed certification	None	5 Minutes	<i>Engineer I</i> Planning Division, City Engineer's Office
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 50 Minutes</b>	



## 8. Issuance of Tartanilla/ Triscad Inspection Certification

To issue inspection certification for tartanilla/ triscad to ensure the safe and comfortable travel for public commuters.

<b>Office or Division:</b>	City Engineer's Office – Motorpool and Shop Services Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government To Citizen			
<b>Who May Avail:</b>	Tartanilla/ Triscad Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt (1 original copy for verification)		City Treasurer's Office		
2. Insurance Policy (1 original copy for verification)		Insurance Company		
3. Barangay Clearance (1 original copy for verification)		Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit pertinent documents.	2. Receiving documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Motorpool and Shop Services Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
	2.2 Check submitted requirements & schedule for inspection	None	30 Minutes	<i>Engineer III</i> Motorpool & Shop Division, City Engineer's Office



3. Ready Tartanilla/ Triscad at designated inspection area	3. Conduct inspection of Tartanilla/ Triscad	None	1 Day	<i>Engineer III</i> Motorpool & Shop Division, City Engineer's Office
	3.1 Review, evaluate and approve inspection certification	None	1 Day	<i>Engineer IV</i> Motorpool & Shop Division, City Engineer's Office <i>City Government</i> <i>Department Head II</i> Administrative Division City Engineer's Office
4. Receive approved Tartanilla/ Triscad Inspection Certification	4. Release approved Tartanilla/ Triscad Inspection Certification	None	5 Minutes	<i>Engineer III</i> Motorpool & Shop Division, City Engineer's Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Days, 50 Minutes</b>	



## 9. Land Survey Services

To conduct ocular inspection, lot investigation, topographic survey, computation of data and plotted computed data.

<b>Office or Division:</b>	City Engineer's Office – Planning, Designing and Programming Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government To Government			
<b>Who May Avail:</b>	Government Official/ Agencies/ Government Office/ Barangay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (4 original copies)		Client/ Applicant		
2. Land Title/ Transfer Certificate of Title (1 clear photocopy)		Client/ Applicant		
2. Deed of Conveyance (1 clear photocopy)		Lot owner/ Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request & land title/ TCT copy	2. Receiving documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Planning, Designing and Programming Division	None	1 Day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
	2.2 Check submitted requirements & schedule for site inspection	None	30 Minutes	<i>Administrative Assistant I</i> Planning, Designing and Programming Division,



				City Engineer's Office
	2.3 Conduct site inspection	None	1 Day	<i>Administrative Assistant I</i> Planning, Designing and Programming Division, City Engineer's Office
	2.4 Conduct investigation of lot	None	1 Day	<i>Administrative Assistant I</i> Planning, Designing and Programming Division, City Engineer's Office
	2.5 Conduct topographic survey	None	5 Days	<i>Administrative Assistant I</i> Planning, Designing and Programming Division, City Engineer's Office
	2.6 Compute and plot gathered data	None	5 Days	<i>Administrative Assistant I</i> Planning, Designing and Programming Division, City Engineer's Office
	2.7 Check, review computed data and plotted plans and sign for approval	None	2 Hours	<i>Engineer IV</i> Planning, Designing and Programming Division, City Engineer's & City Government Department Head II Administrative Division City Engineer's Office





3. Receive approved survey documents.	3. Release approved survey documents.	None	5 Minutes	<i>Administrative Assistant I</i> Planning, Designing and Programming Division, City Engineer's Office
<b>TOTAL:</b>		<b>None</b>	<b>13 Days, 2 Hours, 50 Minutes</b>	



**City Engineer's Office**  
**Both Internal and External Services**



## 1. Planning, Designing and Programming Services

To provide complete plans and project cost of government structures.

<b>Office or Division:</b>	City Engineer's Office – Planning, Designing and Programming Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government To Government			
<b>Who May Avail:</b>	Government Official/ Agencies/ Government Office/ Barangay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (4 original copies)		Client/ Applicant		
2. Certificate of Availability of Funds (CAF) (1 original copy)		City Treasurer's Office/ City Account's Office		
3. Land Title/ Transfer Certificate of Title (1 clear photocopy)		Client/ Applicant		
4. Deed of Conveyance (1 clear photocopy)		Lot owner/ Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Have the client sign in log book.	None	5 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
2. Submit letter request & pertinent documents	2. Receiving documents by the Administration Division	None	10 Minutes	<i>Administrative Assistant II</i> Administrative Division City Engineer's Office
	2.1 Department Head will endorse letter request to CEO – Planning, Designing and Programming Division	None	1 day	<i>City Government Department Head II</i> Administrative Division City Engineer's Office
	2.2 Check submitted requirements & schedule for site inspection	None	30 Minutes	<i>Engineer III/ Engineer IV</i> Planning, Designing and Programming Division,



				City Engineer's Office
	2.3 Conduct site inspection and survey	None	1 Day	<i>Engineer III</i> Planning, Designing and Programming Division, City Engineer's Office
	2.4 Preparation of Architectural, Electrical, Plumbing, Mechanical, Electronics & Structural Plans	None	11 Days	<i>Architect III &amp; Engineer III</i> Planning, Designing and Programming Division, City Engineer's Office
	2.5 Prepare Structural Analysis & Design	None	3 Days	<i>Engineer III</i> Planning, Designing and Programming Division, City Engineer's Office
	2.6 Compute quantities of materials and prepare Detailed Unit Price Analysis (DUPA), Approved Agency Estimate (AAE), Specifications, Construction Schedule and Programs of Works	None	3 Days	<i>Engineer III</i> Planning, Designing and Programming Division, City Engineer's Office
	2.7 Prepare Project Procurement Management Plan (PPMP)	None	30 Minutes	<i>Administrative Assistant I</i> Planning, Designing and Programming Division, City Engineer's Office
	2.8 Check, review completed	None	2 Hours	<i>Engineer IV</i> Planning,



	plans, computed quantities of materials and Detailed Unit Price Analysis (DUPA), Approved Agency Estimate (AAE), Specifications, Construction Schedule and Programs of Works			Designing and Programming Division, City Engineer's & City Government Department Head II Administrative Division City Engineer's Office
3. Receive complete approved Program of Works and plans.	3. Release complete approved Program of Works and plans	None	5 Minutes	Administrative Assistant I Planning, Designing and Programming Division, City Engineer's Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Days, 3 Hours, 20 Minutes</b>	



**City Environment and Natural  
Resources Office  
External Services**



## 1. Action Undertaken to a Received Correspondence

This service is an action to all correspondence received.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B-Government to Business, G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All Government and Non-government Agencies, Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Correspondence (2 Printed copies)		Concerned Government/Non-Government Agencies Concerned Department All Citizens		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request	None	30 Minutes	<i>Records Officer II /Receiving Clerk</i> City Environment and Natural Resources Office
	1.1 Review and evaluate Letter Request	None	2 Days	<i>City Environment and Natural Resources Officer or Representative</i> City Environment and Natural Resources Office
2. Acknowledge the action taken	2. Issue instruction for appropriate action	None	30 Minutes	<i>Senior Administrative Assistant I</i> City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour</b>	



## 2. Certification of Environmental Compliance for Activities Involving Lumber, Wooden Furniture, and Sawmill

This service provides business establishments dealing with lumber dealers, wooden furniture shops, and sawmill operators an environment certification.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Eco-Parks/Plazas, Watershed, and Forest Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who May Avail:</b>	Business enterprises dealing with lumbers or wooden furniture or sawmill
<b>CHECKLIST OF REQUIREMENTS WHERE TO SECURE</b>	
<b>For Coco Lumber Dealer</b>	
1. Application of Business Permit (1 Photocopy)	CMO – Business Permits and Licenses Office
2. Coco Lumber Dealer Permit (1 Photocopy)	Philippine Coconut Authority
3. Coco lumber circular saw operator permit (1 Photocopy)	Philippine Coconut Authority
4. Signage of “No Smoking Area” (1 Photo documentation)	Printing Establishment
5. Official Receipt for payment of Certification of Environmental Compliance and Ocular Inspection Fee (1 Photocopy)	City Treasurer’s Office
<b>For Good Lumber Dealer</b>	
1. Application of Business Permit (1 Photocopy)	CMO – Business Permits and Licenses Office
2. Lumber Dealer Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Signage of “No Smoking Area” (1 Photo documentation)	Printing Establishment
4. Official Receipt for payment of Certification of Environmental Compliance and Ocular Inspection Fee (1 Photocopy)	City Treasure’s Office
<b>For Mini-Sawmill</b>	
1. Application for Business Permit (1 Photocopy)	CMO – Business Permits and Licenses Office
2. Environment Compliance Certificate (ECC) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Signage of “No Smoking Area” nearby the sawdust	Printing Establishment





area/equipment (eye level) (1 Photocopy)				
4. Official Receipt for payment of Certification of Environmental Compliance and Ocular Inspection Fee (1 Photocopy)		City Treasurer's Office		
<b>For Wooden Furniture Dealer</b>				
1. Official Receipt of payment of furniture acquisition display from licensed shop Coco Lumber Dealer Permit (1 Photocopy)		Any licensed furniture shop for local		
2. Bill of Lading for imported products Coco Lumber Dealer Permit (1 Photocopy)		For imported products		
3. Official Receipt for payment of Environmental Compliance Certificate of Coco Lumber Dealer Permit (1 Photocopy)		City Treasurer's Office		
<b>For Wooden Furniture Shop</b>				
1. Application of Business Permit (1 Photocopy)		CMO – Business Permits and Licenses Office		
2. Lumber Dealer Permit (1 Photocopy)		Department of Environment and Natural Resources (DENR)		
3. Circular Saw Permit (1 Photocopy)		Department of Environment and Natural Resources (DENR)		
4. Signage of "No Smoking Area" (1 Photo documentation)		Printing Establishment		
5. Official Receipt for payment of Certification of Environmental Compliance and Ocular Inspection Fee (1 Photocopy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request with complete requirements	1. Receive submitted requirements and assess submitted documentary requirements.		1 Day	<i>Section Head</i> City Environment and Natural Resources Office
1.1 Receive the Payment Order and proceed to the City	1.1 Issuance of Payment Order and advice to pay to CTO	Inspection Fee: PHP 400.0	10 Minutes	<i>Section Head</i> City Environment and Natural Resources Office



Treasurer's Office		0 Certification Fee: PHP 100.00		
2. Receive Notice of Schedule for inspection	2. Evaluate submitted documents and schedule for inspection	None	1 Hour	<i>Section Head</i> City Environment and Natural Resources Office
	2.1 Conduct inspection to business location	None	1 Day	<i>Section Head</i> City Environment and Natural Resources Office
	2.2 Submission of Inspection Report to the Department Head	None	1 Hour	<i>Section Head</i> City Environment and Natural Resources Office
3. Receive Certification of Environmental compliance	3. Issue Certification of Environmental Compliance	None	30 Minutes	<i>Department Head</i> City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>PHP 500.00</b>	<b>2 Days, 2 Hours, 40 Minutes</b>	

Environmental Compliance for Activities Involving Lumber, Wooden Furniture, and Sawmill is covered under the City Ordinance No. 11-5763 or also known as The Iligan City Environment Code of 2011.



### 3. Certification of Environmental Compliance for Application of Business Permit

This service provides for certification of business establishments which complied with the environmental requirements as stipulated in the Environment Code of Iligan City

<b>Office or Division:</b>	City Environment and Natural Resources Office (CENRO) – Solid waste Management and Pollution Control Division (SWMPCD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B-Government to Business, G2C-Government to Citizen, G2G-Government to Government	
<b>Who May Avail:</b>	All establishments	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>Cemetery</b>		
1. Barangay Resolution (1 Photocopy)	Host Barangay Council	
2. SP Resolution (1 Photocopy)	Sangguniang Panlungsod (SP)	
3. DOH Certification (1 Photocopy)	Department of Health (DOH)	
4. Suitability Result and Mitigating Measures (1 Photocopy)	Proprietor	
5. Zoning Certificate (1 Photocopy)	City Planning and Development Office (CPDO)	
6. Site Development Plan (1 Photocopy)	Proprietor	
7. Conversion Order (agricultural land-DAR) (1 Photocopy)	Department of Agriculture (DA)	
8. Certified True Copy of TCT Contract of Sale/Lease (1 Photocopy)	Proprietor/RDO	
9. Environmental Compliance Certificate (1 Photocopy)	Department of Environment and Natural Resources (DENR)	
10. Environmental Compliance (1 Photocopy)	Department of Environment and Natural Resources (DENR)	
11. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)	
12. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office	



<b>Clinics &amp; Laboratories (uses needles)</b>	
1. Affidavit of Undertaking (1 Original copy)	Client
2. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Hazardous Waste Generator's ID (1 Photocopy)	Department of Environment and Natural Resources (DENR)
4. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
5. Permit to Operate [If with GenSet Available] (1 Photocopy)	Department of Environment and Natural Resources (DENR)
6. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Funeral Homes</b>	
1. Affidavit of Undertaking (1 Original copy)	Client
2. Certificate of Non-Coverage (CNC) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
4. Permit to Operate (if GenSet is available) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
5. Official receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Gasoline Station</b>	
1. Barangay Resolution (1 Photocopy)	Host Barangay Council
2. Zoning Certificate (1 Photocopy)	City Planning and Development Office (CPDO)
3. Conversion Order (Agriculture) (1 Photocopy)	Department of Agriculture (DA)
4. Site Development Plan (1 Photocopy)	Proprietor
5. Certified True Copy of TCT Contract of sale/Lease (1 Photocopy)	City Assessor's Office (CASSO)
6. Environmental Compliance Certificate (1 Photocopy)	Department of Environment and Natural Resources (DENR)
7. Hazardous Waste Generator's ID (1 Photocopy)	Department of Environment and Natural Resources (DENR)



8. Permit to Operate (if GenSet is available) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
9. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
10. Certificate of Compliance (1 Photocopy)	Department of Environment and Natural Resources (DENR)
11. Self-Monitoring Report (1 Photocopy)	Department of Environment and Natural Resources (DENR)
12. Oil Water Separator [if with service bay] (1 Photo documentation)	Proprietor
13. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Hospital</b>	
1. Affidavit of Undertaking (1 Original copy)	Client
2. Environmental Compliance Certificate (ECC) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Hazardous Waste Generator's ID (1 Photocopy)	Department of Environment and Natural Resources (DENR)
4. Permit to Operate (GenSet) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
5. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
6. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Industries</b>	
1. Affidavit of Undertaking (1 Photocopy)	Client
2. Environmental Compliance Certificate (1 Photocopy)	Client
3. Barangay Resolution (1 Photocopy)	Host Barangay Council
4. Hazardous Waste Generator's ID (1 Photocopy)	Department of Environment and Natural Resources (DENR)
5. Permit to Operate (GenSet) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
6. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
7. Treatment, Storage, Disposal (TSD) Certificate (1 Photocopy) - Industrial Material Recovery Facility	Department of Environment and Natural Resources (DENR)



- Waste Treatment Facility	
8. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Junkshop</b>	
1. Affidavit of Undertaking (1 Photocopy)	Client
2. Certificate of Non-coverage (CNC)/ Environmental Compliance Certificate (ECC) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Hazardous Waste Generator's ID (1 Photocopy)	Department of Environment and Natural Resources (DENR)
4. Official receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Livestock Raiser (Poultry/Piggery)</b>	
1. Barangay Resolution (1 Photocopy)	Host Barangay Council
2. Zoning Certificate (1 Photocopy)	City Planning and Development Office (CPDO)
3. Conversion Order (Agriculture) (1 Photocopy)	Department of Agriculture (DA)
4. Site Development Plan (1 Photocopy)	City Planning and Development Office (CPDO)
5. Certified True Copy of TCT Contract of sale/Lease (1 Photocopy)	City Assessor's Office (CASSO)
6. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) (1 Photocopy)	Department of Environment and Natural Resources (DENR)
7. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
8. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office
<b>Manufacturer</b>	
1. Affidavit of Undertaking (1 Original copy)	Client
2. Environmental Compliance	Department of Environment and Natural Resources (DENR)



Certificate (ECC)/ Certificate of Non-coverage (1 Photocopy)	
3. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
4. Permit to Operate (1 photocopy)	Department of Environment and Natural Resources (DENR)
5. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office

**Rice Mill/Hotel/Inn**

1. Affidavit of Undertaking (1 Original copy)	Client
2. Environmental Compliance Certificate (1 Photocopy)	Department of Environment and Natural Resources (DENR)
3. Permit to Operate [if with GenSet available] (1 Photocopy)	Department of Environment and Natural Resources (DENR)
4. Wastewater Discharge Permit (1 Photocopy)	Department of Environment and Natural Resources (DENR)
5. Official Receipt of payment for Environmental Compliance Certificate (1 Photocopy)	City Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire to secure Environmental Certification	1. Review and assess accomplished Business Application	None	10 Minutes	Section Head/ Officer-in-charge/ Metro Aide II/Staff City Environment and Natural Resources Office
2. Pay to the Collection Division, City Treasurer's Office	2. Process payment and issue Official Receipt	See Table Below	10 Minutes	Revenue Collection Officer City Treasurer's Office
3. Present Official Receipt	3. Receive Official Receipt and set schedule for inspection	None	5 Minutes	Section Head/ Officer-in-charge/ Metro Aide II/Staff City Environment and Natural



				Resources Office
	3.1 Conduct Site Inspection	None	2 Hours	Section Head/ Officer-in-charge Metro Aide II/Staff City Environment and Natural Resources Office
	3.2 Prepare Environmental Certification/Inspection Report, and affix signatures for approval	None	20 Minutes	Section Head/ Officer-in-charge Metro Aide II/Staff City Environment and Natural Resources Office
4. Receive Environmental Certification	4. Record and release Environmental Certification	None	15 Minutes	Section Head/ Officer-in-charge/ Metro Aide II/Staff City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>See Table Below</b>	<b>3 Hours</b>	

Certification of Environmental Compliance for Application of Business Permit is covered under the City Ordinance No. 11-5763 otherwise known as The Iligan City Environment Code of 2011.

**Table of Fees for Environmental Certification under City Ordinance No. 11-5763**

<b>Environmental Clearance Fee</b>	<b>Cost of Payment</b>
Small Scale	PHP250.00
Large Scale	PHP500.00
<b>Environmental Inspection Fee</b>	
Small Scale	PHP300.00
Large Scale	PHP500.00
<b>Certification Fee</b>	PHP100.00





#### 4. Certification of Environmental Compliance for Recreational Water Activities

This service provides for request certificate of compliance of business establishments involved in providing recreational water activities

<b>Office or Division:</b>	City Environment and Natural Resources Office – Coastal Resource Management Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B-Government to Business, G2C-Government to Citizen, G2G-Government to Government
<b>Who May Avail:</b>	All business establishments with recreational water activities
<b>CHECKLIST OF REQUIREMENTS WHERE TO SECURE</b>	
<b>For Commercial Beaches</b>	
<b>New Application</b>	
1. Affidavit of undertaking (1 Original copy)	Client
2. Foreshore Lease Agreement (1 Photocopy)	Department of Environment and Natural Resources X – CENRO Iligan City
3. Result of bacteriological examination of water samples (1 Photocopy)	Accredited third-party service provider
4. Official Receipt for payment of Environmental Compliance Certificate (1 Original copy)	City Treasurer's Office
<b>Renewal of Application</b>	
1. Environment Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) (1 Photocopy)	Department of Environment and Natural Resources – Environment and Management Bureau X (DENR-EMB X)
2. Foreshore Lease Agreement (1 Photocopy)	DENR-EMB X
3. Result of bacteriological examination of water samples (1 Photocopy)	Accredited third-party service provider
4. Official Receipt for payment of Environmental Compliance Certificate (1 Original copy)	City Treasurer's Office
<b>For Commercial Swimming Pool and Resorts</b>	
<b>New Application</b>	
1. Affidavit of undertaking (1	Client



Original copy)				
2. National Water Regulatory Board Payment (1 Photocopy)		National Water Regulatory Board (NWRB) X		
3. Result of Bacteriological Examination of Water Samples (1 Photocopy)		Accredited third-party service provider		
4. Official Receipt for payment of Environmental Compliance Certificate (1 Original copy)		City Treasurer's Office		
<b>Renewal of Application</b>				
1. ECC or CNC (1 Photocopy)		DENR-EMB X		
2. National Water Regulatory Board Payment (1 Photocopy)		National Water Regulatory Board (NWRB) X		
3. Result of Bacteriological Examination of Water Samples (1 Photocopy)		Accredited third-party service provider		
4. Official Receipt for payment of Environmental Compliance Certificate (1 Original copy)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and assess submitted documentary requirements	None	1 Day	<i>Environmental Management Specialist II</i> City Environment and Natural Resources Office
1.1 Receive the Payment Order and proceed to the City Treasurer's Office	1.1 Issuance of Payment Order and advice to pay to CTO	Inspection Fee: PHP 400.00  Certification Fee: PHP 100.00	10 Minutes	<i>Environmental Management Specialist II</i> City Environment and Natural Resources Office
2. Present Official Receipt	2. Receive Official Receipt	None	10 Minutes	<i>Environmental Management Specialist II</i> City



				Environment and Natural Resources Office
2.1 Receive Notice of Schedule of Inspection	2.1 Schedule inspection and notify client	None	15 Minutes	<i>Environmental Management Specialist II</i> City Environment and Natural Resources Office
3. Receive Notification of Completion	3. Conduct inspection and notify client for completion of inspection	None	1 Day	<i>Environmental Management Specialist II/ Metro Aide II</i> City Environment and Natural Resources Office
	3.1 Submit inspection report	None	4 Hours	<i>Environmental Management Specialist II/ Metro Aide II</i> City Environment and Natural Resources Office
4. Receive Certificate of Compliance	4. Issuance of Certificate of Compliance	None	1 Hour	<i>Environmental Management Specialist II</i> City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>PHP 500.00</b>	<b>2 Days, 5 Hours, 35 Minutes</b>	

Certification of Environmental Compliance for Recreational Water Activities is covered under the City Ordinance No. 11-5763 otherwise known as The Iligan City Environment Code of 2011.



## 5. Certification of Environmental Compliance for the Application of Annual Business Permit for Quarry Operators, Hollow Blocks Dealer, or Sand and Gravel Dealer

This service provides for compliance of quarrying activities with pertinent environmental policies and that extractions made did not exceed based on the condition stipulated in the Environmental Compliance Certificate (ECC) in the previous permit granted.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	All quarry operators, hollow blocks, or sand and gravel dealer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly filled-in Business Permit Application Form (1 Photocopy)		Client		
2. Official Receipt for payment of Environmental Compliance Certificate (1 Photocopy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly filled-in Business Permit Application with complete requirements	1. Receive and assess accomplished business permit application with complete requirements	None	1 Day	<i>Section Head/ Officer-in-charge/ Senior Environmental Management Specialist City Environment and Natural Resources Office</i>
1.1 Receive the Payment Order and proceed to the City Treasurer's Office	1.1 Issuance of Payment Order	Quarry Operator: PHP 500.00  Gravel Dealer: PHP 100.00	10 Minutes	<i>Section Head/ Officer-in-charge/ Senior Environmental Management Specialist City Environment and Natural Resources Office</i>



2. Receive Notice of Schedule for inspection	2. Schedule for inspection	None	10 Minutes	<i>Metro Aide II</i> City Environment and Natural Resources Office
	2.1 Conduct inspection and prepare indorsement	None	2 Days	<i>Metro Aide II</i> City Environment and Natural Resources Office
	2.2 Prepare Environmental Certifications	None	5 Minutes	<i>Community Development Assistant</i> City Environment and Natural Resources Office
	2.3 Affix signature and approved certification	None	5 Minutes	<i>Department Head</i> City Environment and Natural Resources Office
3. Receive Environmental Certification	3. Record and release Environmental Certification	None	5 Minutes	<i>Community Development Assistant</i> City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>Quarry Operat or: PHP 500.00 Gravel Dealer: PHP 100.00</b>	<b>3 Days, 35 Minutes</b>	

Certification of Environmental Compliance for the Application of Annual Business Permit for Quarry Operators, Hollow Blocks Dealer, or Sand and Gravel Dealer is covered under the City Ordinance No. 11-5763 otherwise known as The Iligan City Environment Code of 2011.



## 6. Issuance of Payment Order of Recyclables, Organic/Vermi Compost at Central Material Recovery and Composting Facility (CMRCF)

This service provides support system with City Treasurer's Office in generating income by selling suitable and recyclable items and to reduce the volume of waste generated from different sources.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Solid waste Management and Pollution Control Division (SWMPC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen			
<b>Who May Avail:</b>	All interested party			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire to attain/buy desired saleable items	1. Evaluate the type of desired saleable items and check availability (volume available)	None	15 Minutes	<i>Section Head/ Officer-in-charge/ Metro Aide II/Staff City Environment and Natural Resources Office</i>
1.1 Secure assessment	1.1 Issuance of assessment for final valuation and advice to pay to the Collection Division, City Treasurer's Office	None	10 Minutes	<i>Section Head/ Officer-in-charge/ Metro Aide II/Staff City Environment and Natural Resources Office</i>
2. Pay to the Collection Division, City Treasurer's Office	2. Process payment and issue Official Receipt	Variable	10 Minutes	<i>Revenue Collection Officer-Collection Division, City Treasurer's Office</i>



3. Present Official Receipt to the Central Material Recovery and Composting Facility Staff	3. Verify/ validate entries based on the corresponding assessment	None	5 Minutes	Head – Central Material Recovery and Composting Facility – Solid Waste Management and Pollution Control Division
4. Receive the items	4. Record and release sold items	None	20 Minutes	Head – Central Material Recovery and Composting Facility-Solid Waste Management and Pollution Control Division
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour</b>	

Issuance of Payment Order of Recyclables, Organic/Vermi Compost at Central Material Recovery and Composting Facility (CMRCF) is covered under the City Ordinance No. 11-5763 or also known as The Iligan City Environment Code of 2011.

*City Ordinance No. 15-1007 “Assessment of prices will depend on the type of recyclables, items, and compost. The price of the items is subject to periodic change because of the fluctuating market prices, upon due notification of the City Treasurer’s Office who shall issue a permit for such adjustment.”*



## 7. New Application for Quarry and Mines, Sand, and Gravel Permit

### Phase 1 - Request Schedule for Verification of Quarry Area for New Application

This service provides for appointment of permit applicants for verification of areas applied for quarry operations.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B-Government to Business, G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All permit applicants for industrial/commercial sand and gravel/Quarry			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy)		Applicant		
2. Sketch Plan (1 Original copy) <ul style="list-style-type: none"> <li>• BL Form Size Sketch Plan</li> <li>• A4 or Legal-Size Sketch Plan</li> </ul>		Applicant, sketch plan should be signed by Department of Environment and Natural Resources – Mines Geosciences Bureau X (MGB X) deputized geodetic engineer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Intent with complete requirements	1. Receive documents with complete requirements	None	10 Minutes	Community Development Assistant  City Environment and Natural Resources Office
	1.1 Initial plotting on the technical description	None	2 Hours	Community Development Assistant  City Environment and Natural Resources Office





2. Receive Notice of Schedule	2. Schedule verification of area and notify client on schedule of verification	None	10 Minutes	Community Development Assistant  City Environment and Natural Resources Office
	2.1 Conduct Area Verification	None	1 Day	Community Development Assistant  City Environment and Natural Resources Office
	2.2 Prepare report for the conducted area of verification	None	5 Days	Community Development Assistant  City Environment and Natural Resources Office
<b>SUBTOTAL:</b>		<b>None</b>	<b>6 Days, 2 Hours, 20 Minutes</b>	

New Application for Quarry and Mines, Sand, and Gravel Permit is covered under the Republic Act No. 7942 otherwise known as the Philippine Mining Act of 1995.

New Application for Quarry and Mines, Sand, and Gravel Permit qualified for multi-stage processing.



## Phase 2 - Request Endorsement of New Application for Industrial Sand and Gravel (ISAG) and Commercial Sand and Gravel (CSAG)/ Quarry Permit to the City Mines Regulatory Board

This service provides for the endorsement of sand and gravel, or quarry permits to the City Mines Regulatory Board.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B-Government to Business, G2C-Government to Citizen, G2G-Government to Government
<b>Who May Avail:</b>	All permit applicants for industrial/commercial sand and gravel/Quarry

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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The following requirements must be submitted in 1 set original copies and 3 sets photocopy.

1. Area Verification Report	DENR Mines and Geosciences Bureau (MGB) X
2. Notarized Duly Accomplished Form	Applicant
3. Area Clearance from MGB-X <ul style="list-style-type: none"> <li>● Endorsement from CENRO</li> <li>● Copy of the Application for Permit</li> <li>● Sketch Plan with adjacent cadastral lots of the applied area</li> </ul>	MGB X <ul style="list-style-type: none"> <li>● City Environment and Natural Resource Office (CENRO)</li> <li>● Applicant</li> <li>● Applicant</li> </ul>
4. Clearance from other concerned government agencies (DPWH, CEO, NPC, NIA, NCIP)	Concerned agency
5. Environmental Compliance Certificate (ECC) and for ISAG Permit include ECC for Crushing Plant	Environmental Management Bureau (EMB) X
6. Articles of Incorporation and by	Applicant



Laws duly certified by the SEC; DTI or Proof of Filipino Citizenship	
7. Integrated Commercial/Industrial Sand and Gravel/Quarry Development/Utilization Program (Work Plan, Environmental Protection and Enhancement Program, Community Development Management Program)	Applicant
8. Quarry Development Plan for Quarry Permit	Applicant
9. Favorable Endorsement from concerned Barangay Council	Barangay Local Government Unit of Host Barangay
10. Favorable Endorsement Sangguniang Panlungsod	Iligan City Council
11. Business Permit	City Business Licensing and Permits Office
12. Surety Bond	Insurance Company
13. Official Receipt for payment of Application Fee	City Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit notarized duly accomplished form with complete requirements	1. Receive notarized duly accomplished form with complete requirements	None	10 Minutes	<i>Community Development Assistant/Metro Aide II</i> City Environment and Natural Resources Office
2. Receive the Payment Order and proceed to the City	2. Issuance of Payment Order	See Table Below	10 Minutes	<i>Community Development Assistant/Metro Aide II</i> City Environment



Treasurer's Office				and Natural Resources Office
	2.1 Endorse documents for evaluation of the DENR – MGB -X for issuance of Area Status/Clearance	None	2 Days	<p><i>Senior Environmental Management Specialist (Officer-in-Charge)/Community Development Assistant/Metro Aide II</i></p> <p>City Environment and Natural Resources Office</p>
	<p>2.2 Issue certificate of TWG Evaluation</p> <p>2.2.1 Provide copy of the TWG team evaluation with comments and remarks</p> <p>2.2.2 Remind for the submission and correction made by the TWG team</p> <p><i>Both for new and renewal pending more than 60 days: 3-notice rule policy</i></p>	None	2 Days	<p><i>Senior Environmental Management Specialist/ Officer-in-Charge</i></p> <p>City Environment and Natural Resources Office</p>



	3. Endorsement to City Mining Regulatory Board (CMRB) for deliberation of permit application	None	2 Days	Senior Environmental Management Specialist/ Officer-in-Charge City Environment and Natural Resources Office
<b>SUBTOTAL:</b>		<b>See Table Below</b>	<b>6 Days, 20 Minutes</b>	

New Application for Quarry and Mines, Sand, and Gravel Permit is covered under the Republic Act No. 7942 or also known as the Philippine Mining Act of 1995.

New Application for Quarry and Mines, Sand, and Gravel Permit qualified for multi-stage processing.

**Table of ISAG/CSAG/Quarry Fees under Republic Act No. 7942**

<b>For CSAG</b>	<b>Cost of Payment</b>
1. Filing Fee CSAG	PHP5,000.00
2. Registration Fee	PHP2,500.00
3. Verification Inspection Fee	PHP6,000.00
<b>For Quarry/ISAG</b>	<b>Cost of Payment</b>
1. Filing Fee Quarry	PHP10,000.00
2. Registration Fee	PHP5,000.00
3. Verification Inspection Fee	PHP6,000.00



## Phase 3 - Registration of Approved Quarry Permits for New Application

This service provides assistance to clients on issuance of certification for permit holders with legitimate approved quarry operations.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	Industrial /Commercial Sand and Gravel Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Quarry Permit (1 Original copy)		City Mines Regulatory Board (CMRB)		
2. Notarized Quarry Permit (1 Original copy)		Applicant		
3. Official Receipt for payment of Registration Fee (1 Original copy)		City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	After CMRB is convened, CMRB to issue resolution endorsing for the City Mayor’s approval and signature of applied quarry permit	None	5 Days	<i>Senior Environmental Management Specialist (Officer-in-Charge)</i> City Environment and Natural Resources Office
1. Submit request for registration with complete requirements	1. Receive request and assess submitted documents	None	15 Minutes	<i>Community Development Assistant</i> City Environment and Natural Resources Office
1.1 Receive the Payment Order	1.1 Issuance of Payment Order	PHP 1,000.00	10 Minutes	<i>Community Development Assistant</i> City Environment and Natural Resources Office



2. Present Official Receipt	2. Receive Official Receipt	None	5 Minutes	<i>Community Development Assistant City Environment and Natural Resources Office</i>
3. Receive certification as legitimate permit holder	3. Record and release the permit	None	5 Minutes	<i>Community Development Assistant City Environment and Natural Resources Office</i>
<b>SUBTOTAL:</b>		<b>PHP 1,000.00</b>	<b>5 Days, 35 Minutes</b>	
<b>TOTAL:</b>		<b>Variable</b>	<b>17 Days, 3 Hours, 15 Minutes</b>	

New Application for Quarry and Mines, Sand, and Gravel Permit is covered under the Republic Act No. 7942 or also known as the Philippine Mining Act of 1995.

New Application for Quarry and Mines, Sand, and Gravel Permit qualified for multi-stage processing.



## 8. Renewal Application for Quarry and Mines, Sand, and Gravel permit

### Phase 1 - Request Schedule for Verification and Endorsement of Quarry Area for Renewal Application

This service provides for appointment of permit applicants for verification of areas applied for quarry operations.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B-Government to Business, G2C-Government to Citizen, G2G-Government to Government
<b>Who May Avail:</b>	All permit applicants for industrial/commercial sand and gravel/Quarry
<b>CHECKLIST OF REQUIREMENTS WHERE TO SECURE</b>	
1. Justification for Renewal (1 Original copy)	Applicant
2. Sketch Plan duly prepared by MGB deputized Geodetic Engineer (1 Original copy) <ul style="list-style-type: none"> <li>● BL Form Size Sketch Plan</li> <li>● A4 or Legal-Size Sketch Plan</li> </ul>	Applicant, sketch plan should be signed by MGB X deputized geodetic engineer
3. Official Receipt for payment of Verification Fee (1 Photocopy)	City Treasurer's Office
4. Area Verification Report (1 Original copy, 3 photocopies)	MGB X
5. Copy of Payment of Filing Fee (New and Renewal Applicants) (1 Original copy, 3 photocopies)	Applicant
6. Duly Accomplished Form (1 Original copy, 3 photocopies)	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division
7. Notarized Annual Commercial/5-year Industrial Sand and Gravel/Quarry (1 Original copy,	Applicant





3 photocopies)	
8. Development/Utilization Report (WP, EPEP, CDP, and SHP) (New Applicant) (1 Original copy, 3 photocopies)	Applicant
9. Integrated Commercial/Industrial Sand and Gravel/Quarry Development/Utilization Program (1 Original copy, 3 photocopies)	Applicant
10. Favorable Endorsement from concerned Barangay Council (1 Original copy, 3 photocopies)	Barangay Council of Host Barangay
11. Clearance from other concerned government agencies (DPWH, CEO, NPC, NIA) (1 Original copy, 3 photocopies)	Concerned government agency
12. Favorable Endorsement Sangguniang Panlungsod (1 Original copy, 3 photocopies)	Iligan City Council
13. Business Permit (1 Original copy, 3 photocopies)	CMO – Business Permits and Licenses Office
14. Surety Bond (1 Original copy, 3 photocopies)	Insurance company
15. Official Receipt for payment of Application Fee (1 Original copy, 3 photocopies)	City Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent with complete requirements	1. Receive documents with complete requirements and issue accomplish form	None	10 Minutes	<i>Community Development Assistant</i>  City Environment and Natural Resources Office



2. Submit notarized duly accomplished form with complete requirements	2. Receive notarized duly accomplished form with complete requirements	None	10 Minutes	Community Development Assistant/Metro Aide II  City Environment and Natural Resources Office
2.1 Receive the Payment Order	2.1 Issuance of Payment Order	See Table Below	10 Minutes	Revenue Collection Officer  City Treasure's Office
3. Receive Notice of Schedule	3. Schedule verification of area and notify client on schedule of verification	None	10 Minutes	Community Development Assistant  City Environment and Natural Resources Office
	3.1 Conduct Area Verification	None	1 Day	Community Development Assistant  City Environment and Natural Resources Office
	3.2 Prepare report for the conducted area of verification	None	5 Days	Community Development Assistant  City Environment and Natural Resources Office



	<p>3.3 Issue certificate of TWG Evaluation</p> <p>3.3.1 Provide copy of the TWG team evaluation with comments and remarks</p> <p>3.3.2 Remind for the submission and correction made by the TWG team</p> <p><i>Both for new and renewal pending more than 60 days: 3-notice rule policy</i></p>	None	2 Days	<p>Senior Environmental Management Specialist/ Officer-in-Charge</p> <p>City Environment and Natural Resources Office</p>
	<p>4. Endorsement to City Mining Regulatory Board (CMRB) for deliberation of permit application</p>	None	2 Days	<p>Senior Environmental Management Specialist/ Officer-in-Charge</p> <p>City Environment and Natural Resources Office</p>



<b>SUBTOTAL:</b>	<b>See Table Below</b>	<b>10 Days, 40 Minutes</b>	
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Renewal Application for Quarry and Mines, Sand, and Gravel permit is covered under the Republic Act No. 7942 otherwise known as the Philippine Mining Act of 1995.

Renewal Application for Quarry and Mines, Sand, and Gravel permit qualified for multi-stage processing.

**Table of ISAG/CSAG/Quarry Fees under Republic Act No. 7942**

<b>For CSAG</b>	<b>Cost of Payment</b>
1. Filing Fee CSAG	PHP5,000.00
2. Registration Fee	PHP2,500.00
3. Verification Inspection Fee	PHP6,000.00
<b>For Quarry/ISAG</b>	<b>Cost of Payment</b>
1. Filing Fee Quarry	PHP10,000.00
2. Registration Fee	PHP5,000.00
3. Verification Inspection Fee	PHP6,000.00

## Phase 2 - Registration of Approved Quarry Permits for Renewal Application

This service provides assistance to clients on issuance of certification for permit holders with legitimate approved quarry operations.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	Industrial /Commercial Sand and Gravel Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. Approved Quarry Permit (1 Original copy)	City Mines Regulatory Board (CMRB)			
2. Notarized Quarry Permit (1 Original copy)	Applicant			
3. Official Receipt for payment of Registration Fee (1 Original copy)	City Treasurer's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



	After CMRB is convened, CMRB to issue resolution endorsing for the City Mayor's approval and signature of applied quarry permit	None	5 Days	Senior Environmental Management Specialist (Officer-in-Charge) City Environment and Natural Resources Office
1. Submit request for registration with complete requirements	1. Receive request and assess submitted documents	None	15 Minutes	Community Development Assistant City Environment and Natural Resources Office
1.1 Receive the Payment Order	1.1 Issuance of Payment Order	PHP 1,000.00	10 Minutes	Community Development Assistant City Environment and Natural Resources Office
2. Present Official Receipt	2. Receive Official Receipt	None	5 Minutes	Community Development Assistant City Environment and Natural Resources Office
3. Receive certification as legitimate permit holder	3. Record and release the permit	None	5 Minutes	Community Development Assistant City Environment and Natural Resources Office
<b>SUBTOTAL:</b>		<b>PHP 1,000.00</b>	<b>5 Days, 35 Minutes</b>	
<b>TOTAL:</b>		<b>Variable</b>	<b>15 Days, 1 Hour, 15 Minutes</b>	

Renewal Application for Quarry and Mines, Sand, and Gravel permit is covered under the Republic Act No. 7942 or also known as the Philippine Mining Act of 1995.

Renewal Application for Quarry and Mines, Sand, and Gravel permit qualified for multi-stage processing.



## 9. Request for Inspection of Establishment as Complaint Occurs

This service provides for the investigation of filed complaints related to pollution.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Solid Waste Management and Pollution Control Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C- Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Complaint (1 Original copy)		Clients		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit formal Letter of Complaint	1. Receive and evaluate the complaint	None	30 Minutes	<i>Department Head City Environment and Natural Resources Office</i>
	1.1 Set schedule for inspection	None	5 Minutes	<i>Section Head/ Officer-in-Charge City Environment and Natural Resources Office</i>
	1.2 Conduct inspection accompanied by proper authorities	None	2 Hours	<i>Section Head/ Officer-in-Charge/ Metro Aide II/Staff City Environment and Natural Resources Office</i>
	1.3 Prepare Inspection Report and affix signatures	None	45 Minutes	<i>Section Head/ Officer-in-Charge/ Metro Aide II/ Staff City Environment and Natural Resources Office</i>
	1.4 Forward to Department Head for recommendation and appropriate	None	2 Minutes	<i>Section Head/ Officer-in-Charge City Environment and Natural Resources Office</i>



	action			
2. Receive Letter with Inspection Report	2. Deliver formal letter with inspection report to concern client or agency	None	30 minutes	<i>Section Head/ Officer-in-Charge/ Metro Aide II</i> City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 52 Minutes</b>	



## 10. Request for Payment Order of Delivery Receipts

This service provides for the monitoring of sand and gravel, quarry and mines operators on the volume of extraction.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	Industrial/Commercial/Business Establishment			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Service Request Form (1 Original copy)		Client		
2. Official Receipt for payment of Delivery Receipt (1 Photocopy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished request for issuance of Delivery Receipts per cubic	1. Receive documents and issue Order of Payment and advice to pay to the cashier	None	30 Minutes	<i>Section Head/ Officer-in-charge</i>  <i>Community Development Assistant</i> City Environment and Natural Resources Office
2. Pay to Cashier	2. Process payment and issue Official Receipts	Extraction Fee – PHP 25.00/cu.m.  Environmental Fee – PHP 2.50/cu.m.  Cost of Sale – PHP 120.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office





3. Present Official Receipts	3. Stamp and affix signature on each Delivery Receipt (DR)	None	4 Hours	<i>Section Head/ Officer-in-charge</i>  <i>Metro Aide II City Environment and Natural Resources Office</i>
4. Receive Delivery Receipts and affix signature	4. Record and Release Delivery Receipt (DR)	None	5 Minutes	<i>Community Development Assistant City Environment and Natural Resources Office</i>
<b>TOTAL:</b>		<b>Variab le</b>	<b>4 Hours, 45 Minutes</b>	

Request for Payment Order of Delivery Receipts is covered under the Republic Act No. 7942 otherwise known as the Philippine Mining Act of 1995.



## 11. Request for the Authorization to Haul

This service provides for the monitoring of hauled aggregates and earth materials.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mine, Sand and Gravel Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	Industrial/ Commercial/Business Establishment			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent (1 Original copy) containing: <ul style="list-style-type: none"> <li>• Source of Materials</li> <li>• Destination</li> <li>• Estimated Volume</li> <li>• Designated Vehicle</li> </ul>		Client		
2. Official Receipt for payment of Authorization to Haul		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Intent with complete requirements	1. Receive Letter of Intent with complete requirements	None	30 Minutes	<i>Section Head/ Officer-in-Charge/ Community Development Assistant I</i> City Environment and Natural Resources Office
2. Conduct inspection/ verification	2. Check source and destination  Check if source is subject for payment of fees and make report	None	1 Hour	<i>Section Head/ Officer-in-Charge/ Community Development Assistant I</i> City Environment and Natural Resources Office
3. Pay to cashier	3. Process payment and issue Official Receipt	Extraction Fee- PHP 25.00/cu .m.  Environmental Fee- PHP	5 Minutes	<i>Revenue Collection Officer</i> City Treasurer's Office



		2.50/cu. m.		
4. Secure authority to haul	4. Prepare authority to haul	None	30 Minutes	<i>Section Head/ Officer-in-Charge/ Senior Environment Management Specialist City Environment and Natural Resources Office</i>
	4.1 Approve to issue and affix signature	None	5 Minutes	<i>Department Head City Environment and Natural Resources Office</i>
5. Receive and affix signature for the certification	5. Record and release approved authority to haul	None	5 Minutes	<i>Section Head/ Officer-in-Charge/ Community Development Assistant City Environment and Natural Resources Office</i>
<b>TOTAL:</b>		<b>Variabl e</b>	<b>2 Hours, 15 Minutes</b>	

Request for the Authorization to Haul is covered under the Republic Act No. 7942 otherwise known as the Philippine Mining Act of 1995.



## 12. Request for the Endorsement for Supply Contract Agreement

This service provides for the regulation on volume of extraction of sand and gravel, quarry and mines operators.

<b>Office or Division:</b>	City Environment and Natural Resources Office – Quarry and Mines, Sand and Gravel Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C- Government to Citizen			
<b>Who May Avail:</b>	All Industrial/ Commercial/Business Establishment dealing with sand and gravel, quarry, and mines operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Business Permit Application – supplier and buyer (1 Original copy)		Client		
2. Official Receipt for payment of Supply Contract Agreement Endorsement (1 Photocopy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-in Business Permit Application with complete requirements	1. Receive accomplished business permit application with complete requirements	None	5 Minutes	<i>Metro Aide II</i> City Environment and Natural Resources Office
	1.1 Review/assess accomplished business permit application with complete requirements	None	1 Day	<i>Section Head/ Officer- in-charge/ Senior Environment Management Specialist</i> City Environment and Natural Resources Office
2. Receive the Payment Order	2. Issuance of Payment Order	PHP 1,000.00	10 Minutes	<i>Section Head/ Officer- in-charge/ Senior Environment Management Specialist</i> City Environment and Natural Resources Office



3. Receive Notice of Schedule	3. Schedule for inspection	None	15 Minutes	<i>Senior Environment Management Specialist</i> City Environment and Natural Resources Office
	3.1 Conduct inspection, make report, and prepare endorsement	None	2 Days	<i>Metro Aide II</i> City Environment and Natural Resources Office
4. Receive endorsement for Supply Contract Agreement	4. Approve endorsement	None	5 Minutes	<i>Department Head</i> City Environment and Natural Resources Office
<b>TOTAL:</b>		<b>PHP 1,000.00</b>	<b>3 Days, 35 Minutes</b>	

Request for the Endorsement for Supply Contract Agreement is covered under the Republic Act No. 7942 otherwise known as the Philippine Mining Act of 1995.



# **City General Services Office**

## **Internal Services**



## 1. Request for Maintenance of Air-conditioning Units

This service caters the request of LGU offices that needs services of air-conditioning units for cleaning/maintenance.

<b>Office or Division:</b>	City General Services Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	City Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly signed Letter Request (2 Original copies), specifying the number of air-conditioning units for cleaning/maintenance		Requesting office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to Administrative Division	1. Receive and record the letter request	None	2 Minutes	<i>Metro Aide II</i> City General Services Office
	1.1 Forward letter request	None	3 Minutes	<i>Metro Aide II</i> City General Services Office
2. Receive schedule of cleanup	2. Forward the approved letter request to the Air-conditioning Section	None	15 Minutes	<i>Metro Aide II</i> City General Services Office
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	



**City General Services Office**  
**Both Internal Services and External Services**





## 1. Request for Clearance for Property, Plant and Equipment Accountability

This service is provided to facilitate the requesting party pursuant to COA Memorandum No. 92-751 s.1992.

<b>Office or Division:</b>	City General Services Office – Supply and Property Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	City Government Employees, Elected Officials in LGU, Barangay Officials, Employees of National Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Clearance Form (5 Original copies) –CS Form No.7, Series of 2017		CGSO Supply and Property Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished and signed clearance forms	1. Receive and check the completeness of signatures on the accomplished clearance form	None	5 Minutes	<i>Metro Aide II</i> City General Services Office
	1.1 Approve the clearance	None	15 Minutes	<i>Department Head II</i> City General Services Office
2. Receive the Clearance	2. Release the Clearance	None	2 Minutes	<i>Metro Aide II</i> City General Services Office
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	



## 2. Request for Copy of Land Title for Government Owned/ Acquired Lot

This service provides photocopy of all government-owned and acquired lot or any lot donated to the city government to a requesting party.

<b>Office or Division:</b>	City General Services Office – Records Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government, G2C - Government to Citizen			
<b>Who May Avail:</b>	All Government Officials and Employees, Private Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Signed Request Letter (1 Original copy)		Head of Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Administrative Division	1. Receive request letter	None	5 Minutes	<i>Metro Aide II</i> City General Services Office
	1.2 Forward the letter request to Records Division	None	10 Minutes	<i>Metro Aide II</i> City General Services Office
2. Receive photocopy of requested documents	2. Release photocopy of requested documents	None	15 Minutes	<i>Records Officer II</i> City General Services Office
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



### 3. Request for Issuance of Permit to Use Government Facilities

This service provides permission to use government facilities like plaza and parks.

<b>Office or Division:</b>	City General Services Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G - Government to Government			
<b>Who May Avail:</b>	All citizens, private offices or business, LGU officials and employees, barangay and national agencies, and organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Signed Letter Request (2 Original copies), specifying date and time of use		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request to the Administrative Division	1. Receive letter request	None	2 Minutes	<i>Metro Aide II</i> City General Services Office
	1.1 Forward letter request to the CGSO Head for notation and approval	None	3 Minutes	<i>Metro Aide II</i> City General Services Office
	1.2 Note action to be taken on the request	None	3 Minutes	<i>Department Head II</i> City General Services Office
	1.3 Prepare and sign permit to use the facility	None	25 Minutes	<i>Department Head II</i> City General Services Office
2. Receive permit to use	2. Release approved permit to use the facility	None	3 Minutes	<i>Metro Aide II</i> City General Services Office
<b>TOTAL:</b>		<b>None</b>	<b>36 Minutes</b>	



# **City Health Office**

## **External Services**



## 1. Complaint of Health and Sanitation Problems/Issues

This service aims to resolve issues and concerns regarding Health and Sanitation for public health protection.

<b>Office or Division:</b>	City Health Office – Environmental Sanitation and Occupational Health Services Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Any Citizen of Iligan City with Environmental Sanitation Problems			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Complainant		None		
2. Letter Complaint with Evidence (1 Original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Write complaint in the Sanitary Complaint Form	1. Assess the complaint	None	5 Minutes	<i>Sanitation Inspector</i> City Health Office
2. Present evidences, if any	2. Evaluate evidences, if any	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office
3. Receive Notice of Schedule for inspection	3. Refer the complaint to the Sanitary Inspector assigned and schedule for inspection in coordination with Barangay Officials/Business owners	None	1 Hour	<i>Sanitation Inspector</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 35 Minutes</b>	



## 2. Referral of Outpatient Consultation in the City Health Office

The purpose of this service is to examine and manage all animal bites and other medical cases referred from the Barangay Health Centers.

<b>Office or Division:</b>	City Health Office – Out – Patient Division (OPD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Out Patient Clients of City Health Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Client		Client		
2. Laboratory Test result relevant to chief complaint (1 Original copy of each Laboratory Test)		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register to Client's Log book and acquire priority number	1. Get vital signs taking (weight, height, BP, RR)	None	15 Minutes	<i>Nursing Attendant</i> City Health Office
2. Submit self for examination	2. Examine the patient  2.1 Prescribe appropriate medicine and give medical advice  2.2 Make referral note, if needed	None	20 Minutes	<i>Medical Officer</i> City Health Office
3. Present signed prescription to the Pharmacy	3. Check and assess prescription  3.1 Record patient's data and prescribed medicine/s	None	10 Minutes	<i>Pharmacist</i> City Health Office
4. Receive medicine/s	4. Give medicine/s and advise clients for further instructions if any	None	10 Minutes	<i>Pharmacist</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>55 Minutes</b>	



### 3. Request for Animal Bites (Anti-Rabies) Vaccination

The purpose of this service is to give immunization to patients bitten by a warm-blooded animal, most commonly, dog, cat, monkey, pig, bat, etc. The clients are then assessed for post exposure management and treatment.

CATEGORY III – Bite wounds located on the neck and above, laceration, avulsions, and multiple bites.

<b>Office or Division:</b>	City Health Office – Out – Patient Department (OPD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	All Clients in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client's Personal Appearance		None		
2. Valid ID (1 Photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Out-Patient Department for consultation	1. Record patient's data on logbook  1.1 Assess, examine, and diagnose the client	None	30 Minutes	<i>Nursing Attendant</i> City Health Office
2. Bring the chart from the Out-Patient Department to the Animal Bite room	2. Administer immunization to the client, advise for the next immunization schedule, and explain further instructions	None	30 Minutes	<i>Nurse</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



#### 4. Request for Dental Services

The purpose of this service is to give dental examination, dental sealants, and fluoridation.

<b>Office or Division:</b>	City Health Office – Dental Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any Citizen in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client's Personal Appearance		None		
2. Official Receipt for payment of Dental Services (1 Original copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Claim priority number at the OPD Division	1. Issue priority number and order of payment  1.1 Prepare patient for tooth extraction	None	5 Minutes	<i>Nursing Attendant</i> City Health Office
2. Pay the required fee	2. Receive payment and issue Official Receipt	Variable	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Tooth extraction and obtain prescription of medication	3. Perform appropriate dental procedures  3.1 Provide prescription of medication	None  None	1 Hour	<i>Dentist</i> City Health Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 25 Minutes</b>	

Request for Dental Services is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.





## 5. Request for Fumigation Services

The purpose of this service is to address the occurrence of Dengue cases in this city.

<b>Office or Division:</b>	City Health Office – Vector Borne Disease Team			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any Citizen in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 Original Copy)		Client		
2. Diesel and Gasoline (minimum of 30 liters)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter to CHO Admin Office	1. Receive letter 1.1 Schedule for Larvae Survey 1.2 Conduct Larvae Survey. If positive result, instruct client to conduct clean up drive before fogging operation	None	7 days	<i>Nurse</i> City Health Office
2. Prepare Diesel and Gasoline for fogging machine	2. Schedule fogging operation once every week for 3 consecutive weeks	None	1 Day	<i>Nurse</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>8 Days</b>	



## 6 Request for Laboratory Services

The purpose of this service is to provide the best possible support in anatomical pathology and clinical laboratory services to the clinical staff in the provision of comprehensive health care.

Clinical Laboratory Services:

1. Hematology Services: Complete Blood Count, Hemoglobin/Hematocrit and Platelet Count
2. Serology Services: Blood Typing, HBsAG Screening Test and Syphilis
3. Clinical Microscopy: Urinalysis, Pregnancy Test and Stool Exam
4. Clinical Chemistry: Lipid Profile, Total Cholesterol, Creatinine, Blood Uric Acid, Blood Urea Nitrogen, SGPT/ALT, SGOT/AST, Glucose (FBS) and Hemoglucolest (HCT/CBG)
5. Microbiology Services: Direct Sputum Smear Microscopy (DSSM), Skin Slit Microscopy (for Leprosy), Gram Staining, Acid Fast Staining
6. Blood Smear for Malaria Parasite

<b>Office or Division:</b>	City Health Office – Clinical Laboratory Services
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizen
<b>Who May Avail:</b>	Any Citizen in Iligan City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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**Hematology and Serology Services: Complete Blood Count, Hemoglobin/Hematocrit, Platelet Count, HBsAG Screening Test, Blood Typing, Syphilis and Blood Smear for Malaria Parasite**

1. Diagnostic Work-up Laboratory Request Form signed by the Physician (1 Original copy)	City Health Office
2. Official Receipt for payment of Laboratory Services (1 Original copy)	City Treasurer's Office
3. For Medical Certificate and Health Card <ul style="list-style-type: none"> <li>• Duly Filled-in Laboratory Request Form (1 Original or photocopy)</li> </ul>	Environmental Sanitation and Occupational Health Service (ESOHS) Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CHO Laboratory and present laboratory request	1. Verify correctness of personal information	None	15 Minutes	<i>Medical Technologist</i> City Health Office
	1.1 Conduct interview			



	1.2 Verify availability			
2. Pay the Required Fees	2. Receive payment and issue official Receipt	See Table Below	20 Minutes	Revenue Collection Clerk City Treasurer's Office
3. Proceed to Laboratory and present Laboratory Request Form with Official Receipt	3. Accept Laboratory Request Form	None	5 Minutes	Medical Technologist City Health Office
4. Submit Self for Specimen Collection (Blood Extraction)	4. Proceed with specimen collection (Blood extraction)  4.1 Perform Laboratory Test requested  4.2 Verify Laboratory Test Result  4.3 Sign verified result	None	4 Hours	Medical Technologist City Health Office
5. Claim Laboratory test result	5. Release Laboratory result to client	None	5 Minutes	Medical Technologist City Health Office
<b>TOTAL:</b>		<b>Variable</b>	<b>4 Hours, 45 Minutes</b>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Clinical Microscopy and Clinical Chemistry Services: Urinalysis, Pregnancy Test, Stool Exam, Lipid Profile, Total Cholesterol, Creatinine, Blood Uric Acid, Blood Urea Nitrogen, SGPT/ALT, SGOT/ AST, Glucose (FBS) and Hemoglucotest (HCT/CBG)</b>	
1. Diagnostic Work-up Laboratory Request Form signed by the Physician (1 Original copy)	City Health Office
2. Official Receipt for payment of Laboratory Services (1 Original copy)	City Treasurer's Office
3. For Medical Certificate and Health Card • Duly Filled-in Laboratory Request Form (1 Original or photocopy)	Environmental Sanitation and Occupational Health Service (ESOHS) Division



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CHO Laboratory and present laboratory request	1. Verify correctness of personal information 1.1 Verify availability	None	15 Minutes	<i>Medical Technologist</i> City Health Office
2. Pay the Required Fees	2.1 Receive payment and issue official receipt	See Table Below	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Proceed to Laboratory and present Laboratory Request Form with Official Receipt	3. Accept Laboratory Request Form	None	5 Minutes	<i>Medical Technologist</i> City Health Office
4. Submit self for Specimen Collection (Urine/Stool) in the designated collection area	4. Provide specimen container to client for specimen collection 4.1 Instruct client on the proper specimen collection	None	5 Minutes	<i>Medical Technologist</i> City Health Office
5. Submit specimen to laboratory	5. Check specimen label and quantity 5.1 Accept specimen/request for repeat specimen collection if quantity is not sufficient or mislabeled 5.2 Perform clinical microscopy test requested 5.3 Verify test result	None	4 Hours	<i>Medical Technologist</i> City Health Office



	5.4 Sign verified test result			
6. Claim Laboratory test result	6. Release Laboratory result to client	None	5 Minutes	<i>Medical Technologist</i> City Health Office
<b>TOTAL:</b>		<b>Variable</b>	<b>4 Hours, 50 minutes</b>	

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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**Microbiology Services: Direct Sputum Smear Microscopy (DSSM), Skin Slit Microscopy (for Leprosy), Gram Staining and Acid-Fast Staining**

1. Diagnostic Work-up Laboratory Request Form signed by the Physician (1 Original copy)	City Health Office
2. For Medical Certificate and Health Card • Duly Filled-in Laboratory Request Form (1 Original copy)	Environmental Sanitation and Occupational Health Service (ESOHS) Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CHO TB-DOTS Division and present laboratory request and X-ray result to staff	1. Accept Laboratory request and verify X-ray result if acceptable to proceed to test	None	15 Minutes	<i>Nurse</i> TB-DOTS Division
2. Fill-up logbook and applicable form	2. Provide applicable form to patient	None	5 Minutes	<i>Nurse</i> TB-DOTS Division
3. Pay attention to staff's instruction on proper specimen collection	3. Provide specimen container and instruct patient on proper specimen collection	None	5 Minutes	<i>Nurse</i> TB-DOTS Division
4. Collect specimen in the designated collection area	4. For Leprosy: Perform Skin Slit on Patient	None	20 Minutes	<i>Nurse</i> TB-DOTS Division
5. Submit specimen to laboratory	5. Check specimen quantity and accept or request for repeat collection if quantity not	None	4 Hours	<i>Nurse</i> TB-DOTS Division



	sufficient			
	5.1 Perform laboratory test requested			
	5.2 Verify laboratory result			
	5.3 Sign verified test result			
6. Claim laboratory test Result	6. Release laboratory result	None	5 Minutes	Nurse TB-DOTS Division
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours, 50 Minutes</b>	

Request for Laboratory Services is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.

**Table of Laboratory Fees under City Ordinance No. 10-5664**

Laboratory Services	Cost of Payment
Blood Smear for Malaria Parasite	PHP150.00
Blood Typing	PHP60.00
Blood Urea Nitrogen (BUN)	PHP100.00
Blood Uric Acid (BUA)	PHP100.00
Complete Blood Count (CBC)	PHP80.00
Creatinine	PHP100.00
Glucose (FBS)	PHP100.00
Hemoglobin/Hematocrit	PHP50.00
Hemogluotest (HGT/CBG)	PHP150.00
Hepatitis B Surface Antigen (HBsAG)	PHP150.00
Lipid Profile	PHP 500.00
Platelet Count	PHP110.00
Pregnancy Test	PHP 120.00
SGOT/AST	PHP100.00
SGPT/ALT	PHP100.00
Stool Exam	PHP 30.00
Syphilis	PHP150.00
Total Cholesterol	PHP 150.00
Urinalysis	PHP40.00



## 7. Request for Medical Mission

The purpose of this service is to provide quality medical treatment to the community of Iligan City's unsheltered and underprivileged population through addressing the request of Non- Government Organizations/ Institutions.

<b>Office or Division:</b>	City Health Office – Medical Officers			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government, G2P – Government to Private Organizations			
<b>Who May Avail:</b>	Any Citizen in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 Original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Letter to City Health Office Admin Office at least 2 weeks prior to date of activity proposed	1. Receive letter 1.1 Evaluate and decide on the Approval of Request	None	1 Day	<i>Medical Officer</i> City Health Office
2. Coordinate with the Medical Officer at Room 305	2. Coordinate with the requesting NGO/Institution 2.1 Setting and planning of dates, needed logistics and materials, medicines, and manpower	None	2 Days	<i>Medical Officer</i> City Health Office
3. Follow-up Medical Officer for the finalization of Activity	3. Finalize Activity 3.1 Perform Medical Mission	None	1 Day	<i>Medical Officer</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Days</b>	



## 8. Request for Medico-Legal Services

The purpose of this service is to provide medical examination to clients whose gender identification in the Birth Certificate did not match their actual gender, suffered physical injuries in all forms, victims of Violence against Women and Children, and prisoners for jail inquest.

Medico-Legal Services:

1. Gender Identification Exam
2. Medical Examination for Physical Injuries
3. Medical Examination for VAWC and rape Cases
4. Physical Examination for Prisoners

<b>Office or Division:</b>	City Health Office – Medico-Legal Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any Citizen in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>Gender Identification Exam</b>				
1. One Valid ID	Client			
2. Birth Certificate (Place of Birth must be Iligan City) (1 Original copy)	Philippine Statistics Office (PSA)			
3. Urinalysis Test Result (1 Original copy)	Any Accredited Laboratory Facility			
4. Official Receipt for payment of Medical Certification Fee (1 Original copy)	City Treasurer's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Medico-Legal Room and present Birth Certificate and Urinalysis Test Result	1. Assess client, verify Birth Certificate and urinalysis test result  1.1 Perform Medical Examination for Gender Identification	None	1 Hour	<i>Medical Technologist</i> City Health Office
2. Pay the Certification Fee	2. Receive payment and issue official receipt	PHP 75.00	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office





3. Present Official Receipt to Medico-Legal staff	3. Process Medical Certificate	None	30 Minutes	<i>Medico-Legal Officer</i> City Health Office
4. Receive Medical Certificate	4. Issue Medical Certificate	None	5 Minutes	<i>Medico-Legal Officer</i> City Health Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	<b>1 Hour, 55 Minutes</b>	

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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**Medical Examination for Physical Injuries**

1. Police Report (1 Original copy)	Police Station
2. Official Receipt for payment of Medical Certification Fee (1 Original copy)	City Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Medico-Legal Room and present Police Report	1. Evaluate Police Report  1.1 Conduct interview and investigation  1.2 Perform Medical Examination and advise client to report to Barangay Captain for settlement	None	2 Hours	<i>Medico-Legal Officer</i> City Health Office
2. Report to Barangay, if not settled ask for Certification at Medico-legal division to file action	2. Receive request and give payment order	None	5 Minutes	<i>Medico-Legal Officer</i> City Health Office
3. Pay the Certification Fee	3. Receive payment and issue Official Receipt	PHP75.00	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



4. Present Official Receipt	4. Process Medical Certificate	None	30 Minutes	Medico-Legal Officer City Health Office
5. Receive Medical Certificate	5. Issue Medical Certificate	None	5 Minutes	Medico-Legal Officer City Health Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	<b>3 Hours</b>	

**CHECKLIST OF REQUIREMENTS WHERE TO SECURE**

**Medical Examination for VAWC and Rape Cases**

1. Police Report (1 Original copy)	Police Station
2. For minors - must be accompanied with parents/relatives	City Social Welfare Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Medico-Legal Room and present Police Report	1. Evaluate Police Report 1.1 Conduct interview and investigation 1.2 Perform Medical Examination and Advised client to report to Barangay Captain for settlement	None	2 Hours	Medico-Legal Officer City Health Office
2. Receive Medical Certificate	2. Issue Medical Certificate	None	5 Minutes	Medico-Legal Officer City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 5 Minutes</b>	

**CHECKLIST OF REQUIREMENTS WHERE TO SECURE**

**Physical Examination for Prisoners**

1. Referral Letter (1 Original copy)	Bureau of Jail Management and Penology
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Police officer presents prisoner for examination with referral letter from BJMP	1. Conduct interview and Physical Examination  1.1 Record in logbook  1.2 Sign Indorsement Letter	None	1 Hour	<i>Medico-Legal Officer</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	

Request for Medico-Legal Services is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.



## 9. Request for Reproductive Tract Health Exams Services

The City Health Office runs an aggressive reproductive health program, especially for workers in the entertainment industry. The purpose of this service is to provide Orientation/Seminar among commercial sex workers, gay, bisexual and other men who have sex with men (MSM), and Injecting Drug Users (IDU) on Sexually Transmitted Infections (STI) and Human Immunodeficiency Virus – Acquired Immunodeficiency Syndrome (HIV-AIDS) and voluntary counseling and testing on Human Immunodeficiency Virus – Acquired Immunodeficiency Syndrome (HIV-AIDS).

<b>Office or Division:</b>	City Health Office - Social Hygiene Clinic			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any Citizen of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client's Personal Appearance		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration	1. Fill-up completely Pre-test Counselling Form  1.1 Conduct Pre-test Counselling	None	20 Minutes	<i>HIV Counselor</i> City Health Office
2. Submit self for examination	2. Blood Extraction for HIV-AIDS Screening test	None	20 Minutes	<i>Nurse</i> City Health Office
3. Get the result	3. Conduct Post-Counselling and release Result Form	None	15 Minutes	<i>HIV Counselor</i> City Health Office
	- If found positive for HIV, patient will be referred to Treatment Hub at Adventist Medical Center Institute or Northern Mindanao Medical Center	None	7 Days	
<b>TOTAL:</b>		<b>None</b>	<b>7 Days, 55 Minutes</b>	



## 10. Request for the Issuance of Certificate for Water Potability

Any Business Operators/Institution, individual who want to secure Certification that their water source/facility is potable.

<b>Office or Division:</b>	City Health Office – Environmental Sanitation and Occupational Health Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	Any Business Operator/institution/individual in Iligan City who wants to secure Certification that the water source/facility is potable			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Water Laboratory Result of Micro-bacteriological Test and Physical - Chemical Test (1 Photocopy)		DOH Accredited Water Laboratory Facility		
2. Official Receipt for payment of Water Potability Certificate (1 Original copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit latest Water Laboratory Results	1. Evaluate the Laboratory results. If okay, advise client to pay certification fee	None	15 Minutes	<i>Sanitation Inspector</i> City Health Office
2. Pay the required fees	2. Receive payment and issue Official Receipt	PHP 75.00	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Proceed to Environmental Sanitation and Occupational Health Services Room and present Official Receipt	3. Prepare Certificate	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office



4. Proceed to Doctor's Room and receive the certificate	4. Physician signs the certificate 4.1 Sign Logbook 4.2 Release Water Potability Certificate	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	<b>1 Hour, 35 Minutes</b>	

Request for the Issuance of Certificate for Water Potability is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.



## 11. Request for the Issuance of Dental Certificate

The purpose of this service is to issue dental certificate.

<b>Office or Division:</b>	City Health Office – Dental Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any Citizen in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client's Personal Appearance		None		
2. Official Receipt for payment of Dental Certificate (1 Original copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Dental Division	1. Assess request 1.1 Issue Order of Payment	None	5 Minutes	<i>Dentist</i> City Health Office
2. Pay the required fee	2. Receive payment and issue Official Receipt	PHP 75.00	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Present Official Receipt	2.1 Perform dental assessment 2.2 Prepare Certificate	None	1 Hour	<i>Dentist</i> City Health Office
3. Receive Certificate	3.1 Sign the Certificate and release to client	None	5 Minutes	<i>Dentist</i> City Health Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	<b>1 Hour, 30 Minutes</b>	

Request for the Issuance of Dental Certificate is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.



## 12. Request for the Issuance of Exhumation Permit, Transfer of Cadaver, and Temporary Burial Permit

The purpose of this service is to issue permit to exhume, temporary burial, and transfer of dead body in compliance with the rules and regulation of the City.

<b>Office or Division:</b>	City Health Office – Environmental Sanitation and Occupational Health Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Any Citizen of Iligan City who wants to secure exhumation, temporary burial permit, and transfer of cadaver			
<b>CHECKLIST OF REQUIREMENTS WHERE TO SECURE</b>				
<b>For Exhumation and Transfer of Cadaver</b>				
1. Death Certificate (1 Original or photocopy)	Local Civil Registrar			
2. Official Receipt (1 Original copy)	City Treasurer's Office			
<b>For Temporary Burial Permit</b>				
3. Copy of Not yet approved Death Certificate (3 Original copies)	Local Civil Registrar			
4. Official Receipt (1 Original copy)	City Treasurer's Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1. Receive requirement and assess request  1.1 Issue order of payment	None	20 Minutes	<i>Sanitation Inspector</i> City Health Office
2. Pay the required fees	2. Receive payment and issue official receipt	See Table Below	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Proceed to Environmental Sanitation and Occupational Health Service Room and present Official Receipt	3. Prepare Permit	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office





4. Proceed to Doctor's Room and receive the Permit	4. Physician signs the certificate 4.1 Release Permit	None	30 Minutes	Sanitation Inspector City Health Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 40 Minutes</b>	

Request for the Issuance of Exhumation Permit, Transfer of Cadaver, and Temporary Burial Permit is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.

**Table of Permit Fees under City Ordinance No. 10-5664**

Type of Permit	Cost of Payment
Exhumation and Transfer of Cadaver Permit	PHP100.00
Temporary Burial Permit	None



### 13. Request for the Issuance of Health Card

The purpose of this service is to ensure health regulation in all food and non-food establishments in the city. This will be necessary to protect its constituents from any food-borne diseases and other diseases caused by poor sanitation. This certificate is issued to people looking for employment in any establishments in this city.

<b>Office or Division:</b>	City Health Office – Environmental Sanitation and Occupational Health Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Any Citizen applying for a Job in an establishment in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Food Establishment (Cream/Yellow Health Card)</b>				
1. Certificate of Attendance to Food Handlers Class (1 Original copy)	City Health Office-Environmental Sanitation and Occupational Health Service			
2. Updated Basic Laboratory Results (1 Original copy of each laboratory result) <ul style="list-style-type: none"> <li>• Stool</li> <li>• Urine</li> <li>• Chest X-ray</li> </ul>	Any Accredited Laboratory Facility			
3. Official Receipt for the payment of Health Card (1 Original copy)	City Treasurer’s Office			
<b>For Non-Food Establishment (Green Health Card)</b>				
1. Updated Basic Laboratory Results (1 Original copy of each laboratory result) <ul style="list-style-type: none"> <li>• Stool</li> <li>• Urine</li> <li>• Chest X-ray</li> </ul>	Any Accredited Laboratory Facility			
2. Official Receipt for the payment of Health Card (1 Original copy)	City Treasurer’s Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1. Check completeness of requirements  1.1 Issue payment slip	None	15 Minutes	<i>Sanitation Inspector</i> City Health Office
2. Pay the required Fee	2. Receive payment and issue Official Receipt	PHP 75.00	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer’s Office



3. Submit Official Receipt to Sanitary Inspector	3. Input client information into the Health Card Information System	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office
4. For Food Establishments, attend food handler's seminar	4. Conduct Food Handler's Seminar and issue Certificate of Attendance	None	4 Hours	<i>Sanitation Inspector</i> City Health Office
5. Proceed to Medical Officer's room	5. Physician signs the certificate 5.1 Release Health Card	None	30 Minutes	<i>Medical Officer</i> City Health Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	<b>5 Hours, 35 Minutes</b>	

Request for the Issuance of Health Card is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.



## 14. Request for the Issuance of Medical Certificate

The purpose of this service is to ensure that all clients securing medical certificate for employment are free from all infectious diseases. This certificate is issued to people looking for employment in any private or public organization /company/agency etc.

<b>Office or Division:</b>	City Health Office – Environmental Sanitation and Occupational Health Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any citizen of Iligan City applying for a Job (Private or Public)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Updated Basic Laboratory Results (1 Original copy of each laboratory result) <ul style="list-style-type: none"> <li>• Stool</li> <li>• Urine</li> <li>• Chest X-ray</li> </ul>		Any accredited Laboratory		
2. Official Receipt for payment of Medical Certificate Fee (1 Original copy)		City Treasurer's Office		
<b>For Public Organizations</b>				
1. Medical Certificate Form (Form 211) (1 Original copy)		Educational store		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Receive and assess requirements	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office
	1.1 Issue Order of Payment	None	10 Minutes	<i>Sanitation Inspector</i> City Health Office
2. Pay the required fees	2. Receive payment and issue Official Receipt	PHP 75.00	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
3. Proceed to Environmental Sanitation and Occupational Health Service Room and present Official Receipt	3. Prepare Certificate	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office



4. Proceed to Doctor's Room and receive the certificate	4. Physician signs the certificate 4.1 Release Medical Certificate	None	30 Minutes	<i>Sanitation Inspector</i> City Health Office
<b>TOTAL:</b>		<b>PHP 75.00</b>	<b>2 Hours</b>	

Request for the Issuance of Medical Certificate is covered under City Ordinance No. 10-5664 otherwise known as 2010 Amended Revenue Code of Iligan City.



## 15. Request for the Issuance of Sanitary Permit

The purpose of this service is to ensure health regulation in all food and non-food establishments in the city. This will be necessary to protect its constituents from any food-borne diseases and other diseases caused by poor sanitation.

<b>Office or Division:</b>	City Health Office – Environmental Sanitation and Occupational Health Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who May Avail:</b>	Any establishment operator who wants to secure a Sanitary Permit to operate business in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For New Issuance</b>				
1. Complete Health Card of all Workers (1 Original copy each)		Client's Establishment		
2. Water Laboratory Test Result (1 photocopy)		City Environment Management Office/ Accredited Water Laboratory Facilities		
3. Business Assessment and Payment Receipt (1 Original copy)		City Treasurer's Office		
<b>For Renewal</b>				
1. Complete Health Card of all Worker (1 Original copy of each worker)		Client's Establishment		
2. Business Assessment and Payment Receipt (1 Original copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Requirements	1. Verify completeness of requirements	None	30 Minutes	Sanitation Inspector City Health Office
	1.1 For New Issuance, - Advise clients on the schedule for inspection	None	10 Minutes	Sanitation Inspector City Health Office
	- Inspection of establishment	None	2 Days	Sanitation Inspector City Health Office
	- After Inspection, Process Sanitary Permit	None	30 Minutes	Sanitation Inspector



	For Renewal Issuance, Process Sanitary Permit	None	30 Minutes	City Health Office <i>Sanitation Inspector</i> City Health Office
	1.2 Issue unsigned Sanitary Permit	None	5 Minutes	
2. Proceed to Medical Officer's room and present Sanitary Permit	2. Physician signs the Permit 2.1 Release Sanitary Permit	None	30 Minutes	<i>Medical Officer</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 2 Hours, 15 Minutes</b>	



## 16. Request for Tuberculosis Treatment Services (TB-DOTS)

The purpose of this service is to ensure preventive health care services, case-finding of patients who are potential carriers of Pulmonary Tuberculosis and patients with positive results of Infectious diseases.

<b>Office or Division:</b>	City Health Office - National Tuberculosis Program (NTP) Service			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who May Avail:</b>	Any Citizen with TB cases in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sputum Result (1 Original copy)		Barangay Health Center		
2. Chest X-ray result (1 Original copy)		Any accredited laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Barangay Health Center for consultation	1. Assess client for signs of and symptoms of cough and its duration  1.1 Instruct client how to collect sputum sample, fill up the referral form for sputum exam, and record in the presumptive masterlist logbook  1.2 Specimen collection	None	20 Minutes	<i>Barangay Health Worker/ Midwife</i> City Health Office
2. Submit self for specimen collection	2. Send specimen to CHO Laboratory  2.1 Perform Sputum smearing and staining  2.2 Record the	None	2 Days	<i>Barangay Health Worker/ Midwife</i> City Health Office





	result of the sputum smeared in the laboratory registry book			
3. Receive Result	<p>3. Send result to TB-DOTS Division and Barangay Health Center</p> <ul style="list-style-type: none"> <li>- If smeared positive, advise client for initiation of TB treatment</li> <li>- If smeared negative, refer the client for chest x-ray examination</li> <li>- If smeared negative and chest x-ray result to suggestive of TB, refer to diagnostic evaluation at the CHO TB-DOTS Division</li> </ul> <p>3.1 If the recommendation of the TB DOTS Division is to treat the patient for TB, advise client for initiation of TB treatment</p>	None	1 Day	Barangay Health Worker/ Midwife City Health Office
		None	30 Minutes	TB DOTS Division City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Days, 50 Minutes</b>	



# **City Health Office**

## **Internal Services**



## 1. Dispensing of Medical Supplies

The purpose of this service is to give supplies such as cotton, syringe and alcohol to Health Workers.

<b>Office or Division:</b>	City Health Office – Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	All Health Workers of CHO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly filled-in Requisition Issue Slip (RIS) Form (1 Original Copy)		- Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up RIS (Requisition and Issue Slip)	1. Issue RIS (Requisition and Issue Slip)	None	10 Minutes	<i>Supply Officer</i> City Health Office
2. Submit Filled-up RIS	2. Receive RIS with signature  2.1 Prepare and Issue Medical Supplies	None	1 Hour	<i>Supply Officer</i> City Health Office
3. Receive Supplies	3. Record and release supplies issued	None	15 Minutes	<i>Supply Officer</i> City Health Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 25 Minutes</b>	



# **City Human Resource Management Office**

## **External Services**



# 1. Recruitment, Selection and Placement Services

## Stage 1: Recruitment

### 1. Application for Published Positions

This service caters to both online and walk-in interested applicants applying for the vacant plantilla positions published by the Iligan City Government.

<b>Office or Division:</b>	City Human Resource Management Office - Recruitment, Selection and Placement Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government	
<b>Who May Avail:</b>	All applicants	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>For Walk-in applicants:</b>		
1. Signed application letter indicating the position title and corresponding item number (1 Original Copy)	Applicant or Citizen	
2. Notarized Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture) (1 Original Copy)	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )	
3. Individual Performance Commitment and Review Rating (IPCR) for the last rating period or Performance Rating/Appraisal/Certification (1 Photocopy, if applicable)	Concerned Department-Administrative Division or Former/Current Employer	
4. Transcript of Records (1 Photocopy, if applicable)	Respective school/college/university attended	
5. Diploma (1 Photocopy, if applicable)	Respective school/college/university attended	
<b>Attach the following documents listed below if applying for positions requiring relevant training, experience and eligibility:</b>		



1. Signed Work Experience Sheet (CSC Form No. 212, Revised 2017) (1 Original Copy)	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )
2. Certificate of Relevant Training/Seminar attended (1 Photocopy)	Respective institution that conducted the seminar/training
3. Certificate of Employment relevant to the applied position and/or Service Record (1 Photocopy)	Respective department-Administrative Division or Former/Current Employer
4. Proof of Eligibility- Report of Rating/License/ Certificate of Admission to the Bar/Certificate of Eligibility (1 Photocopy)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)
5. Valid License for practice of specific profession, Eligibility/Rating (1 Photocopy)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)
<b>For Online applicants (Scanned PDF Format)</b>	
1. Signed application letter (1 Letter/Applied Position)	Applicant
2. Notarized Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture) and Work Experience Sheet	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )
3. Latest Individual Performance Commitment and Review Rating or Performance Rating/Appraisal/Certification (1 Certified True Copy (CTC)), if applicable)	Respective Department-Administrative Division or Former/Current Employer
4. Transcript of Records (1 Photocopy, if applicable)	Respective School/College/University attended
5. Diploma (1 Photocopy, if applicable)	Respective School/College/University attended
<b>Attach the following documents listed below if applying for positions requiring relevant training, experience and eligibility</b>	



1. Signed Work Experience Sheet (CSC Form No. 212, Revised 2017) (1 original)	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )			
2. Relevant training and seminar certificate (1 Photocopy)	Respective institution which conducted the seminar/training			
3. Relevant employment certificate (1 Photocopy)	Respective department-Administrative Division or Former/Current Employer			
4. Proof of Eligibility- Report of Rating/License/ Certificate of Admission to the Bar/Certificate of Eligibility (1 Photocopy)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>STAGE 1: Recruitment</b>				
<b>Walk-in applicant:</b>				
1. Submit one set of all required documents for each applied position	1. Receive complete required documents within the publication period.	None	20 Days	<i>Supervising Administrative Officer (Human Resource Management Officer IV) City Human Resource Management Office</i>
2. Register on the Recruitment, Selection, and Placement Registration Form	2. Check the correctness of the information provided in the Registration Form	None		<i>Supervising Administrative Officer (Human Resource Management Officer IV) City Human Resource Management Office</i>
	2.1 Release a notification slip acknowledging	None		



	ng receipt of completeness of documents			
<b>For Online Applicants:</b>				
1. Email application letter with attached complete required documents to official email provided in the publication.	1. Receive complete required documents within the publication period.	None		<i>Administrative Officer I (Records Officer I)</i> City Human Resource Management Office  <i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office  <i>Administrative Officer IV (Human Resource Management Officer II)</i> City Human Resource Management Office
	1.1 E-mail notification slip acknowledging receipt of completeness of documents	None		
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	

## Stage 2: Selection

### 1. Conduct of Pre-qualifying Examination

The pre-qualifying examination service serves as a selection tool in the recruitment process used to screen and evaluate candidates to determine the best fit for the position.





<b>Office or Division:</b>	City Human Resource Management Office - Recruitment, Selection and Placement Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government	
<b>Who May Avail:</b>	Interested Qualified Applicants	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>For Walk-in applicants:</b>		
1. Anti-Red Tape ID (for Government employee) (1 original)	Respective Government Agency	
2. Philippine Identification (Phil ID) or National ID (1 original)	Philippine Statistics Authority (PSA)	
3. Voter's ID/Certification (1 Original)	COMELEC	
4. PhilHealth ID (must have the bearer's name, clear picture, signature and PhilHealth number) (1 Original)	PhilHealth	
5. SSS or UMID ID (1 Original)	Social Security System (SSS)	
6. GSIS ID (1 Original)	Government Service Insurance System (GSIS)	
7. PAGIBIG ID (1 Original)	PAGIBIG	
8. Driver's License (1 Original)	Land Transportation Office (LTO)	
9. Police Clearance (1 Original)	Philippine National Police (PNP)	
10. NBI Clearance (1 Original)	National Bureau of Investigation (NBI)	
11. Passport (1 Original)	Department of Foreign Affairs (DFA)	
12. Company Employment ID (1 Original)	Respective Employer	
13. Solo Parent ID (1 Original)	City Social Welfare and Development Office (CSWD)	
14. PWD ID (1 Original)	Persons with Disability Affairs Office (PDAO)	



15. School ID (1 Original)		Respective school/college/university		
16. TIN ID (1 Original)		Bureau of Internal Revenue (BIR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID	1. Check the ID of the examinee	None	5 Minutes	<i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office
2. Register on the Examination Attendance Sheet	2. Check the correctness of the information provided in the Examination Attendance Sheet	None	5 Minutes	<i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office
3. Take the examination	3. Administer the examination	None	1 Hour	<i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office
4. Receive Notification Slip	4. Issue Slip for taking the examination	None	5 Minutes	<i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office
	4.1 Review and check the	None	30 Days	



	answer sheets of examinees			
5. Check the posting of successful candidates	5. Publish the list of successful candidates.	None	10 Days	Administrative Officer II (Human Resource Management Officer I) City Human Resource Management Office
<b>SUBTOTAL:</b>		None	<b>40 Days, 1 Hour, 15 Minutes</b>	
<b>STEP 2 FOR SELECTION: AD HOC DELIBERATION</b>				
6. Monitor the email address for results	6. Consolidate Job applicant's Profile by position per department.	None	15 Days	Administrative Officer I (Records Officer I) City Human Resource Management Office
	6.1 Review, evaluate and deliberate on Job Applicant's Profile	None	15 Days	Administrative Officer II (Human Resource Management Officer I) City Human Resource Management Office  Administrative Officer IV (Human Resource Management Officer II) City Human Resource Management Office



7. Receipt of Disqualification on letter and Receipt of Notice of Interview	7. Email or through personal service the disqualification on letter to applicants who failed to meet the minimum qualification standards	None	7 Days	<i>Administrative Officer I (Records Officer I)</i> City Human Resource Management Office  <i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office
	7.1 Issue of Notice of Interview to qualified applicants	None		<i>Administrative Officer IV (Human Resource Management Officer II)</i> City Human Resource Management Office
<b>SUBTOTAL:</b>		<b>None</b>	<b>37 Days</b>	

**STEP 3 FOR SELECTION: HRMP SB DELIBERATION**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Anti-Red Tape ID (for Government employee) (1 Original)	Respective Government Agency
2. Philippine Identification (Phil ID) or National ID (1 Original)	Philippine Statistics Authority (PSA)
3. Voter's ID/Certification (1 Original)	COMELEC
4. PhilHealth ID (must have the bearer's name, clear picture, signature and PhilHealth number) (1 Original)	PhilHealth
5. SSS or UMID ID (1 Original)	Social Security System (SSS)



6. GSIS ID (1 Original)	Government Service Insurance System (GSIS)
7. PAGIBIG ID (1 Original)	PAGIBIG
8. Driver's License (1 Original)	Land Transportation Office (LTO)
9. Police Clearance (1 Original)	Philippine National Police (PNP)
10. NBI Clearance (1 Original)	National Bureau of Investigation (NBI)
11. Passport (1 Original)	Department of Foreign Affairs (DFA)
12. Company Employment ID (1 Original)	Respective Employer
13. Solo Parent ID (1 Original)	City Social Welfare and Development Office (CSWD)
14. PWD ID (1 Original)	Persons with Disability Affairs Office (PDAO)
15. School ID (1 Original)	Respective school/college/university
16. TIN ID (1 Original)	Bureau of Internal Revenue (BIR)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID	1. Check the ID of the applicant	None	1 Day	<i>Administrative Officer I (Records Officer I)</i> City Human Resource Management Office
1.1 Register on the Human Resource Merit Promotion and Selection Board attendance sheet	1.1 Check the correctness of the information provided in the HRMPSB Attendance Sheet			<i>Administrative Officer II (Human Resource Management Officer I)</i> City Human Resource Management Office  <i>Administrative Officer IV (Human Resource Management Officer II)</i> City Human Resource Management Office
2. Undergo HRMPSB Panel Interview	2. Deliberate applicants based on the provided	None		<i>Supervising Administrative Officer (Human Resource Management</i>



	criteria			Officer IV) City Human Resource Management Office
	<b>TOTAL:</b>	<b>None</b>	<b>78 Days, 1 Hour, 15 Minutes</b>	

Disclosure Statements:

1. The Selection process applies only to positions identified by the City Mayor for HRMPSB deliberation.
2. The City Mayor has the authority to exercise discretion in deferring the HRMPSB deliberation for certain positions based on sound judgment.
3. A maximum of 5 positions are deliberated in a scheduled HRMPSB date depending on the number of applicants per position.
4. Pursuant to Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018), Rule VII, Section 29, the publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.
5. If obtaining a written notification and acknowledgement from the client is not feasible, alternate means of communication, including but not limited to emails and/or short message service (SMS), may be utilized to ensure proper notification.

### Stage 3: Placement

#### Step 1.

#### 3. Issuance of Appointment

This service involves preparation of documents for the issuance of appointment.

<b>Office or Division:</b>	City Human Resource Management Office - Recruitment, Selection and Placement Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	Interested Qualified Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>For Promotion:</b>				
1. Notarized Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture) (3 Original Copies)	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )			



2. Signed Work Experience Sheet (CSC Form No. 212, Revised 2017) (3 Original copies)	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )
3. Certification of Assumption to duty signed by the Department Head (4 Original copies)	Respective department- Administrative Division
4. Proof of Eligibility- Report of Rating/License/ Certificate of Admission to the Bar/Certificate of Eligibility (2 Authenticated/ Photocopies)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)
5. Valid License ID for practice of specific profession (2 Authenticated/ Photocopies)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)
6. Designation Orders (2 Certified True Copies) (if applicable)	Respective department- Administrative Division
7. Transcript of Records (2 Authenticated Copies, 1 Photocopy)	Respective school/college/university attended
8. Diploma (2 Authenticated Copies, 1 Photocopy)	Respective school/college/university attended
9. Individual Performance Commitment and Review Rating (IPCR) for the last rating period or Performance Rating/Appraisal/Certification, which should be at least Very Satisfactory (2 Certified True Copies)	Respective department- Administrative Division
10. Certificate of relevant trainings (3 Photocopies, bring original copy for verification)	Respective institution which conducted the seminar/training
11. Certificate of Employment relevant to the applied position and/or Service Record (1 Original Copy, 2 photocopies)	Respective department-Administrative Division or Former/Current Employer
<b>For Original/Reemployment/ Transfer/Reappointment:</b>	
1. Notarized Personal Data Sheet (CSC Form No. 212, Revised 2017) with recent passport-sized picture) (3 Original Copies)	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )
2. Signed Work Experience Sheet (CSC Form No. 212, Revised	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )



2017) (3 Original Copies)	
3. Certification of Assumption to duty signed by the Department Head (4 Original Copies)	Respective department- Administrative Division
4. Medical Certificate (CS Form No. 211, Revised 2018) (2 original copies for the certificate, 1 original copy and 1 photocopy for the laboratory results) <ul style="list-style-type: none"> <li>❖ Blood Test</li> <li>❖ Urinalysis</li> <li>❖ Chest X-ray</li> <li>❖ Drug Test</li> <li>❖ Neuropsychiatric Test (if applicable)</li> </ul>	Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )  Accredited diagnostic center
5. Proof of eligibility- Report of Rating/License/Certificate of Admission to the Bar/Certificate of eligibility (2 authenticated/ photocopies)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)
6. Valid License ID for practice of specific profession (2 authenticated/ photocopies)	Civil Service Commission (CSC), Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC)
7. Transcript of Records (2 authenticated copies, 1 photocopy)	Respective school/college/university attended
8. Diploma (2 authenticated copies, 1 photocopy)	Respective school/college/university attended
9. Individual Performance Commitment and Review Rating (IPCR) for the last rating period or Performance Rating/Appraisal/Certification, which should be at least Very Satisfactory (2 certified true copies) (employees from other government agencies)	Respective Department- Administrative Division
10. Certificate of relevant trainings (3 photocopies, bring original copy for verification)	Respective institution which conducted the seminar/training
11. Certificate of Employment relevant to the applied position	Respective department-Administrative Division or Former/Current Employer





and/or Service Record (1 original copy, 2 photocopies)				
12. Certificate of Live Birth (2 photocopies, bring original copy for verification)		Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)		
13. Marriage Contract/Certificate (2 photocopies, bring original copy for verification) (if applicable)		Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR)		
<b>Additional requirements in case of promotion, reappointment, or transfer involving one movement from one department/ agency to another and reemployment:</b>				
1. Clearance from money, property and work-related accountabilities from the appointee's former office (CS Form No. 7, Revised 2018) (1 Original copy)		Civil Service Commission website ( <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> )		
2. Approved Letter of Transfer (1 Original Copy)		Former Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive appointment required complete documents	1. Issue Appointment	None	30 Minutes	Administrative Officer IV (Human Resource Management Officer II) City Human Resource Management Office
1.1 Appointee shall sign/Acknowledge the appointment form	1.1 Distribute appointment forms to new appointees	None		
2. Receive checklist requirements and note the deadline for the	2. Provide the appointee with a checklist of requirements	None	15 Minutes	Supervising Administrative Officer (Human Resource Management)



submission of all required documents	and communicate the submission deadline.			Officer IV) City Human Resource Management Office
3. Submit all the required documents to CHRMO	3. Receive, review and verify the veracity, authenticity, and completeness of all the requirements and documents.	None	30 Days	Supervising Administrative Officer (Human Resource Management Officer IV) City Human Resource Management Office
4. Wait for further instructions	4. Forward all required documents to the Civil Service Commission for validation.	None	5 Days	Administrative Officer II (Human Resource Management Officer I) City Human Resource Management Office
<b>SUBTOTAL:</b>		<b>None</b>	<b>35 Days, 45 Minutes</b>	

Disclosure Statements:

1. The preparation of the appointment form shall start after the appointing authority selects from the roster of qualified applicants.
2. Rule 6, Sec 19 of the Omnibus Rules of Appointments and Other Human Resource Actions states that the original CSC copy of appointments issued during the month and the required attachments shall be submitted on or before the 30<sup>th</sup> day of the succeeding month

**Step 2.**

**4. Releasing of Attested Appointment Documents**

This service involves the release of attested appointment documents for newly appointed and promoted employees by the Civil Service Commission.



<b>Office or Division:</b>	City Human Resource Management Office - Recruitment, Selection and Placement Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All Appointees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the CHRMO – Recruitment, Selection and Placement Division	1. Release and furnish the appointee with a copy of the attested appointment document	None	5 Minutes	<i>Administrative Officer IV (Human Resource Management Officer II)</i> City Human Resource Management Office
2. Sign the Agency copy of the appointment	2. Facilitate the signing of the appointment	None	5 Minutes	<i>Administrative Officer IV (Human Resource Management Officer II)</i> City Human Resource Management Office
<b>SUBTOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	
<b>TOTAL:</b>		<b>None</b>	<b>153 Days, 2 Hours and 10 Minutes</b>	

Disclosure Statement:

1. The Civil Service has the option to hold appointments for further validation and verification. Therefore, the release of attested appointment documents will be based on the actions of the commission.



## 2. Request for Application of Work Immersion and On-the-Job Training

This service aims to inform the applicants for work immersion and on-the-job training in the Iligan City Government of the things needed and steps taken for them to qualify.

<b>Office or Division:</b>	City Human Resource Management Office – Welfare and Benefits Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	Senior High School (SHS) and College Graduating Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement letter (1 Original)		Educational Institution concerned		
2. Waiver Authority (1 Original)		City Legal Office		
3. Resume/Curriculum Vitae with Picture (1 Original)		Applicant		
4. Barangay Clearance (1 Original)		Barangay where the applicant resides		
5. Evaluation Form (1 Original)		Educational Institution concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents	1. Receive complete documents	None	30 Minutes	<i>Administrative Aide IV (Bookbinder II)</i> City Human Resource Management Office
	1.1 Coordinate with another department concerned	None	1 Day	
2. Receive Notice of Orientation Schedule	2. Release of Notice of Orientation Schedule for Deployment	None	30 Minutes	<i>Administrative Aide IV (Bookbinder II)</i> City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hour</b>	



### 3. Request for Career Guidance and Employment Coaching (CGEC) or Labor Education for Graduating Students (LEGS)

This service is for an agency who request for Career Guidance and Employment Coaching (CGEC) or Labor Education for Graduating Students (LEGS) services from PESO.

<b>Office or Division:</b>	City Human Resource Management Office – Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	Public School, Private Schools, and Non-Government Organization			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 Original Copy)		Requesting agency/school		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request	1. Receive letter of request and check the availability of schedule	None	30 Minutes	<i>Labor and Employment Officer II</i> City Human Resource Management Office
2. Note the final date of the activity	2. Act on the requested schedule	None	15 minutes	<i>Labor and Employment Officer II</i> City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>45 Minutes</b>	



#### 4. Request for issuance of PESO Certification for Job Applicants and Local Establishments

PESO Certification, certifying that the Job Applicant and Local Establishment has accomplished and registered in PESO Employment Information System (PEIS) as part of National Registry Skills System of Department of Labor and Employment. This registration will be one of the bases for referral of Job Seekers to hiring employers and Business Permit approval for Local Establishments.

<b>Office or Division:</b>	City Human Resource Management Office – Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Job Applicants and Local Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Job Applicants:</b>				
1. Filled out National Skills Registry System form (NSRP Form 1) (1 Original Copy)		Public Employment Service Office (PESO)/Department of Labor and Employment		
<b>For Local Establishments:</b>				
1. Filled out National Skills Registry System form (NSRP Form 2) (1 Original Copy)		Public Employment Service Office/Department of Labor and Employment		
2. Valid Business Permit (if available) (1 Photocopy)		City/Municipal Business Permits and Licensing Office		
3. TIN/BIR Certificate of Registration (Form 2303) (1 Photocopy)		Bureau of Internal Revenue		
4. Official Receipt of Verification/Certification Fee (1 Original Copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished NSRP Form 1 (for Jobseekers) and NSRP Form 2 (for Local Establishments ) with required attachments	1. Receive the NSRP Form and required documents	None	30 Minutes	Administrative Aide IV (Bookbinder II) City Human Resource Management Office
	1.1 Prepare the PESO Certification	None	1 Day	



2. Receive the PESO Certification	2. Release the PESO Certification	None	15 Minutes	Labor and Employment Officer II City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hour</b>	



## 5. Request for No Objection Certification for Overseas and Local Recruitment Activity

PESO grants the requests of various Overseas Recruitment Agencies and Local Establishments through Local/Special Recruitment Activity to conduct recruitment activities where job seekers will have the opportunity to seek employment in PESO premise.

<b>Office or Division:</b>	City Human Resource Management Office – Public Employment Service Office (PESO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business, G2G - Government to Government
<b>Who May Avail:</b>	Registered Overseas Agencies and Local Establishments
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For Overseas Agencies:</b>	
1. Letter of Intent (1 Soft/Original Copy)	Head of recruitment agency/local company
2. DMW License Certificate (1 Soft/Photocopy Copy)	Department of Migrant Workers (DMW)
3. Verified List of Job Vacancies (1 Soft/Photocopy Copy)	Department of Migrant Workers
4. Affidavit of Undertaking (1 Soft/Photocopy Copy)	Requesting Recruitment Agency
5. Placement/Deployment Report (1 Soft/Photocopy Copy)	Requesting Recruitment Agency
6. Letter of Acknowledgement (if there is a foreign interviewer) (1 Soft/Photocopy Copy)	Department of Migrant Workers
7. Filled out NSRP Form 2 (1 Soft/Photocopy Copy)	Form provided by Public Employment Service Office (PESO)
8. Filled out Press Release Form (1 Soft/Photocopy Copy)	Form provided by PESO
9. Special Recruitment Authority (1 Soft/Photocopy Copy)	Department of Migrant Workers
<b>For Local Agencies</b>	
1. Letter of Intent – (1 Soft/Photocopy Copy)	Requesting Recruitment Agency
2. BIR Certificate of Registration (1 Soft/Photocopy Copy)	Bureau of Internal Revenue
3. Business Permit (1 Soft/Photocopy Copy)	Business Permit and Licensing Office
4. DO 174 for contractors and manpower agencies (1 Soft/Photocopy Copy)	Department of Labor and Employment





5. Filled out NSRP Form 2 (1 Soft/Photocopy Copy)		Form Provided by PESO		
6. Filled out Press Release Form (1 Soft/Photocopy Copy)		Form Provided by PESO		
7. Placement Report (1 Soft/Photocopy Copy)		Requesting Recruitment Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents through email <a href="mailto:pesoiligancity@gmail.com">pesoiligancity@gmail.com</a> or walk-in	1. Receive complete required documents	None	2 Hours	<i>Labor and Employment Officer II</i> City Human Resource Management Office
	1.1 Validate license status of the hiring agency	None		
	1.2 Prepare the No Objection Certificate (NOC) for PESO Manager's approval	None		
2. Receive the No Objection Certificate and take note of the instructions.	2. Release the No Objection Certification and specify terms and conditions	None	15 Minutes	<i>Labor and Employment Officer II</i> City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 15 Minutes</b>	



## 6. Request for Posting of Approved Job Vacancies of Local Establishments and Overseas Agencies

This service is to post the approved job vacancies of the hiring overseas and local agencies on social media and bulletin boards to announce the availability of jobs local and abroad.

<b>Office or Division:</b>	City Human Resource Management Office – Public Employment Service Office (PESO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business, G2G - Government to Government
<b>Who May Avail:</b>	Hiring Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For Overseas Agencies:</b>	
1. DMW License Certificate (1 Soft/Photocopy)	Department of Migrant Workers (DMW)
2. Verified list of Job Orders (1 Soft/Photocopy)	Department of Migrant Workers
3. Filled out Job Vacancy Form (1 Soft/Photocopy)	Form provided by Public Employment Service Office (PESO)
4. Filled out NSRP Form 2 (1 Soft/Photocopy)	Form provided by PESO
5. Placement Report (1 Soft/Photocopy)	Prepared by the requesting agency
6. Job Poster (1 Soft/Photocopy)	Prepared by the requesting agency
<b>For Local Agencies:</b>	
1. BIR Certificate of Registration (1 Soft/Photocopy)	Bureau of Internal Revenue
2. Business Permit (1 Soft/Photocopy)	Business Permit and Licensing Office
3. Department Order 174 for contractors and manpower agencies (1 Soft/Photocopy)	Department of Labor and Employment
4. Filled out NSRP Form 2 (1 Soft/Photocopy)	Form provided by PESO
5. Filled out Job Vacancy Form (1 Soft/Photocopy)	Form provided by PESO
6. Placement Report (1 Soft/Photocopy)	Prepared by the requesting agency
7. Job Poster (1 Soft/Photocopy)	Prepared by the requesting agency
<b>For Government Agencies</b>	



1. Job Poster (1 Soft/Photocopy)		Prepared by the requesting agency		
2. Filled out Job Vacancy Form (1 Soft/Photocopy)		Form provided by PESO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit through email or in person all the required documents	1. Receive and evaluate required documents	None	1 Hour	<i>Labor and Employment Officer II</i> City Human Resource Management Office
2. Check the PESO Official Facebook Page for their job posting and answer the comment section if there are any inquiries from their interested applicants.	2. Post the job vacancies/ poster in PESO Official Facebook Page and bulletin boards of Public Employment Service Office, City Mayor's Office, and City Information's Office.	None	1 Hour	<i>Labor and Employment Officer II</i> City Human Resource Management Office
	2.1 Disseminate through online to Barangay Employment Assistance Desk (BEAD) the job vacancies for reposting.		30 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 30 Minutes</b>	



## 7. Request for Pre-Assessment of Applications of the Iligan City Mayor's Scholarship Examination

This service aims to inform the constituents of the various scholarship grants of the City Government of Iligan and things or documents needed and steps taken for them to qualify for the required examinations.

<b>Office or Division:</b>	City Human Resource Management Office – Welfare and Benefits Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	Out-of-School Youth, Elementary and High School Valedictorian or Salutatorian, Incoming 1 <sup>st</sup> Year College, Elementary and High School Athletes, Short Term and Ladderized Courses and Any Year Level in College.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>I. REGULAR SCHOLARSHIP PROGRAM</b>		
<b>Elementary &amp; High School Valedictorian and Salutatorian Grant</b>		
1. Scholarship Form 1 (1 Original Copy)	City Human Resource Management Office	
2. Birth Certificate (1 Original Copy)	Local Civil Registrar or Philippines Statistic Authority	
3. Form 138 or Report Card (1 Photocopy and 1 Original Copy)	School Guidance or Principal	
4. Barangay clearance (1 Original Copy)	Barangay Hall where the applicant resides	
5. Certification as school Valedictorian or Salutatorian (1 Original Copy)	Principal	
6. 2x2 ID Photo (2 Original Copies)	Photo Studio	
<b>City Mayor's Scholar (CMS) College</b>		
1. Birth Certificate (1 Photocopy and 1 Original Copy)	Local Civil Registrar or Philippines Statistic Authority	
2. Form 138 or Report Card (1 Photocopy and 1 Original)	School Guidance or Principal	
3. Certificate of good moral character duly certified by the principal (1 Original Copy)	School Guidance or Principal	
4. Certificate of Residency and Indigency signed by the	Barangay Hall where the applicant resides	



Barangay Chairman (1 Original Copy)	
5. Certification from City Mayor's (NO Business) (1 Original Copy)	City Mayor's Office – Permits and Licenses Division
6. Certification of NO Real Property (1 Original Copy)	City Assessor's Office
7. BIR tax exemption certificate for those earning below P150,000 per annum by the family of 6 and 10,000 per additional member (1 Original Copy)	Bureau of Internal Revenue
8. 2x2 ID Photo (2 Original Copies)	Photo Studio
<b>G.A.S.A (Granting the Athletes with Scholarship Assistance) GASA A (Elementary), GASA B (High school) and GASA C (College)</b>	
1. Birth Certificate (1 Photocopy and 1 Original Copy)	Local Civil Registrar or Philippines Statistic Authority
2. Form 138 or Report Card (1 Photocopy and 1 Original Copy)	School Guidance or Principal
3. Certificate of good moral character duly certified by the principal) (1 Original Copy)	School Guidance or Principal
4. Certificate by the Div. School Superintendent of the DepEd and in case of private school any of its authorized personnel that the applicant is a member of the Iligan City Sports Delegates playing in an individual/team event and has secured 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> place in national or international sports competition (1 Original Copy)	Division School Superintendent
5. Certificate of Residency and Indigency signed by the Barangay Chairman) (1 Original Copy)	Barangay Hall where the applicant resides
6. Certification from City Mayor's (NO Business) (1 Original Copy)	City Mayor's Office – Permits and Licenses Division
7. Certification of NO Real Property) (1 Original Copy)	City Assessor's Office
8. BIR tax exemption certificate for	Bureau of Internal Revenue



those earning below P150,000 per annum by the family of 6 and 10,000 per additional member) (1 Original Copy)	
9. 2x2 ID Photo (2 Original Copies)	Photo Studio
<b>ICGESP (Iligan City Government Employees Scholarship Program)</b>	
1. Letter Request) (1 Original Copy)	Applicant
2. Recommendation letter addressed to the Local Chief Executive) (1 Original Copy)	Department Head
3. Certification of no pending either administrative and/or criminal case) (1 Original Copy)	City Legal Office
4. Written consent of no objection) (1 Original Copy)	Nominee's Spouse
5. Nominee's service record (1 Original Copy)	City Human Resource Management Office
6. Authenticated Transcript of Records (TOR) and/or diploma (1 Original Copy)	School Registrar
7. Medical certificate issued by a government physician (1 Original Copy)	City Health Office
<b>II. ALTERNATIVE SCHOLARSHIP ASSISTANCE (ASA)</b>	
<b>ABC (College) Assistance on Baccalaureate Completion</b>	
1. Birth Certificate (1 Photocopy and 1 Original Copy)	Local Civil Registrar or Philippines Statistic Authority
2. Form 138 or Report Card (1 Photocopy and 1 Original Copy)	School Guidance or Principal
3. Certificate of good moral character duly certified by the principal (1 Original Copy)	School Guidance or Principal
4. Evaluation of Grades (No failing grades) signed by the registrar/authorized personnel (1 Original Copy)	School Registrar
5. Certificate of Residency and Indigency signed by the Barangay Chairman (1 Original Copy)	Barangay Hall where the applicant resides



6. Certification from City Mayor's (NO Business) (1 Original Copy)		City Mayor's Office – Permits and Licenses Division		
7. Certification of NO Real Property (1 Original Copy)		City Assessor's Office		
8. BIR tax exemption certificate for those earning below P150,000 per annum by the family of 6 and 10,000 per additional member (1 Original Copy)		Bureau of Internal Revenue		
9. 2x2 ID Photo (2 Original Copies)		Photo Studio		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up scholarship application form with complete documents	1. Receive complete documents	None	1 Hour and 15 Minutes	<i>Administrative Aide IV (Bookbinder II)</i> City Human Resource Management Office
	1.1 Evaluate the documents as to qualification for written examination			
2. Receive the Notice of Schedule for Examination	2. Prepare and release the notice of schedule for examination	None	15 Minutes	<i>Administrative Aide IV (Bookbinder II)</i> City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hours, 30 Minutes</b>	



# **City Human Resource Management Office**

## **Internal Services**





## 1. Request for Pre-assessment of the Leave Applications

This service aims to ensure that the leave applied for is available to the applicant, the pertinent information is accurate, and the needed requirements are attached.

<b>Office or Division:</b>	City Human Resource Management Office – Welfare and Benefits Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who May Avail:</b>	All City Government Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>Vacation Leave</b>		
1. Application for Leave (CSC Form 6) (1 Original Copy, 1 Photocopy of leave and attached documents, if needed)	Department - Administrative Division	
2. City Government clearance (3 Original Copies), if applicable	City General Services Office	
<b>Sick Leave</b>		
1. Medical Certificate, if applicable (1 original copy)	Any Government Physician	
2. City Government clearance, if applicable (1 Original Copy)	City General Services Office	
<b>Maternity Leave</b>		
3. City Government clearance (1 Original Copy)	City General Service Office	
4. Medical Certificate (1 Original Copy)	Attending Physician	
5. Birth Certificate of Child (1 Photocopy and 1 Original Copy)	City Civil Registrar/Philippine Statistics Authority	
6. Marriage Contract (1 Photocopy and 1 Original Copy)	City Civil Registrar/Philippine Statistics Authority	
<b>Paternity Leave</b>		
1. Marriage Contract (1 Photocopy and 1 Original Copy)	City Civil Registrar/Philippine Statistics Authority	
2. Birth Certificate (1 Photocopy and 1 Original Copy)	City Civil Registrar/Philippine Statistics Authority	
<b>Rehabilitation Leave</b>		
1. Medical Certificate (1 Photocopy and 1 Original Copy)	Any Government Physician	
2. City Government clearance, if applicable (1 Original Copy)	City General Services Office	
3. Police Report (1 Original Copy)	Nearest Police Station	



4. Certification from the Department Head (1 Original Copy)	Department concerned
5. Monetization Leave (1 Original Copy) (Waiver, if applicable)	Department concerned
<b>Solo Parent Leave</b>	
1. Solo Parent ID (1 Photocopy and 1 Original Copy)	City Social Welfare Development
2. CSWD certification (1 Original Copy)	City Social Welfare Development
<b>Solo Parent Leave</b>	
1. Solo Parent ID (1 Photocopy and 1 Original Copy)	City Social Welfare Development
2. CSWD certification (1 Original Copy)	City Social Welfare Development
<b>Study Leave</b>	
1. City Government Clearance (1 Original Copy)	City General Services Office
2. SP Resolution authorizing the City Mayor to enter into contract with the employee concerned to go on Study Leave (1 Certified True Copy)	Sangguniang Panlungsod
3. Contract between Head of the Agency or Authorized Representative and the Employee concerned (1 Original Copy)	City Mayor's Office
4. Two (2) Rating Period Accomplished Individual Performance Commitment Review (IPCR) (1 Certified True Copy)	Department Concerned
<b>Adoption Leave</b>	
1. Authenticated copy of the pre-adoptive placement authority issued by DSWD, if leave will be availed before the grant of petition for adoption (1 Original Copy)	Department of Social Welfare and Development
2. Authenticated copies of the decree of adoption issued by the proper court if adoption leave is availed after the grant of the petition (1 Original Copy)	Hall of Justice
<b>Anti-Violence Against Women</b>	Barangay Hall where the employee resides



1. Barangay Protection Order (1 Photocopy and 1 Original Copy)	Hall of Justice
2. Temporary/ Permanent Protection Order (1 Photocopy and 1 Original Copy)	Hall of Justice
3. Certification from Barangay Captain/ Barangay Kagawad (1 Original Copy)	Barangay Hall where the employee resides
4. Certification from Prosecutor (1 Original Copy)	Hall of Justice
5. Police Report (in the absence of the above-mentioned (1 Original Copy)	Police Station
6. Medical Certificate (1 Original Copy)	City Health Office - Medico-Legal
<b>RA 9710- Special Leave Benefits for Women</b>	
1. City Government Clearance (1 Original Copy)	City Government Services Office
2. Medical Certificate with Clinical Summary (1 Original Copy)	Attending Physician
<b>Compensatory-Time-Off (CTO)</b>	
1. Approved Overtime Request (1 Original Copy)	City Mayor's Office
2. Duly Accomplished Daily Time Record (DTR) (1 Original Copy)	Department Concerned
3. Accomplishment Report (1 Original Copy)	Employee Concerned
<b>Terminal Leave</b>	
1. City Government Clearance (1 Original Copy)	City Government Services Office
2. Leave History (1 Original Copy)	City Human Resource Management Office (Data Center)
3. Letter of Intent to Retire approved by the Mayor (1 Original Copy)	Employee Concerned
4. Letter of Acceptance and Transmittal to GSIS approved by the Mayor (1 Original Copy)	City Mayor's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Leave Application	1. Receive complete required documents	None	30 Minutes	Supervising Administrative Officer City Human Resource Management Office
	1.1 Determine and confirm the propriety of the pertinent entries found in the leave application specifically as to the following	None	1 Day	Administrative Assistant IV (Administrative Assistant II) City Human Resource Management Office
	a. Kind of leave applied for;			Administrative Assistant IV (Administrative Assistant II) City Human Resource Management Office
b. Number of days		Administrative Assistant I (Computer Operator I) City Human Resource Management Office		
	c. Recommending Signatory;			
	d. Required attachments			
	1.2 Record and release the processed leave, if not, return the same to the authorized person			
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 30 Minutes</b>	



## 2. Request for Conduct of Learning and Development Intervention/s

This service is to provide learning and development intervention/s to requesting department.

<b>Office or Division:</b>	City Human Resource Management Office – Learning and Development			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	All City Government Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Standard Letter Request Form for Learning and Development Intervention (1 Original Copy)		Head of Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished Standard Letter Request Form at least one (1) month prior to the date of activity	1. Receive request letter and check availability of the training schedule	None	30 Minutes	Human Resource Management Office III City Human Resource Management Office
	1.1 Review, evaluate, and take appropriate action on the request for Learning and Development Intervention/s	None	3 Days	City Government Assistant Department Head II Concurrent Head, Learning and Development City Human Resource Management Office
2. Receive the Standard Letter Request Form	2. Release Standard Letter Request Form with appropriate action	None	30 Minutes	Human Resource Management Office III City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Days, 1 Hour</b>	



### 3. Request for Evaluation of Travel Order

This service is for the purpose of evaluating Training and Non-training Travel Order Request.

<b>Office or Division:</b>	City Human Resource Management Office – Learning and Development	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	City Government Officials, Permanent, Temporary, Coterminous, Contract of Service (COS), and Job Order (JO) Workers	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>City Government Officials, Permanent, Temporary, Coterminous</b>		
1. Accomplished Standard Travel Order Request Form (1 Original Copy)	Head of Requesting Office	
2. Duly signed Invitation letter (1 Original Copy)	Sponsoring Agency	
3. Individual Performance Commitment Review (IPCR), if necessary (1 Certified True Copy)	Department Concerned	
4. Certification/Justification of traveler, if necessary (1 Original Copy)	Department Concerned	
<b>Contract of Service</b>		
1. Accomplished Standard Travel Order Request Form (1 Original Copy)	Head of Requesting Office	
2. Approved Contract of Services (1 Photocopy)	Department Concerned	
3. Certification/Justification of traveler, if necessary (1 Original Copy)	Department Concerned	
<b>Job Order</b>		
1. Accomplished Standard Travel Order Request Form (1 Original Copy)	Head of Requesting Office	
2. Approved Job Order Request (1 Photocopy)	Department Concerned	



<b>Cross-learning Activities</b>				
1. Accomplished Standard Travel Order Request Form (1 Original Copy)		Head of Requesting Office		
2. Letter of Intent to the Agency to be visited (1 Printed Copy)		Head of Office Concerned		
3. Confirmation or feedback letter (1 Printed Copy)		Host Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements to the CHRMO Learning and Development Office	1. Receive complete required documents	None	30 Minutes	<i>Administrative Assistant III</i> City Human Resource Management Office
	1.2 Review and evaluate the documents and determine whether Official Time/Official Business	None	2 Days	<i>Human Resource Management Officer III</i> City Human Resource Management Office
	1.3 Affix initial for recommending approval of the City Mayor	None	30 Minutes	<i>Acting City Department Head II</i> City Human Resource Management Office
2. Receive the Travel Order Request	2. Release the initialed Travel Order Request	None	15 Minutes	<i>Administrative Assistant III</i> City Human Resource Management Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour, 15 Minutes</b>	



**City Human Resource Management Office**  
**Both Internal Services and External Services**





## 1. Request for Issuance of Certification or Service Record

This service is to issue Certification or Service Record to all Iligan City Government employees whether active or separated in service.

<b>Office or Division:</b>	City Human Resource Management Office – Administrative Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government	
<b>Who May Avail:</b>	All government employees whether active or separated in service	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>CERTIFICATE OF EMPLOYMENT:</b>		
<b>Active Regular Employee/Elected Official (Principal or Official Liaison)</b>		
1. Official Receipt for Certificate of Employment (1 Original Copy)	City Treasurer's Office - Cash Receipts Division	
2. For Liaison/representative present office ID (1 Original Copy)	Office being represented	
<b>Active Regular Employee/Elected Official (Authorized Representative)</b>		
1. Official Receipt for Certificate of Employment (1 Original Copy)	City Treasurer's Office - Cash Receipts Division	
2. Authorization Letter (1 Original)	Citizen or Client being represented	
3. ID of the principal and the authorized representative (1 Photocopy)	Citizen or Client being represented	
<b>Active Job Order or Contract of Service Worker (Principal or Official Liaison)</b>		
1. Official Receipt for Certificate of Employment (1 Original Copy)	City Treasurer's Office - Cash Receipts Division	
2. For Liaison/representative present office ID (1 Photocopy)	Citizen or Client being represented	
<b>Inactive Job Order or Contract of Service Worker (Authorized Representative)</b>		
1. Official Receipt for Certificate of Employment (1 Original Copy)	City Treasurer's Office - Cash Receipts Division	
2. Authorization Letter (1 Original)	Citizen or Client being represented	



Copy)	
3. ID of the principal and the authorized representative (1 Photocopy)	Citizen or Client being represented
<b>Separated in Service Regular Employee/Elected Official (Principal or Official Liaison)</b>	
1. ID of the principal/authorized representative	Citizen or Client being represented
<b>Separated in Service Regular Employee/Elected Official (Authorized Representative)</b>	
1. Authorization Letter (1 Original Copy)	Citizen or Client being represented
2. ID of the principal and the authorized representative (1 Photocopy)	Citizen or Client being represented
<b>SERVICE RECORD:</b>	
<b>Active Regular Employee/Elected Official (Principal or Official Liaison)</b>	
1. Official Receipt for Certificate of Employment (1 Original Copy)	City Treasurer's Office - Cash Receipts Division
2. For Liaison/representative present office ID (1 Photocopy)	Citizen or Client being represented
<b>Active Regular/Elected Employee (Authorized Representative)</b>	
1. Official Receipt for Certificate of Employment (1 Original Copy)	City Treasurer's Office - Cash Receipts Division
2. Authorization Letter (1 Original Copy)	Citizen or Client being represented
3. ID of the principal and the authorized representative (1 photocopy)	Citizen or Client being represented
<b>Separated in Service Regular/Elected Employee (Principal or Official Liaison)</b>	
1. ID of the principal or authorized representative (1 Photocopy)	Citizen or Client being represented
<b>Separated in Service Regular/Elected Employee (Authorized Representative)</b>	



1. Authorization Letter		Citizen or Client being represented		
2. ID of the principal and the authorized representative		Citizen or Client being represented		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive complete required documents for the following:	None	1 Hour	<i>Administrative Assistant IV (Administrative Assistant II)</i> City Human Resource Management Office  <i>Administrative Officer V (Human Resource Management Officer III)</i> City Human Resource Management Office  <i>Administrative Aide II (Bookbinder I)</i> City Human Resource Management Office
	A. Active Employee			
	B. Contract of Service			
	C. Job Order Worker			
	1.1 Print the Certificate of Employment/ Service Record	None	15 Minutes	<i>Administrative Assistant IV (Administrative Assistant II)</i> City Human Resource Management Office  <i>Administrative Officer V (Human Resource)</i>
	A. Active/Separated Employee			



	B. Contract of Service			Management Officer III) City Human Resource Management Office
	C. Job Order Worker			Administrative Aide II (Bookbinder I) City Human Resource Management Office
1.2	Verify and validate information based on the records	None	1 Day	
	A. Active/Separated Employee			Administrative Assistant IV (Administrative Assistant II) City Human Resource Management Office
	B. Contract of Service			Administrative Officer V (Human Resource Management Officer III) City Human Resource Management Office
	C. Job Order Worker			Administrative Aide II (Bookbinder I) City Human Resource Management Office
1.3	Check, review, and initial	None	10 Minutes	Supervising Administrative Officer City Human Resource Management Office
1.4	Approve and sign	None	1 Hour	Acting City Human Resource Management Officer City Human Resource Management Office



<p>2. Receive the requested document and sign the releasing Logbook</p>	<p>2. Record and release Certification of Employment/ Service Record</p> <p>A. Active/Separated Employee</p> <p>B. Contract of Service</p> <p>C. Job Order Worker</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Administrative Assistant IV (Administrative Assistant II)</i> City Human Resource Management Office</p> <p><i>Administrative Officer V (Human Resource Management Officer III)</i> City Human Resource Management Office</p> <p><i>Administrative Aide II (Bookbinder I)</i> City Human Resource Management Office</p>
<p><b>TOTAL:</b></p>		<p><b>None</b></p>	<p><b>1 Day, 1 Hour, 15 Minutes</b></p>	



## **City Legal Office External Services**



## 1. Issuance of Affidavit of Abandonment

A document executed to attest facts, particularly, the abandonment of a spouse/common-law partner or a parent.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Child (if of Legal Age), Guardian (if minor), or Parent, or Spouse		None		
2. Birth Certificate of Applicant (1 Original)		Philippine Statistics Authority		
3. One Government-Issued Identification Card (ID) of Guardian (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Abandonment is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664





## 2. Issuance of Affidavit of Acknowledgment of Paternity

A document filed by the father, officially acknowledging the child as his own and consents for the said child to use his surname and for his surname to be reflected in the child's Certificate of Live Birth.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Father		None		
2. Birth Certificate of Child (1 Original)		Philippine Statistics Authority		
3. One Government-Issued Identification Card (ID) of Father (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for	3. Make necessary corrections and print the corrected	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i>



corrections, if any.	Affidavit.			City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Acknowledgement of Paternity is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



### 3. Issuance of Affidavit of Legal Beneficiaries

A document executed to declare that his/her parents are his/her legal beneficiaries, as a requirement for those applying in the Armed Forces of the Philippines.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Applicant		None		
2. Certificate of No Marriage Record (CENOMAR) (1 Original)		Philippine Statistics Authority		
3. One Government-Issued Identification Card (ID) (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform	3. Make necessary corrections	None	30 Minutes	<i>Administrative Aide / Stenographer /</i>



Frontline officer for corrections, if any.	and print the corrected Affidavit.			<i>Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Legal Beneficiaries is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



#### 4. Issuance of Affidavit of Cohabitation

A document executed to attest that a couple is living together in a common-law relationship.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Couple		None		
2. One Government-Issued Identification Card (ID) for each of the Couple-Applicants (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
3. Birth Certificates of Couple (1 Original)		Philippine Statistics Authority		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office – Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50. 00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform	3. Make necessary corrections	None	30 Minutes	<i>Administrative Aide / Stenographer /</i>



Frontline officer for corrections, if any.	and print the corrected Affidavit.			<i>Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Cohabitation is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 5. Issuance of Affidavit of Consent (for Marriage)

A document executed to attest that the parents have given their consent for the marriage of their children aged 21 to 25 years old.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Parents		None		
2. One Government-Issued Identification Card (ID) of both Parents (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
3. Birth Certificate of Person Aged 21 to 25 (1 Original)		Philippine Statistics Authority		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hour</b>	

Issuance of Affidavit of Consent (for Marriage) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664





## 6. Issuance of Affidavit of Exhumation

A document executed to consent for the removal of a dead body from the ground after it has been buried for transfer or cremation.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One Government-Issued Identification Card (ID) the Requesting Party (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
2. Verification Slip (Death Record) (1 Original)		City Civil Registrar's Office		
3. Death Certificate of Deceased (1 Original)		Philippine Statistics Authority		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i>



				City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Exhumation is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 7. Issuance of Affidavit of Guardianship (for Scholarship Purposes only)

A document executed to attest that he/she is the guardian/custodian of a minor who has been under his/her guardianship and custody in the absence of the biological parents of the minor.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Appearance of Guardian		None		
2. Birth Certificate of Child (1 Original)		Philippine Statistics Authority		
3. Marriage Contract of the Parents of the Child, if applicable. (1 Original)		Philippine Statistics Authority		
4. Death Certificate of the Parents of the Child, if applicable. (1 Original)		Philippine Statistics Authority		
5. One Government-Issued Identification Card (ID) of the Guardian (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
6. Barangay Certification to Attest the Absence of Child's Parents (1 Original)		Barangay Concerned		
7. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the	2. Issue Payment Slip if all required documents are	PHP 50.00,	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's



Payment Slip.	complete.			Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5.1 Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours,</b>	

Issuance of Affidavit of Guardianship (for Scholarship Purposes only) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 8. Issuance of Affidavit of Late Registration (Birth)

A document executed for those filing an application for the delayed registration of birth of those whose birth was not registered with the Office of the Local Civil Registrar.

<b>Office or Division:</b>	City Legal Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who May Avail:</b>	Transacting public.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal</b>		
1. Negative Certification of Birth (1 Original)	Philippine Statistics Authority	
2. Personal Appearance of Two Witnesses (Two Disinterested Persons)	None	
3. One Government-Issued Identification Card (ID) for each of the Two Witnesses (1 Original and 1 Photocopy)	Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines	
4. Official Receipt (OR) for Legal Services (1 Original)	City Treasurer's Office - Cashier	
<b>Representative</b>		
1. Notarized Authorization Letter or Special Power of Attorney (1 Original)	Any Private Lawyer	
2. Negative Certification of Birth of Applicant (1 Original)	Philippine Statistics Authority	
3. One Government-Issued Identification Card (ID) of the Representative (1 Original and 1 Photocopy)	Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines	
4. Personal Appearance of Two Witnesses (Two Disinterested Persons)	None	
5. One Government-Issued Identification Card (ID) for each of the Two Witnesses (1 Original and 1 Photocopy)	Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines	



1 Photocopy)				
6. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Have the Two Witnesses sign the Affidavit.	4. Collect the 1 Photocopy of Valid IDs of the Witnesses.	None	1 Day	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Assist the witnesses to sign the Affidavit.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.2 Forwarded Affidavit to administering Lawyer for review and	None	5 days, 4 Hours	<i>Attorney IV</i> City Legal Office



	signature.			
5. Collect the Affidavit.	5. Release the complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 6 Hours, 5 Minutes</b>	

Issuance of Affidavit of Late Registration (Birth) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 9. Issuance of Affidavit of Late Registration (Death)

A document executed for those filing an application for the delayed registration of death of those whose death was not registered with the Office of the Local Civil Registrar.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Negative Certification of Death of Applicant (1 Original)		Philippine Statistics Authority		
2. One Government-Issued Identification Card (ID) of the Representative (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
3. Personal Appearance of Two Witnesses (Two Disinterested Persons)		None		
4. One Government-Issued Identification Card (ID) for each of the Two Witnesses (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
5. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office





	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Have the Two Witnesses sign the Affidavit.	4. Collect the 1 Photocopy of Valid IDs of the Witnesses.	None	1 Day	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Assist the witnesses to sign the Affidavit.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.2 Forwarded Affidavit to administering Lawyer for review and signature.	None	5 days, 4 Hours	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release the complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 6 Hours, 5 Minutes</b>	

Issuance of Affidavit of Late Registration (Death) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 10. Issuance of Affidavit of Legitimation

A document executed by the parents of the illegitimate child sought to be legitimated under the New Family Code of the Philippines.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate of Child (1 Original)		Philippine Statistics Authority		
2. Personal Appearance of Child's Parents		None		
3. Marriage Contract of the Parents of the Child (1 Original)		Philippine Statistics Authority		
4. One Government-Issued Identification Card (ID) of each of the Child and both of his/her Parents (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
5. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5.2 Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Legitimation is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 11. Issuance of Affidavit of Loss (Business Permit)

A document executed to declare the physical loss of the applicant's Business Permit and Business Plate.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business			
<b>Who May Avail:</b>	Transacting public, Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Permit Form with attached Business Permit Number and Business Plate (1 original)		City Mayor's Office - Permits and Licenses Division of Iligan City		
2. One Government-Issued Identification Card (ID) of Business Owner (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
3. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for	3. Make necessary corrections and print the corrected	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i>



corrections, if any.	Affidavit.			City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Loss (Business Permit) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



**12. Issuance of Affidavit of Loss (OSCA ID, PWD ID, School IDs, Student's Library Card, Private Company IDs, or Wallet and all its contents, *excluding Driver's License, Official Receipt, Certificate of Registration issued by LTO*)**

A document executed to declare the physical loss of personal property.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One Government-Issued Identification Card (ID) of Applicant (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
2. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if	3. Make necessary corrections and print the corrected	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i>



any.	Affidavit.			City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Issuance of Affidavit of Loss (OSCA ID, PWD ID, School IDs, Student's Library Card, Private Company IDs, or Wallet and all its contents, *excluding Driver's License, Official Receipt, Certificate of Registration issued by LTO*) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



### 13. Issuance of Affidavit of Low Income for Scholarship

A document executed declaring the applicant's low income to avail of a scholarship.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate of Student (1 Original)		Philippine Statistics Authority		
2. Certification of Low Income or Indigency (1 Original)		Barangay Concerned		
3. One Government-Issued Identification Card (ID) of Student (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
4. One Government-Issued Identification Card (ID) of Parent(s) (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
5. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office





3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	Administrative Aide / Stenographer / Legal Assistant City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	Administrative Aide / Stenographer / Legal Assistant City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	Attorney IV
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	Administrative Aide / Stenographer / Legal Assistant City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Low Income for Scholarship is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 14. Issuance of Affidavit of Next of Kin (Persons with Disability)

A document executed to attest that the applicant is the deceased's next of kin and is authorized to process the death benefit assistance for PWD members in the city government, or for other legal purposes it may validly serve.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Nearest surviving kin only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notarized Authorization Letter or Special Power of Attorney, if not the only surviving kin (1 Original)		Any Private Lawyer		
2. Death Certificate of Person with Disability (PWD) (1 Original)		Philippine Statistics Authority		
3. PWD Identification Card of Deceased (1 Original and 1 Photocopy)		City Social Welfare & Development Office		
4. One Government-Issued Identification Card (ID) of Next of Kin (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
5. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i>



				City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Next of Kin (Persons with Disability) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 15. Issuance of Affidavit of Next of Kin (Senior Citizen)

A document executed to attest that the applicant is the deceased's next of kin and is authorized to process the death benefit assistance for Senior Citizen members in the city government, or for other legal purposes it may validly serve.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Nearest surviving kin only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notarized Authorization Letter or Special Power of Attorney, if not the only surviving kin (1 Original)		Any Private Lawyer		
2. Death Certificate of Senior Citizen (1 Original)		Philippine Statistics Authority		
3. OSCA Identification Card of Deceased (1 Original and 1 Photocopy)		City Mayor's – Office of the Senior Citizen Affairs (OSCA)		
4. One Government-Issued Identification Card (ID) of Next of Kin (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
5. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer /</i>



				<i>Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours,</b>	

Issuance of Affidavit of Next of Kin (Senior Citizen) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 16. Issuance of Affidavit of Out-of-Town Registration (Birth)

A document executed for those filing an application for the delayed registration of birth of those whose birth was not registered with the Office of the Civil Registrar of the city or municipality where it occurred.

<b>Office or Division:</b>	City Legal Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who May Avail:</b>	Transacting public.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal</b>		
1. Negative Certification of Birth (1 Original)		Philippine Statistics Authority
2. Personal Appearance of Two Witnesses (Two Disinterested Persons)		None
3. One Government-Issued Identification Card (ID) for each of the Two Witnesses (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier
<b>Representative</b>		
1. Notarized Authorization Letter or Special Power of Attorney (1 Original)		Any Private Lawyer
2. Negative Certification of Birth of Applicant (1 Original)		Philippine Statistics Authority
3. One Government-Issued Identification Card (ID) of the Representative (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines
4. Personal Appearance of Two Witnesses (Two Disinterested Persons)		None
5. One Government-Issued Identification Card (ID) for each of the Two Witnesses (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines



6. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Have the Two Witnesses sign the Affidavit.	4. Collect the 1 Photocopy of Valid IDs of the Witnesses.	None	1 Day	<i>Administrative Aide / Stenographer / Legal Assis2tant</i> City Legal Office
	4.1 Assist the witnesses to sign the Affidavit.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.2 Forwarded Affidavit to administering Lawyer for review and signature.	None	5 days, 4 Hours	<i>Attorney IV</i> City Legal Office



5. Collect the Affidavit.	5. Release the complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 6 Hours, 5 Minutes</b>	

Issuance of Affidavit of Out-of-Town Registration (Birth) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664





## 17. Issuance of Joint Affidavit (Discrepancy)

A document executed when there is a need to clarify that documents using different versions of the applicant's name all refer to the same person.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate of Applicant (1 Original)		Philippine Statistics Authority		
2. Document that has discrepancy (1 Original)		Client		
3. Personal Appearance of Two Witnesses (Two Disinterested Persons)		None		
4. One Government-Issued Identification Card (ID) for each of the Two Witnesses (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
5. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Have the Two Witnesses sign the Affidavit.	4. Collect the 1 Photocopy of Valid IDs of the Witnesses.	None	1 Day	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Assist the witnesses to sign the Affidavit.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.2 Forwarded Affidavit to administering Lawyer for review and signature.	None	5 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release the complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours, 5 Minutes</b>	

Issuance of Joint Affidavit (Discrepancy) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 18. Issuance of Supplemental Report for Birth, Marriage and Death Certificates

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

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Nearest surviving kin only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth/Marriage/Death Certificate (1 Original)		Philippine Statistics Authority		
2. Parents or guardians of the owner of the certificate. 2.1 The owner of the certificate, if of legal age.		Personal Appearance		
3. One Government-Issued Identification Card (ID) of the Owner, Parents, or Guardian. (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i>



				City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Supplemental Report for Birth, Marriage and Death Certificates is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 19. Rendering of Free Legal Consultation / Advice to Indigents

The Office provides free legal advice to indigents.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Indigent Residents only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Indigency (1 Original)		Barangay Concerned		
2. One Government-Issued Identification Card (ID) of Indigent Client (1 Original)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
2. Register in Client Logbook	2. Record Basic Information of Client in Logbook (Date of Inquiry, Name of Client, Signature of Client, Name and Signature of Assisting Lawyer)	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	2.1 Forward client details to Lawyer	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



3. Discuss details of the topic concerned with the Lawyer.	3. Interview Client and discuss details of the Nature of Inquiry	None	6 Hours	Attorney IV / Assistant Legal Officer City Legal Office
	3.1 Request for Documents needed, as the case may be.	None	2 Hours	Attorney IV / Assistant Legal Officer City Legal Office
4. Bring Documents Requested	4. Review and Evaluate Documents	None	4 Days	Attorney IV / Assistant Legal Officer City Legal Office
	4.1 Research Legal Basis and additional information necessary.	None	5 Days	Attorney IV / Assistant Legal Officer City Legal Office
5. Bring witnesses or other persons directly concerned with the topic, if any.	5. Interview witnesses or other persons brought by the client for further discussion.	None	4 Days	Attorney IV / Assistant Legal Officer City Legal Office
	5.1 Research Legal Basis and additional information necessary.	None	5 Days	Attorney IV / Assistant Legal Officer City Legal Office
6. Conduct final discussion with Lawyer.	6.1 Discuss with Client findings and render legal advice.	None	6 Hours, 40 Minutes	Attorney IV / Assistant Legal Officer City Legal Office
<b>TOTAL:</b>		<b>None</b>	<b>19 Days, 7 Hours, 40 Minutes</b>	



# **City Legal Office**

## **Internal Services**



## 1. Administer Oaths in Statement of Assets, Liabilities, and Net Worth (SALN) Forms

The Office is authorized to sign SALN Forms of Regular Employees of LGU – Iligan.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Regular Employees of LGU – ILIGAN only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. SALN Form, Completely Filled-Up and Signed by Client (1 Original)		Civil Service Commission Website		
2. One Government-Issued Identification Card (ID) of Person Named in SALN Form (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
3. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	1.1 Forward documents to Lawyer	None	20 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	1.2 Administer Oath after review and evaluation of documents.	None	2 Days, 6 Hours, 40 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office





3. Claim SALN Form	3. Release complete SALN Form to Client.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>2 Days, 7 Hours, 40 Minutes</b>	

Administer Oaths in Statement of Assets, Liabilities, and Net Worth (SALN) Forms is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 2. Issuance of Affidavit of Undertaking (Retirement Purposes)

A document executed by a person(s) to make a written promise offers security for the performance of a particular act. i.e. Employee of the City Government promise to pay any amount chargeable under his/her name from the terminal leave pay.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	Regular Employees of LGU – ILIGAN only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. LGU – Iligan Official ARTA Identification Card (1 Original and 1 Photocopy)		City Human Resource Management Office (CHRMO)		
2. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer’s Office – Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer’s Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if	3. Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



any.				
4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5. Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Affidavit of Undertaking (Retirement Purposes) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



### 3. Issuance of Certification of No Pending Administrative Case

A document certifying employee(s) of the City Government of Iligan that he/she has no pending case or have not been found guilty/convicted of any administrative case filed against him/her in the Office.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	Regular Employees of LGU – ILIGAN only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. LGU – Iligan Official ARTA Identification Card (1 Original and 1 Photocopy)		City Human Resource Management Office (CHRMO)		
2. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Attorney IV</i> City Legal Office
	1.1 Interview Client	None	15 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
	2.1 Encode and Print Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
3. Review Affidavit and inform Frontline officer for corrections, if any.	3.1 Make necessary corrections and print the corrected Affidavit.	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office



4. Sign the Affidavit.	4. Assist the applicant in signing the Affidavit.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	4.1 Forwarded Affidavit to administering Lawyer for review and signature.	None	6 days	<i>Attorney IV</i> City Legal Office
5. Collect the Affidavit.	5.1 Release complete Affidavit to Client.	None	10 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>6 Days, 2 Hours</b>	

Issuance of Certification of No Pending Administrative Case is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



#### 4. Rendering of Legal Opinion

The City Legal Officer shall render his opinion in writing on any question of law when requested to do so by the mayor, sanggunian, or department heads of the city government.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government.			
<b>Who May Avail:</b>	Local Chief Executive, Sanggunian, Departments of LGU – Iligan only.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 Original)		Requesting Office.		
2. Pertinent Documents, if any.		Requesting Office.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review and receive documents and check for completeness .	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
2. Register in Incoming Logbook	2. Record Basic Information (Date Received, Name of Requesting Party/ Department Concerned, Subject of Inquiry)	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	2.1 Forward documents to Lawyer	None	30 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	2.2 Review and Evaluate	None	3 Days	Attorney IV / Assistant Legal



	Documents			Officer/ City Legal Officer City Legal Office
	2.3 Do Legal Research	None	5 Days	Attorney IV / Assistant Legal Officer/ City Legal Officer City Legal Office
	2.4 Draft Legal Opinion	None	5 Days	Attorney IV / Assistant Legal Officer/ City Legal Officer City Legal Office
	2.5 Review Legal Opinion	None	3 Days	<i>City Legal Officer</i> City Legal Office
	2.6 Finalize and Sign Legal Opinion	None	3 Days	<i>City Legal Officer</i> City Legal Office
3. Receive Legal Opinion.	3.1 Record, release and endorse Legal Opinion to the Proper Office.	None	7 Hours	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>None</b>	<b>20 Days</b>	



**City Legal Office**  
**External and Internal Services**





## 1. Administer Oaths in Article 34 Forms

The Office is authorized to administer oaths.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Article 34 Form (1 Original)		City Civil Registrar's Office (CCR)		
2. Personal Appearance of Couple		None.		
3. One Government-Issued Identification Card (ID) each of the Couple-Client (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
4. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	1.1 Forward documents to Lawyer	None	20 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	1.2 Administer Oath after review and evaluation of documents.	None	2 Days, 6 Hours, 40 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



3. Claim Administered Form	3. Release Administered Article 34 Form to Client.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>2 Days, 7 Hours, 40 Minutes</b>	

Administer of Oaths in Article 34 Form is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## 2. Administer Oaths in Personal Data Sheets (PDS)

The Office is authorized to administer oaths.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Transacting public.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal Data Sheet, Completely Filled-Up and Signed by Client (1 Original)		City Human Resource Management Office (CHRMO)		
2. One Government-Issued Identification Card (ID) of Person Named in PDS (1 Original and 1 Photocopy)		Any Government Agency authorized to issue Valid Identification Cards (IDs) in the Philippines		
3. Official Receipt (OR) for Legal Services (1 Original)		City Treasurer's Office - Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Frontline Officer.	1. Review required documents and check for completeness.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	1.1 Forward documents to Lawyer	None	20 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
	1.2 Administer Oath after review and evaluation of documents.	None	2 Days, 6 Hours, 40 Minutes	<i>Attorney IV</i> City Legal Office
2. Pay Legal Fee at the Cashier by showing the Payment Slip.	2. Issue Payment Slip if all required documents are complete.	PHP 50.00	10 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office



3. Claim Administered PDS	3. Release Administered PDS to client.	None	15 Minutes	<i>Administrative Aide / Stenographer / Legal Assistant</i> City Legal Office
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>2 Days, 7 Hours, 40 Minutes</b>	

Administer of Oaths in Personal Data Sheets (PDS) is under Article A, Chapter V, 2010 Amended Revenue Code of Iligan City, Ordinance No. 10-5664



## **City Mayor's Office**

### **External Services**



## 1. Admission of a Patient to a Facility-Based Outpatient Rehabilitation

This service is to facilitate further evaluation and admission of drug dependents and alcoholic clients with compulsory submission (with court order) recommended by accredited physician to undergo treatment for outpatient rehabilitation program for effective management of physical and mental conditions.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Drug Treatment and Rehabilitation Center (ICDTRC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	Psychiatric Substance Abused (Person who is alcoholic and who uses drugs) with Court Order for Compulsory Submission, Community Based Drug Rehabilitation Program clients referred by Iligan City Anti-Drug Abuse Council (ICADAC), can be residents and non-residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Drug Dependency Examination (DDE) (1 Original Copy)		City Health Office (CHO) Psychiatrist / ICDTRC		
2. Admission Order or Note (1 Original Copy)		CHO Psychiatrist / ICDTRC		
3. Court Order (1 Original Copy)		Regional Trial Court – Hall of Justice		
4. Medical Laboratory Results (1 Original Copy)		Accredited Laboratory Clinic		
5. Barangay Certificate of Residency/ Indigency (1 Original Copy)		Barangay Hall of Residence		
6. COVID-19 Vaccination Card and Booster Records (1 Original Copy)		Department of Health - City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the patient at the aftercare rehabilitation for admission	1. Conduct body search and inspection to patient	None	20 Minutes	<i>Chief of Staff</i> City Mayor's Office
2. Submit complete documents	2. Receive the documents	None	10 Minutes	<i>Chief of Staff</i> City Mayor's Office



	2.1. Collect urine specimen for drug testing and additional pregnancy test for female patients	None	20 Minutes	<i>Chief of Staff City Mayor's Office</i>
3. Fill-up standardized admission form	3. Give-out standardized admission form	None	10 Minutes	<i>Chief of Staff City Mayor's Office</i>
	3.1. Provide information regarding outpatient rehabilitation rules	None	20 Minutes	<i>Chief of Staff City Mayor's Office</i>
4. Receive attendance card – to be updated in every report	4. Release attendance card	None	10 Minutes	<i>Chief of Staff City Mayor's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 30 Minutes</b>	



## 2. Admission of a Patient to Aftercare Rehabilitation Program

This service is to facilitate further evaluation and admission of drug dependents and alcoholic clients with compulsory submission (with court order) recommended by accredited physician to undergo treatment to aftercare rehabilitation program for continuous monitoring.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Drug Treatment and Rehabilitation Center (ICDTRC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	Psychiatric Substance Abused (Person who is alcoholic and who uses drugs) with Court Order for Compulsory Submission, Patients who have finished 6 months – 1 year rehabilitation either residential or facility-based outpatient, Patients who are endorsed from other Treatment and Rehabilitation Center with court order stated to undergo Aftercare Program to Iligan City Drug Treatment and Rehabilitation Center			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Court Order (1 Original Copy)		Regional Trial Court – Hall of Justice		
2. Barangay Clearance with sketch of residence (1 Original Copy)		Barangay Hall of Residence		
3. COVID-19 Vaccination Card and Booster Records (1 Original Copy)		Department of Health – City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the client at the aftercare rehabilitation for admission	1. Conduct body search and inspection to client	None	20 Minutes	<i>Chief of Staff</i> City Mayor's Office
2. Submit complete documents	2. Receive the documents	None	10 Minutes	<i>Chief of Staff</i> City Mayor's Office
	2.1. Collect urine specimen for drug testing	None	20 Minutes	<i>Chief of Staff</i> City Mayor's Office





3. Fill-up standardized admission form	3. Give-out standardized admission form	None	10 Minutes	<i>Chief of Staff</i> City Mayor's Office
	3.1. Provide information regarding aftercare rehabilitation rules	None	20 Minutes	<i>Chief of Staff</i> City Mayor's Office
4. Receive attendance card – to be updated in every report	4. Release attendance card	None	10 Minutes	<i>Chief of Staff</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 30 Minutes</b>	



### 3. Admission of a Patient to Residential Treatment and Rehabilitation Program

This service is to facilitate the evaluation and admission of Person Who Use Drugs and Alcoholic clients Voluntarily Submission, Compulsory Submission (with Court Order- Drug Case/Criminal Case) and Re – Admission process for Relapse Recovering Drug Dependent.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Drug Treatment and Rehabilitation Center (ICDTRC)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government	
<b>Who May Avail:</b>	Psychiatric Substance Abused (Person Who Use Drugs and Alcoholic Client) both residents and non-residents of Iligan City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Drug Dependency Examination (DDE) (1 Original Copy)	City Health Office (CHO) / ICDTRC –Center Chief Office	
2. Admission Order or Note (1 Original Copy)	City Health Office Psychiatrist/ICDTRC – Center Chief	
3. Petition (1 Original Copy)	Iligan City Anti-Drug Abuse Council Office	
4. Police Clearance (1 Original Copy)	Philippine National Police	
5. Court Order (1 Original Copy)	Regional Trial Court – Hall of Justice	
6. Official Receipt of Payment (1 Original Copy and 1 photocopy) (Admission Fee + 1Month Advance) Admission Fee: PHP 1,440.00 Monthly: PHP 7,200.00 for Residence of Iligan City PHP 10,080.00 for Residence of Outside Iligan City	City Treasurer's Office	
7. Medical Laboratory Results (1 Original Copy)	Accredited Laboratory Clinic	
8. Barangay Clearance with Sketch of Residence (1 Original Copy)	Barangay Hall of Residence	
9. Government Issued Identification Card (ID) (1 photocopy)	Agency concerned	
10. Birth Certificate, if no ID presented (1 photocopy)	Philippine Statistics Authority, City Civil Registrar's Office	
11. Picture 2x2 (1 piece)	Photography Studio	
12. COVID-19 Vaccination Card and Booster Records (1 Original Copy)	Department of Health – City Health Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the client at the center for in – house rehabilitation admission	1. Conduct body search and inspection of client and belongings	None	20 minutes	Chief of Staff City Mayor's Office
2. Submit complete documents	2. Receive the document	None	10 minutes	Chief of Staff City Mayor's Office
	2.1. Collect urine specimen for drug testing and additional pregnancy test for female patients	None	20 minutes	Chief of Staff City Mayor's Office
3. Fill-up client's admission form for admin records.	3. Provide information regarding rehabilitation rules and monthly payment	None	30 minutes	Chief of Staff City Mayor's Office
	3.1 Instruct the client's family to sign the admission form and contract for rehabilitation provided at the center	None	20 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>Variabl e</b>	<b>1 Hour, 30 Minutes</b>	

The Fee for Admission of a Patient to Residential Treatment and Rehabilitation Program is covered under City Ordinance No. 14-6166.



#### 4. Admission of a Patient with a Psychiatric Disorder

This service is to facilitate the admission of diagnosed patients with psychiatric problems evaluated and diagnosed by accredited psychiatrist to undergo confinement for further management and treatment.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Drug Treatment and Rehabilitation Center (ICDTRC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	Persons who are diagnosed with psychiatric disorder, both residents and non-residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Psychiatric Evaluation Exam (1 Original Copy)		City Health Office (CHO) Psychiatrist/ ICDTRC –Center Chief		
2. Admission Order or Note (1 Original Copy)		CHO Psychiatrist / ICDTRC –Center Chief Office		
3. Official Receipt of Payment (1 original and 1 photocopy) (Admission Fee + 1Month Advance) Admission Fee: PHP 1,440.00 Monthly: PHP 7,200.00 for Residence of Iligan City PHP 10,080.00 for Residence of Outside Iligan City		City Treasurer's Office		
4. Medical Laboratory Results (1 Original Copy)		Accredited Laboratory Clinic		
5. Barangay Clearance with Sketch of Residence (1 Original Copy)		Barangay Hall of Residence		
6. COVID–19 Vaccination Card and Booster Records (1 Original Copy)		Department of Health – City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the client at the center for rehabilitation admission	1. Conduct body search and inspection of client and belongings	None	20 Minutes	Chief of Staff City Mayor's Office
2. Submit complete documents	2. Receive the document	None	10 Minutes	Chief of Staff City Mayor's Office



	2.1. Collect urine specimen for drug testing and additional pregnancy test for female patients	None	20 Minutes	Chief of Staff City Mayor's Office
3. Fill-up client's admission form for admin records.	3. Provide information regarding rehabilitation rules and monthly payment	None	30 Minutes	Chief of Staff City Mayor's Office
	3.1 Instruct the client's family to sign the admission form and contract for rehabilitation provided at the center	None	20 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 30 Minutes</b>	

The Fee for Admission of a Patient with a Psychiatric Disorder is covered under City Ordinance No. 14-6166.



## 5. Application for Appointment on Pre-Marriage Orientation and Counseling (PMOC) Seminar

This service is to provide the would-be-married couple participants the needed schedule for PMOC seminar.

<b>Office or Division:</b>	City Mayor's Office - City Population and Development Office (PopDev)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2G- Government to Government			
<b>Who May Avail:</b>	Would-be-married couples required to secure a marriage license to hold marriage ceremony under the Civil Law (Family Code)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Community Tax Certificate/ Residence Tax (CEDULA) (1 Original Copy)		Barangay concerned, City Treasurer's Office, City Hall		
2. Valid Identification Card for Filipino Citizen (1 Original Copy)		Agency concerned		
3. Passport for Non-Filipino citizen (1 Original Copy)		Agency concerned		
4. Covid-19 Vaccination (1 Original Copy) or		Department of Health, City Health Office		
5. Barangay Health Certificate for Non-Person Under Investigation (PUI)/Non-Person Under Monitoring (PUM) (1 Original Copy)		Barangay concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Acquire and fill-up pertinent documents (PMC Logbook, Application Slips, and Marriage Expectations Inventory) and submit requirements	1. Present and distribute the forms/ documents to be filled-up by client and receive submitted requirements	None	50 Minutes	<i>Population Program Officer I</i> City Mayor's Office  <i>Population Program Officer III</i> City Mayor's Office



2. Submit filled-up forms	2. Check completeness and correctness of the filled-up forms.	None	15 Minutes	<i>Population Program Officer I</i> City Mayor's Office  <i>Population Program Officer III</i> City Mayor's Office
	2.1. Interview client for profiling	None	15 Minutes	<i>Population Program Officer I</i> City Mayor's Office  <i>Population Program Officer III</i> City Mayor's Office
3. Pay the required payment of PMOC Fee	3. Refer couple to City Treasurer's Office Teller assigned at IBJT Tambo for payment of PMOC Fee	Php 250.00	1 Hour	<i>Revenue Collection Clerk I</i> City Treasurer's Office
3.1. Submit Official Receipt to the PopDev Office	3.1. Receive and record payment for PMOC Fee and set schedule date	None	15 Minutes	<i>Population Program Officer I</i> City Mayor's Office  <i>Population Program Officer III</i> City Mayor's Office
4. Receive notification slip for the confirmed PMOC confirmed schedule	4. Issue notification slip indicating the final schedule of the couple's PMOC Seminar	None	15 Minutes	<i>Population Program Officer I</i> City Mayor's Office  <i>Population Program Officer III</i> City Mayor's Office
<b>TOTAL:</b>		<b>Php 250.00</b>	<b>2 Hours, 50 Minutes</b>	

The Fee for Application for Appointment on Pre-Marriage Orientation and Counseling (PMOC) Seminar is covered under City Ordinance Number 10-5664.



## 6. Application for Business Permit

This service is provided to process the application of permit for business establishment within the territorial jurisdiction of the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who May Avail:</b>	All Business Owners
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For New Business:</b>	
<b>- Single Proprietorship</b>	
1. Department of Trade and Industry (DTI) Registration (1 Original Copy)	Department of Trade and Industry
2. Barangay Clearance (1 Original Copy)	Barangay concerned
3. Occupancy Permit/ Building Permit (1 Original Copy)	Office of City Building Official
4. Real Property Title (1 Original Copy)	City Assessor's Office, Registry of Deeds
5. Notarized Lease Contract, if renting (1 Original Copy)	Lawyer
6. Compliance of Zoning Ordinance, if applicable (1 Original Copy)	City Planning & Development Office
7. Property Index Number (PIN#) (1 Original Copy)	City Assessor's Office
8. Sanitary Permit (1 Original Copy)	City Health Office
9. Fire Safety Inspection Certificate (1 Original Copy)	Bureau of Fire Protection
10. City Environment and Natural Resources Office (CENRO) Certification (1 Original Copy)	City Environment and Natural Resources Office
11. Economic Enterprise Development and Management Office (EEDMO) Awards & Certification, if operations are under the government (1 Original Copy)	Economic Enterprise Development and Management Office
<b>- For Partnership, Corporation and Cooperative</b>	
1. Security and Exchange Commission Registration and Articles of Incorporation (1	Security and Exchange Commission





Original Copy)				
2. Cooperative Development Authority Certificate for Cooperative (1 Original Copy)		Cooperative Development Authority		
3. Barangay Clearance (1 Original Copy)		Barangay concerned		
4. Real Property Title (1 Original Copy)		City Assessor's Office, Registry of Deeds		
5. Notarized Lease Contract, if renting (1 Original Copy)		Lawyer		
6. Occupancy Permit/ Building Permit (1 Original Copy)		Office of City Building Official		
7. Compliance of Zoning Ordinance, if applicable (1 Original Copy)		City Planning & Development Office		
8. Property Index Number (PIN#) (1 Original Copy)		City Assessor's Office		
9. Sanitary Permit (1 Original Copy)		City Health Office		
10. Fire Safety Inspection Certificate (1 Original Copy)		Bureau of Fire Protection		
11. CENRO Certification (1 Original Copy)		City Environment and Natural Resources Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled-up business permit application form with complete requirements	1. Receive duly filled-up business permit application form with complete requirements	None	30 Minutes	Licensing Officer / City Mayors Office
1.1. Receive printed Unified Application Form	1.1. Encode taxpayer's data and print out Unified Application Form  For New Applicants, forward data to City Engineer's Office (CEO) for the assessment of	None	30 Minutes	Licensing Officer / City Mayors Office



	Inspection fees			
2. Submit the Unified Application Form to Business Tax and Fees Division	2. Receive and record the Unified Application Form	None	30 Minutes	<i>Administrative Assistant II</i> City Treasurer's Office
	2.1. Verify in the system, assess thru Enhanced Tax Revenue Assessment and Collection System (E-TRACS), generate and print Assessment Record of the Business taxes, fees and charges due	None	1 Hour	<i>Local Treasury Operations Officer I</i> City Treasurer's Office  <i>Local Treasury Operations Officer II</i> City Treasurer's Office
3. Receive the Approved Assessment Record for payment	3. Review, electronically approve and release the Assessment Record for payment	None	15 Minutes	<i>Local Treasury Operations Officer IV</i> City Treasurer's Office
4. Present the Assessment Record to the Cash Receipts Division and pay corresponding fees	4. Receive and validate the document presented	Please see table below	15 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk III</i> City Treasurer's Office



5. Receive the Assessment Record with the Official Receipt	5. Receive and tender the payment in check/cash in the system, print and release the Official receipt to the taxpayer including the Assessment Record	None	30 Minutes	Revenue Collection Clerk I Revenue Collection Clerk II Revenue Collection Clerk III City Treasurer's Office
6. Submit all processed documents with the Official Receipt to Permits and Licensing Division, CMO	6. Check and receive the complied requirements	None	1 Day	Licensing Officer I City Mayor's Office
	6.1. Print the Business/Mayor's Permit for approval	None	1 Day	Licensing Officer I City Mayor's Office
7. Receive approved Business/Mayor's Permit	7. Release approved Business/Mayor's Permit	None	30 Minutes	Licensing Officer I City Mayor's Office
<b>TOTAL:</b>		<b>Variabl e</b>	<b>2 Days, 4 Hours</b>	

Taxes, fees and charges are based on the lines of business and gross receipts which tax tables and other regulatory fees are found in the 2010 Amended Revenue Code of Iligan City – City Ordinance No. 10-5664. See tax table below.

**TAX TABLE:  
SECTION 2K.02**

(a) On manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Gross Sales/Receipts for the Preceding Calendar Year:	Per Annum
Less than PHP 10,000.00	<b>PHP220.00</b>
10,000.00 or more but less than 15,000.00	<b>330.00</b>



15,000.00 or more but less than 20,000.00		<b>440.00</b>
20,000.00 or more but less than 30,000.00		<b>660.00</b>
30,000.00 or more but less than 40,000.00		<b>880.00</b>
40,000.00 or more but less than 50,000.00	<b>00</b>	<b>1,100.00</b>
50,000.00 or more but less than 75,000.00		<b>1,650.00</b>
75,000.00 or more but less than 100,000.00		<b>2,200.00</b>
100,000.00 or more but less than 150,000.00		<b>3,300.00</b>
150,000.00 or more but less than 200,000.00		<b>4,400.00</b>
200,000.00 or more but less than 300,000.00		<b>6,600.00</b>
300,000.00 or more but less than 500,000.00		<b>8,800.00</b>
500,000.00 or more but less than 750,000.00		<b>13,200.00</b>
750,000.00 or more but less than 1,000,000.00	<b>00</b>	<b>16,500.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>00</b>	<b>22,000.00</b>
2,000,000.00 or more but less than 3,000,000.00		<b>26,400.00</b>
3,000,000.00 or more but less than 4,000,000.00	<b>00</b>	<b>30,800.00</b>
4,000,000.00 or more but less than 5,000,000.00		<b>36,300.00</b>
5,000,000.00 or more but less than 6,500,000.00		<b>38,500.00</b>
In excess of 6,500,000.00		
For every 500,000.00 or fraction thereof		<b>1,500.00</b>
- for Principal office located in Iligan City		
- for Branch Office	1,2	<b>53.85% of 1%</b>

(b) **On wholesalers, distributors, or dealers** in any article of commerce of whatever kind or nature in accordance with the following schedules:

<b>Gross Sales/Receipts For the Preceding Calendar Year:</b>	<b>Per Annum</b>
Less than PHP 1,000.00	<b>PHP 27.50</b>
1,000.00 or more but less than 2,000.00	<b>49.50</b>
2,000.00 or more but less than 3,000.00	<b>82.50</b>
3,000.00 or more but less than 4,000.00	<b>110.00</b>
4,000.00 or more but less than 5,000.00	<b>165.00</b>
5,000.00 or more but less than 6,000.00	<b>00 198.00</b>
6,000.00 or more but less than 7,000.00	<b>220.00</b>
7,000.00 or more but less than 8,000.00	<b>264.00</b>
8,000.00 or more but less than 10,000.00	<b>308.00</b>
10,000.00 or more but less than 15,000.00	<b>363.00</b>
15,000.00 or more but less than 20,000.00	<b>440.00</b>
20,000.00 or more but less than 30,000.00	<b>495.00</b>
30,000.00 or more but less than 40,000.00	<b>715.00</b>
40,000.00 or more but less than 50,000.00	<b>990.00</b>
50,000.00 or more but less than 75,000.00	<b>00 1,540.00</b>
75,000.00 or more but less than 100,000.00	<b>2,090.00</b>
100,000.00 or more but less than 150,000.00	<b>00 2,750.00</b>
150,000.00 or more but less than 200,000.00	<b>3,850.00</b>
200,000.00 or more but less than 300,000.00	<b>4,950.00</b>
300,000.00 or more but less than 500,000.0	<b>7,150.00</b>
500,000.00 or more but less than 750,000.00	<b>10,450.00</b>
750,000.00 or more but less than 1,000,000.00	<b>14,850.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>15,400.00</b>
In excess of 2,000,000.00:	
2,000,001.00 up to 20,000,000.00	<b>27.5% of 1%</b>



20,000,001.00 up to 50,000,000.00	38.5% of 1%
50,000,001 above	55.0% of 1%

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and

(d) of this Article;

(1) Rice and Corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;

(3) Cooking oil;

(4) Laundry soap, detergents, and medicine;

(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;

(6) Poultry feeds and other animal feeds;

(7) School supplies;

(8) Cement; and

(9) Steel.

(d) **On contractors and other independent contractors**, in accordance with the following schedule:

Gross Sales/Receipts for the Preceding Calendar Year:	Per Annum
Less than 5,000.00	PHP 44.00
5,000.00 or more but less than 10,000.00	99.00
10,000.00 or more but less than 15,000.00	165.00
15,000.00 or more but less than 20,000.00	275.00
20,000.00 or more but less than 30,000.00	440.00
30,000.00 or more but less than 40,000.00	605.00
40,000.00 or more but less than 50,000.00	880.00
50,000.00 or more but less than 75,000.00	1,430.00
75,000.00 or more but less than 100,000.00	2,090.00
100,000.00 or more but less than 150,000.00	3,190.00
150,000.00 or more but less than 200,000.00	4,290.00
200,000.00 or more but less than 250,000.00	5,500.00
250,000.00 or more but less than 300,000.00	7,150.00
300,000.00 or more but less than 400,000.00	9,900.00
400,000.00 or more but less than 500,000.00	12,100.00
In excess of 500,000.00 - At a rate of	82.50% of 1%

(e) **Banks and other financial institutions**, at the rate of **seventy-five percent (75%) of one percent (1%)** of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium.

Provided, that all gross receipts from transactions emanating from Iligan City shall be recorded in and taxable by the city.

(f) **On places of amusement, entertainment, recreation, sports, fun & pleasure** at the rate of **one percent (1.1%)** of the gross receipts or sales of the preceding calendar year.



Provided, that the gross receipts from admission fees and similar charges subject to amusement tax under this Ordinance shall be deducted from the gross receipts subject to tax on business in this subsection

(g) **On Restaurants and other Eating Establishments** – Such as but not limited to cafes, cafeterias, ice creams and refreshment parlors, carenderias and eateries, soda fountains, food caterers, fast-food centers, canteens and snack counters shall be taxed in accordance with the following schedule.

<b>Gross Sales/Receipts For the Preceding Calendar Year:</b>	<b>Per Annum</b>
Less than 15,000.00	<b>PHP 262.50</b>
15,000.00 or more but less than 20,000.00	<b>350.00</b>
20,000.00 or more but less than 30,000.00	<b>525.00</b>
30,000.00 or more but less than 40,000.00	<b>700.00</b>
40,000.00 or more but less than 50,000.00	<b>875.00</b>
50,000.00 or more but less than 75,000.00	<b>1,312.00</b>
75,000.00 or more but less than 100,000.00	<b>1,750.00</b>
100,000.00 or more but less than 150,000.00	<b>2,625.00</b>
150,000.00 or more but less than 200,000.00	<b>3,500.00</b>
200,000.00 or more but less than 250,000.00	<b>4,375.00</b>
250,000.00 or more but less than 300,000.00	<b>5,250.00</b>
300,000.00 or more but less than 350,000.0	<b>6,125.00</b>
350,000.00 or more but less than 400,000.00	<b>7,000.00</b>
400,000.00 or more but less than 500,000.00	<b>8,750.00</b>
500,000.00 or more but less than 750,000.00	<b>13,125.00</b>
750,000.00 or more but less than 1,000,000.00	<b>17,500.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>35,000.00</b>
2,000,000.00 or more but less than 3,000,000.00	<b>52,500.00</b>
In excess of 3,000,000.00 - At a rate of	<b>.825%</b>

(h) On any business, not otherwise specified in the preceding paragraphs at the rate of Three percent (3%) of the gross sales or receipts of the preceding calendar year.

(i) **On peddlers** engaged in the sale of any merchandise or article of commerce, at the rate of Two Hundred pesos (P200.00) per peddler annually.

(j) **On operators of public utility vehicles maintaining booking office, terminal, or waiting station** for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Buses and Cargo Trucks	<b>PHP 750.00 per unit</b>
Tourist buses and vans	<b>500.00 per unit</b>
Jeepneys/Fieras/Tamaraws/taxis/AUVs	<b>100.00 per unit</b>



## 7. Application for Business Permit (Online)

This service is provided to process the application of permit for business establishment within the territorial jurisdiction of the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who May Avail:</b>	All Business Owners
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For New Business:</b>	
<b>- Single Proprietorship</b>	
1. Department of Trade and Industry (DTI) Registration (1 Original Copy)	Department of Trade and Industry
2. Barangay Clearance (1 Original Copy)	Barangay concerned
3. Occupancy Permit/ Building Permit (1 Original Copy)	Office of City Building Official
4. Real Property Title (1 Original Copy)	City Assessor's Office, Registry of Deeds
5. Notarized Lease Contract, if renting (1 Original Copy)	Lawyer
6. Compliance of Zoning Ordinance, if applicable (1 Original Copy)	City Planning & Development Office
7. Property Index Number (PIN#) (1 Original Copy)	City Assessor's Office
8. Sanitary Permit (1 Original Copy)	City Health Office
9. Fire Safety Inspection Certificate (1 Original Copy)	Bureau of Fire Protection
10. City Environment and Natural Resources Office (CENRO) Certification (1 Original Copy)	City Environment and Natural Resources Office
11. Economic Enterprise Development and Management Office (EEDMO) Awards & Certification, if operations are under the government (1 Original Copy)	Economic Enterprise Development and Management Office
<b>- For Partnership, Corporation and Cooperative</b>	
12. Security and Exchange Commission Registration and	Security and Exchange Commission



Articles of Incorporation (1 Original Copy)				
13.Cooperative Development Authority Certificate for Cooperative (1 Original Copy)		Cooperative Development Authority		
14.Barangay Clearance (1 Original Copy)		Barangay concerned		
15.Real Property Title (1 Original Copy)		City Assessor's Office, Registry of Deeds		
16.Notarized Lease Contract, if renting (1 Original Copy)		Lawyer		
17.Occupancy Permit/ Building Permit (1 Original Copy)		Office of City Building Official		
18.Compliance of Zoning Ordinance, if applicable (1 Original Copy)		City Planning & Development Office		
19.Property Index Number (PIN#) (1 Original Copy)		City Assessor's Office		
20.Sanitary Permit (1 Original Copy)		City Health Office		
21.Fire Safety Inspection Certificate (1 Original Copy)		Bureau of Fire Protection		
22.CENRO Certification (1 Original Copy)		City Environment and Natural Resources Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Login to <a href="https://www.filipizen.com/partners/lanaodelnor-te_iligan">https://www.filipizen.com/partners/lanaodelnor-te_iligan</a> and fill-up the needed data	1. None	None	3 Hours	<i>Licensing Officer I</i> City Mayor's Office
1.1. Receive the OTP Code thru email and key in the code to continue the application and upload the signed unified form				
1.2. Receive the tracking number and continue filling up the form				





1.3. Receive the notification sent on the business email account upon approval of your application for payment	1. Receive the application for verification and approval for processing	None	1 Hour	Licensing Officer I City Mayor's Office
2. Receive assessment from City Treasurer's Office and proceed to online payment thru GCash and PayMaya	2. Receive order of payment and receipt	Please see table below	1 Hour	Local Treasury Operations Officer IV City Treasurer's Office
3. Receive electronic copy of business permit	3. Print business permit	None	3 Hours	Licensing Officer I City Mayor's Office
<b>TOTAL:</b>		<b>Variab le</b>	<b>1 Day</b>	

Taxes, fees and charges are based on the lines of business and gross receipts which tax tables and other regulatory fees are found in the 2010 Amended Revenue Code of Iligan City – City Ordinance No. 10-5664. See tax table below.

**TAX TABLE:  
SECTION 2K.02**

(a) On manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year:	Per Annum
Less than PHP 10,000.00	<b>PHP220.00</b>
10,000.00 or more but less than 15,000.00	<b>330.00</b>
15,000.00 or more but less than 20,000.00	<b>440.00</b>
20,000.00 or more but less than 30,000.00	<b>660.00</b>
30,000.00 or more but less than 40,000.00	<b>880.00</b>
40,000.00 or more but less than 50,000.00	<b>00 1,100.00</b>
50,000.00 or more but less than 75,000.00	<b>1,650.00</b>
75,000.00 or more but less than 100,000.00	<b>2,200.00</b>
100,000.00 or more but less than 150,000.00	<b>3,300.00</b>



150,000.00 or more but less than 200,000.00	4,400.00
200,000.00 or more but less than 300,000.00	6,600.00
300,000.00 or more but less than 500,000.00	8,800.00
500,000.00 or more but less than 750,000.00	13,200.00
750,000.00 or more but less than 1,000,000.00	00 16,500.00
1,000,000.00 or more but less than 2,000,000.00	00 22,000.00
2,000,000.00 or more but less than 3,000,000.00	26,400.00
3,000,000.00 or more but less than 4,000,000.00	00 30,800.00
4,000,000.00 or more but less than 5,000,000.00	36,300.00
5,000,000.00 or more but less than 6,500,000.00	38,500.00
In excess of 6,500,000.00	
For every 500,000.00 or fraction thereof	1,500.00
- for Principal office located in Iligan City	
- for Branch Office	53.85% of 1%

(b) **On wholesalers, distributors, or dealers** in any article of commerce of whatever kind or nature in accordance with the following schedules:

Gross Sales/Receipts For the Preceding Calendar Year:	Per Annum
Less than PHP 1,000.00	PHP 27.50
1,000.00 or more but less than 2,000.00	49.50
2,000.00 or more but less than 3,000.00	82.50
3,000.00 or more but less than 4,000.00	110.00
4,000.00 or more but less than 5,000.00	165.00
5,000.00 or more but less than 6,000.00	00 198.00
6,000.00 or more but less than 7,000.00	220.00
7,000.00 or more but less than 8,000.00	264.00
8,000.00 or more but less than 10,000.00	308.00
10,000.00 or more but less than 15,000.00	363.00
15,000.00 or more but less than 20,000.00	440.00
20,000.00 or more but less than 30,000.00	495.00
30,000.00 or more but less than 40,000.00	715.00
40,000.00 or more but less than 50,000.00	990.00
50,000.00 or more but less than 75,000.00	00 1,540.00
75,000.00 or more but less than 100,000.00	2,090.00
100,000.00 or more but less than 150,000.00	00 2,750.00
150,000.00 or more but less than 200,000.00	3,850.00
200,000.00 or more but less than 300,000.00	4,950.00
300,000.00 or more but less than 500,000.0	7,150.00
500,000.00 or more but less than 750,000.00	10,450.00
750,000.00 or more but less than 1,000,000.00	14,850.00
1,000,000.00 or more but less than 2,000,000.00	15,400.00
In excess of 2,000,000.00:	
2,000,001.00 up to 20,000,000.00	27.5% of 1%
20,000,001.00 up to 50,000,000.00	38.5% of 1%
50,000,001 above	55.0% of 1%

(c) **On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder** at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and



(d) **of this Article;**

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies;
- (8) Cement; and
- (9) Steel.

(d) **On contractors and other independent contractors**, in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year:	Per Annum
Less than 5,000.00	<b>PHP 44.00</b>
5,000.00 or more but less than 10,000.00	<b>99.00</b>
10,000.00 or more but less than 15,000.00	<b>165.00</b>
15,000.00 or more but less than 20,000.00	<b>275.00</b>
20,000.00 or more but less than 30,000.00	<b>440.00</b>
30,000.00 or more but less than 40,000.00	<b>605.00</b>
40,000.00 or more but less than 50,000.00	<b>880.00</b>
50,000.00 or more but less than 75,000.00	<b>1,430.00</b>
75,000.00 or more but less than 100,000.00	<b>2,090.00</b>
100,000.00 or more but less than 150,000.00	<b>3,190.00</b>
150,000.00 or more but less than 200,000.00	<b>4,290.00</b>
200,000.00 or more but less than 250,000.00	<b>5,500.00</b>
250,000.00 or more but less than 300,000.00	<b>7,150.00</b>
300,000.00 or more but less than 400,000.00	<b>9,900.00</b>
400,000.00 or more but less than 500,000.00	<b>12,100.00</b>
In excess of 500,000.00 - At a rate of	<b>82.50% of 1%</b>

(e) **Banks and other financial institutions**, at the rate of **seventy-five percent (75%) of one percent (1%)** of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium.

Provided, that all gross receipts from transactions emanating from Iligan City shall be recorded in and taxable by the city.

(f) **On places of amusement, entertainment, recreation, sports, fun & pleasure** at the rate of **one percent (1.1%)** of the gross receipts or sales of the preceding calendar year.

Provided, that the gross receipts from admission fees and similar charges subject to amusement tax under this Ordinance shall be deducted from the gross receipts subject to tax on business in this subsection

(g) **On Restaurants and other Eating Establishments** – Such as but not limited to cafes, cafeterias, ice creams and refreshment parlors, carenderias and eateries, soda fountains, food caterers, fast-food centers, canteens and snack counters shall be taxed in accordance with the following schedule.



<b>Gross Sales/Receipts For the Preceding Calendar Year:</b>	<b>Per Annum</b>
Less than 15,000.00	<b>PHP 262.50</b>
15,000.00 or more but less than 20,000.00	<b>350.00</b>
20,000.00 or more but less than 30,000.00	<b>525.00</b>
30,000.00 or more but less than 40,000.00	<b>700.00</b>
40,000.00 or more but less than 50,000.00	<b>875.00</b>
50,000.00 or more but less than 75,000.00	<b>1,312.00</b>
75,000.00 or more but less than 100,000.00	<b>1,750.00</b>
100,000.00 or more but less than 150,000.00	<b>2,625.00</b>
150,000.00 or more but less than 200,000.00	<b>3,500.00</b>
200,000.00 or more but less than 250,000.00	<b>4,375.00</b>
250,000.00 or more but less than 300,000.00	<b>5,250.00</b>
300,000.00 or more but less than 350,000.0	<b>6,125.00</b>
350,000.00 or more but less than 400,000.00	<b>7,000.00</b>
400,000.00 or more but less than 500,000.00	<b>8,750.00</b>
500,000.00 or more but less than 750,000.00	<b>13,125.00</b>
750,000.00 or more but less than 1,000,000.00	<b>17,500.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>35,000.00</b>
2,000,000.00 or more but less than 3,000,000.00	<b>52,500.00</b>
In excess of 3,000,000.00 - At a rate of	<b>.825%</b>

(h) **On any business**, not otherwise specified in the preceding paragraphs at the rate of Three percent (3%) of the gross sales or receipts of the preceding calendar year.

(i) **On peddlers engaged in the sale of any merchandise or article of commerce**, at the rate of Two Hundred pesos (P200.00) per peddler annually.

(j) **On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers** from this city under a certificate of public convenience and necessity or similar franchises:

Buses and Cargo Trucks	<b>PHP 750.00 per unit</b>
Tourist buses and vans	<b>500.00 per unit</b>
Jeepneys/Fieras/Tamaraws/taxis/AUVs	<b>100.00 per unit</b>



## 8. Application for Relocation Assistance

This service is to cater the application for relocation assistance of the Informal Settlers Families (ISF) who are affected by government projects, calamities, and court orders, pursuant to City Housing Ordinances Nos. 2414, s.1994, 2870, s. 1996 and 09-5546.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who May Avail:</b>	<p>Informal Settlers Families (ISF) who were affected by government projects, calamities and court orders, with eligibility criteria:</p> <ol style="list-style-type: none"> <li>1. Filipino citizen, 21 to 60 years old</li> <li>2. Head of the family with at least 2 (two) dependents</li> <li>3. Registered voter in Iligan and have voted 3 previous national/local elections</li> <li>4. Low-income earners</li> <li>5. No landholdings in Iligan or elsewhere (including family members)</li> <li>6. Not a recipient of housing units from government and private entities</li> <li>7. Not a professional squatter or a member of any squatting syndicate</li> </ol>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Pre-Qualification Form (1 Original Copy)	CMO-HRO
2. Valid Identification Card (1 Photocopy)	Concerned Agency
3. Marriage Contract (1 Photocopy)	City Civil Registrar's Office
4. Affidavit of Cohabitation, if unmarried (1 Photocopy)	Lawyer
5. Birth Certificate of client and dependent(s) (1 Photocopy)	City Civil Registrar's Office, Philippine Statistics Authority
6. Voter's Certification (1 Photocopy)	Commission on Elections (COMELEC)
7. Certification of No Property Holdings (1 Photocopy)	City Assessor's Office
8. Proof of Income/Affidavit of Income (1 Photocopy)	Employer, Bureau of Internal Revenue Lawyer



9. Certificate of Non-Availment of any housing loan/program (1 photocopy)	Pag-IBIG Fund or any concerned agencies
Proof of dislocation – certifications or court eviction orders (1 Photocopy)	City Engineer's Office, Department of Public Works and Highways, City Social Welfare and Development Office, and other agencies concerned in handling post-disaster relief

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit pre-qualification form with proof of dislocation	1. Receive the pre-qualification form and proof of dislocation	None	1 Day	<i>Handicraft Worker III-Administrative Officer</i> City Mayor's Office
	1.1 Conduct interview	None		
1.2 Receive copy of the interview result	1.2 Release the interview result	None		
2. If pre-qualified for relocation, fill-up application form and submit other requirements	2. Receive the filled-up application form and other requirements	None	1 Day	<i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
	2.1 Conduct background investigation	None	3 Days	
2.2 Receive notification on application status	2.2 Notify the client status of application	None	1 Day	
3. If qualified, attend HRO orientation on the occupancy guidelines	3. Conduct orientation and raffle draw of lots	None	1 Day	<i>Housing and Homesite Regulation Officer III</i> City Mayor's



upon notification of lot availability and raffle draw of lots				Office
3.1 Receive notice to occupy	3.1 Issue notice to occupy	None		
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



## 9. Issuance of Certificate of Appearance

This service is to perform the ceremony of the solemnization of marriage by the City Mayor as one of his duties pursuant to Local Government Code of 1991.

<b>Office or Division:</b>	City Mayor's Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	Any requesting party			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card (Valid ID) (1 Original Copy)		Agency concerned		
2. List of Names of Attendees (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the requirements	1. Receive the requirements	None	5 Minutes	Chief of Staff City Mayor's Office
	1.1. Encode names of attendees and print certificates	None	20 Minutes	Chief of Staff City Mayor's Office
	1.2. Sign the certificate	None	10 Minutes	Executive Assistant IV City Mayor's Office
2. Receive the certificate of appearance and sign the logbook	2. Release certificate of appearance and give logbook	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>45 Minutes</b>	





## 10. Issuance of Certification of No Business Registration

This service is to issue certification that the requesting client has no existing business in Iligan City to support any scholarship program.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate of Indigency or Low Income (1 Original Copy)		Barangay concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements to the Permits and Licenses Division	1. Interview client as to purpose, receive the complete documents and verify	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. If qualified, advise client to proceed to City Treasurer's Office for the assessment and payment	Please see table below	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print the permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



4. Client receives the approved certification of no income / no business registration	4. Segregate, record, and release the approved Special Permit	None	30 Minutes	Administrative Assistant I City Mayor's Office
<b>TOTAL:</b>		<b>Variab le</b>	<b>1 Hour, 35 Minutes</b>	

The Fee for Issuance of Certification of No Business Registration is covered under City Ordinance Number 10-5664.

### Secretary's Fee

**Section 5A01. Imposition of Fees.** There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this city.

<b>a) Certification Fee</b>	<b>PHP 50.00</b>
Earned Leave	<b>25.00</b>
Employment	<b>25.00</b>
Net Take Home Pay	<b>25.00</b>
Scholarship	<b>25.00</b>
<b>b) Fees for Verification of Records</b>	<b>50.00</b>



## 11. Issuance of Certified True Copy of Business Permit

This service is to provide individuals or owner of business establishment who requested for a true copy of business permit.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Permit (1 Original Copy and 1 Photocopy)		Business Permits and Licenses Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements to the Permits and Licenses Division	1. Receive the above requirements and verify the documents presented	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. If found correct, advise client to proceed to Cashier of City Treasurer's Office for payment	Please see table below	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
4. Receive the original copy and the duly certified photocopy business permit	4. Release the original copy and the duly certified photocopy business permit	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



<b>TOTAL:</b>	<b>Variable</b>	<b>1 Hour, 20 Minutes</b>	
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The Fee for Issuance of Certified True Copy of Business Permit is covered under City Ordinance Number 10-5664.

**Chapter V- Service Fees  
Secretary's Fee**

**Section 5A01. Imposition of Fees.** There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this city.

<b>j) Certified copy, either typewritten or photocopied of any documents or papers not otherwise confidential in records of any government office, Per Page</b>	<b>PHP 50.00</b>
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## 12. Issuance of City Mayor's Clearance and Certification

This service is to issue clearances to individuals needing a document stating that he/she has no pending case filed with the Office of the City Mayor, and this service also issues certifications to affirm the validity of the information.

<b>Office or Division:</b>	City Mayor's Office – Administrative Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government
<b>Who May Avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For Uniformed Personnel Application:</b>	
1. Police Clearance (1 Original Copy)	Philippine National Police
2. Regional Trial Court Clearance (1 Original Copy)	Regional Trial Court – Hall of Justice
3. Municipal Trial Court in Cities Clearance (1 Original Copy)	Municipal Trial Court – Hall of Justice
4. City Prosecutor's Clearance (1 Original Copy)	City Prosecutor's Office – Hall of Justice
<b>For Church to Solemnize Marriage / Church Authorization:</b>	
1. Barangay Clearance (1 Original Copy)	Barangay Hall of Church's Location
2. Certification from their Appointed Senior Pastor (1 Original Copy)	Church concerned
<b>For Scholarship Program Application by Indigent Parents:</b>	
1. Barangay Indigency (1 Original Copy)	Barangay Hall of Residence
<b>For Work Immersion Application:</b>	
1. Barangay Clearance (1 Original Copy)	Barangay Hall of Residence
<b>For Unemployment Certification:</b>	
1. Barangay Indigency (1 Original Copy)	Barangay Hall of Residence
<b>For Local Employment:</b>	
1. Police Clearance (1 Original Copy)	Philippine National Police
2. Regional Trial Court Clearance (1 Original Copy)	Regional Trial Court – Hall of Justice
3. Municipal Trial Court in Cities Clearance (1 Original Copy)	Municipal Trial Court – Hall of Justice



4. City Prosecutor's Clearance (1 Original Copy)	City Prosecutor's Office – Hall of Justice
<b>For International Legal Purpose / Foreign Employment:</b>	
1. Barangay Clearance (1 Original Copy)	Barangay Hall of Residence
2. Police Clearance (1 Original Copy)	Philippine National Police
3. Regional Trial Court Clearance (1 Original Copy)	Regional Trial Court – Hall of Justice
4. Municipal Trial Court in Cities Clearance (1 Original Copy)	Municipal Trial Court – Hall of Justice
5. City Prosecutor's Clearance (1 Original Copy)	City Prosecutor's Office – Hall of Justice
<b>For Marriage Requirement of Uniformed Personnel:</b>	
1. Police Clearance (1 Original Copy)	Philippine National Police
2. Regional Trial Court Clearance (1 Original Copy)	Regional Trial Court – Hall of Justice
3. Municipal Trial Court in Cities Clearance (1 Original Copy)	Municipal Trial Court – Hall of Justice
4. City Prosecutor's Clearance (1 Original Copy)	City Prosecutor's Office – Hall of Justice
<b>For Fidelity Bond Application at Bureau of the Treasury:</b>	
1. Barangay Clearance (1 Original Copy)	Barangay Hall of Residence
2. Certification (1 Original Copy)	Department of the Interior and Local Government
<b>For Barangay Rendered Service Certification:</b>	
1. Barangay Clearance (1 Original Copy)	Barangay Hall of Residence
2. Certification (1 Original Copy)	Department of the Interior and Local Government
<b>For Certificate of Residency:</b>	
1. Barangay Clearance (1 Original Copy)	Barangay Hall of Residence
<b>For Certificate of Indigency:</b>	
1. Barangay Certificate of Indigency (1 Original Copy)	Barangay Hall of Residence



<b>For First Time Job Seekers:</b>				
1. Barangay Clearance (1 Original Copy)		Barangay Hall of Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Receive complete requirements	None	10 Minutes	<i>Chief of Staff City Mayor's Office</i>
	1.1. Encode client's information and print clearance and/or certification	None	20 Minutes	<i>Chief of Staff City Mayor's Office</i>
	1.2. Have the document signed by the authority	None	20 Minutes	<i>Chief of Staff City Mayor's Office</i>
2. Receive the document and sign the logbook for record purposes	2. Release the document and give logbook for record purposes	None	15 Minutes	<i>Chief of Staff City Mayor's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>55 Minutes</b>	



### 13. Issuance of Gasoline Pumps Sticker

This service is provided to calibrate gasoline pumps of all gasoline stations within the territorial jurisdiction of the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	All Gasoline Station Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Gasoline Pumps		Gasoline Station concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepares gasoline pumps for calibration	1. Checks and calibrate gasoline pumps	None	2 Hours	<i>License Inspector I</i> City Mayor's Office  <i>Administrative Assistant I</i> City Mayor's Office
2. Pay to the deputized collector of City Treasurer's Office	2. If calibration is correct, Issue order of payment and advise client to pay to the deputized collector of City Treasurer's Office	Please see table below	30 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk III</i> City Treasurer's Office
3. Present the Official Receipt to Permits and Licenses personnel	3. Check and record the Official Receipt and affix gasoline pump sticker on calibrated pumps	None	30 Minutes	<i>License Inspector I</i> City Mayor's Office  <i>Administrative Assistant I</i> City Mayor's Office





<b>TOTAL:</b>	<b>Variable</b>	<b>3 Hours</b>	
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The Fee for Issuance of Gasoline Pumps Sticker is covered under City Ordinance Number 10-5664.

### Fee for Sealing and Licensing of Weights and Measures

#### Article 4M.03 Imposition of Fees

Every person before using instruments of weights and measures within this city shall first have them sealed and licensed annually and pays thereof to the City Treasurer the following fees:

<b>a) For sealing linear measures:</b>		
Not more than one (1) meter	<b>PHP</b>	<b>50.00 per unit</b>
Measures over one (1) meter		<b>80.00 per unit</b>
<b>b) For sealing metric measures of capacity:</b>		
Not over ten (10) liters	<b>PHP</b>	<b>50.00</b>
Over ten (10) liters		<b>80.00</b>
<b>c) For sealing metric instruments of weights:</b>		
With capacity of not more than thirty (30) kilograms (kg)	<b>PHP</b>	<b>80.00</b>
With capacity of more than 30 kg but not more than 300 kg		<b>100.00</b>
With capacity of more than 300 kg but not more than 3,000 kg		<b>150.00</b>
With capacity of more than 3,000 kg		<b>250.00</b>
Sticker		<b>(at cost)</b>
<b>d) For sealing apothecary balances of precision:</b>		
With 30 kg or less	<b>PHP</b>	<b>50.00</b>
30 kg up to 300 kg		<b>100.00</b>
Over 300 kg to 3,000 kg		<b>150.00</b>
Over 3,000 kg		<b>200.00</b>
<b>e) For sealing scale or balance with complete set of weights:</b>		
For each scale or balance or other balances with complete set of weights for use therewith	<b>PHP</b>	<b>20.00</b>
For each extra weight		<b>30.00</b>
<b>f) For each and every re-testing and re-sealing of weights and measures instruments outside the office upon request of the owner or operator, an additional service charge of P50.00 for each instrument shall be collected.</b>		
<b>g) For sealing of gasoline, diesel or oil pumps:</b>		
Per pumps	<b>PHP</b>	<b>300.00</b>
Sticker		<b>(at cost)</b>



## 14. Issuance of Occupational/Mayor's Permit

This service is to issue an occupational / mayor's permit as a requirement for workers or employees, whether temporary permanent, working within the jurisdiction of Iligan City.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Health Card (1 Original Copy)		City Health Office		
2. Police Clearance (1 Original Copy) or		Philippine National Police Office		
3. National Bureau of Investigation (NBI) Clearance (1 Original Copy) or		NBI Office		
4. Barangay Clearance (1 Original Copy)		Barangay concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements to the Permits and Licenses Division	1. Receive the complete requirements	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the assessment and payment	Please see table below	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print the permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



4. Receive the printed Occupational Permit, proceed to City Mayor's Office and have it approved by the City Mayor	4. Segregate, record, and release the approved Special Permit	None	30 Minutes	Administrative Assistant / City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 35 Minutes</b>	

The Fee for Issuance of Gasoline Pumps Sticker is covered under City Ordinance Number 10-5664.

**Section 4P.01. Imposition of Fee.** There shall be collected as annual fee at the rate prescribed hereunder for the issuance of Mayor's Permit to every person who shall be engaged in the practice of the occupation or calling not requiring government examination with the city as follows:

a. On employees and workers in generally considered "Offensive and Dangerous Business Establishments"	<b>PHP 100.00</b>
b. On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	<b>100.00</b>
c. On employees and workers in food or eatery establishment	<b>100.00</b>
d. On employees and workers in night or night and day establishment	<b>100.00</b>
e. All occupation or calling subject to periodic inspection, surveillance and/or regulations by the City Mayor, like animal trainer, auctioneer, barber, bartender, beautician, bondsman, bookkeeper, butcher, blacksmith, carpenter, carver, chambermaid, cook, criminologist, electrician, electronic technician, club/floor manager. Forensic electronic expert, fortune teller, hair stylist, hand writing expert, hospital attendant, lifeguard, magician, make-up artist, manicurist, masonry worker, masseur attendant mechanic, certified "hilot", painter, musician, pianist, photographer (itinerant), professional boxer, private ballistic expert, rig driver (cochero), driver, dancer, stage performer, salesgirl, sculptor, waiter or waitress and welder	<b>100.00</b>



## 15. Issuance of Special Permit for Motorcade, Parade, Procession, Rally, Alay-Lakad, Caravan and Recorda

This service is provided to individuals or group of individuals allowing them to hold a parade or perform any of the above activities.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government,			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request addressed to the City Mayor and the Traffic Division indicating the name, address of the applicant, the description of the activity, date, time and the place/route where the same will be conducted (1 Original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request	1. Receive letter of request with approved routes from Traffic Division	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the Assessment fee	Please see table below	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



4. Receive the approved Special Permit and furnish copy to the Traffic Division	4. Segregate, record, and release the approved Special Permit	None	20 Minutes	Administrative Assistant / City Mayor's Office
<b>TOTAL:</b>		<b>Variab le</b>	<b>1 Hour, 40 Minutes</b>	

The Fee for Issuance of Gasoline Pumps Sticker is covered under City Ordinance Number 10-5664.

**Article L – Permit Fee on Circus and Other Parades/Motorcades/Recordidas**

**Section 4L.01:** There shall be collected a Mayor's Permit Fee per day on every circus and other parades/motorcades/recordidas using banners, floats or musical instruments carried on in this city at the following rates:

a. Non-commercial	<b>PHP 300.00</b>
b. Commercial	<b>600.00</b>



## 16. Issuance of Special Permit for Product Sampling

This service is provided to individuals or group of individuals allowing them to introduce their products to the consumers.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request addressed to the City Mayor specifying the activity and purpose (1 Original Copy)		Requesting Party		
2. Letter approved by Economic Enterprise Development and Management Office, if in market place (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request address to the City Mayor with the attached copy of approved letter from the Economic Enterprise and Development Office.	1. Receive letter of request	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the assessment Fee and payment	Please see table below	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
4. Receive the approved Special Permit	4. Segregate, record, and release the approved Special Permit	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
<b>TOTAL:</b>		<b>Variabl e</b>	<b>1 Hour, 35 Minutes</b>	

The Fee Issuance of Special Permit for Product Sampling is covered under City Ordinance Number 10-5664.

#### **Permit Fee for the Conduct of Group Activities**

**Section 4Q.01. Imposition of Fee.** Every person who shall conduct or hold any program, or activity involving the grouping of people within the jurisdiction of this city shall obtain a Mayor's Permit therefore for every occasion of not more than twenty-four (24) hours and pay the City Treasurer the corresponding fee in the following schedule:

1. Conference, meetings, rallies and demonstration in Outdoor, in parks, plazas, roads/streets	<b>PHP100.00</b>
2. Dances	<b>100.00</b>
3. Coronation and Ball	<b>100.00</b>
4. Promotional sale, per day	<b>100.00</b>
5. Other Group Activities	<b>100.00</b>



## 17. Issuance of Special Permit to hold Derby and/or Cockfighting

This service is to provide special permits to Cockpit Owners/ Operators/ Licensees/ Promoters and Cockpit Personnel, an individual or group of individuals, companies and/or corporation, non – government and/or charitable institutions/ organizations/ associations allowing them to conduct or perform the above-mentioned activities within the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen,			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the City Mayor (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request addressed to the City Mayor	1. Receive letter of request	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the Assessment Fee	Please see table below	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
4. Receive the approved Special Permit	4. Segregate, record, and release the approved Special Permit	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 40 Minutes</b>	

The Fee Issuance of Special Permit for Product Sampling is covered under City Ordinance Number 10-5664.





#### **Section 4C.02. Imposition of Fees**

There shall be collected the following fees per day for cockfighting:

a) Special Derby Assessment from Promoters of	
Two-cock Derby	<b>PHP 500.00</b>
Three-cock Derby	<b>1000.00</b>
Four-cock Derby	<b>1,500.00</b>
Five-cock Derby	<b>2,000.00</b>



## 18. Issuance of Special Permit to Operate Motorela, Trisikad, and Rig

This service is to issue special permit to an individual or group of individuals to give them the authority to operate within their respective barangay within the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen,			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Clearance (1 Original Copy)		Barangay concerned		
2. Latest Community Tax Certificate (1 Original Copy)		Barangay concerned		
3. Official Receipt and Certificate of Registration (OR/CR), for motorela (1 Original Copy)		Land Transportation Office		
4. Insurance Policy (1 Original Copy)		Insurance Company		
5. Certification from the Association President (1 Original Copy)		Association concerned		
6. Sanitary Permit, for rig (1 Original Copy)		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Receive, evaluate and record the document with complete requirements	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the assessment and payment	Please see table below	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Return to Permits and Licenses Division and present the Official Receipt	3. Receive and record the Official Receipt issued by City Treasurer's Office and print the permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



4. Receive the printed Special Permit	4. Segregate, record, and release the approved Special Permit	None	30 Minutes	Administrative Assistant I City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 40 Minutes</b>	

The Fee Issuance of Special Permit to Operate Motorela, Trisikad, and Rig is covered under City Ordinance Number 10-5664.

### 1. Permit Fee on Pedaled Tricycle

**Section 4D.01. Imposition of Fee** – There shall be collected from the owner of pedalled tricycle operated within the city:

Permit Fee	<b>PHP 75.00 (per annum)</b>
Sanitary Fee	<b>20.00</b>
Health Certificate	<b>50.00</b>
Plate Number at cost to be determined yearly per cost of purchase	

### 2. Permit Fee on Calesa or Tartanilla

**Section 4G.01 Imposition of Fee** – There shall be collected a permit fee of One Hundred Pesos (P100.00) per annum for each calesa or tartanilla used in the city which shall be registered which includes the following regulatory fee:

Rig Operator	<b>PHP 70.00</b>
Rig Driver	<b>100.00</b>
Health Certificate	<b>50.00</b>
Sanitary Permit Fee	<b>20.00</b>
Verification Fee	<b>50.00</b>



## 19. Issuance of Special Permit to Post Streamers/Tarpaulins

This service is provided to an individual or group of individuals, companies and/or corporation, non – government and/or charitable institutions/ organizations/ associations allowing them to post streamers and/or tarpaulins on designated areas within the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request address to the City Mayor specifying the number of tarpaulins, size and number of days to be posted (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request address to the City Mayor	1. Receive letter of request	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the assessment fee and to City Engineer's Office for Streamer Permit Form	Please see table below	1 Hour	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division and the signed permit form from City Engineer's Office	3. Receive and record the Official Receipt issued by City Treasurer's Office and the signed permit form from City Engineer's Office	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



4. Receive the approved Special Permit	4. Print, Segregate, record, and release the approved Special Permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>2 Hours</b>	

The corresponding fees/licenses shall be made pursuant to the City Ordinance No. 05-4807 series of 2005; and, Streamers shall be removed within two (2) days after the permit has elapsed, and that failure to do so, the permittee shall be fined fifty (50) pesos per day until the signs are removed, pursuant to Section 136, Article XI of the Revenue Code.



## 20. Issuance of Special Permit to Print Raffle Tickets

This service is to provide an individual or group of individuals, companies and/or corporation, non – government and/or charitable institutions/ organizations/ associations allowing them to print raffle tickets within the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request addressed to the City Mayor specifying the activity and purpose (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request addressed to the City Mayor	1.Receive and evaluate the letter of request	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the Assessment Fee and payment	Please see table below	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
4. Receive the approved Special Permit	4.Segregate, record, and release the approved Special Permit	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 40 Minutes</b>	

The Fee Issuance of Special Permit to Print Raffle Tickets is covered under City Ordinance Number 10-5664.



## **Amusement Tax on Admission**

**Section 21.02. Imposition of Tax.** There is hereby levied a tax to be collected from the proprietors, lessees or operators of theaters, cinemas, concert halls, circuses, boxing stadia, and other places of amusement at the rate of (10%) of the gross receipts from admission fees.

**Section 21.06. Form of Tickets.** The proprietor, lessee or operator of an amusement place where payment of a fee is required for admission, shall provide for himself with tickets which shall be serially numbered, indicating there in the name of the amusement place and the admission price. The serial number must be printed on both ends of tickets such that when divided into two upon being presented for admission, the serial number shall appear on both parts. The gatekeeper shall drop one-half of the torn ticket in a lock box or receptacle and the other half to be returned to the customer. The box or receptacle shall only be opened in the presence of a representative from the Office of the City Treasurer.



## 21. Issuance of Van Delivery Sticker

This service is to issue sticker for delivery vans or trucks having transactions within the city.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt/Certificate of Registration of the vehicle (OR/CR) (1 Original Copy)		Land Transportation Office		
2. Business Permit from their locality, if delivery is within the city (1 Original Copy or 1 Photocopy)		Business Permits and Licenses Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements to the Permits and Licenses Division	1. Receive the complete requirements	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. Advise client to proceed to City Treasurer's Office for the assessment and payment	Please see table below	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
4. Receive the delivery van/truck sticker.	4. Release the delivery van/truck sticker	None	15 Minutes	<i>Administrative Assistant I</i> City Mayor's Office





<b>TOTAL:</b>		<b>1 Hour, 35 Minutes</b>	
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The Fee for Issuance of Van Delivery Sticker is covered under City Ordinance Number 10-5664.

**Annual Fixed Tax for Every Delivery Truck or Van of Manufacturers or Producers, Wholesalers of, Dealers or Retailers in, Certain Products**

**Section 2J.01 Imposition of Tax** – There is hereby imposed an annual tax for every truck, van or any motor vehicle used by manufacturers, producers, wholesalers, dealers or retailers in the delivery or distribution of distilled spirits, fermented liquors, soft drinks, cigar and cigarettes, and other products as may hereafter be determined by the Sangguniang Panlungsod, to sale outlets or consumers, whether directly or indirectly, within the city in the amount of:

1.	One Thousand Pesos (PHP 1,000.00) for Prime Movers;
2.	Seven Hundred Fifty Pesos (PHP 750.00) for six wheelers up;
3.	Five Hundred Pesos (PHP 500.00) for 4 wheels;
4.	Three Hundred Pesos (PHP 300.00) for motorized tricycles
5.	Two Hundred Pesos (PHP 200.00) for motorcycles used for delivery services



## 22. Issuance of Weights and Measure Sticker

This service is provided to calibrate weighing scale of any business institution within the city after calibration.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Weighing Scale (Present Each Actual Unit)		Requesting Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the weighing scale to Permits and Licenses Division	1. Receive and calibrate the weighing scale	None	30 Minutes	<i>License Inspector I</i> City Mayor's Office  <i>Administrative Assistant I</i> City Mayor's Office
2. Pay to the deputized collector of City Treasurer's Office	2. If calibration is correct, issue order of payment and advise client to pay to the deputized collector of City Treasurer's Office	Please see table below	30 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk III</i> City Treasurer's Office
3. Present the Official Receipt to Permits and Licenses personnel	3. Check and record the Official Receipt and affix the sticker on the weighing scale	None	30 Minutes	<i>License Inspector I</i> City Mayor's Office  <i>Administrative Assistant I</i> City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 30 Minutes</b>	

The Fee Issuance of Weights and Measure Sticker is covered under City Ordinance Number 10-5664.



## Fee for Sealing and Licensing of Weights and Measures

### Article 4M.03 Imposition of Fees

Every person before using instruments of weights and measures within this city shall first have them sealed and licensed annually and pays thereof to the City Treasurer the following fees:

<b>h) For sealing linear measures:</b>	
Not more than one (1) meter	<b>PHP 50.00 per unit</b>
Measures over one (1) meter	<b>80.00 per unit</b>
<b>i) For sealing metric measures of capacity:</b>	
Not over ten (10) liters	<b>PHP 50.00</b>
Over ten (10) liters	<b>80.00</b>
<b>j) For sealing metric instruments of weights:</b>	
With capacity of not more than thirty (30) kilograms (kg)	<b>PHP 80.00</b>
With capacity of more than 30 kg but not more than 300 kg	<b>100.00</b>
With capacity of more than 300 kg but not more than 3,000 kg	<b>150.00</b>
With capacity of more than 3,000 kg	<b>250.00</b>
Sticker	<b>(at cost)</b>
<b>k) For sealing apothecary balances of precision:</b>	
With 30 kg or less	<b>PHP 50.00</b>
30 kg up to 300 kg	<b>100.00</b>
Over 300 kg to 3,000 kg	<b>150.00</b>
Over 3,000 kg	<b>200.00</b>
<b>l) For sealing scale or balance with complete set of weights:</b>	
For each scale or balance or other balances with complete set of weights for use therewith	<b>PHP 20.00</b>
For each extra weight	<b>30.00</b>
<b>m) For each and every re-testing and re-sealing of weights and measures instruments outside the office upon request of the owner or operator, an additional service charge of P50.00 for each instrument shall be collected.</b>	
<b>n) For sealing of gasoline, diesel or oil pumps:</b>	
Per pumps	<b>PHP 300.00</b>
Sticker	<b>(at cost)</b>



## 23. Provision for Burial and Mortuary Assistance

This service is to offer monetary and non-monetary assistance to defray funeral and related expenses to indigent individual or families.

<b>Office or Division:</b>	City Mayor's Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	Residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Registered Death Certificate (1 Original Copy, 2 photocopies)		City Civil Registrar's Office, Philippine Statistics Authority		
2. Certificate of Barangay Indigency (1 Original Copy)		Barangay Hall of Residence		
3. Claimant's Valid Identification Card (Valid ID) (1 Original Copy, 2 photocopies)		Agency concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to Burial, Medical Assistance Program (BMAP) receiving window	1. Receive complete requirements	None	5 Minutes	Chief of Staff City Mayor's Office
	1.1. Write claimant's information in the logbook	None	15 Minutes	Chief of Staff City Mayor's Office
1.2. Receive voucher then proceed to Social Services Section	1.2. Release voucher	None	10 Minutes	Chief of Staff City Mayor's Office
2. Present voucher to social services section clerk	2. Check voucher and verify details of the	None	20 Minutes	Chief of Staff City Mayor's Office



	deceased for the wreath flowers and rice assistance			
2.1. Receive slip for rice assistance and sign the logbook then go to BMAP section	2.1. Release slip for rice assistance	None	5 Minutes	<i>Chief of Staff</i> City Mayor's Office
3. Present the voucher to disbursement clerk	3. Receive the voucher	None	10 Minutes	<i>Bookbinder II</i> City Mayor's Office
3.1 Receive the cash assistance	3.1. Release cash assistance	None	10 Minutes	<i>Bookbinder II</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 15 Minutes</b>	



## 24. Provision for Medical and Hospital Bill Assistance

This service is to defray medical expenses of an individual or families who are in crisis situation

<b>Office or Division:</b>	City Mayor's Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	Residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Medical Assistance:</b>				
1. Medical Abstract or Medical Certificate (1 Photocopy)		Medical Institution		
2. Medical Prescription (1 Photocopy)		Medical Institution		
3. Barangay Indigency (1 Original Copy)		Barangay Hall of Residence		
4. Claimant's Valid Identification Card (Valid ID) (1 Photocopy)		Agency Concerned		
<b>For Hospital Bill Assistance:</b>				
1. Final Hospital Bill (1 Photocopy)		Medical Institution		
2. Certificate of Admission, if still admitted (1 Photocopy)		Medical Institution		
3. Barangay Indigency (1 Original Copy)		Barangay Hall of Residence		
4. Claimant's Valid Identification Card (Valid ID) (1 Photocopy)		Agency Concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to Burial and Medical Assistance Program (BMAP) receiving window	1. Receive complete requirements	None	5 Minutes	Chief of Staff City Mayor's Office
	1.1 Write the client's information	None	20 Minutes	Chief of Staff City Mayor's Office



	in the logbook and fill-up voucher			
1.2. Receive cash voucher and sign the logbook then proceed to BMAP releasing of funds table	1.2. Release voucher and give logbook to client	None	10 Minutes	<i>Chief of Staff City Mayor's Office</i>
2. Give the cash voucher to the clerk assigned	2. Receive the cash voucher and write claimant's name in the logbook	None	10 Minutes	<i>Bookbinder II City Mayor's Office</i>
2.1. Receive cash as medical assistance and sign the logbook	2.1. Release cash for the medical assistance and give logbook	None	10 Minutes	<i>Bookbinder II City Mayor's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>55 Minutes</b>	



## 25. Reissuance of Business Permit

This service is to provide individuals who requested for a replacement of their issued permit.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notarized Affidavit of Loss (1 Original Copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirement to the Permits and Licenses Division	1. Receive, verify and record affidavit of loss	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. If data in the affidavit of loss is correct, advise client to proceed to City Treasurer's Office for the Assessment fee	Please see table below	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office and print permit	None	30 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
4. Receive the reprinted copy of Business Permit	4. Segregate, record, and release the approved business Permit	None	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 35 Minutes</b>	

The Fee for Reissuance of Business Permit is covered under City Ordinance Number 10-5664.





## **Mayor's Permit Fee on Business**

### **Section 4A.02 Administrative Provisions**

#### **e) Issuance of Mayor's Permit and Business Plate**

The Mayor's Permit shall be issued by the City Mayor upon presentation of the receipt for the payment of the Mayor's Permit and the official receipt issued by the City Treasurer for the payment of business tax and shall be issued a corresponding business license plate.

In case the business is lost, an affidavit of loss shall be secured and the same shall be presented to the Mayor's Office for the reissuance of a new Mayor's permit after payment of the regulatory fee in the amount of Two Hundred Pesos (Php 200.00).

Lost or mutilated business license plates shall be replaced and the owners or operators concerned shall be charged Php 1,000.00 each plate



## 26. Request for Ambulance Assistance for Patient Transport Outside Iligan City

This service is to provide transport assistance for patients arriving or departing from Iligan City.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request to the CDRRMO Head, Office in-Charge (1 Original Copy)		Requesting Party		
2. Certificate of Barangay Indigency (1 Original Copy)		Barangay Hall of Residence		
3. Doctor's Order or Doctor's Referral with the name of the receiving doctor of the receiving medical facility or hospital (1 Original Copy)		Medical Institution, Physician Concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements.	1. Receive documents and perform an initial interview to the requesting party.	None	10 Minutes	Chief of Staff City Mayor's Office
	1.1 Call and verify the receiving medical facility if the patient was being endorsed.	None	10 Minutes	Chief of Staff City Mayor's Office
	1.2. Verify the receiving doctor	None	15 Minutes	Chief of Staff City Mayor's Office
2. Receive approval slip.	2. Issue a copy of approval slip.	None	5 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>40 Minutes</b>	



## 27. Request for Book Lending Services

This service is to provide reading materials for learners.

<b>Office or Division:</b>	City Mayor's Office – Public Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card (Valid ID) (1 Original Copy) or		Agency concerned		
2. Voter's Certification (1 Original Copy) or		Commission on Elections		
3. Certification from Barangay (1 Original Copy)		Barangay Hall of Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign logbook and present requirements	1. Give logbook to client for registration and receive requirements.	None	5 Minutes	<i>Librarian IV</i> City Mayors Office
2. Check the Card Catalog to verify if the book is available. In a slip of paper, copy the Call Number, author and title of the book.	2. Consult the file if the book is out. If not, the librarian will retrieve the book and give it to the library user.	None	25 Minutes	<i>Librarian IV</i> City Mayors Office
3. Give the slip to the desk in-charge and wait for the staff to fetch the book from the stack. If the book is found, write your name legibly on the book card.	3. Write the Accession Number and Call Number of the book in the Borrower's Card. Insert library pass for each book being borrowed to inspect at the desk in-charge.	None	30 Minutes	<i>Librarian IV</i> City Mayors Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



## 28. Request for Cutting of Hazardous Trees in Iligan City

This service is to provide cutting of hazardous trees in affected communities in Iligan City.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All affected communities in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request (1Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request to the CDRRM Office.	1. Receive letter of request and endorse it to the assigned operation team.	None	5 Minutes	<i>Chief of Staff</i> City Mayor's Office
	1.1. Initiate evaluation of the tree and generate an assessment report, if a DENR permit will be needed.	None	10 Minutes	<i>Chief of Staff</i> City Mayor's Office
	1.2. Endorse the assessment report to the CDRRMO Head, Office in-Charge for approval of the request	None	10 Minutes	<i>Chief of Staff</i> City Mayor's Office
	1.3 Schedule the cutting activity and post it on the chart	None	5 Minutes	<i>Chief of Staff</i> City Mayor's Office



2. Receive confirmed schedule of the request	2. Release confirmed schedule of the request	None	5 Minutes	Chief of Staff City Mayor's Office
3. Receive tree cutting assistance from the responding team.	3. Conduct tree cutting activity	None	2 Days	Chief of Staff City Mayor's Office
	3.1. Generate Post-Cutting Activity Report	None	3 Hours	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 3 Hours, 35 Minutes</b>	



## 29. Request for Data subject to Disaster Risk Reduction and Management Program

This service is to provide data to a requesting party.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2B-Government to Business; G2G-Government to Government			
<b>Who May Avail:</b>	All residents and personnel in private and public establishments in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the CDRRMO Head, Office in-Charge stating the purpose of data request (1 Original Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request to the ICDRRM Office.	1. Receive letter of request.	None	15 Minutes	Chief of Staff City Mayor's Office
	1.1 Endorse the request to the CDRRMO Head, Office in-Charge and initiate a brief interview to the requesting party.	None	10 Minutes	Chief of Staff City Mayor's Office
2. Receive the requested data and sign the logbook.	2. Release the data after filling out the received logbook by the client.	None	2 Days	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 25 Minutes</b>	



### 30. Request for Deed of Sale (DOS) to the Housing Beneficiaries

This service is to facilitate the request of the fully paid account housing beneficiaries in their request for the issuance of Deed of Sale (DOS).

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	Socialized Housing Beneficiaries with fully paid accounts from lot repayments.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form (1 Original Copy)		CMO-HRO		
2. Marriage Contract (1 Photocopy)		City Civil Registrar Office, Philippine Statistics Office		
3. Death Certificate, if spouse is deceased (1 Photocopy)		City Civil Registrar Office, Philippine Statistics Office		
4. Affidavit of Cohabitation duly notarized, if not married (1 Original Copy)		Client		
5. Valid Identification Card (Valid ID) of both spouses (1 Photocopy)		Agency concerned		
6. Certification / Endorsement from the association (1 Original Copy)		Association concerned		
7. Approved lot technical description (1 Photocopy)		Department of Environment and Natural Resources – Region X		
8. Official receipts of lot payment (1 Photocopy)		Collection Division, City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit request form with complete requirements	1. Receive request form and the requirements	None	1 Day	<i>Handicraft Worker III</i> City Mayor's Office  <i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
1.1. Notify status of verification.	1.1. Verify beneficiary occupancy status	None	2 Days	<i>Housing and Homesite Regulation Officer III</i> City Mayor's Office



2. Sign the Deed of Sale (DOS) documents	2. Prepare and give Deed of Sale (DOS) documents to the beneficiary	None	3 Days	<i>Handicraft Worker III</i> City Mayor's Office  <i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
	2.1. Endorse documents to the City Legal Office and City Mayor's office for signature			<i>Handicraft Worker III</i> City Mayor's Office  <i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
3. Receive copy of signed DOS for notarization	3. Release copy of signed DOS for notarization	None	1 Day	<i>Handicraft Worker III</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	





### 31. Request for Inside Reading and Online Services

This service is to provide reading materials to learners.

<b>Office or Division:</b>	City Mayor's Office – Public Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card (Valid ID) (1 Original) or		Agency concerned		
2. Voter's Certification (1 Original) or		Commission on Elections		
3. Certification from Barangay (1 Original)		Barangay Hall of Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present and leave valid I.D. and other requirements to desk-in-charge and sign in the logbook.	1. Check the validity of the I.D. and other requirements and give the logbook to client to register.	None	10 Minutes	<i>Administrative Assistant I</i> City Mayor's Office
2. Consult Card Catalog and write Call Number on the slip provided. Locate books on the shelves, if the book is not found on location, refer to librarian for guidance.	2. Examine the Call Number and guide the client where to locate the books on the shelves. The librarian will consult the file if the book is out. If not, the librarian will retrieve the book and give it to the library user.	None	30 Minutes	<i>Librarian IV</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>40 Minutes</b>	



## 32. Request for Issuance of Person with Disability (PWD) Certification

This service is to cater the issuance of PWD Certification to qualified PWD Citizen.

<b>Office or Division:</b>	City Mayor's Office – Persons with Disability Affairs Office (CMO-PDAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	People with disabilities and diagnosed with rare diseases who are residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PWD Identification Card (PWD ID) (1 Original)		CMO-PDAO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the log book and present PWD ID	1. Receive PWD ID	None	5 Minutes	Chief of Staff City Mayor's Office
	1.1 Encode the information of the PWD and print out certification	None	20 Minutes	Chief of Staff City Mayor's Office
	1.2 Sign the PWD Certification	None	5 Minutes	Chief of Staff City Mayor's Office
2. Receive the PWD Certification	2. Release the PWD Certification	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>40 Minutes</b>	



### 33. Request for Issuance of Person with Disability Identification Card (PWD ID) and Booklet

This service is to cater application and issuance of PWD ID and booklet to qualified PWD Citizens.

<b>Office or Division:</b>	City Mayor's Office – Persons with Disability Affairs Office (CMO-PDAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	People with disabilities and diagnosed with rare diseases who are residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate (1 Photocopy)		City Civil Registrar Office, Philippine Statistics Authority		
2. 1 Piece 1x1 ID picture (1 Original Copy)		Photographic Studio/Shop		
3. 1 Piece Whole Body Picture (1 Original Copy)		Photographic Studio/Shop		
4. Government Issued Identification Card (1 Original)		Concerned Agency		
5. Barangay Certificate of Residency/Indigency (1 Original)		Barangay Hall		
6. Doctor's referral/Medical Certificate (1 Original)		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Receive the requirements and give standardized form	None	15 Minutes	Chief of Staff City Mayor's Office
2. Fill-out standardized form	2. Receive the form and encode the applicant's information for the issuance of ID.	None	30 Minutes	Chief of Staff City Mayor's Office
3. Receive the PWD ID and Booklet	3. Release the PWD ID and Booklet	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>55 Minutes</b>	



### 34. Request for Issuance of Pre-Marriage Orientation and Counseling (PMOC) Certificate

This service is to provide the would-be-married couple participants the needed schedule for PMOC seminar.

<b>Office or Division:</b>	City Mayor's Office - City Population and Development Office (PopDev)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen; G2G- Government to Government			
<b>Who May Avail:</b>	Would-be-married couples required to secure a marriage license to hold marriage ceremony under the Civil Law (Family Code)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notification Slip of the schedule of PMOC Seminar (1 Original Copy)		City Population and Development Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the client list of attendees for the required mandatory personal attendance to PMOC seminars	1. Distribute attendance sheet and check completeness of the filled-up forms	None	20 Minutes	<i>Population Program Officer I</i> City Mayor's Office
	1.1 Distribute the accomplished Marriage Expectations Inventory (MEI) and nametags	None		<i>Population Program Officer III</i> City Mayor's Office
2. Attend Pre-marriage Orientation and Counseling (PMOC) seminar	2. Conduct PMOC Seminar	None	5 Hours	<i>Population Program Officer I</i> City Mayor's Office
				<i>Population Program Officer III</i> City Mayor's



				Office  <i>Population Program Officer IV</i> City Mayor's Office
3. Receive the certificate and submit the same to City Civil Registrar as attachment for Marriage License application	3. Distribute the certificate and have the client sign the PMOC Certificate issuance logbook	None	10 Minutes	<i>Population Program Officer I</i> City Mayor's Office  <i>Population Program Officer III</i> City Mayor's Office  <i>Population Program Officer IV</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 50 Minutes</b>	



### 35. Request for Preliminary Land Evaluation for Housing Settlement

This service is to facilitate the request of the community association to conduct preliminary evaluation of the land to determine its suitability for housing settlement.

<b>Office or Division:</b>	City Mayor's Office – Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	Community Associations			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Signed Letter Request from the Association President (1 Original or 1 Printed Copy)		Association concerned		
2. Land Title (1 Photocopy)		Registry of Deeds		
3. Tax Declaration (1 Photocopy)		City Assessor's Office		
4. Sketch plan of the land (1 Photocopy)		Surveyor, Registered Geodetic Engineer		
5. Written consent (1 Original Copy)		Landowner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request with complete requirements	1. Receive letter of request with complete requirements	None	1 Day	<i>Handicraft Worker III</i> <i>Administrative Officer</i> City Mayor's Office
2. Receive notification for the schedule for land inspection.	2. Set schedule for the land inspection and notify the community associations	None		<i>Handicraft Worker III</i> City Mayor's Office
2.1 Facilitate in the conduct of land inspection in locating boundaries	2.1. Conduct land inspection and evaluation	None	2 Days	<i>Housing and Homesite Regulation Officer V</i> City Mayor's Office
2.2 Notify status of the land evaluation report	2.2 Prepares the land evaluation report	None	3 Days	<i>Housing and Homesite Regulation Officer V</i> City Mayor's Office



3. Secure the land evaluation report	3. Release a copy of the land evaluation report	None	1 Day	<i>Handicraft Worker III Administrative Officer City Mayor's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



### 36. Request for Preliminary Review of the Homeowner's Association Application for Subdivision Approval at Sangguniang Panlungsod - Subdivision Approval and Monitoring Office (SP-SAMO)

This is service to facilitate the request of the community association to assist in the application and approval of their housing subdivision.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	Socialized Housing Community Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Letter Request from the Association President (1 Original Copy or 1 Printed Copy)		Association concerned		
2. Subdivision plan (4 Original Copies)		Registered Geodetic Engineer		
3. Vicinity map (4 Original Copies)		Registered Geodetic Engineer		
4. Latest Tax Declaration (1 Original Copy)		City Assessor's Office		
5. Land Title (1 Photocopy)		Registry of Deeds		
6. Written consent from the landowner (1 Original)		Landowner		
7. Geo-hazard Investigation Report (1 Original)		Department of Environment and Natural Resources – Mines and Geoscience Bureau		
8. Environmental Compliance Certificate (1 Photocopy)		Department of Environment and Natural Resources – Environmental Management Bureau (EMB)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request and complete requirements	1. Receive letter of request and other requirements	None	1 Day	Handicraft Worker III City Mayor's Office
2. Notify Homeowner's Association on updates and status	2. Review and examine the submitted requirements	None	3 Days	





3. Receive reviewed application for subdivision approval with attached required documents.	3. Present and furnish to Homeowner's Association the reviewed application for subdivision approval.	None	3 Days	<i>Housing and Homesite Regulation Officer V City Mayor's Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>7 Days</b>	



### 37. Request for Renewal of Person with Disability Identification Card (PWD ID)

This service is to cater the renewal of PWD ID to qualified PWD Citizens.

<b>Office or Division:</b>	City Mayor's Office – Persons with Disability Affairs Office (CMO-PDAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	People with disabilities and diagnosed with rare diseases who are residents of Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PWD ID (1 Photocopy)		CMO-PDAO		
2. Doctor's referral/Medical Certificate (1 Original Copy)		City Health Office		
3. Voter's Certification for residents of legal age (1 Photocopy)		Commission on Election		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the log book and submit complete requirements	1. Receive the requirements	None	5 Minutes	Chief of Staff City Mayor's Office
	1.1 Encode the member's information for the issuance of the new PWD ID.	None	20 Minutes	Chief of Staff City Mayor's Office
2. Receive the renewed PWD ID	2. Release the PWD ID	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>35 Minutes</b>	



### 38. Request for Rescue Vehicle Assistance during Emergency

This service is to provide assistance to all clients who need emergency use of rescue vehicles or ambulances.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call the CDRRMO hotline for assistance	1. Receive calls and assess the emergency situation through a brief interview	None	5 Minutes	ICDRRMO City Mayor's Office
	1.1. Dispatch and issue order to the responding team	None	15 Minutes	Chief of Staff City Mayor's Office
2. Receive appropriate assistance from the responding team.	2. Render appropriate assistance to the client.	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	



### 39. Request for Rescue Vehicle Assistance for Monitoring/Standby Medic

This service is to cater requests for monitoring assistance or standby of rescue vehicles during an activity.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Signed Letter Request (1 Original Copy or 1 Printed Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request to the CDRRM Office stating the date, time, and purpose of monitoring.	1. Receive letter of request and present it to the CDRRMO Head, Office in-Charge for approval.	None	1 Day	Chief of Staff City Mayor's Office
2. Receive approval slip.	2. Release a copy of the approval slip and post the activity schedule on the board.	None	5 Minutes	Chief of Staff City Mayor's Office
	2.1 Dispatch and issue order to the responding team.	None	5 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 10 Minutes</b>	



## 40. Request for Resource Person to Discuss Subjects on Disaster Risk Reduction Management

This service is to provide resource persons to discuss matters on Disaster Risk Reduction Management.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Signed Letter Request indicating the title of event, date, and venue (1 Original Copy or 1 Printed Copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request to the CDRRM Office 2 weeks prior to the scheduled event via walk-in or email.	1. Receive letter of request via walk-in or email and endorse it to the CDRRMO Head, Office in-Charge to designate CDRRMO personnel for the event.	None	1 Day	Chief of Staff City Mayor's Office
2. Receive approval through a slip, email, or call indicated with it is the name of the assigned CDRRMO personnel for the event.	2. Release approval through a slip, email, or call indicating the assigned CDRRMO personnel for the event.	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 10 Minutes</b>	



## 41. Request for Returning of Books

This service is to provide reading materials to learners.

<b>Office or Division:</b>	City Mayor's Office – Public Library			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Identification Card (Valid ID) (1 Original Copy) or		Agency concerned		
2. Voter's Certification (1 Original Copy) or		Commission on Elections		
3. Certification from Barangay (1 Original Copy)		Barangay Hall of Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Return the book/s on or before the due date and register to the logbook.	1. Receive the book/s and give logbook to the client to register. Inspect the book/s if it is still in good condition.	None	10 Minutes	<i>Librarian IV</i> City Mayor's Office
2. Get the Borrower's Card.	2. Return the Borrower's Card to the owner.	None	5 Minutes	<i>Librarian IV</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	

The Fee for the penalties for Request for Returning of Books is covered under City Ordinance Number 10-5664.



## 42. Request for Tent Services for Events

This service is to provide tents for all requesting events and activities.

<b>Office or Division:</b>	City Mayor's Office - Carpool			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	Anyone hosting an event or activity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request (1 Original Copy)		Requesting Party		
2. Blue Form (1 Original Copy)		City Mayor's Office - Office of the Chief of Staff		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter addressed to the City Mayor / Chief of Staff	1. Receive request letter from event organizer	None	15 Minutes	Chief of Staff City Mayor's Office
	1.1 Provide blue form upon approval	None	15 Minutes	Chief of Staff City Mayor's Office
2. Proceed to Carpool Section and approved request letter and blue form	2. Receive the approved request letter and blue form	None	15 Minutes	Chief of Staff City Mayor's Office
3. Answer questions pertaining the request	3. Interview the requester on the detail of the request	None	10 Minute	Chief of Staff City Mayor's Office
	3.1. Assign Tent Installer to cater the request	None	15 Minutes	Chief of Staff City Mayor's Office
	3.2. Prepare Tent Request Form	None	15 Minutes	Chief of Staff City Mayor's Office
4. Sign the Tent Request Form	4. Give the Tent Request Form for acknowledgment	None	15 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 40 Minutes</b>	



### 43. Request for Tent Services for Wake

This service is to provide tents during funeral wakes.

<b>Office or Division:</b>	City Mayor's Office - Carpool			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	Family members or relatives of the deceased			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request, may also be text, call or chat request (1 original)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter or send a text message or call official phone number, or send an online request thru messenger	1. Receive request	None	15 Minutes	Chief of Staff City Mayor's Office
2. Follow up thru Call	2. Receive call from client for confirmation and getting all details	None	15 Minutes	Chief of Staff City Mayor's Office
	2.1. Prepare Request Form to be signed by client	None	15 Minutes	Chief of Staff City Mayor's Office
	2.2. Assign Tent Installer and dispatch for installation	None	10 Minute	Chief of Staff City Mayor's Office
	2.3. Install the tents	None	2 Hours	Chief of Staff City Mayor's Office
3. Sign the request form	3. Give the tent request form for acknowledgment	None	15 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 10 Minutes</b>	





#### 44. Request for Training Schedule Related to Disaster Risk Reduction Management Program

This service is to cater requests for training to all private and public establishments and organizations in Iligan City.

<b>Office or Division:</b>	City Mayor's Office – Iligan City Disaster Risk Reduction and Management Office (ICDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to CDRRMO Head, Officer in-Charge indicating the type of training, date, venue, and target number of participants ( 1 Original copy)		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a letter of request 2 weeks before the conduct of activity either walk-in or via email.	1. Receive letter of request in person or via email.	None	5 Minutes	Chief of Staff City Mayor's Office
	1.1. Endorse the request to the CDRRMO Head, Officer in-Charge for approval.	None	1 Day	Chief of Staff City Mayor's Office
2. Receive confirmation of approved request via call, email, or approval slip.	2. Release a copy of the approval slip or inform the requesting party for the approved schedule via call or email.	None	10 Minutes	Chief of Staff City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 15 Minutes</b>	



## 45. Request for Vehicle Services

This service is to provide vehicles for any means of Transport requests.

<b>Office or Division:</b>	City Mayor's Office - Carpool			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request addressed to the Chief of Staff (1 Original copy)		Requesting Party		
2. Blue Form(1 Original copy)		Office of the Chief of Staff		
3. Non-COVID-19 Certificate Cause of Death, if request is for burial (1 Original copy)		Medical Institution		
4. Vehicle Request Form (1 Original copy)		Carpool Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request addressed to the Chief of Staff for approval	1.Receive request letter from client	None	15 Minutes	Chief of Staff City Mayor's Office
	1.1 Provide Blue Form upon approval	None	15 Minutes	Chief of Staff City Mayor's Office
2. Proceed to the Carpool Section and submit the approved letter of request, together with the blue form and other requirements	2. Receive the approved Letter of Request, blue form and other requirements	None	15 Minutes	Chief of Staff City Mayor's Office
3. Provide all the complete information including the	3. Interview the client on the details of the request	None	15 Minutes	Chief of Staff City Mayor's Office



contact number of the end-user	3.1 Dispatching officer will assign a vehicle to cater the request	None	15 Minutes	Chief of Staff City Mayor's Office
	3.2 Prepare Vehicle Request Form and Trip ticket	None	15 Minutes	Chief of Staff City Mayor's Office
4. Take note of details.  If there are changes on the schedule date of burial, client should inform the office two (2) days before the burial date.	4. Inform clients of details	None	15 Minutes	Chief of Staff City Mayor's Office
	<b>TOTAL:</b>		<b>1 Hour, 45 Minutes</b>	



## 46. Request of Association for the Preliminary Orientation in the Registration with the Department of Housing Settlement and Urban Development (DHSUD), Cagayan de Oro City, Region X

This service is to preliminary orient the Homeowners Associations (HOA) of the procedures and documentation needed, in the registration of their associations with the DHSUD, Cagayan de Oro City, Region X.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	Socialized Housing Homeowners Association			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of request from the association president (1 Original Copy or 1 Printed Copy)		Association concerned		
2. List of officers and members of the association (1 Original Copy or 1 Printed Copy)		Association concerned		
3. Letter of Intent to sell the land (1 Original Copy)		Landowner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request with the requirements	1. Receive letter of request with the requirements	None	1 Day	<i>Handicraft Worker III</i> City Mayor's Office
1.1. Receive notification of the schedule of the pre-orientation	1.1 Notify the client of the date and place of the pre-orientation	None	1 Day	
2. Attend the pre-orientation and receive DHSUD HOA registration checklist of requirements	2. Conduct the pre-orientation to the association officers and members and provide DHSUD HOA registration checklist of requirements	None	1 Day	<i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days</b>	



## 47. Request of Certification for Building, Electrical, and Water Connection Permit Purposes

This service is to issue certification to housing beneficiaries applying for building, electrical, fencing and water connection permits.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	Socialized Housing Beneficiaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form (1 Original Copy)		CMO-HRO		
2. Association Certification (1 Original Copy)		Association concerned		
3. Barangay Clearance (1 Original Copy)		Barangay Hall		
4. Valid Identification Card (Valid ID) (1 Photocopy)		Agency concerned		
5. Authorization Letter – Client represented (1 Original Copy)		Beneficiary		
6. Valid ID, if authorized representative (1 Photocopy)		Agency concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit request form with complete requirements	1. Receive filled-up request form with the requirements	None	1 Day	<i>Handicraft Worker III</i> City Mayor's Office
2. Notify status of site inspection.	2. Conduct site inspection	None	3 Days	<i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
2.1 Receive the copy of the inspection and action result report	2.1 Release copy of the inspection and action result report			<i>Handicraft Worker III</i> City Mayor's Office
3. Pay the fees at the Collection Division, City Treasurer's	3. Issue order of payment	Php 50.00	1 Day	<i>Revenue Collection Clerk I</i> <i>City Treasurer's Office</i>  <i>Revenue</i>



Office				<i>Collection Clerk II City Treasurer's Office</i>  <i>Revenue Collection Clerk III City Treasurer's Office</i>
4. Submit the Official Receipt	4. Accept Official Receipt and prepare the certification	None	1 Day	<i>Handicraft Worker III Officer City Mayor's Office</i>
5. Receive the certification	5. Release the certification	None	1 Day	<i>Handicraft Worker III Officer City Mayor's Office</i>
<b>TOTAL:</b>		<b>Php 50.00</b>	<b>7 Days</b>	

The Fee for Request of Certification for Building, Electrical, and Water Connection Permit Purposes is covered under City Ordinance 10-5664.



#### 48. Request of Certification of Full Payment to Socialized Housing Beneficiaries

This service is to provide certification of full payment to City-owned housing project beneficiaries.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Socialized Housing Beneficiaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form (1 Original Copy)		CMO-HRO		
2. Valid Identification Card (1 Photocopy)		Agency concerned		
3. Copy of the Contract to Sell (1 Photocopy)		CMO-HRO		
4. Official receipts of payments (1 Photocopy)		Collection Division, City Treasurer's Office		
5. Authorization Letter – Client represented (1 Original Copy)		Beneficiary		
6. Valid ID, if authorized representative (1 Original Copy or 1 Photocopy)		Agency concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit request form with the requirements	1. Receive the request form with the requirements	None	1 Day	<i>Handicraft Worker III</i> City Mayor's Office
1.1 Receive verification status	1.1. Verify beneficiary individual ledger of payments	None		
1.2 Secure O.R. for certification fee and submit to CMO-HRO	1.2. Prepare the certification duly signed by the office head	Php50.00	1 Day	
2. Receive the certification	2.1. Release the certification	None	1 Day	
<b>TOTAL:</b>		<b>None</b>	<b>3 Days</b>	



## 49. Request of Conditional Contract to Sell (CCS) to the Housing Beneficiaries

This service is to issue a conditional contract to sell to city-owned socialized housing beneficiaries.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	Socialized Housing Beneficiaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form (1 Original Copy)		CMO-HRO		
2. Marriage Contract (1 Photocopy)		City Civil Registrar Office, Philippine Statistics Office		
3. Death Certificate, if spouse is deceased (1 Photocopy)		City Civil Registrar Office, Philippine Statistics Office		
4. Affidavit of Cohabitation duly notarized, if not married (1 Original Copy)		Lawyer		
5. Valid Identification Card (1 Valid ID)		Agency concerned		
6. Certification / Endorsement from Association (1 Original Copy)		Association concerned		
7. Approved lot technical description (1 Original Copy)		Department of Environment and Natural Resources – Region X		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up and submit request form with the requirements	1. Receive the request form with the requirements	None	1 Day	<i>Handicraft Worker III-Cost Recovery Officer</i> City Mayor's Office
1.1 Receive notification status of occupancy	1.1. Verify occupancy status	None		<i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
2. Notify beneficiary for CCS preparation and schedule for signing.	2. Prepares conditional contract to sale for signature of beneficiary	None	2 Days	





2. Receive and sign the Conditional Contract to Sale (CCS)	2. Endorse documents to City Legal Office and for City Mayor approval	None	3 Days	<i>Handicraft Worker III-Cost Recovery Officer</i> City Mayor's Office
3. Receive copy of approved Conditional Contract to Sell	3. Release copy of the approved contract with attached schedule of amortization of payments	None	1 Day	<i>Handicraft Worker III</i> City Mayor's Office
	<b>TOTAL:</b>		<b>7 Days</b>	



## 50. Request of Sketch Plan by the Housing Beneficiaries

This service is to provide a sketch lot plan to the beneficiaries being required for the building permit application from the Office of the City Building Official.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Association Beneficiaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form (1 Original Copy)		CMO-HRO		
2. Association Certification (1 Original Copy)		Association concerned		
3. Barangay Clearance 1 Original Copy)		Barangay concerned		
4. Valid Identification Card (Valid ID) (1 Photocopy)		Agency Concerned		
5. Authorization Letter – Client represented (1 Original Copy)		Beneficiary		
6. Valid ID, if authorized representative (1 Original Copy or 1 Photocopy)		Agency concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPON-SIBLE</b>
1. Fill-up and submit request form with the requirements	1. Receive the request form with the requirements	None	1 Day	<i>Handicraft Worker III-Administrative Officer</i> City Mayor's Office
	1.1. Conduct occupancy verification	None	3 Days	<i>Housing and Homesite Regulation Officer III</i> City Mayor's Office
1.2. Receive inspection and action result report	1.2. Release inspection and action result report			
2. Receive order of payment and pay at the City Treasurer's Office	2. Issue order of payment	Php 50.00	1 Day	<i>Handicraft Worker III-Administrative Officer</i> City Mayor's Office



2.1. Submit the official receipt	2.1. Receive and record the official receipt	None		
3. Receive the lot sketch plan	3. Release the sketch plan	None	2 Days	<i>Housing and Homesite Regulation Officer</i> V City Mayor's Office
	<b>TOTAL:</b>	<b>Php50.00</b>	<b>7 Days</b>	

The fee for Request of Sketch Plan by the Housing Beneficiaries is covered under City Ordinance Number 10-5664.



## 51. Request of the Order of Payment for Lot Amortization Payments of City-Owned Socialized Housing Beneficiaries

This service is to release order of payment for lot amortization payments of the city housing beneficiaries.

<b>Office or Division:</b>	City Mayor's Office –Housing and Resettlement Office (CMO-HRO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who May Avail:</b>	City-Owned Socialized Housing Beneficiaries			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Contract to Sale (1 Photocopy)		CMO-Housing and Resettlement Office		
2. Official Receipt (1 Photocopy)		Collection Division, City Treasurer's Office		
3. Valid Identification Card (Valid ID) (1 Original Copy or 1 Photocopy)		Agency concerned		
4. Authorization Letter – Client represented (1 Original Copy)		Beneficiary		
5. Valid ID, if authorized representative (1 Original Copy or 1 Photocopy)		Agency concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements and request for the order of lot payment	1. Receive the complete requirements and verify amortization record status.	None	1 Day	<i>Handicraft Worker III-Cost Recovery Officer</i> City Mayor's Office
1.1. Notify on the lot occupancy status	1.1. Verify lot occupancy status	None	1 Day	<i>Handicraft Worker III-Cost Recovery Officer</i> City Mayor's Office
1.2. Receive the order of lot payment and submit photocopy of proof of payment for compilation	1.2. Issue order of lot payment and receive photocopy of proof of payment.	None	1 Day	<i>Handicraft Worker III-Cost Recovery Officer</i> City Mayor's Office
<b>TOTAL:</b>			<b>3 Days</b>	



## 52. Retirement of Business Permit

This service is to issue individual or group of individuals, companies and/or corporation and non – government organizations that has an existing business permit and wish to have it cancel / close/ retire.

<b>Office or Division:</b>	City Mayor's Office – Permits & Licensing Division (Room#106)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Plate (1 Original Copy)		Business Permits and Licenses Office		
2. Board Resolution (for companies) (1 Original Copy or 1 Printed Copy)		Agency concerned		
3. Business Permit (1 Original Copy)		Business Permits and Licenses Office		
4. Affidavit of Loss if Business Permit and Business Plate is lost (1 Original Copy)		Business Permits and Licenses Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly filled up business retirement form with complete requirements to the Permits and Licenses Division	1. Receive and check the application submitted with complete requirements, and conduct actual inspection of the business establishment	None	1 Day and 20 Minutes	<i>License Inspector I</i> City Mayor's Office  <i>Licensing Officer I</i> City Mayor's Office  <i>Administrative Assistant I</i> City Mayor's Office  <i>Licensing Officer IV</i> City Mayor's Office
2. Proceed to City Treasurer's Office for assessment and payment	2. If business is found closed, advice client to proceed to City Treasurer's Office for the assessment and payment.	Please see table below	20 Minutes	<i>Administrative Assistant I</i> City Mayor's Office



3. Present the Official Receipt to the Permits and Licenses Division	3. Receive and record the Official Receipt issued by City Treasurer's Office	None	30 Minutes	Administrative Assistant I City Mayor's Office
4. Receive copy of approved Business Permit Retirement form	4. Release 2 Original Copies for the owner and City Treasurer's Office	None	20 Minutes	Administrative Assistant I City Mayor's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>2 Days, 30 Minutes</b>	

Note: Taxes, fees and charges are based on the lines of business and gross receipts which tax tables and other regulatory fees are found in the 2010 Amended Revenue Code of Iligan City – City Ordinance No. 10-5664 Tax Table.

#### TAX TABLE:

##### SECTION 2K.02

- (a) **On manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature.** In accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year:	Per Annum
Less than PHP 10,000.00	<b>PHP 220.00</b>
10,000.00 or more but less than 15,000.00	<b>330.00</b>
15,000.00 or more but less than 20,000.00	<b>440.00</b>
20,000.00 or more but less than 30,000.00	<b>660.00</b>
30,000.00 or more but less than 40,000.00	<b>880.00</b>
40,000.00 or more but less than 50,000.00	<b>1,100.00</b>
50,000.00 or more but less than 75,000.00	<b>1,650.00</b>
75,000.00 or more but less than 100,000.00	<b>2,200.00</b>
100,000.00 or more but less than 150,000.00	<b>3,300.00</b>
150,000.00 or more but less than 200,000.00	<b>4,400.00</b>
200,000.00 or more but less than 300,000.00	<b>6,600.00</b>
300,000.00 or more but less than 500,000.00	<b>8,800.00</b>
500,000.00 or more but less than 750,000.00	<b>13,200.00</b>
750,000.00 or more but less than 1,000,000.00	<b>16,500.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>22,000.00</b>
2,000,000.00 or more but less than 3,000,000.00	<b>26,400.00</b>
3,000,000.00 or more but less than 4,000,000.00	<b>30,800.00</b>
4,000,000.00 or more but less than 5,000,000.00	<b>36,300.00</b>
5,000,000.00 or more but less than 6,500,000.00	<b>38,500.00</b>
In excess of 6,500,000.00 For every 500,000.00 or fraction thereof - for Principal office located in Iligan City - for Branch Office	<b>1,500.00</b> <b>53.85% of 1%</b>



**(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:**

<b>Gross Sales/Receipts For the Preceding Calendar Year:</b>	<b>Per Annum</b>
Less than PHP 1,000.00	<b>PHP 27.50</b>
1,000.00 or more but less than 2,000.00	<b>49.50</b>
2,000.00 or more but less than 3,000.00	<b>82.50</b>
3,000.00 or more but less than 4,000.00	<b>110.00</b>
4,000.00 or more but less than 5,000.00	<b>165.00</b>
5,000.00 or more but less than 6,000.00	<b>198.00</b>
6,000.00 or more but less than 7,000.00	<b>220.00</b>
7,000.00 or more but less than 8,000.00	<b>264.00</b>
8,000.00 or more but less than 10,000.00	<b>308.00</b>
10,000.00 or more but less than 15,000.00	<b>363.00</b>
15,000.00 or more but less than 20,000.00	<b>440.00</b>
20,000.00 or more but less than 30,000.00	<b>495.00</b>
30,000.00 or more but less than 40,000.00	<b>715.00</b>
40,000.00 or more but less than 50,000.00	<b>990.00</b>
50,000.00 or more but less than 75,000.00	<b>1,540.00</b>
75,000.00 or more but less than 100,000.00	<b>2,090.00</b>
100,000.00 or more but less than 150,000.00	<b>2,750.00</b>
150,000.00 or more but less than 200,000.00	<b>3,850.00</b>
200,000.00 or more but less than 300,000.00	<b>4,950.00</b>
300,000.00 or more but less than 500,000.0	<b>7,150.00</b>
500,000.00 or more but less than 750,000.00	<b>10,450.00</b>
750,000.00 or more but less than 1,000,000.00	<b>14,850.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>15,400.00</b>
In excess of 2,000,000.00:	
2,000,001.00 up to 20,000,000.00	<b>27.5% of 1%</b>
20,000,001.00 up to 50,000,000.00	<b>38.5% of 1%</b>
50,000,001 above	<b>55.0% of 1%</b>

**(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;**

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies;
- (8) Cement; and
- (9) Steel.



(d) **On contractors and other independent contractors**, in accordance with the following schedule:

<b>Gross Sales/Receipts For the Preceding Calendar Year:</b>	<b>Per Annum</b>
Less than 5,000.00	<b>PHP 44.00</b>
5,000.00 or more but less than 10,000.00	<b>99.00</b>
10,000.00 or more but less than 15,000.00	<b>165.00</b>
15,000.00 or more but less than 20,000.00	<b>275.00</b>
20,000.00 or more but less than 30,000.00	<b>440.00</b>
30,000.00 or more but less than 40,000.00	<b>605.00</b>
40,000.00 or more but less than 50,000.00	<b>880.00</b>
50,000.00 or more but less than 75,000.00	<b>1,430.00</b>
75,000.00 or more but less than 100,000.00	<b>2,090.00</b>
100,000.00 or more but less than 150,000.00	<b>3,190.00</b>
150,000.00 or more but less than 200,000.00	<b>4,290.00</b>
200,000.00 or more but less than 250,000.00	<b>5,500.00</b>
250,000.00 or more but less than 300,000.00	<b>7,150.00</b>
300,000.00 or more but less than 400,000.00	<b>9,900.00</b>
400,000.00 or more but less than 500,000.00	<b>12,100.00</b>
In excess of 500,000.00 - At a rate of	<b>82.50% of 1%</b>

(e) **Banks and other financial institutions**, at the rate of **seventy-five percent (75%) of one percent (1%)** of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium.

Provided, that all gross receipts from transactions emanating from Iligan City shall be recorded in and taxable by the city.

(f) **On places of amusement, entertainment, recreation, sports, fun & pleasure** at the rate of **one percent (1.1%)** of the gross receipts or sales of the preceding calendar year.

Provided, that the gross receipts from admission fees and similar charges subject to amusement tax under this Ordinance shall be deducted from the gross receipts subject to tax on business in this subsection

(g) **On Restaurants and other Eating Establishments** – Such as but not limited to cafes, cafeterias, ice creams and refreshment parlors, carenderias and eateries, soda fountains, food caterers, fast-food centers, canteens and snack counters shall be taxed in accordance with the following schedule.

<b>Gross Sales/Receipts For the Preceding Calendar Year:</b>	<b>Per Annum</b>
Less than 15,000.00	<b>PHP 262.50</b>
15,000.00 or more but less than 20,000.00	<b>350.00</b>
20,000.00 or more but less than 30,000.00	<b>525.00</b>
30,000.00 or more but less than 40,000.00	<b>700.00</b>
40,000.00 or more but less than 50,000.00	<b>875.00</b>
50,000.00 or more but less than 75,000.00	<b>1,312.00</b>
75,000.00 or more but less than 100,000.00	<b>1,750.00</b>
100,000.00 or more but less than 150,000.00	<b>2,625.00</b>
150,000.00 or more but less than 200,000.00	<b>3,500.00</b>
200,000.00 or more but less than 250,000.00	<b>4,375.00</b>





250,000.00 or more but less than 300,000.00	<b>5,250.00</b>
300,000.00 or more but less than 350,000.0	<b>6,125.00</b>
350,000.00 or more but less than 400,000.00	<b>7,000.00</b>
400,000.00 or more but less than 500,000.00	<b>8,750.00</b>
500,000.00 or more but less than 750,000.00	<b>13,125.00</b>
750,000.00 or more but less than 1,000,000.00	<b>17,500.00</b>
1,000,000.00 or more but less than 2,000,000.00	<b>35,000.00</b>
2,000,000.00 or more but less than 3,000,000.00	<b>52,500.00</b>
In excess of 3,000,000.00 - At a rate of	<b>.825%</b>

**(h) On any business, not otherwise specified in the preceding paragraphs at the rate of Three percent (3%) of the gross sales or receipts of the preceding calendar year.**

**(i) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of Two Hundred pesos (P200.00) per peddler annually.**

**(j) On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:**

Buses and Cargo Trucks	<b>PHP 750.00 per unit</b>
Tourist buses and vans	<b>500.00 per unit</b>
Jeepneys/Fieras/Tamaraws/Taxis/AUVs	<b>100.00 per unit</b>



# **City Planning and Development Office**

## **External and Internal Services**



## 1. Act on Application for Consent on Merit Uses/Variance/Exception

This service is for processing of appeals by any person aggrieved by a decision of the Zoning Administrator.

<b>Office or Division:</b>	City Planning and Development Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Denied Locational Clearance – Photocopy with complete set of Plan– (1 copy)		Client		
2. Letter Application for Reconsideration- (1 Original copy)		Client		
3. Install Visible Project Sign posted at the site – (1 Original copy - Submit Picture)		Client		
4. Written Affidavit of No Objection to the Project of property owner around the project site (1 Original copy)		Client		
5. Minutes of Public Hearing- Photocopy – (1 Original copy)		Barangay		
6. Pertinent Records from the Zoning Administrator – (1 Photocopy)		Client		
7. Barangay Resolution favourably indorsing approval of the Project (1 Original copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Application for Reconsideration with complete requirements within 30 days from receipt of Denied Locational Clearance	1. Received Letter of Application	None	15 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
	1.1 Transmit to the City Board of Zoning Appeals and Development Control all pertinent records	None	2 Days	<i>Zoning Administrator</i> City Planning and Development Office



	1.2 Conduct Preliminary Studies/evaluation of the application and site inspection	None	7 Days	Secretariat City Board of Zoning Appeals and Development Control
	1.3 Request Barangay Council to conduct public hearing	None	4 Hours	Secretariat City Board of Zoning Appeals and Development Control
2. Attend Public Hearing(s)	2. Attend Public Hearing(s)	None	4 Hours	Secretariat City Board of Zoning Appeals and Development Control
3. Submit Barangay Certificate of Public Hearing and Resolution	3. Secure minutes of public hearing and Barangay Resolution	None	4 Hours	Secretariat City Board of Zoning Appeals and Development Control
	3.1 Prepare evaluation Report	None	3 Days	Secretariat City Board of Zoning Appeals and Development Control
	3.2 Convene to City Board of Zoning Appeals and Development Control - Disseminate Notice of Meeting - Conduct Meeting - Prepare Minutes of Meeting -Prepare Board Resolution	None	16 Days	City Board of Zoning Appeals and Development Control
	3.3 Submit Board Resolution to Chairperson for signature	None	30 Minutes	Secretariat City Board of Zoning Appeals and Development Control
4. Secure Order of Payment	4. Issue Order of Payment	None	5 Minutes	Zoning Officer II City Planning and Development Office



5. Pay the required fees by showing the Order of Payment	5. Issue Official Receipt to client	See table below	20 Minutes	Revenue Collection Clerk City Treasurer's Office
6. Received Approved Board Resolution and acknowledge receipt in the logbook	6. Released Approved Board Resolution and Log-out in the Clients Logbook	None	10 Minutes	Zoning Officer II City Planning and Development Office
7. Back to processing of Locational Clearance	None	None	None	Client
<b>TOTAL</b>		<b>PHP 300.00</b>	<b>29 days, 5 hours, 20 minutes</b>	

Act on Application for Consent on Merit Uses/Variance/ Exception is covered under City Ordinance No. 14-6234

Section 89.7 (City Ordinance No. 14-6234) The City Board of Zoning Appeals and Development Control (CBZADC) shall render a decision within thirty (30) days from the filing of the application, exclusive of the time spent for the preparation of written affidavit of non-objection and the public hearing(s).

All expenses to be incurred in evaluating proposals for Variances and/or Exceptions shall be shouldered by the owner/developer.



## 2. Act on Received Correspondence

This service addresses correspondences or communications of internal and external clients seeking response or actions from the City Planning and Development Office.

<b>Office or Division:</b>	City Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Communication	1. Received Communication	None	15 Minutes	<i>Administrative Officer</i> City Planning and Development Office
	1.1 Record/Log-in in the Communication	None	10 Minutes	
	1.2 Forward to City Planning & Development Coordinator	None	10 Minutes	
	1.3 City Planning & Development Coordinator transmit communication to concerned personnel/ staff for action	None	1 Day	<i>City Planning &amp; Development Coordinator</i> City Planning and Development Office
	1.4 Concern division submit reply/action for review/approval	None	1 Day	<i>Concerned Division</i> City Planning and Development Office
	1.5 Release reply /action	None	5 Minutes	<i>Administrative Officer</i> City Planning and Development Office
2. Received reply/action f communication	2. Released communication and Log-out in the Clients Logbook	None	5 Minutes	<i>Client</i>
<b>TOTAL</b>		<b>None</b>	<b>2 days, 45 minutes</b>	



### 3. Issuance of Zoning Certification

This service is for the issuance of Zoning Certification for the purpose of identifying the zoning classification of the subject area and to ensure conformity of the propose project to the zoning classification of its location.

<b>Office or Division:</b>	City Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
COMMON REQUIREMENTS				
1. Sketch /Location Plan with Land Marks – (1 Original copy)		Draftsman/License Surveyor		
2. Tax Declaration – (1 Photocopy)		City Assessor's Office		
3. Transfer Certificate of Title – (1 Photocopy)		Registry of Deeds		
SITUATIONAL REQUIREMENTS				
1. Case 1: In the absence of Transfer Certificate of Title Deed of Conveyance - (1 Photocopy)		Client		
2. Case 2: for untitled Land/Lot CENRO Certification (1 Photocopy)		Community Environment and Natural Resources (CENRO)		
3. Case 3: if facilitated/processed other than Land Owner Special Power of Attorney executed by Land Owner (1 Original copy)		Lawyer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all documents listed on the checklist of requirements to the Zoning Officer	1. Received required documents and evaluates for its completeness	None	15 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
	1.1 Register in the Logbook	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office



	1.2 Issue Order of Payment for Certification Fee to client	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
2. Pay the required fees by showing the Order of Payment	2. Process Payment and issue Official Receipt	PHP 720 per hectare	20 Minutes	<i>Revenue Collection Clerk</i> City Treasure's Office
3. Present Official Receipt to the Zoning Officer	3. Check Official Receipt and prepare Zoning Certification	None	4 Hours	<i>Zoning Officer II</i> City Planning and Development Office
	3.1 Submit Zoning Certification to Zoning Administrator for signature	None	10 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
	3.2 Approved the Zoning Certification	None	30 Minutes	<i>Zoning Administrator</i> City Planning and Development Office
4. Sign in the client logbook and receive the approved Zoning Certification	4. Released Approved Zoning Certification and Log-out in the Clients Logbook	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
<b>TOTAL</b>		<b>PHP 720 per hectare</b>	<b>5 hours, 30 minutes</b>	

Issuance of Zoning Certification is covered under City Ordinance No. 14-6234





#### 4. Processing of Zoning/Locational Clearance

This service is required to make certain that propose project conforms with the zoning classification of the area where the project will be located and whether construction of such is allowed or not.

<b>Office or Division:</b>	City Planning and Development Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>COMMON REQUIREMENTS</b>		
1. Locational Clearance Application duly notarized and signed by the applicant–(2 copies Original)	Downloadable from website <a href="http://iligancpdo.ddns.net">http://iligancpdo.ddns.net</a> or from CPDO – Zoning Section	
2. Building Permit Application Form (5 copies Original)	Office of the City Building Official	
3. Proof of Ownership –		
3.1 Transfer Certificate of Title – 1 Photocopy- (1 Original copy for verification)	Registry of Deeds	
3.2 Tax Declaration – 1 Photocopy	City Assessor’s Office	
4. Plan – Original – (5 sets)	Engineer/Architect Service Provider	
5. Bill of Materials & Cost Estimate 1 Photocopy	Engineer/Architect Service Provider	
6. Barangay Clearance – 1 Photocopy		
<b>SITUATIONAL REQUIREMENTS</b>		
Case 1: if the application is processed other than the owner		
1. Special Power of Attorney - 1 Photocopy	Applicant through a lawyer	
2. Traffic Impact Study (if needed) 1 copy Original	Client	
Case 2: if the applicant is not the lot owner (any of the following)		
1. Consent and Authority – 1 Photocopy or,	Lot Owner	
2. Contract of Lease – 1 Photocopy or,	Owner	
3. Deed of Conveyance 1 Photocopy	Owner	
Case 3: if lot is under housing and resettlement project of the city		
1. HRO Certification - 1 Photocopy	Housing and Resettlement Office – City Mayor’s Office	



Case 4: For Projects under Special Use Classification	
1. Environment Compliance Certificate -1 Photocopy	
Case 5: for untitled lo	Department of Environment and Natural Resources
.1. CENRO Certification – 1 Photocopy	Land Management Bureau (LMB)- Community Environment & Natural Resources Office
Case 6: if within Municipal Water Zone	
1. Certification from National Water Resources Board (NWRB), Department of Environment and Natural Resources, Department of Health, Revised Forestry Code and Local Waterworks/Utilities - 1 Photocopy	Client
Case 7: if within Flood Overlay Zone	
1. Drainage Impact Assessment Statement, Environmental Compliance Certificate, and evaluation of existing infrastructure capacity for drainage - 1 Photocopy	Client
2. Notarized Affidavit from the applicant or owner of the structure that he/she is aware of the risk in the project site and the vicinity within 100 meter radius of the project - 1 Photocopy	Client
3. Certification from the City Disaster Risk Reduction and Management Officer (CDRRMO) and or MGB Region 10. 1 Photocopy	Client
Case 8: If within Landslide Overlay Zone	
For Site Development Project:	
1. Notarized Affidavit from the applicant or owner of the structure that he/she is aware of the risk in the project site and the vicinity within 100 meter radius of the project - 1 Photocopy	Client
2. Certification from the City Disaster Risk Reduction and	Client



Management Officer (CDRRMO) -1 Photocopy				
3. MGB Certification (if a Geologic Investigation Report or Geologic Assessment Report) -1 Photocopy		Client		
Case 9: For Poultry and Piggery applications				
1. Environment Compliance Certificate – 1 Original copy		Client		
2. Barangay Resolution of No Objection - 1 Original copy		Client		
Case 10: for Application denied by the Zoning Administrator				
1. CBZADC Resolution granting Consent on Merit/Variance/Exception – 1 Photocopy		Client		
Case 11: For Business Permit				
1. Occupancy Permit (1 photocopy)		Client		
2. Tax Declaration Building (in absence of Occupancy Permit)- (1 photocopy)		Client		
3. Department of Trade & Industry Registration - (1 photocopy)		Client		
4. Barangay Clearance- 1 Original copy		Client		
5. If Lease or Rented: a. Contract of Lease - (1 photocopy) b. Consent - (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all documents required in the checklist to the Zoning Officer	1. Receive and checks all documents as to accuracy, completeness, consistency and veracity	None	15 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
2. Secure Order of Payment	2. Issue Order of Payment	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office



3. Pay the required fees by showing the Order of Payment	3. Issue Official Receipt to client	See table below	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
4. Provide the Zoning Officer the copy of the Official Receipt (OR)	4. Receive Official Receipt	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
	4.1 Evaluate supporting documents for hazards exposure and conformity to zoning regulations	None	1 Day	<i>Zoning Officer II</i> City Planning and Development Office
	4.2 Prepare the Locational Clearance	None	1 Day	<i>Zoning Officer II</i> City Planning and Development Office
	4.3 Final Review/evaluation of supporting documents and Locational Clearance	None	1 Day	<i>Zoning Administrator</i> City Planning and Development Office
	4.4 Approved the Locational Clearance	None	10 Minutes	<i>Zoning Administrator</i> City Planning and Development Office
5. Sign in the client logbook and receive the Approved Locational Clearance	5. Released Approved Locational Clearance and Log-out in the Clients Logbook	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
<b>TOTAL</b>		<b>See table below</b>	<b>3 days, 1 hour</b>	

Processing of Zoning Locational Clearance is covered under City Ordinance No. 14-6234



SECTION 75 - Imposition of Fees. - The following fees for zoning and locational clearance for land use within Iligan City shall be collected by the City Treasurer from the owners, and/or contractors of land development, construction renovation and expansion projects, as follows:

<p>75.1 Zoning Compliance/ Locational Clearance</p> <p>75.1.1 Single residential structure attached or detached</p> <ol style="list-style-type: none"> <li>1. P100,000 and below</li> <li>2. Over P100,000 to P200,000</li> <li>3. Over P200,000</li> </ol>	<p>P 288</p> <p>P 576</p> <p>P 720+1/10 of 1% in excess of P200,000</p>
<p>75.1.2 Apartments Townhouses</p> <ol style="list-style-type: none"> <li>1. P500,000 and below</li> <li>2. Over P500,000 to P2 Million</li> <li>3. Over P 2 Million</li> </ol>	<p>P 1,440</p> <p>P 2,160</p> <p>P 3,600+1/10 of 1% of cost in excess of P 2M regardless of number of doors</p>
<p>75.1.3 Dormitories</p> <ol style="list-style-type: none"> <li>1. P2 Million and below</li> <li>2. Over P2 Million</li> </ol>	<p>P3,600</p> <p>P3,600+1/10 of 1% cost in excess of P2 Million regardless of the number of doors</p>
<p>75.1.4 Institutional Project cost of which is:</p> <ol style="list-style-type: none"> <li>1. Below P2 Million</li> <li>2. Over P2 Million</li> </ol>	<p>P 2,880</p> <p>P 2,880+1/10 of 1% cost in excess of P2 Million</p>
<p>75.1.5 Commercial, Industrial, Agro-Industrial, Project Cost of which is:</p> <ol style="list-style-type: none"> <li>1. Below P100,000</li> <li>2. Over P100,000-P500,000</li> <li>3. Over P500,000</li> <li>4. Over P1M-P2M</li> <li>5. Over P2M</li> </ol>	<p>P1,440</p> <p>P2,160</p> <p>P2,880</p> <p>P4,320</p> <p>P7,200+1/10 of 1% cost in excess of P2 Million</p>
<p>75.1.6 Special Uses/Special Projects Gasolines station, cell sites, slaughter house, treatment plants etc</p> <ol style="list-style-type: none"> <li>1. Below P2 Million</li> <li>2. Over P2 Million</li> </ol>	<p>P7,200</p> <p>P7,200+1/10 of 1% cost in excess of P2 Million</p>
<p>75.1.7 Alteration/Expansion (affected areas/cost only)</p>	<p>Same as original application</p>
<p>75.2. Approval of Subdivision Projects under PD 957</p> <p>75.2.1 Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)</p>	



	Processing Fee Inspection Fee	P360/ha. or a fraction thereof P1,500/ha. regardless of density
75.4	Approval of Subdivision Projects under BP 220 75.4.1 Preliminary Approval and Locational Clearance (PALC) a. Socialized Housing b. Economic Housing Inspection Fee a. Socialized Housing b. Economic Housing	P90/ha P216/ha.  P1,500/ha. P1,500/ha.
75.5	Approval of Condominium Projects under BP 220 75.5.1 Preliminary Approval and Locational Clearance	P 720
75.6	Approval of Industrial/Commercial Subdivision 75.6.1 Preliminary Approval and Locational Clearance (PALC) Processing Fee Inspection Fee	P432/ha. P1,500/ha.
75.7	Approval of Farmlot Subdivision 75.7.1 Preliminary Approval and Locational Clearance (PALC) Processing Fee Inspection Fee	P288/ha P1,500/ha.
75.8	Approval of Memorial Park/ Cemetery Project/Columbarium 75.8.1 Preliminary Approval and Locational Clearance (PALC) a. Memorial Projects b. Cemeteries c. Columbarium Inspection Fee a. Memorial Projects b. Cemeteries c. Columbarium	P720/ha P288/ha P3,600/ha  P1,500/ ha. P1,500/ ha. P1,500/ ha.
75.9	Other Transactions/Certificates 75.9.1 Application/Request for: Advertisement Approval Cancellation/Reduction of Performance Bond Lifting of Suspension of License to Sell Exemption from Cease and Desist Order Clearance to Mortgage Lifting to Cease and Desist Order Change of New Ownership Voluntary Cancellation of CR/LS Revalidation/Renewal of Permit (Condominium)	P720.00 P2,880.00 P2,880.00 P216.00 P1,440.00 P2,880.00 P1,440.00 P1,440.00 60% of original fee



Zoning Reclassification and Amendments to the Zoning Ordinance All appeals	P1,000.00 for 1 hectare and below plus P0.10/sq.m. in excess of 1 hectare P300.00
75.9.2 Other Certifications Zoning Certification Certification of Town Plan/Zoning Ordinance approval Certification of New Rights/Sales Certification of Registration (Form) Others, to include: Availability of records/public request of copies/research works Certification of no records on file Certification of with or without CR/LS Certified true xerox copy of documents Document of five (5) pages or less Every additional page Photo copy of documents Other not listed above	P720/ha. P216.00 P216.00 P216.00 P288.00 P288.00 P288.00 P43.20 P4.40 P3.00 P216.00
75.12 Legal Fees 75.12.1 Filing Fee 75.12.2 Additional fee for claims (for refund, damage, attorney's fees, etc.) Not more than P20,000 More than P20,000 but less than P80,000 P80,000 or more but less than P100,000 P100,000 or more but less than P150,000 For each P1,000 in excess of P150,000 75.12.3 Motion for reconsideration 75.12.4 Petition for Review	P1,440.00 P173.00 P576.00 P864.00 P1,440.00 P7.20 P600.00 P2,880.00
75.12.5 Pauper-litigants are exempt from payment of legal fees Those whose gross income is not more than P6,000 per month. Those who do not own real property with an assessed value of more than P50,000 75.12.6 Government agencies and its instrumentalities are exempted from paying legal fees 75.12.7 Government owned or controlled corporation with or without independent charters are not exempted from paying legal fees.	



## 5. Research and Data Management Services

The research and data management services are the data storage and provider for research and clients who need to get relevant information and maps of the city

<b>Office or Division:</b>	City Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (stating its purpose) – (1 Original copy)		Client and other agencies that need data		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Letter Request to Administrative Division	1. Received Letter Request	None	15 Minutes	<i>Administrative Officer</i> City Planning and Development Office
	1.1 Indorse letter to the division concerned	None	5 Minutes	<i>Administrative Officer</i> City Planning and Development Office
2. Secure Order of Payment	2. Concerned personnel issue Order of Payment	None	5 Minutes	<i>Administrative Officer</i> City Planning and Development Office
3. Pay the required fees by showing the Order of Payment	3. Issue Official Receipt to client	See table below	20 Minutes	<i>Revenue Collection Clerk</i> City Treasurer's Office
4. Present Official Receipt to assigned Administrative Officer	4. Prepare and print out maps/requested documents	None	2 Hours	<i>Statistician III</i> Research & Statistics, Planning Information and Knowledge Information Division
5. Sign in the client logbook for release	5. Released requested documents/maps and Log-out in the Clients Logbook	None	5 Minutes	<i>Administrative Officer</i> City Planning and Development Office





<b>TOTAL</b>	<b>See table below</b>	<b>2 hours, 50 minutes</b>	
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Research and Data Management Services is covered under City Ordinance No. 01-4017 approved October 1, 2001 and City Ordinance number 10-5664 the 2010 Amended Revenue Code.

1. Digital copy of Annual Investment Plan	100.00				
2. Digital copy of Annual Report	125.00				
3. Digital copy of Barangay Development Plan	200.00				
4. Digital copy of City Development Strategy	185.00				
5. Digital copy of Comprehensive Land Use Plan					
Volume I					
Volume II	320.00				
Volume III	260.00				
6. Socio-Economic Profile Statistical Yearbook	350.00				
7. Zoning Ordinance No. 14-6234	50.00				
a. Reproduction of CPDO documents in hard copy	5.00/copy				
b. Fees and charges for the reproduction of Geographic Information System (GIS) Products					
<b>PAPER TYPE</b>	<b>SIZES (in inches)</b>	<b>LINE/TEXT</b>		<b>POLY SHADE</b>	
		<b>Selling Price (P)</b>	<b>Discounted Price (P)</b>	<b>Selling Price (P)</b>	<b>Discounted Price (P)</b>
A4 US Bond	7.5 x 11 (A4)	15.00	13.00	30.00	26.00
Tabloid US Bond	11 x 17	36.00	30.00	72.00	60.00
Tracing Paper	18 x 24 (A3)	95.00	84.00	170.00	168.00
	24 x 36 (A2)	185.00	168.00	370.00	336.00
	36 x 48 (A1)	370.00	370.00	740.00	670.00
	42 x 52 (A0)	465.00	465.00	930.00	846.00
White Paper	18 x 24 (A3)	130.00	118.00	260.00	236.00
	24 x 36 (A2)	260.00	236.00	520.00	472.00
	36 x 48 (A1)	520.00	472.00	1,040.00	944.00
	42 x 52 (A0)	660.00	597.00	1,320.00	1,194.00
PhotoGloss	18 x 24 (A3)	216.00	196.00	432.00	392.00
	24 x 36 (A2)	435.00	392.00	870.00	784.00
	36 x 48 (A1)	865.00	784.00	1,730.00	1,568.00
	42 x 52 (A0)	1,090.00	991.00	2,180.00	1,982.00



## 6. Request for Zoning Reclassification/Land Conversion

This service is for Reclassification issued to lot owners or its authorized representative requesting reclassification of certain parcel/s of land from existing zoning classification to conform or for compatibility to its proposed project/development.

<b>Office or Division:</b>	City Planning and Development Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizen, G2B- Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Zoning Certificate – 1 Photocopy	Applicant	
2. Letter Request from Lot Owner (Special Power of Attorney if signed by a representative) – (1 Original copy)	Applicant	
3. List of names and addresses of nearby lot owners (at least within 100-meter radius from the property) – (1 Original copy)	Applicant	
4. Certificate of “No Objection” from nearby lot owner – 1 Photocopy	Applicant	
5. Barangay Resolution interposing no objection of the reclassification - (1 Original copy)	Barangay	
6. Certified True Copy of land title – (1 Original copy)	Registry of Deeds	
7. Affidavit of No Objection from concerned person/Entity if Land with encumbrances - (1 Original copy)	Concerned Person/Entity	
8. Sketch Plan with Vicinity Map signed by a Geodetic Engineer (1 Original copy)	Geodetic Engineer	
9. Detailed justification of the proposal (i.e. complete set of subdivision plan – if to be reclassified/rezoned into residential, among others) and the expected quantitative and qualitative benefits – (1 Original copy)	Client	
10. Approved Land Conversion - (1 Original copy)	Department of Agrarian Reform	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Stage 1: Pre-Assessment</b>				
1. Submit Letter Request together with all the requirements to the Zoning Officer	1. Receives and checks the completeness of the documents	None	30 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
	1.1 Registers in the logbook	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
	1.2 Require Client to post visible billboard indicating the proposed reclassification /rezoning of the land at the site	None	10 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
<b>Subtotal</b>		<b>None</b>	<b>45 minutes</b>	
<b>Stage 2: City Land Use Committee approval/decision</b>				
1. Inform Zoning Officer that required billboard is already installed at the site	1. Inform client for schedule of site inspection	None	5 Minutes	<i>Zoning Officer II</i> City Planning and Development Office
2. Client should be present during site inspection	2. City Land Use Committee conduct site inspection and field validation	None	2 Days	<i>City Land Use Committee and Zoning Officer II</i> City Planning and Development Office
None	2.1 Zoning Officer to sort and submit request together with required documents to the City Planning and	None	4 Hours	<i>Zoning Administrator</i> City Planning and Development Office



	Development Coordinator (CPDC)			
	2.2 City Planning and Development Coordinator (CPDC) indorse copies of the request and supporting documents to the City Land Use Committee Secretariat	None	1 Day	<i>City Planning and Development Coordinator City Planning and Development Office</i>
	2.3 City Land Use Committee secretariat to inform the Chairman and arrange for committee meeting	None	1 Day	<i>Secretariat City Land Use Committee</i>
	2.4 City Land Use Committee to scheduled meeting	None	1 Day	<i>Secretariat City Land Use Committee</i>
None	2.5 Facilitate City Land Use Committee meeting(s)	None	1 Day	<i>Secretariat City Land Use Committee</i>
	2.6 Request for barangay consultation/p ublic hearing	None	4 Hours	<i>Secretariat City Land Use Committee</i>



	2.7 Schedule the Public Hearing	None	None	<i>Concerned Barangay</i>
3. Attend Public Hearing	3. Attend and documents Public Hearing	None	4 Hours	<i>Members, Secretariat City Land Use Committee</i>
4. Awaits City Land Use Committee decision	4. Conduct review and evaluation on the merit of the application	None	9 Days	<i>Secretariat City Land Use Committee</i>
	4.1 Convene the City Land Use Committee to discuss and render decision of the application	None	3 Days	<i>City Land Use Committee</i>
	4.2 City Land Use Committee to scheduled meeting	None	1 Day	<i>Secretariat City Land Use Committee</i>
	4.3 Conduct City Land Use Committee Meeting	None	1 Day	<i>City Land Use Committee</i>
	4.4 Prepare City Land Use Committee Resolution	None	2 Days	<i>Secretariat City Land Use Committee</i>
	4.5 Submit to City Land Use Committee Chairman for approval & signature	None	2 Days	<i>Secretariat City Land Use Committee</i>
	4.6 Indorse Resolution to the Sangguniang Panlungsod for Approval	None	1 Day	<i>Secretariat City Land Use Committee</i>



<b>Subtotal</b>		<b>None</b>	<b>26 days, 4 hours, 5 minutes</b>	
<b>Stage 3 : Sangguniang Panlungsod approves the Resolution</b>				
1. Awaits Approved Sangguniang Panlungsod Resolution	1. Receive the Approved Resolution from Sangguniang Panlungsod	None	15 Minutes	<i>Secretariat City Land Use Committee</i>
None	1.1 Endorse Approved Resolution to the Department of Human Settlements and Urban Development	None	1 Day	<i>Secretariat City Land Use Committee</i>
<b>Subtotal</b>		<b>None</b>	<b>1 day, 15 minutes</b>	
<b>Stage 4: Releasing of the Approved Resolution from Department of Human Settlements and Urban Development</b>				
1. Awaits Approved Resolution from Department of Human Settlements and Urban Development	1. Receive the approved Resolution from Department of Human Settlements and Urban Development	None	15 Minutes	<i>Zoning Officer II City Planning and Development Office</i>
2. Secure Order of Payment	2. Issue Order of Payment	None	5 Minutes	<i>Zoning Officer II City Planning and Development Office</i>
3. Pay the required fees by showing the Order of Payment	3. Issue Official Receipt	1,000/ha and below plus P0.10/sq.m in excess of 1 hectare	20 Minutes	<i>Revenue Collection Clerk City Treasurer's Office</i>



4. Receive Approved Resolution from Department of Human Settlement and Urban Development	4. Release Approved Resolution from Department of Human Settlement and Urban Development and Log-out in the Clients Logbook	None	5 Minutes	Zoning Officer II City Planning and Development Office
<b>TOTAL</b>		<b>1,000/ha and below plus P0.10/sq.m in excess of 1 hectare</b>	<b>27 days, 5 hours, 45 minutes</b>	

Request for Zoning Reclassification/Land Conversion is covered under City Ordinance No. 14-6234.

Request for Zoning Reclassification/Land Conversion qualified for multi-stage processing.



# **City Social Welfare and Development**

## **External Services**





## 1. Educational Services and Feeding for Street Children and Bajau Children

This service provides educational services and feeding to street children and Bajau children in line with the principles under the United Nations Convention on the Rights of the Child, specifically focusing on ensuring their access to formal education as provided for in Section 4 of RA 9344.

<b>Office or Division:</b>	City Social Welfare and Development Office – Dangpanan sa Kabataan Day Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Children at Risk (Street Children and Bajau Children)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate – 2 photocopies		Philippine Statistics Authority; City Civil Registrar's Office		
2. School Card/Form 137 – 2 photocopies		School		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	10 Minutes	Day Care Worker I & II City Social Welfare & Development Office
	1.1 Interview and conduct profiling of client	None	1 Hour	Day Care Worker I & II City Social Welfare & Development Office
	1.2 Provide Basic Literacy Session, Psychosocial Services & Supplemental Feeding	None	2 Hours	Day Care Worker I & II City Social Welfare & Development Office
	1.3 Facilitate the client for enrollment	None	5 Hours	Day Care Worker I & II City Social Welfare & Development Office
	1.4 Client enrolls to formal education and benefits the supplemental feeding	None	1 Day	Day Care Worker I & II City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 10 Minutes</b>	



## 2. Enrolment of Out-of-School (OSY) to SCALA Program

This service facilitates the enrollment to basic computer literacy training of Sharing Computer Access Locally and Abroad (SCALA) for the Out-of-School (OSY) and other disadvantaged youth, which provides employable skills and capacitate them into contributing members of society.

<b>Office or Division:</b>	City Social Welfare and Development Office – Youth Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Out-of-School Youth (OSY), ages 15-30 years old, at least 2 <sup>nd</sup> year high school			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate of Residency/Indigency – 1 original and 1 photocopy		Barangay Residence		
2. Authenticated Birth Certificate – 1 original and 1 photocopy		Philippine Statistics Authority; City Civil Registrar's Office		
3. High School grade/Diploma – 1 photocopy		School		
4. 1x1 and 2x2 ID Picture – 1 copy each		Photo Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	10 Minutes	Youth Development Officer I & III City Social Welfare & Development Office
	1.1 Interview youth using the Youth Profile form	None	45 Minutes	Youth Development Officer I & III City Social Welfare & Development Office
	1.2 Inform the scheduled date, time, and venue of the SCALA orientation	None	5 Minutes	Youth Development Officer I & III City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



### 3. Evaluation and verification of pertinent documents for inclusion in the list of Locally Funded Social Pensioners

This service is to evaluate the eligibility of new applicants and re-evaluate the legitimacy of documents for senior citizens listed to receive a monthly financial assistance of P500.00. This assistance is provided through locally funded social pension programs in line with RA 9994, known as the "Expanded Senior Citizens Act of 2010," and City Ordinance No. 22-7157.

<b>Office or Division:</b>	City Social Welfare and Development Office – Person with Disabilities/Senior Citizen Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Senior Citizen/Elderly, 60 years old and above, frail, sickly, indigent-no permanent source of income and no regular support from family or relatives for his/her basic needs, no pension from SSS, GSIS, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Senior Citizen ID – 1 original and 2 photocopies		Office of the Senior Citizen Affairs		
2. Certificate of Indigency – 1 original and 2 photocopy		Barangay Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete documents	1. Receive and review the submitted documents to determine eligibility	None	10 Minutes	<i>Social Welfare Officer III &amp; Day Care Worker I</i> City Social Welfare & Development Office
	1.1 Include in the list of locally funded social pensioners	None	15 Minutes	<i>Social Welfare Officer III &amp; Day Care Worker I</i> City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	



#### 4. Included in the List of Assistance to Individuals and Families in Crisis Situation

This service provides financial assistance to individuals or families facing difficult circumstances or undergoing current economic crises by providing assistance and aid to help alleviate their financial challenges.

<b>Office or Division:</b>	City Social Welfare and Development Office – Crisis Intervention Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who May Avail:</b>	Individuals or families in crisis situation
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Barangay Certificate of Indigency – 1 original and 1 photocopy	Barangay Residence
2. Valid ID – 2 photocopy	Government Agencies
<b>Situational Requirements:</b>	
a. Medical Abstract or Certification from hospital record section – only for clients who will avail medical financial assistance (1 original, 1 photocopy)	Hospitals
b. Latest Statement of Hospital Bill / Medical Prescription/ Laboratory Request – only for clients who will avail medical financial assistance (1 original, 1 photocopy)	Hospitals
c. Medical Quotation – only for client who will avail hemodialysis and chemo therapy (1 original and 1 photocopy)	Hospitals/Clinic
d. Death Certificate Duly Registered with Civil Registrar’s – only for client who will avail burial assistance (1 original and 1 photocopy)	City Civil Registrar’s Office
e. Funeral Service Contract – only for client who will avail burial assistance (1 original and 1 photocopy)	Funeral Homes



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	10 Minutes	<i>Social Welfare Officer I</i> City Social Welfare & Development Office
	1.1 Interview and assess the client	None	1 Hour	<i>Social Welfare Officer I</i> City Social Welfare & Development Office
	1.2 Prepare Social Case Study Report	None	2 hours	<i>Social Welfare Officer I</i> City Social Welfare & Development Office
	1.3 Include the client/s in the list for financial assistance	None	10 minutes	<i>Social Welfare Officer I</i> City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 20 Minutes</b>	



## 5. Issuance of Certificate of Indigency

This service is designed for families falling below the poverty food threshold seeking for issuance of Indigency Certificate for submission to various government or non-government organizations as a requirement.

<b>Office or Division:</b>	City Social Welfare and Development Office – All Divisions			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Indigent individuals/families only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certification of Indigency – 1 original and 1 photocopy		Barangay Residence		
2. Valid ID – 1 original and 1 photocopy		Government Agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete documents	1. Receive and review the submitted documents	None	15 Minutes	<i>Social Welfare Officer III &amp; IV Day Care Worker I &amp; II, Social Welfare Assistant</i> City Social Welfare & Development Office
	1.1 Conduct Intake Interview and assessment for eligibility	None	30 Minutes	<i>Social Welfare Officer II, III, &amp; IV</i> City Social Welfare & Development Office
2. Receive the Certificate of Indigency	2. Prepare and issue the Certificate of Indigency	None	10 Minutes	<i>Social Welfare Officer II, III, &amp; IV</i> City Social Welfare & Development Office
	<b>TOTAL:</b>	<b>None</b>	<b>55 Minutes</b>	



## 6. Issuance/Transmittal of Parenting Capability Assessment Report (PCAR)

This service provides assessment report on the parenting capability of individuals/families signifying willingness to assume parenting responsibility over the child/person needing protection.

<b>Office or Division:</b>	City Social Welfare and Development Office - Family and Community Welfare Division & Child and Youth Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	Government and Non-government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		Requesting Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit official request	1. Conduct home visitation and interview of identified person/family	None	1 Day	<i>Social Welfare Officer li &amp; IV</i> City Social Welfare & Development Office
	1.1 Prepare PCAR	None	2 Hours	<i>Social Welfare Officer li &amp; IV</i> City Social Welfare & Development Office
2. Receive the PCAR	2. Issue/Transmit the PCAR to the Requesting Agency	None	2 Hours	<i>Social Welfare Officer li &amp; IV</i> City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 4 Hours</b>	



## 7. Issuance of Referral Letter for Medico-Legal Examination

This service facilitates the referral process for the medico-legal examination of victim-survivors, specifically focusing on women and children.

<b>Office or Division:</b>	City Social Welfare and Development Office – Child and Youth Welfare Division & Women Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Women and children who are victims of Physical, emotional/psychological, economic and sexual abuse.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Referral Letter – 1 original and 1 photocopy		Philippine National Police (PNP)		
2. Police Blotter Report – 1 original and 1 photocopy		Philippine National Police (PNP)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	10 Minutes	<i>Social Welfare Officer II, IV &amp; Day Care Worker II</i> City Social Welfare & Development Office
	1.1 Conduct interview and assessment	None	1 Hour	<i>Social Welfare Officer II &amp; IV</i> City Social Welfare & Development Office
	1.2 Prepare and hand carry the referral letter to attending medical officer for medico-legal exam	None	15 Minutes	<i>Social Welfare Officer II &amp; IV</i> City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour and 25 Minutes</b>	





## 8. Issuance of Social Case Study Report for medical services

This service caters clients who need Social Case Study Report for medical services from different government and non-government agencies.

<b>Office or Division:</b>	City Social Welfare and Development Office - Emergency Response Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government; G2C – Government to Citizen			
<b>Who May Avail:</b>	Walk-in and referred clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification – 1 original		Barangay Residence		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	10 Minutes	<i>Social Welfare Officer</i> / City Social Welfare & Development Office
	1.2 Conduct intake interview and assessment	None	1 Hour	<i>Social Welfare Officer</i> / City Social Welfare & Development Office
	1.3 Prepare Social Case Study Report	None	2 Hours	<i>Social Welfare Officer</i> / City Social Welfare & Development Office
2. Receive the Social Case Study Report	2. Release the Social Case Study Report	None	5 Minutes	<i>Social Welfare Officer</i> / City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 15 Minutes</b>	



## 9. Issuance of Solo Parent Identification Card (SPIC)

This service is the issuance of Solo Parent Identification Card (SPIC) to solo parents who assume sole parental responsibilities and custody of their children, in line with RA 8972, known as the Solo Parent Welfare Act, which has been amended to RA 11861.

<b>Office or Division:</b>	City Social Welfare and Development Office – Family and Community Welfare Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	<ol style="list-style-type: none"> <li>1. A woman who gives birth as a result of rape or crimes against chastity, even without a final conviction of the offender. Provided that the mother keeps and raises the child</li> <li>2. Parent left solo or alone with the responsibility of parenthood due to death of spouse</li> <li>3. Parent left solo or alone with the responsibility of parenthood while the spouse is detained, or is serving sentence for a criminal conviction for at least one (1) year; the law applies to the spouses of prisoners whether or not a final judgment has been rendered, provided they are in detention for a minimum period of one (1) year.</li> <li>4. Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner.</li> <li>5. Parent left solo or alone with the responsibility of parenthood due to legal separation or de - facto separation from the spouse for at least one (1) year; Provided, that he or she is entrusted with the custody of the children.</li> <li>6. Parent left solo or alone with responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church: Provided that he/ she is entrusted with the custody of the children</li> <li>7. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year.</li> <li>8. Unmarried mother/father who has preferred to keep and rear his/her child/children instead of having others care for them or give them up to a welfare institution.</li> <li>9. Any other person who solely provides parental care and support to a child or children provided he/she is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court.</li> <li>10. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parent or solo parent; Provided, that such abandonment, disappearance or absence lasts for least one (1) year.</li> </ol>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Birth Certificate of the Applicant and the Minor child/children – 1 original and 2 photocopies	Philippine Statistics Authority; City Civil Registrar
2. Barangay Residence Certificate and or Government issued ID – 1 original and 2 photocopies	Barangay Residence
3. COMELEC Registration (Original) or voter's ID – 1 original and 2 photocopies	COMELEC Office
4. Certificate/Affidavit of Barangay Official of being Single, Separated, Widow indicating the number of years of separation and has no or not living with a partner for the said period of time– 1 original and 2 photocopies	Barangay Residence
5. 2x2 ID Picture	Photo Center
<b>Situational Requirements:</b>	
a. Death Certificate – exclusive for client with deceased spouse (1 photocopy)	City Civil Registrar's Office
b. Court Decision – exclusive for legally separated/annulled client (1 photocopy)	Court
c. Affidavit of two disinterested person – if the case is defacto separation – (1 Original copy)	Court
d. Medical Certificate and Psychiatric Evaluation Result – if mentally challenged -(1 Original copy)	Hospitals
e. Certificate of No Marriage (CENOMAR) – exclusive for client with children born out of wedlock - (1 Original copy)	Philippine Statistics Authority
f. Certificate of Employment – exclusive for client who are employed, may it government or private institution - (1 Original copy)	Employer



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Check and review the submitted documents to determine eligibility	None	10 Minutes	<i>Social Welfare Officer III, Day Care Worker I, &amp; Social Welfare Assistant</i> City Social Welfare & Development Office
2. Fill-up and submit the profile form with 2x2 ID Picture	2. Prepare Solo Parent Identification Card (SPIC)	None	3 Days	<i>Social Welfare Officer III, Day Care Worker I, &amp; Social Welfare Assistant</i> City Social Welfare & Development Office
3. Receive the Solo Parent Identification Card (SPIC)	3. Release Solo Parent Identification Card (SPIC)	None	10 Minutes	<i>Social Welfare Officer III, Day Care Worker I, &amp; Social Welfare Assistant</i> City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>3 Days, 20 Minutes</b>	



## 10. Provision of assistive device to Elderly and Persons with Disabilities

This service is to enhance the physical and residual capacities of the elderly and persons with disability. It assists in cultivating self-acceptance, fostering positive self-image, promoting socialization, encouraging membership in organizations, and facilitating active participation in community life.

<b>Office or Division:</b>	City Social Welfare and Development Office- Person with Disabilities/ Senior Citizen Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Elderlies with disability and Person with disability			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Residence Certification – 1 original and 2 photocopy		Barangay Residence		
2. Medical Certificate – 1 original and 2 photocopy		Attending Medical Doctor		
3. Barangay Midwife Endorsement and certified by City Health Office – 1 original and 2 photocopy		Barangay Health Center/City Health Office		
4. Latest Certification from the Medical Doctor stating the need for assistive devices(eg. wheelchair, prosthesis, hearing aid) – 1 original and 2 photocopy		Attending Medical Doctor		
5. One (1) whole body picture for office reference - original		Photo Center		
6. Social Case Study Report – 1 original		CSWD Office		
<b>Situational Requirements:</b>				
1. Social Case Study Report – only for clients who will avail assistive device from other agencies (1 original)		CSWD Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	10 Minutes	Social Welfare Officer III Day Care Worker I & II, City Social Welfare & Development Office
	1.1 Intake interview of	None	2 Hours	Social Welfare Officer III City Social Welfare &



	client and prepare the Social Case Study Report			Development Office
2. Receive the assistive device	2. Release/Deliver the assistive device	None	1 Day	<i>Social Welfare Officer III Day Care Worker I &amp; II, City Social Welfare &amp; Development Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 2 Hours, 10 Minutes</b>	



## 11. Provision of Emergency Financial Assistance to Disaster Victims

This service is intended to victims of natural and human-induced disasters who needs financial assistance for the repair of their damaged houses.

<b>Office or Division:</b>	City Social Welfare and Development Office - Emergency Response Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Victims of natural and human-induced disasters only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certification – 1 original		Barangay Residence		
2. Fire Certificate (for Fire Victims only) 1 original, 1 photocopy		Bureau of Fire Protection		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1. Receive and review the submitted documents	None	10 Minutes	<i>Social Welfare Officer II &amp; Day Care Worker I</i> City Social Welfare & Development Office
	1.1 Conduct actual validation of damaged houses (partially and totally)	None	3 Days	<i>Social Welfare Officer II</i> City Social Welfare & Development Office
	1.2 Profiling of affected families with damaged houses	None	1 Day	<i>Social Welfare Officer II</i> City Social Welfare & Development Office
	1.3 Include in the list for financial assistance	None	5 Minutes	<i>Social Welfare Officer II</i> City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 15 Minutes</b>	



## 12. Provision of Locally Funded Social Pension

This service is to facilitate the processing and provision of the locally funded social pension in the amount of P500.00 monthly in line with RA 9994 known as the "Expanded Senior Citizens Act of 2010," and City Ordinance No. 22-7157.

<b>Office or Division:</b>	City Social Welfare and Development Office - PWD/ Senior Citizen Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who May Avail:</b>	Senior Citizen/Elderly, 60 years old and above, frail, sickly, indigent-no permanent source of income and no regular support from family or relatives for his/her basic needs, no pension from SSS, GSIS, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Senior Citizen Identification Card – 1 original and 2 photocopies		Office of the Senior Citizen Affairs (OSCA)		
<b>Situational Requirements:</b>				
a. Certificate of Oneness – only for applicants with incorrect names (1 original, photocopy)		Barangay Residence		
b. Death Certificate – only for deceased social pensioner (2 photocopies)		City Civil Registrar's Office		
c. Authorization Letter – only for bedridden social pensioner		Social Pensioner		
d. Barangay Health Certificate – only for bedridden social pensioner		Barangay Health Center		
e. Warranty Letter – only for deceased social pensioner (1 original, 1 photocopy)		CSWD Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and review the submitted documents	None	15 Minutes	<i>Social Welfare Officer III Day Care Worker I Social Welfare Assistant City Social Welfare &amp; Development Office</i>
2. Receive the cash assistance	2. Release cash assistance to Social Pension	None	5 Minutes	<i>Social Welfare Officer III Day Care Worker I Social Welfare Assistant City Social Welfare &amp; Development</i>
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	





### 13. Referral to Residential Care Facility

This service provides protection of women and children survivors of all forms of abuse including Online Sexual Abuse and Exploitation of Children and human trafficking through safekeeping in Residential Facility.

<b>Office or Division:</b>	City Social Welfare and Development Office – Child Welfare Division & Women Welfare Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Children and women who are: 1. Physically and psychologically abused 2. Online Sexual Abuse and Exploitation of Children (OSAEC)/ Human Trafficking 3. Exploited 4. Abandoned 5. Child Labor 6. Children In Conflict with the Law
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Referral Letter	Philippine National Police/CSWD Office/Barangay
2. Police Blotter Report	Philippine National Police
3. Birth Certificate	Philippine Statistics Authority, City Civil Registrar’s Office
4. Medical Certificate	City Health Office/ Gregorio T. Lluch Memorial Hospital
5. School Records	School
6. Vaccination Card	City Health Office
7. Court Order/Commitment Order for Children in Conflict with the Law (CICL)	Regional Trial Court
<b>Situational Requirements:</b>	
1. Social Case Study Report/Brief Case – only for client refer from other agencies.	CSWD Office
2. Psychological Evaluation – only for client refer from other agencies.	MSU-IIT, Psychology Department
3. Affidavit of Complaint – only for Children in Conflict with the Law (CICL) client	Philippines National Police (PNP) / National Bureau of Investigation (NBI)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit referral letter and other documents	1. Receive and review referral letter and other documents	None	10 Minutes	<i>Social Welfare Officer II &amp; IV</i> Day Care Worker II City Social Welfare & Development Office
	1.1 Conduct interview and prepare Social Case Study Report and other required documents	None	3 Hours	<i>Social Welfare Officer II &amp; IV</i> City Social Welfare & Development Office
	1.2 Prepare referral letter/indorsement for residential care placement	None	20 Minutes	<i>Social Welfare Officer II &amp; IV</i> City Social Welfare & Development Office
	1.3 Transmit indorsement letter with complete attachments to suitable residential care facility	None	1 Day	<i>Social Welfare Officer II &amp; IV</i> City Social Welfare & Development Office
2. Avail of temporary shelter	3. Refer and accompany client to identified residential facility for pre-admission conference	None	1 Day	<i>Social Welfare Officer IV</i> City Social Welfare & Development Office
	2.1 Admits the client at the residential facility	None	1 Day	<i>Social Welfare Officer IV</i> City Social Welfare & Development Office
	<b>TOTAL:</b>	<b>None</b>	<b>3 Days, 3 Hours, 30 Minutes</b>	



## 14. Request for Enrolment and provision of Supplemental Feeding to Pre-school Children in the Day Care Center

This service involves admission to early childhood development sessions provided under the Republic Act 6972, establishment of day care centers in every barangay and RA 8980, known as Early Childhood Care and Development (ECCD) Act.

<b>Office or Division:</b>	City Social Welfare and Development Office – Child Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Children aged 3–4yearsold			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Birth Certificate – 1 photocopy		Philippine Statistics Authority		
2. Immunization record – 1 photocopy		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit for registration/ enrolment	1. Check the completeness of the requirements	None	30 Minues	152 Child Development Teachers City Social Welfare & Development Office
2. Submit for interview	2. Interview parents to gather basic information about the child.	None	30 Minutes	152 Child Development Teachers City Social Welfare & Development Office
3. Sign Parents' Consent	3. Prepare the Parent's Consent form and have it signed by the parent	None	30 Minutes	152 Child Development Teachers City Social Welfare & Development Office
4. Submit for ECCD checklist administration	4. Record the parents response based on observations in ECCD Checklist	None	30 Minutes	152 Child Development Teachers City Social Welfare & Development Office
5. Receive Certificate of Enrolment	5. Officially enrolled and provided supplemental feeding	None	30 Minutes	152 Child Development Teachers City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 30 Minutes</b>	



## 15. Validation of Senior Citizen Eligible for Centenarian Benefits and Cash Incentives

This service to grants centenarian senior citizens access to the benefits stipulated by the National Office in accordance with the provisions of Centenarian Act No. 10868, also known as "AN ACT HONORING AND GRANTING ADDITIONAL BENEFITS AND PRIVILEGES TO FILIPINO CENTENARIANS AND FOR OTHER PURPOSES" – at the national level.

<b>Office or Division:</b>	City Social Welfare and Development Office – Person with Disabilities/Senior Citizen Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Senior Citizen aged 100 years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Centenarian Birth Certificate – 1 original and 2 photocopies		City Civil Registrar's Office		
2. Birth Certificate of the eldest and the 2nd child Centenarian - 1 original and 2 photocopies		City Civil Registrar's Office		
3. If late registration of birth certificate submit the following:				
a. Baptismal Certificate - 1 original and 2 photocopies		Church		
b. Birth certificates of the 2 disinterested persons not late registered and aged 80 years old and above - 1 original and 2 photocopies		City Civil Registrar's Office		
c. Joint affidavit of 2 disinterested persons - 1 original and 2 photocopy		Public Attorney's Office		
4. Barangay Certificate of Residency – 1 original and 2 photocopy		Barangay Residence		
5. Office of the Senior Citizen Affairs (OSCA) ID – 2 photocopies		Senior citizen concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documentary Requirements	1. Receive and review the submitted documents	None	30 Minutes	<i>Social Welfare Officer III; Day Care Worker I</i> City Social Welfare & Development Office



2. Provide all necessary information needed	2. Conduct home visitation for validation	None	1 Day	Social Welfare Officer III City Social Welfare & Development Office
	2.1 Submit validation report and documentary requirements to DSWD and furnish a copy of documents to OSCA for reference and file	None	1 Day	Social Welfare Officer III City Social Welfare & Development Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 30 Minutes</b>	



# **City Treasurer's Office**

## **External Services**



## 1. Action Undertaken on Received Correspondence

This service is for action undertaken for incoming correspondence.

<b>Office or Division:</b>	City Treasurer's Office – Administrative Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, Taxpayers, Government Officials and Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Correspondence (1 Original Copy)		Citizens, Concerned Department, and National Agencies		
2. Office Order (1 Original Copy)		Concerned Department, and National Agencies		
3. Memorandum/Circulars (1 Original Copy)		Concerned Department, and National Agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit communication letter or correspondence to the Administrative Division	1. Receive communication letter	None	30 Minutes	<i>Data Entry Machine Operator</i> / City Treasurer's Office
	1.2 Review, assess, and evaluate the content of the correspondence.	None	1 Day	<i>Administrative Officer IV</i> City Treasurer's Office
	1.3 Forward correspondence to the concerned Division for appropriate action	None	3 Days	<i>Acting City Treasurer</i> City Treasurer's Office
2. Receive the appropriate reply	2. Release and send reply letter through courier, email, or personal service	None	1 Day	<i>Data Entry Machine Operator</i> / City Treasurer's Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 30 Minutes</b>	



## 2. Online Service for Billing and Payment of Real Property Taxes through Filipizen Website via GCash/Paymaya

This service is to provide an online service for billing and payment of Real Property Taxes through Filipizen Website via GCash/Paymaya.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division (City Assessor's Building)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Real Property Owners, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		Not applicable		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to <a href="https://filipizen.com/partners/lanaoodelnorte_iligan/rptis/billing">https://filipizen.com/partners/lanaoodelnorte_iligan/rptis/billing</a> and input email address and mobile number.	1. System processes	AV x 2.375 % or AV x 2.375 % + surcharges	2 Minutes	Not Applicable
2. Receive the emailed OTP and input on the page, click next and input the tax declaration number of the property then click next	2. System processes	(2% per month and maximum of 72%) + 30.00 Transaction fee	2 Minutes	
3. Click Pay Option and select year and quarter to bill; click Submit and Confirm Payment button. Fill up Paid by, the Full Name and	3. System processes		2 Minutes	





Address and click Continue				
4. Order Receipt will be displayed next then confirm that you agree to the terms and conditions, then select the payment partner you would like to pay: GCASH or PAYMAYA (a service fee of P30.00 will be charged to the client). Click Proceed Payment button.	4. System processes		2 Minutes	
5. Login to your GCash/Paymaya Account and process the payment. An Electronic Official Receipt will be sent to the Client's email.	5. System processes		6 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	

Assessment of Real Property Tax is based on the Assessed Value of the property found in the Tax Declaration and system computed based on the Revenue Code of Iligan City enacted under City Ordinance No. 10-5664.



### 3. Request for Computation of Business Tax Delinquency

This service is for the computation of Business Tax Delinquency.

<b>Office or Division:</b>	City Treasurer's Office – Business Tax and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who May Avail:</b>	All Business Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Request Slip (1 Original Copy)		City Treasurer's Office - Business Tax and Fees Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Request Slip	1. Receive accomplished Request Slip	None	1 Hour	<i>Local Treasury Operations Officer I</i> City Treasurer's Office
	1.1 Generate the computation of Business Tax Delinquency	Variable		<i>Local Treasury Operations Officer II</i> City Treasurer's Office
2. Receive Computation of Business Tax Delinquency	2. Release Computation of Business Tax Delinquency	None	15 Minutes	<i>Local Treasury Operations Officer II</i> City Treasurer's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 15 Minutes</b>	

The Request for Computation of Business Tax Delinquency is covered under the Revenue Code of Iligan City enacted under City Ordinance No. 10-5664.



#### 4. Request for Computation of Real Property Transfer Tax

This service is to provide requesting real property owners for the computation of transfer tax.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Real Property Owners, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tax Declaration or Name of Real Property Owner (1 Photocopy)		City Assessor's Office		
2. Instrument (Deed of sale/Deed of Donation/ Extra Judicial Settlement, Self-Adjudication, and Certificate of Title (duly signed and notarized) (1 Original Copy)		Vendor or Vendee		
3. Bureau of Internal Revenue (BIR) Certificate Authorizing Registration (CAR) or Certificate of Title (for Free-Patent Properties) (1 Original Copy)		BIR, Registry of Deeds		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all complete required document/s.	1. Receive all complete required documents and process	None	1 Day and 4 Hours	Local Treasury Operations Officer I City Treasurer's Office
	1.1 Release the order of payment slip	none		Local Treasury Operations Officer III City Treasurer's Office
2. Tender payment of Transfer Tax and receive the Official Receipt	2. Receive payment and issue Official Receipt	75% of 1% of the highest Market or Sale	30 Minutes	Revenue Collection Clerk I City Treasurer's Office



		Value of the acquired property		
	<b>TOTAL:</b>	<b>Variable</b>	<b>1 Day, 4 Hours, 30 Minutes</b>	

Request for Computation of Real Property Transfer Tax is covered under City Ordinance No. 10-5664, Sec. 2, D.01, of the Amended Revenue Code of Iligan City.



## 5. Request for Issuance of Certificate of Availability of Funds

This service is for the issuance of Certificate of Availability of Funds.

<b>Office or Division:</b>	City Treasurer's Office – Treasury Operations Review Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who May Avail:</b>	All Barangay Officials, Government Officials, Employees, Department of Education – Division of Iligan Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 Original Copy)		Concerned Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive submitted letter request	None	1 Hour	<i>Local Treasury Operations Officer IV</i> City Treasurer's Office
2. Receive Certificate of Availability of Funds	2. Release Certificate of Availability of Funds	None	15 Minutes	<i>Local Treasury Operations Officer IV</i> City Treasurer's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour, 15 Minutes</b>	



## 6. Request for Issuance of Certificate of Business Retirement

This service is provided to requesting Business Owners for the issuance of Certificate of Business Retirement.

<b>Office or Division:</b>	City Treasurer's Office – Business Tax and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Business Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application for Retirement of Business (3 Original Copies)		City Mayor's Office – Permits and Licenses Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all complete required document/s.	1. Receive all complete required documents	None	35 Minutes	<i>Local Treasury Operations Officer I</i> City Treasurer's Office
2. Receive Billing Statement for Delinquent Account or Payment Slip for Cash receipts Division (CRD) for Certification and Verification Fee	2. Release printed billing statement for delinquent business or payment slip for the verification and certification fees for no outstanding payables	Verification Fee – Php 50.00  Certification Fee – Php 50.00	5 Minutes	<i>Local Treasury Operations Officer II</i> City Treasurer's Office
3. Receive Certificate of Business Retirement	3. Release Certificate of Business Retirement	None	20 Minutes	
<b>TOTAL:</b>		<b>Php 100.00 (Excluding the total amount of delinquency)</b>	<b>1 Hour</b>	

The fee for Request for Issuance of Certificate of Business Retirement is covered under City Ordinance No. 10-5664, Amended Revenue Code of Iligan City.



## 7. Request for Issuance of Certification on Data and other Information

This service is provided for all requesting taxpayers, Government Officials and Employees an access to data and information stored in the eTRACS Database subject to RA 10173 or otherwise known as Data Privacy Act of 2012.

<b>Office or Division:</b>	City Treasurer's Office – TRACS Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All City Government Officials and Employees, All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter-request (1 Original Copy or 1 Printed Copy)		Citizens, Government Officials and Employees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed and submit Letter-request	1. Receive, check, and verify the authenticity of the requesting party subject to data privacy act.	None	30 Minutes	<i>Information Technology Officer II</i> City Treasurer's Office
	1.1. Generate the data, advise the Client to pay the verification and Certification fee at the Cash Receipts Division	None	1 Hour	
2. Tender payment to the Cash Receipts Division	2. Receive the payment and issue Official Receipt	Verification Fee – Php 50.00 Certification Fee – Php 50.00	30 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office
3. Receive the document	3. Release printed document or its soft copy	None	15 Minutes	<i>Information Technology Officer II</i> City Treasurer's Office
<b>TOTAL:</b>		<b>Php100.00</b>	<b>2 Hours, 15 Minutes</b>	

The fee for Request for Issuance of Certification on Data and other Information is covered under City Ordinance No. 10-5664, Amended Revenue Code of Iligan City.



## 8. Request for Issuance of Community Tax Certificate

This service is for the issuance of Community Tax Certificate (CTC) for Individual and Corporate Payors with 2% penalty in case of late payment. The deadline is every last day of February.

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Individual Payors:</b>				
1. At least one (1) Government Issued Identification Card (1 Original or 1 Photocopy) and/or latest Barangay Clearance supporting residency (1 Photocopy)		Government Agencies Barangay Concerned		
2. Tax Declaration for real property owners (1 Certified True Copy)		City Assessor's Office		
<b>For Corporate Payors:</b>				
1. SEC Registration (1 Photocopy) or Latest Assessment Record (1 Original Copy)		Securities and Exchange Commission		
2. Tax Declaration for real property owners (1 Certified True Copy)		City Treasurer's Office BTFD City Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all complete required document/s	1. Receive complete required document/s	For Individual:  Basic Tax: P5 + P1 every P1,000 of the income from businesses and profession or	30 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk I</i> City Treasurer's Office





2. Tender of payment	2. Receive payment from client and print the Community Tax Certificate (CTC)	Assessed Value of the Real Property but not to exceed P5,000.00  For Corporation:	30 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk I</i> City Treasurer's Office
3. Receive the Community Tax Certificate	3. Release the Community Tax Certificate (CTC) to the Client	Basic Tax: P500 + P2 for every P5,000 of Gross Receipts of earnings from businesses and the Assessed Value of the Real Property owned in the Philippines but not to exceed P10,000.00	5 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk I</i> City Treasurer's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>1 Hour, 5 Minutes</b>	

The fee for Request for Issuance of Community Tax Certificate is covered under City Ordinance No. 10-5664, Amended Revenue Code of Iligan City



## 9. Request for Issuance of Official Receipt

This service is for the issuance of Official Receipt of payments to all collections related to taxes, fees, and charges.

### 9.1 Request for Issuance of Official Receipt (Real Property Tax)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Real Property Tax:</b>				
1. Billing Statement of Real Property (1 Printed Copy)		City Treasurer's Office - Real Property Tax Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
1. Present all complete required document/s	1. Receive complete required document/s	None	1 Hour	<i>Revenue Collection Clerk I</i> City Treasurer's Office
2. Tender of payment of Billing Statement	2. Receive payment from client	AV x 2.375% or AV x 2.375% + surcharges (2% per month and maximum of 72%)	30 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk III</i> City Treasurer's Office
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour, 45 Minutes</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664.



## 9.2 Request for Issuance of Official Receipt (Business Tax)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Business Tax:</b>				
1. Assessment Record (1 Printed Copy)		City Treasurer's Office – Business Tax and Fees Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
1. Present all complete required document/s	1. Receive complete required document/s	None	1 Hour	<i>Revenue Collection Clerk III</i> City Treasurer's Office
2. Tender of payment of Billing Statement	2. Receive payment from client	Variable	30 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office
<b>Total:</b>		<b>Variable</b>	<b>1 Hour, 45 Minutes</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664.



### 9.3 Request for Issuance of Official Receipt (Payment of Water Fees)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment of Water Fees:</b>				
1. Billing Statement (1 Printed Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Payment of Water Fees:</b>				
1. Present all complete required document/s	1. Receive complete required document/s	None	1 Hour	<i>Revenue Collection Clerk II</i> City Treasurer's Office City Treasurer's Office  <i>Revenue Collection Clerk I</i> City Treasurer's Office
2. Tender of payment of Billing Statement	2. Receive payment from client	Variable	30 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour, 45 Minutes</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664.



## 9.4 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Secretary’s Fee)

<b>Office or Division:</b>	City Treasurer’s Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Other Fees and Charges – Secretary’s Fee</b>				
1. Order of payment for Secretary’s Fees (1 Printed Copy)		City Treasurer’s Office, City Assessor’s Office, City Legal Office, City Human Resource and Management Office, City Accountant’s Office,		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Secretary’s Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer’s Office
2. Tender of payment of Service Fee	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer’s Office
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



## 9.5 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Slaughter House Fee)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Other Fees and Charges – Payment for Slaughter House Fee</b>				
1. Order of payment for Payment for Slaughter House Fee (1 Printed Copy)		Economic Enterprise and Development Office (EEDMO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Slaughterhouse Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Fiscal Officer I</i> City Treasurer's Office
2. Tender of payment of Slaughterhouse Fees	2. Receive payment from client	Variable	15 Minutes	Dr. Ma. Dahlia M. Valera <i>City Veterinarian (Deputized Revenue Collector)</i>
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	City Veterinarian's Office
	<b>Total:</b>	<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



## 9.6 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Market Fee)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Other Fees and Charges – Payment for Market Fee)</b>				
1. Order of Payment for Market Fees (1 Printed Copy)		Economic Enterprise and Development Management Office – Markets		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Market Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Operations Officer II</i> City Treasurer's Office  <i>Revenue Collection Clerk I</i> City Treasurer's Office
2. Tender of payment of Market Fees	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



## 9.7 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Traffic Violation Fee)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Order of Payment for Traffic Violation Fee</b>				
1. Order of Payment for Traffic Violation Fees (1 Printed Copy)		Iligan City Traffic and Management Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Traffic Violation Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk II City Treasurer's Office</i>
2. Tender of payment of Traffic Violation Fees	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664





## 9.8 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Local Civil Registry)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for Local Civil Registry:</b>				
1. Order of Payment for Local Civil Registry Fees (1 Printed Copy)		City Civil Registrar's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Local Civil Registry Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office
2. Tender of payment of Local Civil Registry Fees	2. Receive payment from client	Variable	15 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office  Atty. Yussef Martil <i>City Civil Registrar (Deputized Revenue Collector)</i> City Civil Registrar's Office
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



## 9.9 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Building Permit)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for Building Permit</b>				
1. Order of Payment for Building Permit Fees (1 Printed Copy)		Office of the Building Official		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Building Permit Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office
2. Tender of payment of Building Permit Fees	2. Receive payment from client	Variable	15 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office
3. Receive Official Receipt	3. Release of the Official Receipt	None	15 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



### 9.10 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for City Hospital Service Fees)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for City Hospital Service Fees</b>				
1. Order of Payment for City Hospital Service Fees (1 Printed Copy)		Gregorio T. Lluch Memorial Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for City Hospital Service Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Cashier II</i> Gregorio T. Lluch Memorial Hospital
2. Tender of payment of City Hospital Service Fees	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



### 9.11 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Health Fees)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for Health Fees</b>				
1. Order of Payment for Health Fees (1 Printed Copy)		City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Health Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	Revenue Collection Clerk II City Treasurer's Office
2. Tender of payment of Health Fees	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



## 9.12 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Permit and Regulatory Fees)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for Permit and Regulatory Fees</b>				
1. Order of Payment for Permit and Regulatory Fees (1 Printed Copy)		City Mayor's Office – Permits and License Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Permit and Regulatory Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office
2. Tender of payment of Permit and Regulatory Fees	2. Receive payment from client	Variable	15 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office
	<b>Total:</b>	<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



### 9.13 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Terminal Fees)

<b>Office or Division:</b>	City Treasurer's Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for Terminal Fees:</b>				
1. Order of Payment for Terminal Fees (1 Printed Copy)		Economic Enterprise and Development Management Office – Iligan Bus and Jeepney Terminal (IBJT)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Terminal Fees:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk II</i> City Treasurer's Office
2. Tender of payment of Terminal Fees	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fees for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



### 9.14 Request for Issuance of Official Receipt (Other Fees and Charges – Payment for Cemetery Charges)

<b>Office or Division:</b>	City Treasurer’s Office – Cash Receipts Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Citizens, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Walk-in Client</b>				
<b>Payment for Cemetery Charges:</b>				
1. Order of Payment for Cemetery Charges (1 Printed Copy)		Economic Enterprise and Development Management Office – Cemetery		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Walk-in Client</b>				
<b>Order of Payment for Cemetery Charges:</b>				
1. Present Order of Payment	1. Receive Order of Payment	None	30 Minutes	<i>Revenue Collection Clerk / City Treasurer’s Office</i>
2. Tender of payment of Cemetery Charges	2. Receive payment from client	Variable	15 Minutes	
3. Receive Official Receipt	3. Release the Official Receipt	None	15 Minutes	
<b>Total:</b>		<b>Variable</b>	<b>1 Hour</b>	

Fee for Request for Issuance of Official Receipt is covered under City Ordinance No. 10-5664



## 10. Request for Issuance of Public Data

This service is provided to requesting clients who needs data for a research and study.

<b>Office or Division:</b>	City Treasurer's Office – TRACS Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who May Avail:</b>	All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 Photocopy or 1 Printed Copy)		Citizens concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Letter-request to the TRACS Division, City Treasurer's Office	1. Receive the Letter-request and check the details of the data being requested subject to Data Privacy Act.	None	1 Day	<i>Information Technology Officer II</i> City Treasurer's Office
	1.1. Check the data bank, generate and print	None	2 Hours	
	1.2. Advise the Client to pay the Reproduction Fee	None	5 Minutes	
2. Tender payment to the Cash Receipts Division,	2. Receive the payment and issue Official Receipt	Reproduction Fee - Php50.00/ Page	30 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office





3. Submit the Official Receipt and receive the document	3. Release the document		5 Minutes	<i>Information Technology Officer II</i> City Treasurer's Office
<b>TOTAL:</b>		<b>Php50.00/ Page</b>	<b>1 Day, 2 Hours, 40 Minutes</b>	

The Request for Issuance of Public Data is covered under Data Privacy Act of 2012.

The Fee for Request for Issuance of Public Data is covered under City Ordinance No. 10-5664.



## 11. Request for Issuance of Real Property Tax Clearance

This service is provided to requesting Real Property Owners for the issuance of Tax Clearance.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division (City Assessor's Building)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Real Property Owners, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tax Declaration or Name of Real Property Owner (1 Photocopy)		City Assessor's Office or Real Property Owner's copy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all complete required document/s.	1. Receive all complete required document/s, prepare, and release the order of payment	None	40 minutes	<i>Local Treasury Operations Officer I</i> City Treasurer's Office  <i>Local Treasury Operations Officer III</i> City Treasurer's Office
2. Tender payment of Tax Clearance	2. Receive payment and issue Official Receipt	Php10 0.00 (for the Verification Fee and Certification Fee, excluding the delinquency if any)	30 minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office
3. Present Official Receipt	3. Receive Official Receipt from client	None	30 Minutes	<i>Local Treasury Operations Officer I</i> City Treasurer's



4. Receive the Signed Real Property Tax Clearance	4. Release the Signed Real Property Tax Clearance	None	5 Minutes	Office  <i>Local Treasury Operations Officer III</i> City Treasurer's Office
<b>TOTAL:</b>		<b>Php 100.00/ Certificate</b>	<b>1 Hour, 45 Minutes</b>	

The Fee for Request Issuance of Real Property Tax Clearance is covered under City Ordinance No. 10- 5664.



## 12. Request for Issuance of Real Property Tax Payment History

This service is provided to requesting Real Property Owners for a Certificate of Payment History.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division (City Assessor's Building)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Real Property Owners, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tax Declaration or Name of Real Property Owner (1 photocopy)		City Assessor's Office or Real Property Owner's copy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all complete required document/s.	1. Receive all complete required documents	None	3 Days	<i>Local Treasury Operations Officer I</i> City Treasurer's Office  <i>Local Treasury Operations Officer III</i> City Treasurer's Office
2. Tender payment for Real Property Tax History of Payment	2. Receive payment and issue Official Receipt	Php100.00/ page (for the Verification Fee and Certification Fee, excluding the delinquency if any)	25 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office
3. Present Official Receipt	3. Receive Official Receipt from client	None	5 Minutes	Ophelia O. Legaspi <i>Local Treasury Operations Officer I</i>



4. Receive the Signed Real Property Tax History of Payment	4. Release the Signed Real Property Tax History of Payment	None	5 Minutes	City Treasurer's Office  Analie O. Pabroquiz <i>Local Treasury Operations Officer III</i> City Treasurer's Office
<b>TOTAL:</b>		<b>P100.00/ page</b>	<b>3 Days, 35 Minutes</b>	

Request for Issuance of Real Property Tax Payment History and its Fees are covered under City Ordinance No. 10-5664.



### 13. Request for Issuance of Real Property Tax Statement of Accounts

This service is provided to requesting Real Property Owners for a Statement of Account. The assessment is already provided in the system to auto-generate the SOA.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division (City Assessor's Building)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Real Property Owners, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tax Declaration or Name of Real Property Owner (1 Photocopy)		City Assessor's Office or Real Property Owner's copy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all complete required document/s.	1. Receive all complete required documents	None	55 Minutes	Local Treasury Operations Officer I City Treasurer's Office
	1.1 Generate the Statement of Accounts (SOA)			Local Treasury Operations Officer III City Treasurer's Office
2. Receive the Statement of Account	2. Release the Statement of Accounts	None	5 Minutes	City Treasurer's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	

Request for Issuance of Real Property Tax Statement of Accounts is covered under City Ordinance No. 10-5664.



## 14. Request for Billing through email and Payment of Real Property and Business Tax through Bank-to-Bank Transfer

This service is for billing through email and payment of Real Property and Business Tax through bank-to-bank transfer.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Tax Division, Cash Receipts Division, Business Tax and Fees Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C - Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All Real Property Owners, All Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Email request		Citizen		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send an email request to official <a href="mailto:rptdivctoiligan@gmail.com">rptdivctoiligan@gmail.com</a> or <a href="mailto:ctoiligan@gmail.com">ctoiligan@gmail.com</a>	1. Act on the email request of the client	None	1 Day	<i>Local Treasury Operations Officer III</i> City Treasurer's Office
2. Receive email Statement of Accounts (SOA) for payment	2. Send email of Statement of Accounts (SOA)  For bank-to-bank payment, deposit to:  <b>LBP Iligan Branch</b> Acct Name: <b>City Government of Iligan</b> Acct No. <b>0322-1063-43</b>	AV x 2.375 % or AV x 2.375 % + surcharges (2% per month and maximum of 72%)	1 Day	<i>Local Treasury Operations Officer III</i> City Treasurer's Office
3. Email scanned validated deposit slip as proof of payment	3. Receive email of scanned validated deposit slip as proof of payment	None	1 Day	<i>Local Treasury Operations Officer III</i> City Treasurer's Office



4. Receive receipt of email of scanned copy of official receipt	4. Send email of scanned official receipt	None	1 Days	
<b>TOTAL:</b>		<b>Variabl e</b>	<b>4 Days</b>	

Request for Billing through email and Payment of Real Property and Business Tax through Bank-to-Bank Transfer is covered under City Ordinance No. 10-5664





## 15. Request to Purchase Accountable Forms at cost

This service is provided for the requesting Barangay/Provincial/City/Municipality Treasurers to purchase Accountable Forms.

<b>Office or Division:</b>	City Treasurer's Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who May Avail:</b>	Government Employees (Brgy Treasurers, Provincial/City/Municipality Treasurers)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Requisition Form (1 Original Copy)		CTO - Accountable Forms Section, Administrative Division		
2. Official Receipt of Payment (1 Original Copy)		CTO - Cash Receipts Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit online request of Accountable Forms	1. Receive request and enter the details in the system	None	30 minutes	<i>Records Officer II</i> City Treasurer's Office
2. Receive and sign the Requisition Form for approval and Order of Payment	2. Validate the details against the Record of Accountable Forms (RAF) as to Stub Series and Serial Numbers, and print the Requisition Form	None	1 hour	<i>Records Officer II</i> City Treasurer's Office  <i>Acting City Treasurer</i> City Treasurer's Office
	2.1 Release the Order of Payment and instruct the client to pay at the Cash Receipts Division			
3. Tender the payment to the Cash Receipts Division and	3. Receive the payment and issue the official	Php 170.00 /Stub	30 Minutes	<i>Revenue Collection Clerk I</i> City Treasurer's Office



receive the Official Receipt	receipt			<i>Revenue Collection Clerk III</i> City Treasurer's Office
4. Submit the Requisition Form duly approved by the City Treasurer and duly stamped received by the Office of the City Auditor, Iligan City together with the Official Receipt of payment	4. Manually enter the Stub Numbers and the Serial Numbers of Accountable Forms in the RAF and have them signed per item in receipt of the Accountable Forms being requested	None	1 hour	<i>Records Officer II</i> City Treasurer's Office  <i>Acting City Treasurer</i> City Treasurer's Office
5. Receive the Accountable Forms	5. Double check, pack and release the Accountable Forms	None	30 minutes	<i>Records Officer II</i>  City Treasurer's Office
<b>TOTAL:</b>		<b>Php 170.00 / Stub</b>	<b>3 Hours &amp; 30 Minutes</b>	

The Fee for Request to Purchase Accountable Forms at cost is covered under City Ordinance No. 10-5664



## 16. Request to Purchase Delivery Receipts and Pay Sand and Gravel/Aggregates Extraction and Environmental Fees based on allowable volume to be extracted

This service is provided to SAG concessionaires to purchase Delivery Receipts corresponding to the amount of the allowable volume of aggregates to be extracted.

<b>Office or Division:</b>	City Treasurer's Office – Business Tax and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who May Avail:</b>	All SAG Concessionaires			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sand and Gravel (SAG) Form indicating the number of allowable volumes to be extracted (1 Original Copy)		City Environment and Natural Resources Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Sand & Gravel (SAG) Form indicating volume of aggregates to purchase and receive order of payment	1. Receive the accomplished Sand & Gravel (SAG) Form	These fees are based on the number of volumes to be extracted:	30 Minutes	<i>Local Treasury Operations Officer I</i> City Treasurer's Office
	1.1 Issue and release Order of Payment on the number of volumes to be extracted			<i>Local Treasury Operations Officer II</i> City Treasurer's Office
2. Tender payment on Sand and Gravel Fees to the Cash Receipts Division	2. Receive payment and issue Official Receipt	Extract ion Fee @Php 25/cu. m.  Enviro nment Fee @Php 2.50/ cu.m.	15 Minutes	<i>Revenue Collection Clerk III</i> City Treasurer's Office  <i>Revenue Collection Clerk II</i> City Treasurer's Office  <i>Revenue Collection Clerk I</i> City Treasurer's Office



3. Submit the Official Receipt of payment to the Business Tax and Fees Division	3. Receive the Official Receipt of payment	DR Fees: Php15 0.00/st ub	30 Minutes	Jocelyn C. Aguilar <i>Local Treasury Operations Officer I</i>  Leynette Joy A. Lepaopao <i>Local Treasury Operations Officer II</i>
4. Receive the Delivery Receipts	4. Issue and release the Delivery Receipts		5 Minutes	Sheila May S. Endrina <i>Local Treasury Operations Officer II</i>  City Treasurer's Office
<b>TOTAL:</b>		<b>Variabl e</b>	<b>1 Hour &amp; 20 Minutes</b>	

The Fee for Request to Purchase Delivery Receipts and Pay Sand and Gravel/Aggregates Extraction and Environmental Fees based on allowable volume to be extracted is covered under City Ordinance No. 10-5664



# **City Treasurer's Office**

## **Internal Services**



## 1. Processing of Fidelity Bond for Accountable Officers / Employees

This service is provided to all Accountable Officers for fidelity bonding before handling government monies, accountable forms, and government properties.

<b>Office or Division:</b>	City Treasurer's Office – Administrative Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who May Avail:</b>	City Government Employees (Revenue Collectors, Accountable Officials, Deputized and Authorized Employees)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Recent Passport size picture (1 Original Copy)		Client		
2. Latest Approved Appointment (1 Certified True Copy)		Client		
3. Application Form (GF57A) (Online)		CTO - Accountable Forms Section		
4. Authority of the City Mayor (1 Original Copy)		City Mayor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Fidelity Bond Application using Online Fidelity Bond System (OFBS) and sign / subscribe the printed Fidelity Bond Application Form with the list of Bonded Accountable Public Officers	1. Generate the applied online Fidelity Bond application and the List of Bonded Accountable Public Officer/s from the system	None	2 Hours	<i>Records Officer II City Treasurer's Office</i>
	1.1 Review the completeness of the form and have it certified, and approved by the City Treasurer and the City Mayor		1 Day	City Treasurer <i>City Treasurer's Office</i>  City Mayor <i>City Mayor's Office</i>



	1.2 Submit the duly approved Fidelity Bond Application with all supporting documents to the Bureau of Treasury for the issuance of the AUTHORITY TO ACCEPT PAYMENT (ATAP)	None	2 Days	<i>Records Officer II</i> City Treasurer's Office  Bureau of Treasury
	1.3 Processed the payment of the Fidelity Bond Premium to the specified depository bank of the Bureau of Treasury	Refer to Table Below	1 Day	<i>Records Officer II</i> City Treasurer's Office
	1.4 Scan the ATAP and the Deposit Slip and eMail to the Bureau of Treasury for the preparation of the Confirmation Letter	None	2 Hours	<i>Records Officer II</i> City Treasurer's Office  Bureau of Treasury
	1.5 Receive the Confirmation Letter and the Approved application from the Bureau of	None	2 Days	<i>Records Officer II</i> City Treasurer's Office



	Treasury indicating the Bond Risk Number and the Coverage of the Fidelity Bonding			
2. Receive a copy of the Confirmation Letter and a photocopy of the Approved Fidelity Bond Application	2 Release the Confirmation Letter and the photocopy of the Approved Fidelity Bond to the bonded officer/employee copy furnished the City Mayor and the City Auditor	None	2 Hours	
	<b>TOTAL:</b>	<b>Variabl e</b>	<b>6 Days, 6 Hours</b>	

Bond Premium varies on the Amount specified at the Application Form and to be determined by the Bureau of Treasury.

## REVISED SCHEDULE OF BOND PREMIUM

### I. CASH ACCOUNTABILITY

MINIMUM CASH ACCOUNTABILITY	MAXIMUM CASH ACCOUNTABILITY	AMOUNT OF BOND	BOND PREMIUM
5,001.00	9,000.00	75% of their Total Cash Accountability	Bond Premium shall not be less than P150
9,001.00	12,000.00	9,000.00	150.00
12,001.00	15,000.00	11,250.00	168.75
15,001.00	18,000.00	13,500.00	202.50
18,001.00	21,000.00	16,750.00	251.25
21,001.00	25,000.00	18,900.00	283.50
25,001.00	30,000.00	22,500.00	337.50
30,001.00	35,000.00	26,250.00	393.75





35,001.00	40,000.00	30,000.00	450.00
40,001.00	50,000.00	37,500.00	562.50
50,001.00	60,000.00	45,000.00	675.00
60,001.00	80,000.00	60,000.00	900.00
80,001.00	100,000.00	75,000.00	1,125.00
100,001.00	250,000.00	100,000.00	1,500.00
250,001.00	500,000.00	225,000.00	3,375.00
500,001.00	750,000.00	350,250.00	5,253.75
750,001.00	1,000,000.00	500,000.00	7,500.00
1,000,001.00	2,500,000.00	750,000.00	11,250.00
2,500,001.00	5,000,000.00	1,500,000.00	22,500.00
5,000,001.00	25,000,000.00	3,500,000.00	52,500.00
25,000,001.00	75,000,000.00	4,000,000.00	60,000.00
75,000,001.00	100,000,000.00	5,000,000.00	75,000.00

**II. PROPERTY  
ACCOUNTABILITY**

- 1. Government Securities
- 2. Equipment
- 3. Supplies & Materials

30% of their Total Value	} Value rounded off to the nearest hundred	x 1.5% = Premium
30% of their Total Value		x 1.5% = Premium
50% of their Total Value		x 1.5% = Premium

**III. FOR ACCOUNTABLE  
FORMS**

- a) Internal Revenue Stamp
- b) Documentary Stamp
- c. Customs Documentary Stamp
- d) Cash Tickets
- e) Postage and Other Stamp Stocks
- f) Cattle Registration Certificates
- g) Marriage Certificates
- h) Auto Driver Certificates
- i) Motor Vehicle License
- j) Other Accountable Forms having face value

10% of their Total Value	} Value Rounded Off to the nearest hundred	x 1.5% = Premium



**PD No. 1445**

**Section 106. Liability for acts done by direction of superior.** No accountable officer shall be relieved from liability by reason of his having acted under the direction of a superior officer in paying out, applying, or disposing of the funds or property with which he is chargeable, unless prior to the act, he notified the superior officer in writing of the illegality of the payment, application or disposition, The officer directing any illegal payment or disposition of the funds or property shall be primarily liable for the loss, while the accountable officer who fails to serve the required notice shall be secondarily liable.



## 2. Request for Issuance of Accountable Forms

This service is provided to all Revenue Collectors and other Deputized Collectors requesting Accountable Forms.

<b>Office or Division:</b>	City Treasurer's Office – Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	City Government Employees (Revenue Collectors)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Requisition Form (1 Original Copy)		CTO- Accountable Forms Section, Administrative Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit online request of Accountable Forms	1. Receive the request and enter the details in the system	None	15 Minutes	<i>Records Officer II</i> City Treasurer's Office
2. Receive and sign the Requisition Form for approval	2. Validate the details against the Record of Accountable Forms (RAF) as to Stub Series and Serial Numbers, and print the Requisition Form	None	1 Hour	<i>Administrative Officer IV</i> City Treasurer's Office  <i>Acting City Treasurer</i> City Treasurer's Office
3. Submit the Requisition Form duly approved by the City Treasurer and duly stamped received by the Office of the City Auditor, Iligan City	3. Manually entered the Stub Numbers and the Serial Numbers of Accountable Forms in the RAF and have them signed per item in receipt of AF being requested	None	2 Hours	
4. Receive the Accountable Forms	4. Double check, pack and release the Accountable Forms	None	30 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours, 45 minutes</b>	



### 3. Request for Technical Assistance for Enhanced Tax Revenue Assessment and Collection System (eTRACS) End-users

This service is to provide technical assistance for Enhanced Tax Revenue Assessment and Collection System (eTRACS) end-users.

<b>Office or Division:</b>	City Treasurer's Office – Tax Revenue Assessment and Collection System Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All City Government Employees, Barangay Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Request Slip (1 Original Copy)		City Treasurer's Office-Tax Revenue Assessment and Collection system		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Request Slip	1. Receive accomplished Request Slip	None	4 Hours	<i>Information Technology Officer II</i> City Treasurer's Office
2. Sign the Acknowledgment Receipt	2. Provide accomplished Acknowledgment Receipt of services rendered	None	4 Hours	<i>Information Technology Officer II</i> City Treasurer's Office
	<b>TOTAL:</b>	None	<b>1 Day</b>	



# **CITY VETERINARIAN'S OFFICE**

## **External Services**



## 1. Request for Animal Treatment Services (Walk-In)

This service provides animal treatment to address and improve the well-being of animals.

<b>Office or Division:</b>	City Veterinarian's Office – Livestock Inspection Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Pet Owners in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Bring the sick pet animal for evaluation		Client		
2. Bring Immunization Card (for pet animal) if there is any		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Logbook in the office registry	1. Ask the client and record the owner's name and address	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
2. Present the Animal Registration Certificate and the sick animal to the attending Veterinarian and provide vital information about the animal's condition	2. Record the vital signs and other relevant information	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
	2.1 Examine and evaluate	None	15 Minutes	<i>Veterinarian</i> City Veterinarian's Office
3. Assist the Veterinarian in restraining the animal during treatment	3. Give treatment to animal	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
4. Receive the Veterinarian's recommendation and prescription	4. Provide prescription if necessary and advise the client on the animal's post-treatment care	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>None</b>	<b>55 Minutes</b>	



## 2. Request for Assistance in Animal Blood Collection for Laboratory Examination

This service provides all livestock dealers, farm owners, and pet owners with possible early detection of diseases confirmation of the animal disease through the laboratory results, and promotes the veterinary health system in Iligan City.

<b>Office or Division:</b>	City Veterinarian's Office - Livestock Inspection Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen			
<b>Who May Avail:</b>	All Livestock Dealer and pet owners in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Form (1 Original copy)		City Veterinarian's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished form	1. Check correctness and completeness of submitted form	None	15 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
2. Receive the schedule of the blood collection activity and provide the necessary materials for the collection of blood	2. Inform the client for the schedule of the said activity	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
	2.1 Perform the blood collection activity	None	3 Hours	<i>Veterinarian</i> City Veterinarian's Office
3. Pack properly at least one blood sample to confirm the instruction	3. Instruct and demonstrate the proper packing and handling of blood sample	None	1 Hour	<i>Veterinarian</i> City Veterinarian's Office
4. Request for assistance of blood sample to DA Regional Office X	4. Assist client in handling the blood sample for shipment to DA Region X office	None	1 Hour	<i>Client</i>  <i>Livestock Inspector II</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Hours, 20 Minutes</b>	



### 3. Request for Assistance on Iron Administration and Hog Cholera Vaccination

This service provides assistance on iron administration and hog cholera vaccination to all swine raisers in Iligan City.

<b>Office or Division:</b>	City Veterinarian's Office – Livestock Inspection Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C–Government to Citizen			
<b>Who May Avail:</b>	All Swine Raisers in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Iron Administration</b> Piglets must be 3 to 5 days		Client		
<b>For Hog Cholera Vaccination</b> Piglets must be 1 month old or above		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call or visit the Office to request for appointment	1. Record the name and address of the farmer	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
2. Note the appointment date, time, and necessary preparations	2. Set the appointment and inform the client of necessary preparations	None	15 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
3. Prepare the piglets	3. Arrive at the client's place	None	1 Day	<i>Livestock Inspector II</i> City Veterinarian's Office
4. Present the piglets	4. Evaluate the piglets	None	15 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
5. Assist in the restrain of piglets	5. Administer the drugs	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
6. Receive the advice	6. Give advice to the client on post service care	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 55 Minutes</b>	





#### 4. Request for Assistance on Piglet Castration and Vitamin Administration

This service provides assistance to swine raisers on piglet castration and vitamin supplementation to promote suitable swine production and animal health system.

<b>Office or Division:</b>	City Veterinarian's Office – Livestock Inspection Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Swine Raisers in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Piglets must be 10 – 14 days old		Client		
2. Piglets must be healthy		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call or visit the office to request for assistance	1. Record the name and address of the farmers	None	10 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
2. Note the appointment	2. Set appointment and inform the client of the necessary preparations	None	15 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
3. Prepare the piglets	3. Arrive at the client's address	None	1 Day	<i>Livestock Inspector II</i> City Veterinarian's Office
4. Assist in the restrain of the piglets	4. Castrate the male piglets and administer vitamins to all piglets	None	20 Minutes	<i>Veterinarian</i> City Veterinarian's Office
5. Receive instructions from the technician	5. Give advice to the client on post service care	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 55 Minutes</b>	



## 5. Request for Dog Redemption of Impounded Animals

This service enables the pet owners to redeem their impounded animals.

<b>Office or Division:</b>	City Veterinarian's Office – City Pound Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All pet owners whose animals are impounded			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Card registration of pet and pay the corresponding fees		Client		
2. The dog owner submits the required redemption documents		Client		
3. Impoundment Fee: PHP 500.00 (RA 9482, CO 13-6020)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verify if the dog is at the City Pound	1. Prepare redemption form and release form	None	10 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
2. Pay the impoundment fee	2. Receive and process payments, and issue a receipt to the dog owner	PHP 500.00	5 Minutes	<i>Deputized Collector</i> City Veterinarian's Office
3. Attend the release appointment at the City Pound	3. Release the impounded dog to the client as per appointment, and provide post release instructions.	None	35 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>PHP 500.00</b>	<b>50 Minutes</b>	

Request for Dog Redemption of Impounded Animals is covered under Republic Act 9482 otherwise known as the Anti-Rabies Act of 2007 and City Ordinance 13-6020 otherwise known as The Iligan City Animal Welfare Act and Management Code of 2012.



## 6. Request for Impounding of Stray Animals

This service provides clients safety in impounding their pets and free from hazard.

<b>Office or Division:</b>	City Veterinarian's Office – City Pound Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All pet owners in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request specifying preferred schedule (1 Original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request	1. Receive Letter Request	None	15 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
2. Accompany poundkeepers to catch dogs or any animals roaming around the streets	2. Catch/restrain the dog or any animal roaming around the streets/ barangays and load them on the pound truck	None	2 Hours	<i>Poundkeeper II</i> City Veterinarian's Office
	2.1 Unload the animals caught on the streets into the cages at the City Pound	None	30 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours, 45 Minutes</b>	



## 7. Request for Issuance of Veterinary Health/Acceptance Certificate for Domestic Movement and/or for Slaughter (Walk-In)

This service serves to verify the health status of animals ensuring it meets the requirement for travel and trade. It helps prevent the spread of diseases and ensures the well-being involved in various activities.

<b>Office or Division:</b>	City Veterinarian's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen			
<b>Who May Avail:</b>	All livestock dealers and pet owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>1. For Acceptance Certificate</b> <ul style="list-style-type: none"> <li>Barangay Certificate</li> <li>Disinfection Clearance</li> <li>Recognition of Active Surveillance on African Swine Fever (RAS-ASF)</li> <li>Veterinary Health Certificate</li> <li>Shipping Permit</li> </ul>		Client		
<b>2. For Veterinary Health Certificate (Large Animals):</b> <ul style="list-style-type: none"> <li>Certificate of Ownership</li> <li>Certificate to Transfer</li> </ul>		Client		
<b>3. Veterinary Health Certificate Fee</b> <ul style="list-style-type: none"> <li>PHP100.00/Head (CO 17-6571)</li> <li>PHP200.00 more than 1</li> </ul> <b>Acceptance Certificate Fee</b> <ul style="list-style-type: none"> <li>Hog – PHP200.00 (CO 17-6571)</li> <li>Avian – No. of Heads x 0.5</li> </ul>		City Veterinarian's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present/bring all the necessary required documents of livestock before entering into the City of Iligan	1. Check vaccination of the animal if updated, then examine, weigh, and note the description (age, sex, breed, color/markings) and	None	30 Minutes	<i>Meat Inspector II</i>  <i>Veterinarian</i> City Veterinarian's Office



	identification of the animal			
2. Provide name, telephone/cellphone number, complete address and animal's destination	2. Input, print, and sign the Veterinary Health Certificate	None	10 Minutes	<i>Meat Inspector II</i>  <i>Admin Aide III</i>  <i>Veterinarian</i> City Veterinarian's Office
3. Present vaccination record of the animals	3. Record the vaccination of the animals	None	5 Minutes	<i>Meat Inspector II</i>  <i>Livestock Inspector II</i> City Veterinarian's Office
4. Pay the issued Veterinary Health/Acceptance Certificate	4. Issue official receipt of the Veterinary Health/Acceptance Certificate	PHP 100.00 /Head PHP 200.00 more than 1	5 Minutes	<i>Deputized Collector</i> City Veterinarian's Office
	<b>TOTAL:</b>	<b>PHP 100.00 /Head</b> <b>PHP 200.00 more than 1</b>	<b>50 Minutes</b>	

Request for Issuance of Veterinary Health/Acceptance Certificate for Domestic Movement and/or for Slaughter (Walk-in) is covered under City Ordinance 17-6571.



## 8. Request for Neuter Services of Dogs and Cats

This service controls the pet population, reducing the risk of certain health issues, and minimizing behavior problems.

<b>Office or Division:</b>	City Veterinarian's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Pet Owners with male dog and cat			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Dog is at least 3 months old		Client		
2. Cat is at least 6 months old		Client		
3. Must be healthy and not recently bitten		Client		
4. Bathe the pet before the surgery		Client		
5. Not heavily infested by parasites		Client		
6. Present Pet Registration Card or Rabies Vaccination Card if there is any		Client		
7. Neuter Service Fee: PHP 100.00/Head (CO 13-6020)		Client		
8. Pet Registration Fee (if not registered): PHP 100.00/Head		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Call or visit the office to set schedule of operation	1. Inform the client through call and text the date and time of the operation	None	5 Minutes	<i>Admin Aide III</i> City Veterinarian's Office
2. Bring the dog/cat on the scheduled date to the City Veterinarian's Office	2. Prepare the surgical materials needed	None	20 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
3. Give the necessary information (name, address, age, sex, breed and species) to the assigned recorder	3. List the pet owner's name, address, and record the pertinent information of their animal (kind of animal, age, sex	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office



	and breed)			
4. Pay for the neuter service	4. Issue official receipt of the neuter service	PHP 100.00/ Head	5 Minutes	<i>Deputized Collector</i> City Veterinarian's Office
5. If not registered, pay the dog/cat registration fee	5. Issue official receipt of animal registration	PHP 100.00/ Head	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
6. Sign the waiver	6. Fill up the necessary information in the waiver form	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
7. Allow the dog/cat for weighing	7. Get and record the animal's weight	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
8. Restrain the animal for the administration of the pre-anesthetic and anesthetic drug	8. Prepare the pre-anesthetics	None	5 Minutes	<i>Veterinarian</i> City Veterinarian's Office
	8.1 Administer the pre-anesthetic drug	None	5 Minutes	<i>Veterinarian</i> City Veterinarian's Office
	8.2 Administer the anesthetic drug	None	5 Minutes	<i>Veterinarian</i> City Veterinarian's Office
	8.3 Bring the dog/cat to the shaving area and shave the animal ready for neuter	None	10 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
	8.4 Bring the dog/cat to the surgery table	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
	8.5 Perform the operation	None	20 Minutes	<i>Veterinarian</i> City Veterinarian's Office
	8.6 Bring the dog/cat to the recovery area	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
9. Receive pet and apply post-operative care recommendations	9. Release pet and give the post-operative care recommendations	None	1 Hour, 30 Minutes	<i>Veterinarian</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>Variable</b>	<b>3 Hours, 20 Minutes</b>	

Request for Neuter Services of Dogs and Cats is covered under City Ordinance 13-6020 otherwise known as The Iligan City Animal Welfare Act and Management Code of 2012.



## 9. Request for Rabies Vaccination

This service provides prevention in the spread of rabies, and it's a crucial public health measure to protect both animals and people from this highly fatal viral disease.

<b>Office or Division:</b>	City Veterinarian's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Pet Owners in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For First Rabies Shot</b> <ul style="list-style-type: none"> <li>Animal must be 3 months of age and healthy</li> <li>Animal has not recently bitten or licked a wound</li> <li>Registration Fee Php100.00/Head if pet is not registered</li> </ul>		City Veterinarian's Office		
<b>For Annual Rabies Shot</b> <ul style="list-style-type: none"> <li>Present Pet Registration Card or Rabies Vaccination Card if there is any</li> <li>Animal has not recently bitten or licked a wound and must be healthy</li> </ul>		City Veterinarian's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Registry logbook in the office	1. Present the logbook to the client	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
2. If not registered, pay the dog/cat registration fee	2. Issue official receipt of animal registration	PHP 100.00/Head	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
3. Present the animal for evaluation and give relevant information	3. Record owner's name and address, sex, and pets, breed, color and age the animal.	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office





	3.1 Prepare the Vaccination Card/ Certificate	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
5. Present pet/s for actual vaccination	5. Vaccinate the pet	None	5 Minutes	<i>Veterinarian</i> City Veterinarian's Office
6. Claim the pet/s vaccination card and tag	6. Give the vaccination card	None	5 Minute	<i>Livestock Inspector II</i> City Veterinarian's Office
7. Receive advice regarding post vaccination care and pet ownership	7. Give instructions regarding post vaccination care and pet ownership	None	5 Minutes	<i>Veterinarian</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>PHP 100.00/Head</b>	<b>35 Minutes</b>	

Request for Rabies Vaccination is covered under Republic Act 9482 otherwise known as the Anti-Rabies Act of 2007 and City Ordinance 13-6020 otherwise known as The Iligan City Animal Welfare Act and Management Code of 2012.



## 10. Request for Treatment of Sick Large Animals in the Field

This service provides treatment of sick large animals, since transporting the animal to the Veterinary Office is costly.

<b>Office or Division:</b>	City Veterinarian's Office - Livestock Inspection Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C–Government to Citizen			
<b>Who May Avail:</b>	All Livestock & Poultry Raisers in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Client owns the animal		City Veterinarian's Office		
2. Can restrain the animal		City Veterinarian's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the office to request for appointment	1. Record the name and address of the client, gather case history, and make a tentative diagnosis of the case	None	15 Minutes	<i>Livestock Inspector II</i>  <i>Veterinarian</i> City Veterinarian's Office
2. Note the appointment	2. Set the appointment and inform the client of necessary preparations	None	5 Minutes	<i>Livestock Inspector II</i> City Veterinarian's Office
	2.1 Arrive at the area	None	1 Day	<i>Livestock Inspector II</i>  <i>Veterinarian</i> City Veterinarian's Office
3. Assist in the restrain of the animal	3. Evaluate and treat the animal	None	30 Minutes	<i>Veterinarian</i> City Veterinarian's Office
4. Receive advice on post treatment care	4. Give advice to the client regarding post treatment care	None	10 Minutes	<i>Veterinarian</i> City Veterinarian's Office
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hour</b>	



## 11. Request for Voluntary Impounding of Owned Pet/Animals to the City Pound

This service provides protection of the welfare of the animals and the community, preventing harm and facilitating their well-being and ensures public safety.

<b>Office or Division:</b>	City Veterinarian's Office – City Pound Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Pet Owners in Iligan City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Pet or animal must be owned by the client		City Veterinarian's Office		
2. Pet owner must have a valid reason for voluntary impounding		City Veterinarian's Office		
3. Impounding Fee: PHP150.00/Dog (CO 13-6020)		City Veterinarian's Office		
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the office to request for assistance	1. Interview and validate the client and give other options such as adoption	None	15 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
2. Fill up the voluntary form	2. Require the pet owner to fill up the request for voluntary form and state the reason for surrendering the pet animals, record the sex, color, breed and age of the animal surrendered	None	5 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
3. Pay the required fee	3. Issue official receipt to the client	PHP 150.00/Head	5 Minutes	<i>Deputized Collector</i> City Veterinarian's Office



4. Agree on the scheduled appointment	4. Set the appointment and inform the client of necessary preparations	None	10 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
5. Prepare the pet to be surrendered to the City Pound personnel to pick up the animal	5. Arrive at the client's place	None	1 Day	<i>Poundkeeper II</i> City Veterinarian's Office
6. Assist in the restrain of the pet	6. Receive the pet and loads it to the City Pound truck	None	15 Minutes	<i>Poundkeeper II</i> City Veterinarian's Office
	<b>TOTAL:</b>	<b>PHP 150.00/H ead</b>	<b>1 Day, 50 Minutes</b>	

Request for Voluntary Impounding of Owned Pet/Animals to the City Pound is covered under City Ordinance 13-6020 otherwise known as The Iligan City Animal Welfare Act and Management Code of 2012.



# **Economic Enterprise Development and Management Office**

## **External Services**



## 1. Issuance of Burial Permits and Lot Rental Services for Public Cemeteries

This service is to provide the clients who need space in public cemeteries for burial after evaluation of their requirements. Upon evaluation and if there is an availability of space burial upon payment of burial fee, the client shall approach the assigned caretaker for the determination of space available in the cemetery.

<b>Office or Division:</b>	Economic Enterprise Development & Management Office- Cemetery Division
<b>Classification:</b>	Government to Citizens (G2C)
<b>Type of Transaction:</b>	Simple
<b>Who May Avail:</b>	General Public

### For New Burial

CHECKLIST OF EQUIREMENTS	WHERE TO SECURE
1. Lease Verification Form – 1 copy Original	Economic Enterprise Development & Management Office- Cemetery Division
2. Official Receipt (Burial Permit) 1 copy Original	City Treasurer's Office
3. Agreement Form – 1 copy Original	Cemetery Division Office
4. Approved Death Certificate – 1 copy Photocopy	Client
Case 1: For emergency burial: 5. Temporary Burial Permit – 1 copy Original	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures Lease Verification Form from the cemetery caretaker of Cemetery Office of chosen public cemetery.	1. Caretaker assists the client with the availability and location of the desired burial site.	None	20 minutes	<i>Administrative Aide II (Designated as Economic Enterprise Development &amp; Management Office Cemetery In-Charge)</i> Economic Enterprise Development & Management Office
2. Client submits the approved lease verification form from the caretaker together with the photocopy of the approved death	2. Receives a photocopy of the death certificate and assessed the amount payable.	None	20 minutes	<i>Administrative Aide II – Cemetery Division</i> Economic Enterprise Development & Management Office



certificate.				
3. Secure billing form	3. Issue billing form	None	10 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
4. Pay the required fees	4. Issue Official Receipt to client	Burial fee: PHP 253.10 Lot Rental: PHP 759.35	20 minutes	<i>Revenue Collection Clerk City Treasurer's Office</i>
5. Client presents Official Receipt to Administrative Aide	5. Posting of Payment (Official Receipt)	None	10 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
6. Client presents Official Receipt to cemetery caretaker.	6. Caretaker assists and guide the client to the burial site	None	20 minutes	<i>Administrative Aide II (Designated as Economic Enterprise Development &amp; Management Office Cemetery In-Charge) Economic Enterprise Development &amp; Management</i>
<b>TOTAL</b>		<b>Burial fee: PHP 253.10 Lot Rental: PHP 759.35</b>	<b>1 hour, 40 minutes</b>	



<b>For Exhumation</b>				
<b>CHECKLIST OF EQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Lease Verification Form – 1 copy Original		Economic Enterprise Development & Management Office- Cemetery Division		
2. Official Receipt (Burial Permit) 1 copy Original		City Treasurer's Office		
3. Agreement Form – 1 copy Original		Economic Enterprise Development & Management Office- Cemetery Division		
4. Approved Death Certificate – 1 copy Photocopy		Client		
5. Exhumation Permit		City Health Office		
6. Authorization Letter from the Immediate Family permitting to exhume or second level burial		Client		
7. Death Verification Form		City Civil Registrar		
Case 2: 8. Cemetery Code Form (if exhume and transfer to private cemetery)		Economic Enterprise Development & Management Office- Cemetery Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client secures Lease Verification Form from the cemetery caretaker of Cemetery Office of chosen public cemetery	1. Caretaker assists the client to the location of the burial site.	None	20 minutes	<i>Administrative Aide II (Designated as Economic Enterprise Development &amp; Management Office Cemetery In-Charge)</i> Economic Enterprise Development & Management Office
2. Client must settle his delinquency and requirements	2. Assesses total delinquency	None	10 minutes	<i>Administrative Aide II – Cemetery Division</i> Economic Enterprise Development & Management Office
3. Secure billing form	3. Issue billing form	None	10 minutes	<i>Administrative Aide II – Cemetery Division</i> Economic





				Enterprise Development & Management Office
4. Pay the required fees	4. Issue Official Receipt to client	PHP 759.00 x number of years unpaid	20 minutes	Revenue Collection Clerk City Treasurer's Office
5. Client presents Official Receipt to Administrative Aide	5. Posting of Payment (Official Receipt)	None	10 minutes	Administrative Aide II – Cemetery Division Economic Enterprise Development & Management Office
6. Client must present his exhumation permit and full payment receipt anytime	6. Caretaker assists the client	None	10 minutes	Administrative Aide II (Designated as Economic Enterprise Development & Management Office Cemetery In-Charge) Economic Enterprise Development & Management Office
<b>TOTAL</b>		<b>Variable</b>	<b>1 hour, 20 minutes</b>	

**For Extension (patong)**

<b>CHECKLIST OF EQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Lease Verification Form – 1 copy Original	Economic Enterprise Development & Management Office- Cemetery Division
2. Official Receipt (Burial Permit) 1 copy Original	City Treasurer's Office
3. Agreement Form – 1 copy Original	Economic Enterprise Development & Management Office- Cemetery Division
4. Approved Death Certificate – 1 copy Photocopy	Client
5. Exhumation Permit	City Health Office
6. Authorization Letter from the Immediate Family permitting to exhume or second level burial	Client



7. Death Verification Form		City Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secures Lease Verification Form from the cemetery caretaker of Cemetery Office of chosen public cemetery	1. Caretaker assists the client to check if the niche is in the 1 <sup>st</sup> level	None	20 minutes	<i>Administrative Aide II (Designated as Economic Enterprise Development &amp; Management Office Cemetery In-Charge) Economic Enterprise Development &amp; Management Office</i>
2. Client submits the approved death certificate to new death and authorization letter with photocopy of valid ID from the immediate family	2. Receives approved death certificate, verification and authorization	None	20 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
3. Client must settle his delinquency and new burial payments	3. Assesses total delinquency and new burial	None	20 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
4. Secure billing form	4. Issue billing form	None	10 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
5. Pay the required fees	5. Issue Official Receipt to client	PHP 759.00 x number of years	20 minutes	<i>Revenue Collection Clerk City Treasurer's Office</i>



		unpaid (1 <sup>st</sup> or 2 <sup>nd</sup> level niche) Burial fee: PHP 253.10 Lot Rental: PHP 759.35		
6. Client presents Official Receipt to Administrative Aide	6. Posting of Payment (Official Receipt)	None	10 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
7. Client presents official receipt to cemetery caretaker	7. Assists and guides client to burial site	None	10 minutes	<i>Administrative Aide II (Designated as Economic Enterprise Development &amp; Management Office Cemetery In-Charge) Economic Enterprise Development &amp; Management Office</i>
<b>Total Variable</b>			<b>1 hour, 50 minutes</b>	

Issuance of Burial Permit and Lot Rental Services for Public Cemeteries is under City Ordinance No. 99-3695



## 2. Issuance of Burial Permits for Private Cemeteries

In private cemeteries, only an issuance of burial permit after compliance with the needed death certificate will suffice for this service.

<b>Office or Division:</b>	Economic Enterprise & Development Management Office - Cemetery Division			
<b>Classification:</b>	Government to Citizens (G2C)			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Death Certificate – 1 copy Photocopy		Client		
2. Official Receipt (Burial Permit) – 1 copy Original		City Treasurer’s Office		
Case 1: For emergency burial: 3. Temporary Burial Permit		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the approved death certificate.	2. Receives a photocopy of the death certificate and assessed the amount payable.	None	20 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
3. Secure billing form	3. Issue billing form	None	10 minutes	<i>Administrative Aide II – Cemetery Division Economic Enterprise Development &amp; Management Office</i>
4. Pay the required fees	4. Issue Official Receipt to client	Burial fee: PHP 253.10	20 minutes	<i>Revenue Collection Clerk City Treasurer’s Office</i>
<b>Total</b>		<b>PHP 253.10</b>	<b>50 minutes</b>	
Issuance of Burial Permit and Lot Rental Services for Public Cemeteries is under City Ordinance No. 99-3695				



### 3. Issuance of Certification

This service is to provide the clients who are requesting certifications regarding their status as stakeholders or stallholders, account balances and other related information from the different areas under the management of Economic Enterprise & Development Management Office.

<b>Office or Division:</b>	Economic Enterprise & Development Management Office- (Public Markets, Fish Landing, IBJTs, Slaughterhouse)			
<b>Classification:</b>	Government to Businesses (G2B)			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	Stallholder/Spaceholder			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form – 1 copy Original		Economic Enterprise & Development Management Office Markets, Fish Landing, IBJT, Slaughterhouse		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client secures and fill-out Request form	1. Provides request form	None	10 minutes	<i>Administrative Assistant</i> Economic Enterprise & Development Management Office
2. Client submits accomplished Request form	2. Receives and checks record of ledger if there is no unpaid account.	None	30 minutes	<i>Market Inspector/</i> Economic Enterprise & Development Management Office/
	2.1 If none, issue billing for payment of certification fee.	None	30 minutes	
	2.2 if there is, let client settle unpaid account first. Issue billing statement. After settlement, then proceed to step 2.	None	30 minutes	



3. Client pays required fees	3. Issue Official Receipt	PHP 50.00 + unpaid account for stall rental  See below	20 minutes	<i>Revenue Collection Clerk City Treasurer's Office</i>
4. Client presents Official Receipt (OR) to Biller	4. Receives Official Receipt, then prepares Certification of Closure of Business signed by Market Supervisor	None	10 minutes	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
5. Client receives Requested Certification and signed logbook	5. Releases Requested Certification	None	2 minutes	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
<b>TOTAL</b>		<b>Variable</b>	<b>2 hours, 12 minutes</b>	

Issuance of Certification is under Revenue Code 10-5664 of Iligan City and City Ordinance No. 2246 Series 1993.

## Section 36. Market Fees, Rentals and other Fees

### A. Rental Fees for Fixed Stalls

1. The stall rental fees per day for fixed stalls of the Central Market and Pala-o Market shall be as follows:

Mat/Poultry	PHP 5.00
<b>Fresh Fish</b>	PHP 4.50
<b>Dried &amp; Salted Fish</b>	PHP 3.50
<b>Carederia &amp; Cafeteria</b>	PHP 5.00



<b>Refreshment/Painitan</b>	PHP 3.00
<b>Sar-sari</b>	PHP 3.00
<b>Tuba-an</b>	PHP 3.00
<b>Butangan</b>	PHP 3.00
<b>Dry Goods/Grocery</b>	PHP 5.00
<b>Grain &amp; Cereal</b>	PHP 3.50
<b>Fruits &amp; Vegetable</b>	PHP 3.00
<b>Flower &amp; Ukay-ukay</b>	PHP 3.00
<b>Muslim Products</b>	PHP 3.00
<b>Vegetable outside perimeter</b>	PHP 5.00
<b>Vegetable/Sari-sari open</b>	PHP 3.00
<b>Tobacco</b>	PHP 2.00
<b>Vegetable/ Sari-sari (center aisle)</b>	PHP 3.00
<b>Live Fowl/Stocks</b>	PHP 4.00
<b>Seaweeds &amp; Seashells</b>	PHP 3.00
<b>Rice &amp; Coffee Grinder</b>	PHP 5.00
<b>Other Items</b>	PHP 3.00



#### 4. Request for Leasing of Public Market Stall

This service caters to qualified individuals who will apply a vacant stall from the public markets and upon proper evaluation a winning applicant will be awarded by the Market Committee Awards and Adjudication (MCAA). After the awarding of a stall, a Contract of Lease will be signed between the government and the client, then the client will start the processing of business permit.

<b>Office or Division:</b>	Economic Enterprise & Development Management Office Public Markets (Central, Tambo, & Fish Landing)			
<b>Classification:</b>	Government to Businesses (G2B)			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	General Public of Legal Age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Application Form – 1 copy Original		Tambo Public Market Office		
2. Barangay Clearance – 1 copy Original		Respective Barangay Office		
3. Must be a resident of Iligan City, 21-60 years old		Barangay Office		
4. Valid ID card (SSS, Postal, Passport, Driver's License etc.) 1 photocopy		Respective Offices		
5. Police / NBI clearance – 1 Original		Philippine National Police & National Bureau of Investigation Office		
6. Duly Accomplished Bio-Data – 1 Original		Downloadable /Printable		
7. 2 pcs 2x2 picture/photo 2 pcs 1x1 picture/photo		Photo shop/Applicant		
8. Voter's Certification – 1 original		Commission on Election Office		
9. Community Tax Certificate (Current cedula) -1 original		Barangay Office/ City Hall		
10. 2 pcs Folder long with paper fastener		Applicant		
11. Certificate of notice of award (provided to the winning applicant) – 1 original		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STAGE 1- APPLICATION</b>				
1. Client secures and fill-out an application form	1. Provides an application form and secures a checklist of requirements	None	10 minutes	<i>Market Inspector</i> Economic Enterprise & Development Management Office





2. Client submits accomplished application form with complete requirements	2. Examines and evaluates application form and attachments	None	2 hours	<i>Market Inspector</i> Economic Enterprise & Development Management Office
	2.1 Receives and records in the logbook an accomplished form with complete requirements, and informs applicant to wait for the publication of stall vacancies and schedule of raffle.	None	2 hours	<i>Market Inspector</i> Economic Enterprise & Development Management Office
<b>Subtotal</b>		<b>None</b>	<b>4 hours, 10 minutes</b>	
<b>STAGE 2 -AWARDING</b>				
1. Client will wait for the instruction and guidance from the Office.	1. Submits the letter of publication to City Information Office and radio station of stall vacancies	None	2 hours	<i>Market Inspector</i> Economic Enterprise & Development Management Office
2. Client personally attends raffle proceedings on the scheduled date	2. Raffles of vacant stalls to qualified applicants	None	2 hours	<i>Market Committee on Awards and Adjudication (MCAA) and Market Head</i> Economic Enterprise & Development Management Office



3. Awardee attends briefing on Market rules, policies & regulations	3. Conducts briefing on the laws, rules, policies & regulations including responsibilities of the stallholder	None	2 hours	Market Supervisor / Market Inspector Economic Enterprise & Development Management Office
4. Awardee will hand carry the documents including the award certificate for signing.	4. Approval of Award Certificate	None	4 hours	Market Committee on Awards and Adjudication (MCAA) and Market Head Economic Enterprise & Development Management Office
5. Awardee personally receives Award Certificate in the office	5. Releases/ Issues Award Certificate	None	10 minutes	Market Supervisor / Market Inspector Economic Enterprise & Development Management Office
6. Winning applicant receives an assessment for occupancy fee	6. Determines occupancy fee according to the kind of business	None	10 minutes	Market Supervisor of Public Markets Economic Enterprise & Development Management Office
7. Winning applicant pays the occupancy fee	7. Issues an official receipt upon payment	See table below	30 minutes	Revenue Collection Clerk City Treasure's Office
<b>Subtotal</b>		<b>See table below</b>	<b>10 hours, 50 minutes</b>	

**STAGE 3 – For TRANSFER**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Accomplished Application Form – 1 copy Original	Tambo Public Market Office
2. Barangay Clearance – 1 copy Original	Respective Barangay Office
3. Valid ID card (SSS, Postal, Passport, Driver's License etc.) – 1 copy Photocopy	Respective Offices
4. Police / NBI Clearance – 1 copy	Police & NBI office



Original				
5. Duly accomplished Bio-Data – 1 copy Original		Downloadable /Printable		
6. 2 pcs 2x2 picture/photo 2 pcs 1x1 picture/photo		Applicant		
7. Voter's Certification – 1 copy Original		COMELEC Office		
8. Community Tax Certificate (Current Cedula) – 1 copy Original		Barangay Office/ City Hall		
9. 2 pcs Folder long with paper fastener		Applicant		
10. Affidavit of waiver for two or more siblings – 1 copy Original		Public Attorney's Office		
11. Death Certificate -1 copy photocopy		Philippine Statistics Authority/City Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client personally attends raffle proceedings on the scheduled date	1. Raffles of vacant stalls to qualified applicants	None	2 hours	<i>Market Committee on Awards and Adjudication (MCAA) and Market Head Economic Enterprise &amp; Development Management Office</i>
2. Awardee attends briefing on Market rules, policies & regulations	2. Conducts briefing on the laws, rules, policies & regulations including responsibilities of the stallholder	None	2 hours	<i>Market Supervisor / Market Inspector Economic Enterprise &amp; Development Management Office</i>
3. Awardee will hand carry the documents including the award certificate for signing.	3. Approval of Award Certificate	None	4 hours	<i>Market Committee on Awards and Adjudication (MCAA) and Market Head Economic Enterprise &amp; Development Management Office</i>
4. Awardee personally receives Award	4. Releases/ Issues Award Certificate	None	10 minutes	<i>Market Supervisor / Market Inspector</i>



Certificate in the office				Economic Enterprise & Development Management Office
	<b>Subtotal</b>	<b>None</b>	<b>8 hours, 10 minutes</b>	



<b>STAGE 4 –CONTRACT OF LEASE</b>				
1. Awardee will personally request for the contract of lease in the office.	1. Prepares and provides the Contract of Lease	None	7 days	Administrative Officer Economic Enterprise & Development Management Office
2. Awardee countercheck s the contract of lease before signing it.	2. Submits the signed contract to Economic Enterprise & Development Management Office Head, City Administrator Office, City Mayor’s Office for approval	None	12 days	Administrative Officer Economic Enterprise & Development Management Office
<b>Subtotal</b>		<b>None</b>	<b>19 days</b>	
<b>TOTAL</b>		<b>See table below</b>	<b>19 days, 23 hours, 10 minutes</b>	

Request for Leasing of Public Market Stall is under City Ordinance No. 2246 series 1993

<b>MARKET FEES</b>	
(City Ordinance No. 2246 S. 1993)	
Occupancy Fee:	
Stall Category	Fees
Poultry/Meat/Fish	₱1,200.00
Others	₱1,000.00
Certificate Fee	₱50.00



## 5. Request for Leasing of Stall/Space at Iligan Bus and Jeepney Terminal - East

This service caters to qualified individuals who will apply for a stall from the terminal and upon proper evaluation a winning applicant will be awarded by the Iligan Bus and Jeepney Terminal Management Board (IBJTM). After the awarding of a stall, a Contract of Lease will be signed between the government and the client, then the client will start the processing of business permit.

<b>Office or Division:</b>	Integrated Bus and Jeepney Terminal - East			
<b>Classification:</b>	Government to Businesses (G2B)			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	General Public of Legal Age			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. Letter of Intent – 1 copy Original	Applicant			
2. Business Plan – 1 copy Original	Applicant			
3. Accomplished Application Form – 1 copy Original	Integrated Bus and Jeepney Terminal - East Office			
4. Must be a resident of Iligan City, 21-60 years old	Barangay Office			
5. Voter's Certification – 1 copy Original	Commission on Election Office			
6. Valid ID card (SSS, Postal, Driver's License, etc.) 1 copy - Photocopy	Applicant			
7. Personal Biodata – 1 copy Original	Printable/available on stationery store			
8. Barangay Clearance/Certification – 1 copy Original	Barangay Office			
9. Current Community Tax Certificate (Cedula) – 1 copy Original	Barangay Office/City Hall			
10. 2 Folder Long with Paper Fastener	Applicant			
11. Photo Picture (2x2 and 1x1 – 2 pcs. each)	Applicant			
12. Police/NBI Clearance – 1 copy Original	Police & National Bureau of Investigation Office			
13. Certificate of notice of award (provided to the winning applicant) – 1 copy Original	Integrated Bus and Jeepney Terminal - East Office			
14. Official Receipt for Bidding Documents – 1 copy Original	Client			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>STAGE 1- APPLICATION</b>				
1. Client inquires for vacant stall at IBJT - East Office	1. Provides information on the existing vacant stall and	None	1 hour	Administrative Assistant Economic Enterprise &



	gives checklist of requirements			Development Management Office
2. Client submits Accomplished requirements to IBJT - East Office	2. Checks complete documents, evaluate and endorse to terminal management board for qualification purposes	None	1 day	<i>Administrative Officer</i> Economic Enterprise & Development Management Office
3. Qualified applicant will wait for a call from IBJT – East personnel	3. EEDMO personnel will call for qualified applicants to attend bidding and awarding	None	8 days	<i>Administrative Assistant</i> Economic Enterprise & Development Management Office
<b>Subtotal</b>		<b>None</b>	<b>9 days, 1 hour</b>	
<b>STAGE 2 - AWARDING</b>				
1. Client attends public bidding	1. Conduct Public bidding	None	1 day	<i>Administrative Assistant</i> Economic Enterprise & Development Management Office
2. Winning applicant pays the winning bid price	2. Issues Official Receipt for the winning bid price	See table below	1 hour	<i>Revenue Collection Clerk</i> City Treasure's Office
3. Client receives the Certification of Award for Stall Ownership	3. Release the Certification of Stall Ownership	None	2 hours	<i>Terminal Management Board</i>
54 Winning applicant attends the briefing and orientation	4. Conducts briefing on accountabilities of stall holders	None	2 hours	<i>Terminal Management Board/ Administrative Officer</i> Economic Enterprise & Development Management Office
<b>Subtotal</b>		<b>None</b>	<b>1 day, 5 hours</b>	

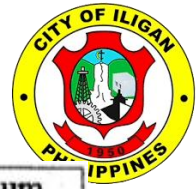


<b>STAGE 3 –CONTRACT OF LEASE</b>				
1. Awardee will personally request for the contract of lease in the office.	2. Prepares and provides the Contract of Lease	None	3 days	Administrative Officer Economic Enterprise & Development Management Office
2. Awardee countercheck s the contract of lease before signing it.	2. Submits the signed contract to Economic Enterprise & Development Management Office Head, City Administrator Office, City Mayor’s Office for approval	None	6 days	Administrative Officer Economic Enterprise & Development Management Office
<b>Subtotal</b>		<b>None</b>	<b>9 days</b>	
<b>TOTAL</b>		<b>Variable</b>	<b>19 days, 6 hours</b>	

Request for Leasing of Stall/Space at Iligan Bus and Jeepney Terminal – East is under City Ordinance No. 03-4298.

**Adjusted minimum bid price per stall as contained in City Ordinance No. 03-4298 as approved by the Bus and Jeepney Terminal Management Board:**





Stall No.	Business Classification	Minimum Bid Price
1.	Groceries/General Merchandise	23,300.00
2.	Groceries/General Merchandise	21,200.00
3.	Groceries/General Merchandise	23,300.00
4.	Snack/Cafeteria/Bakeshop	23,300.00
5.	Snack/Cafeteria/Bakeshop	27,600.00
6.	Novelties/Gift Items/Delicacies	27,600.00
7.	Snack/Cafeteria/Bakeshop	63,600.00
8.	Snack/Cafeteria/Bakeshop	93,400.00
9.	Snack/Cafeteria/Bakeshop	31,200.00
10.	Snack/Cafeteria/Bakeshop	41,500.00
11.	Pawnshop	31,200.00
12.	Internet/News & Magazines	26,400.00

13.	Pharmacy	26,400.00
14.	Dry Goods	35,100.00
15.	Barber Shop/Massage Parlor	26,400.00
16.	Snack/Cafeteria/Bakeshop	50,600.00
17.	Snack/Cafeteria/Bakeshop	63,600.00
18.	Snack/Cafeteria/Bakeshop	63,600.00
19.	Novelties/Gift Items/Delicacies	27,600.00
20.	Snack/Cafeteria/Bakeshop	27,600.00
21.	Snack/Cafeteria/Bakeshop	23,300.00
22.	Groceries/General Merchandise	23,300.00
23.	Groceries/General Merchandise	21,200.00
24.	Groceries/General Merchandise	23,300.00



## 6. Request for Leasing of Stall/Space at the IBJT- West

This service caters to qualified individuals who will apply a vacant space from the IBJT - West and upon proper evaluation a winning applicant will be awarded after the conduct of draw lots among the applicants. After the awarding of a space, a Contract of Lease will be signed between the government and the client, then the client will start the processing of business permit.

<b>Office or Division:</b>	Integrated Bus and Jeepney Terminal - West			
<b>Classification:</b>	Government to Businesses (G2B)			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	General Public of Legal Age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Stall Application Form - 1 copy Original		Integrated Bus and Jeepney Terminal – West Office		
2. Voter's Affidavit – 1 copy Original		Comelec Office		
3. Barangay Clearance and Community Tax Certificate – 1 copy Original		Barangay Office / City Hall		
4. EEDMO Certification Award- 1 copy Original		Integrated Bus and Jeepney Terminal – West Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client inquires for vacant stall at the IBJT - West office	1. Provides an information on the existing vacant space and give stall applicant form with checklist of requirements	None	30 minutes	<i>Administrative Assistant</i> Economic Enterprise & Development Management Office
2. Client submits application form and other documents specified in the checklist.	2. Checks completeness of documents	None	30 minutes	<i>Administrative Assistant</i> Economic Enterprise & Development Management Office
<i>Note: Every two weeks of raffle depending on the spaces available.</i>				
3. Qualified applicant will go to the IBJT – West in-charge	3. Evaluates documents attached and products or services to sell at IBJT - West	None	2 hours	<i>Administrative Officer</i> Economic Enterprise & Development Management Office



4. Qualified applicant will wait for call from IBJT - West personnel	4. EEDMO personnel will call for qualified applicants to attend orientation and raffle/award	None	14 days	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
5. Client personally attend the raffles	5. Conduct Raffles	None	2 hours	<i>Market Committee on Awards and Adjudication and Market Head</i>
6. Awardee hand carry documents including the certificate of award for signing	6. Approves Certificate of Award	None	4 hours	<i>Market Committee on Awards and Adjudication and Market Head</i>
7. Received Temporary Occupancy Permit	7. Release Temporary Occupancy Permit	None	2 hours	<i>Administrative Officer Economic Enterprise &amp; Development Management Office</i>
<b>TOTAL</b>		<b>None</b>	<b>14 days, 11 hours</b>	



## 7. Request for Leasing of Space at Week-End Night Market and Café

This service caters to qualified individuals who will apply a vacant space from the week-end night market café and upon proper evaluation a winning applicant will be awarded after the conduct of draw lots among the applicants. After the awarding of a space, a Contract of Lease will be signed between the government and the client, then the client will start the processing of business permit.

<b>Office or Division:</b>	Administrative Division			
<b>Classification:</b>	Government to Businesses (G2B)			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	General Public of Legal Age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Stall Application Form – 1 copy Original		EEDMO Night Market Office		
2. Voter's Affidavit - 1 copy Original		Comelec Office		
3. Barangay Clearance and Community Tax Certificate – 1 copy Original		Barangay Office / City Hall		
4. EEDMO Certification Award – 1 copy Original		EEDMO Night Market Office		
5. Special Business Permit – 1 copy Photocopy		Permits and Licensing division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client inquires for vacant space at the night market office	1. Provides an information on the existing vacant space and gives stall applicant form with checklist of requirements	None	30 minutes	Administrative Assistant Economic Enterprise & Development Management Office
2. Client submits application form and other documents specified in the checklist.	2. Checks completeness of documents	None	30 minutes	Administrative Assistant Economic Enterprise & Development Management Office
<i>Note: Every two weeks of raffle depending on the spaces available.</i>				
3. Qualified applicants will go to the Night Market in-charge	3. Evaluates and approves documents attached and products or services to sell at Night Market	None	2 hours	Administrative Officer Economic Enterprise & Development Management Office



4. Qualified applicant will wait for call from EEDMO Night Market personnel	4. EEDMO personnel will call for qualified applicants to attend orientation and raffle/award	None	14 days	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
5. Client personally attend the raffles	5. Conduct Raffles	None	2 hours	<i>Market Committee on Awards and Adjudication and Market Head</i>
6. Awardee hand carry documents including the certificate of award for signing	6. Approves Certificate of Award	None	4 hours	<i>Market Committee on Awards and Adjudication and Market Head</i>
7. Received Temporary Occupancy Permit	7. Release Temporary Occupancy Permit	None	2 hours	<i>Administrative Officer Economic Enterprise &amp; Development Management Office</i>
<b>TOTAL</b>		<b>None</b>	<b>14 days, 11 hours</b>	



## 8. Provision of Animal Slaughtering at the Slaughterhouse

This service is to provide clients slaughtering of animals subject to inspection of City Veterinarian's Office to ensure that food processing and handling is fit for human consumption. Processing of cattle includes ownership determination and transfer.

<b>Office or Division:</b>	Slaughterhouse Division			
<b>Classification:</b>	Government to Businesses (G2B) & Government to Citizens (G2C)			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Live animals to be slaughtered	Owner of the animals			
2. Certificate of ownership for large cattle - 1 copy Original	City Veterinarian's Office			
3. Ante-Mortem inspection report – 1 copy Original	City Veterinarian's Office			
4. Receiving Form – 1 copy Original	Slaughterhouse Lairage			
5. Billing Assessment Form Slaughtering – 1 copy Original	Slaughterhouse/OR-CTO			
6. Checklist Form of Carcass and Entrails – 1 copy Original	Slaughterhouse			
7. Delivery Receipt Form – 1 copy Original	Slaughterhouse/MIC-CVO			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transport the animal to slaughterhouse for slaughtering	1. Receives the hog or cattle	None	2 hours	<i>Lairage Attendant</i> Economic Enterprise & Development Management Office
2. Will wait until all animals are inspected by City Veterinarian's Office	2. Anti-Mortem Inspection	None	2 hours	<i>Meat Inspector</i> City Veterinarian's Office
3. Witness the weighing of animals	3. Weighs the animals, make marking and let the animals rest at the pig pens	None	2 hours	<i>Lairage Attendant</i> Economic Enterprise & Development Management Office
4. Wait until animals are recorded and scheduled for slaughter	4. Record Animals and schedule slaughter	None	2 hours	<i>Lairage Attendant</i> Economic Enterprise & Development Management



				Office
5. Receive billing assessment	5. Assesses the total amount to be paid & issue billing statement	None	5 minutes	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
6. Pay the total amount reflected in the billing statement	6. Issues Official Receipt (OR) for the payment of billing statement	See table below	20 minutes	<i>Revenue Collection Clerk City Treasurer's Office</i>
<p><i>Note: Slaughtering will start at 10:00 AM to 1:00 PM for day schedule. Delivery will start at 11:00 AM. For night schedule slaughtering will start at 10:00 PM to 2:00 AM. Post Mortem will take place after slaughtering of each animal during their schedule respectively. Delivery will take place after post mortem.</i></p>				
7. Present Official Receipt to Inspector/ Supervisor for delivery	7. Inspects/ supervises to facilitate the hauling services	None	10 minutes	<i>Administrative Officer Economic Enterprise &amp; Development Management Office</i>
8. Present Official Receipt to Guard on duty for passage of delivery meat van for delivery	8. Inspects delivery meat van and ask for official receipt	None	20 minutes	<i>Watchman Local School Board</i>
9. Receive the Carcass and sign the delivery form.	9. Delivers the carcass in good condition and requires the client to sign the delivery receipt form.	None	10 minutes	<i>Administrative Officer Economic Enterprise &amp; Development Management Office</i>
<b>TOTAL</b>		<b>See table below</b>	<b>9 hours, 5 minutes</b>	



## SLAUGHTERHOUSE FEES

(City Ordinance No. 17-6645)

KIND	ANTE MORTEM	POST MORTEM	SLAUGHTER HOUSE PERMIT FEE	SLAUGHTER FEE	ENTRAILS CLEANING FEE	DEHAIRING FEE FOR CATTLE (HIDE, HEAD, FEET, TAIL)	DELIVERY FEE	HANDLING FEE
CATTLE	₱10.00/head	0.30/kilo	₱50.00/head	₱2.00/kilo	₱40.00/head	₱100.00/head	0.50/kilo	0.30/kilo
GOAT	₱7.00/head	0.30/kilo	₱20.00/head	₱2.00/kilo	₱40.00/head	none	0.50/kilo	0.30/kilo
HOG	₱5.00/head	0.30/kilo	₱20.00/head	₱2.00/kilo	₱40.00/head	none	0.50/kilo	0.30/kilo





## 9. Provision of Space of Livestock Farmers & Traders Auction Market

This service is the provision of space to clients to sell and conduct auction services of their animals subject to inspection of the City Veterinarian's Office.

<b>Office or Division:</b>	Slaughterhouse Division / Livestock Auction Market			
<b>Classification:</b>	Government to Businesses (G2B); Government to Citizens (G2C)			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Health Inspection Report		City Veterinarian's Office		
2. Certificate of ownership for large cattle – 1 copy Original		City Veterinarian's Office		
3. Barangay Certification (if not the owner of the livestock) – 1 copy Original		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transport the animals to the Livestock Auction Market	1. Check/Count the number of livestock 1.1 Issue billing statement	None	2 hours	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
2. Present Certificate of Ownership  if none, Barangay Certification  if the animal is sold	2. Receives Certificate of Ownership  2.1 Issue payment for Certificate of Ownership  2.2 Issue payment for Transfer of Ownership	None  None  None	10 minutes	<i>Administrative Assistant Economic Enterprise &amp; Development Management Office</i>
3. Pay required fees	3. Issue Official Receipt	See table below	20 minutes	<i>Revenue Collection Clerk City Treasure's Office</i>



4. Receive authorization slip	4. Release authorization slip	None	20 minutes	Revenue Collection Clerk City Treasure's Office
<i>Note: Animals will undergo health inspection to be conducted by the CVO Inspector before proceeding to auction.</i>				
<b>TOTAL</b>		<b>Variable</b>	<b>2 hours, 50 minutes</b>	

<b>LIVESTOCK AUCTION MARKET FEES</b> (City Ordinance No. 17-6571)	
Kinds of animals	Entrance Fees
Large Animal	₱20.00/head
Small Animal	₱5.00/head
Poultry	0.50 cents/head
<b>ISSUANCE FEES</b> (City Ordinance No. 17-6571)	
Ownership Certificate Issuance Fee	₱100.00/head
Transfer of Ownership Issuance Fee	₱100.00/head



# **Gregorio T. Lluch Memorial Hospital**

## **External Services**



## 1. Request for Hospital Admission

This process covers patients requiring admission and thorough observation, examination, treatment and care. The service is open 24/7 from Monday to Sunday including holidays.

<b>Office or Division:</b>	Gregorio T. Lluich Memorial Hospital – Emergency Room Admission Turn Around Time (TAT)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	All Patients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceeds to Triage at the ER, Express intent for admission and/or consultation	1. Assess and gather patient's data, chief complaints and take and record vital signs.	None	10 Minutes	<i>Nurse I,II,and/ or Medical Officer !V</i> Gregorio T. Lluich Memorial Hospital
	1.1 Fill up ER and register to ER logbook	None	15 Minutes	<i>Nurse I,II, And/or III</i> Gregorio T. Lluich Memorial Hospital
	1.2 Refer to Resident Physician on Duty (ROD) and relay patient's initial assessment	None	15 Minutes	<i>Nurse I,II,and/ or Medical Officer IV</i> Gregorio T. Lluich Memorial Hospital
	1.3 Examine the Patient, and give initial medical intervention when necessary.	None	1 Hour	<i>Medical Officer IV</i> Gregorio T. Lluich Memorial Hospital



	1.4 Carry out Doctor's Orders; give nursing and medical interventions; make diagnostic requests, if applicable.	None	60 Minutes	<i>Nurse I,II, And/or III Gregorio T. Lluch Memorial Hospital</i>
	1.5 Laboratory and Diagnostics Work up	None	60 Minutes	<i>Nurse I,II, And/or III Gregorio T. Lluch Memorial Hospital</i>
	1.6 Transport patient to make necessary endorsements to Nurse on Duty in particular ward	None	15 Minutes	<i>Institutional Worker; Nurse 1,II, and/or III Gregorio T. Lluch Memorial Hospital</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours</b>	



## 2. Request for Hospital Outpatient Services

This process covers patients requiring admission and thorough observation, examination, treatment and care. The service is open 24/7 from Monday to Sunday including holidays.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Outpatient Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration endorse to different clinical areas	1. Registration of patients	None	10 Minutes	<i>Nurse I,II, And/or III</i> Gregorio T. Lluch Memorial Hospital
	1.1 Retrieval of old records	None	10 Minutes	<i>Administrative Assistant I, II, or III</i> <i>Medical Records Clerk</i> Gregorio T. Lluch Memorial Hospital
2. Submit oneself for consultation, examination and clinic procedures	2. Refer to specific clinical department and Resident on Duty taking and physical examination	None	15 Minutes	<i>Nurse I,II,and/ or Medical Officer IV</i> Gregorio T. Lluch Memorial Hospital
	2.1 Clinical history taking and physical examination	None	15 Minutes	<i>Medical Officer IV</i> Gregorio T. Lluch Memorial Hospital



	2.2 Clinical Procedure	None	2 Hours	<i>Nurse I,II, And/or III Medical Officer IV Gregorio T. Lluch Memorial Hospital</i>
	2.2 Carry out Medical Doctor's Home Instructions	None	10 Minutes	<i>Nurse I,II, Nursing Attendant Gregorio T. Lluch Memorial Hospital</i>
	<b>TOTAL:</b>	<b>None</b>	<b>4 Hours</b>	



### 3. Request for Issuance of Certificate of Live Birth for Registration

Birth Certificate is a vital record that established the birth of a child. An official form that gives details on the time and place of a person's birth, his/her name, sex, parent's name. It is used to authenticate one's identity and nationality; assist with obtaining government issued identity documents to prove citizenship in a nation. Hence, it should be completely and correctly filled-up and should be submitted to CCR for registration without delay.

<b>Office or Division:</b>	Gregorio T. Lluich Memorial Hospital – Records Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	All Newborn babies delivered at GTLMH			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. BED Tag of Newborn baby (1 Original copy)		Neonatal Intensive Care Unit/Nursery Medical Records		
2. Patient Birth Information Sheet / Form completely filled-up by parent baby (1 Original copy)		Medical Records		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Filled-up necessary data in the form and submit to the Medical Records Section	1. Receive and review the completeness of information and then prepare the certificate of live birth	None	30 Minutes	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer Gregorio T. Lluich Memorial Hospital</i>
2. Take note of instruction	2. Advise client to proceed to the cashier to pay the fee for issuance of Certificate of Live Birth Form	P 60.00	10 Minutes	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer Gregorio T. Lluich Memorial Hospital</i>
3. Present to the Medical Record's clerk the Official Receipt of	3. Receive Official Receipt and instruct client of the date of	None	5 Minutes	<i>Administrative Assistant I, II, or III Medical Records</i>





payment and wait for further instructions.	release of the documents			<i>Clerk/Officer Gregorio T. Lluch Memorial Hospital</i>
	3.1 Facilitate processing of live birth with the Attending Physician's signature:  a. If married, instruct client to claim approved certificate of live birth on specific date.	None	4 Days, 13 Hours	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer Gregorio T. Lluch Memorial Hospital</i>
4. Wait for the registered certificate of live birth	5. Submit Certificate of Live Birth duly signed by the Attending Physician to the City Civil Registrar for registration	None	2 Days 10 Hours, 15 Minutes	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer Gregorio T. Lluch Memorial Hospital</i>
	<b>TOTAL</b>	<b>Php 60.00</b>	<b>7 Days</b>	

Fee for the Issuance of Certificate of Live Birth for Registration is covered under City Ordinance No 12- Ordinance No. 12-5828.



#### 4. Request for Issuance of Death Certificate for Registration (In-patient)

Death Certificate is an official document issues by legitimate institution which declares cause of death, location, time and some other personal information about the deceased. It serves as proof for legal purposes it may serve, and for gathering and documentation of various statistical data.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Records Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	In-Patients/Death on Arrival/ER Death			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Completely filled-up request form for Death		Medical Records Section		
2. Certificate by next of kin Patient's Identification		GSIS, SSS, Pag-ibig, LTO, DFA, COMELEC, Philhealth, BIR, PHLPost, LGU/Barangay, School, Employer		
3. Card/Proof of Identification		GSIS, SSS, Pag-ibig, LTO, DFA, COMELEC, Philhealth, BIR, PHLPost, LGU/Barangay, School, Employer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request issuance of Death Certificate by filling-up the request form	1. Provide client with request and instruct him/her to fill up the form.	None	3 Minutes	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer Gregorio T. Lluch Memorial Hospital</i>
	1.1 Receive the filled-up form and review data provided	None	2 Minutes	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer Gregorio T. Lluch Memorial Hospital</i>
	1.2 Prepare the Death Certificate	None	15 Minutes	<i>Administrative Assistant I, II, or III Medical Records Clerk/Officer</i>



				Gregorio T. Luch Memorial Hospital
	1.3 Facilitate/ process for attending physicians signature and inform the client of the procedure.	None	2 Days 23 Hour, 15 Minutes	<i>Administrative Assistant I, II, or III</i> <i>Medical Records Clerk/Officer</i> Gregorio T. Luch Memorial Hospital
	1.4 Accompany client in processing Death Certificate to PhilHealth	None	20 Minutes	<i>Administrative Assistant I, II, or III</i> <i>Medical Records Clerk/Officer</i> Gregorio T. Luch Memorial Hospital
2. Get statement of Account/ (SOA) from PhilHealth and present to Records Section to claim Certificate.	2. Release Death Certificate Form for registration	PHP 60.00	5 Minutes	<i>Administrative Assistant I, II, or III</i> <i>Medical Records Clerk/Officer</i> Gregorio T. Luch Memorial Hospital
	<b>TOTAL:</b>	<b>PHP 60.00</b>	<b>3 Days</b>	

Fee for the Request for Issuance of Death Certificate for Registration (In-patient) is covered under City Ordinance No 12- Ordinance No. 12-5828.



## 5. Request for Issuance of Medical Certificate

Type of documents usually required as proof of confinement or as supporting paper for financial assistance requests, insurance claim and other purposes. The requested document/s shall be reviewed by the doctors before they sign it.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Records Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	In-Patients/Death on Arrival/ER Death			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Completely filled-up medical certificate request form (1 Original copy)		Emergency Room/Out- Patient department/Nurse Station		
2. Valid ID or Patient’s card with card number (1 Photocopy)				
3. Valid ID or Patient’s card with card number (1 Photocopy)		Client		
4. Patient’s chart or record (1 Original copy)		Police Station		
5. For medico-legal case, police request form signed by requesting police officer (1 Original copy)		Clerk of Court, Philippine National Police, National Bureau of Investigation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive and evaluate the completeness of documents.	None	30 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial Hospital
	1.1 Interview client and validates information.	None	15 Minutes	<i>Administrative Assistant I, II, or III</i> <i>Medical Records Clerk/Officer</i> Gregorio T. Lluch Memorial Hospital
2. Wait for further instructions	2. For out-patients client, instruct to get the medical	None	15 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial



	record form from OPD nurse			Hospital
	2.1 For in-patients clients retrieve medical records	None	15 Minutes	<i>Administrative Assistant I</i> Gregorio T. Luch Memorial Hospital
	2.2. Patients admitted within past 3 months and beyond	None	3 Days	<i>Administrative Assistant I</i> Gregorio T. Luch Memorial Hospital
3. Presents official receipts or fees & issuance claims	3. Receive official receipts and release medical certificate	None	5 Minutes	<i>Administrative Assistant I</i> Gregorio T. Luch Memorial Hospital
<b>TOTAL:</b>		<b>Non-Medico-Legal-P 60.00 Medico-Lega-P 75.00</b>	<b>3 Days, 50 Minutes</b>	



## 6. Request for Laboratory Services (Out-patient)

Laboratory tests play an essential part in the delivery of quality healthcare. Physician orders laboratory tests to aid in the diagnosis, treatment, management, and monitoring of patient's condition. Specimen is correctly labeled and examined, and give results to ordering clinician for them to interpret and manage their patients accordingly.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Laboratory Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	Out patients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Laboratory request form completely filled-up and signed by attending physician		Out- Patient department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present laboratory requisition form to the Laboratory Section (for OPD's only)	1. Receive and verify laboratory request form signed by attending physician.	Please see table of fees below	5 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial Hospital
	1.1 For OPD, indicate the amount to be paid.	Please see table of fees below	5 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial Hospital
	1.2 For OPD that are indigent, Senior Citizens, PWD, direct to Medical Social Worker's Office for financial assistance	Please see table of fees below	5 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial Hospital



2. Pay for the fees at the Cashier	2. Verify necessary fees charged	Please see table of fees below	5 Minutes	<i>Administrative Assistant I (Cashier)</i> Gregorio T. Lluch Memorial Hospital
3. Present Official Receipt to the Laboratory Aide	3. Verify authenticity of the OR and record in the logbook	Please see table of fees below	5 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial Hospital
4. Submit self for the laboratory procedure	4. Perform laboratory examinations as requested, and instruct client when to get the results.	None	4 Hours	<i>Medical Technologist I, II and/or III</i> Gregorio T. Lluch Memorial Hospital
5. Claim result at the laboratory receptionist presenting the OR.	5. Release the official result to the right patient accordingly and have it countersigned on the logbook by the patient or authorized representative.	None	10 Minutes	<i>Administrative Assistant I</i> Gregorio T. Lluch Memorial Hospital
<b>TOTAL</b>		<b>Please see table of fees below</b>	<b>4 Hours, 35 Minutes</b>	

Fee for the Laboratory Services (Out-patient) is covered under City Ordinance No 12- Ordinance No. 10-5664

**Table 1: Fees**

<b>Blood Chemistry</b>			
<b>Particular</b>	<b>Fee</b>		
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>	
FBS/RBS	100.00	150.00	
BUN	100.00	150.00	
BUA	100.00	150.00	
SGPT	100.00	150.00	
SGOT	100.00	150.00	



Alkaline PO4	250.00	250.00
B1/B2/ Total Bilirubin	350.00	350.00
Total Protein	140.00	140.00
Sodium det.	210.00	210.00
Potassium det.	210.00	210.00
Lipid Profile	500.00	600.00
HDL/LDL Cholesterol	200.00	200.00
Total Cholesterol	150.00	150.00
Amylase	400.00	400.00
Hemoglucotest	150.00	150.00
<b>Immunology</b>		
<b>Particular</b>	<b>Fee</b>	
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>
Widal Test	150.00	150.00
HBs Antigen	150.00	150.00
HBs Antibody	150.00	150.00
<b>Hematology</b>		
<b>Particular</b>	<b>Fee</b>	
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>
ABO Typing	60.00	60.00
RH Typing	125.00	125.00
Complete blood count	80.00	120.00
Erythrocytes Sedimentation Rate (ESR)	110.00	110.00
Bleeding/Clotting Time	80.00	100.00
Hematology Crossmatching	100.00	100.00
Platelet Count	175.00	110.00
<b>Parasitology</b>		
<b>Particular</b>	<b>Fee</b>	
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>
Stool Exam (Direct Fecal Smear)	30.00	65.00
BSMP	100.00	150.00
<b>Clinical Microscopy</b>		
<b>Particular</b>	<b>Fee</b>	
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>
Routine Urinalysis	40.00	65.00
Pregnancy Test	120.00	150.00
Acid Fast Staining	60.00	150.00

(2010 Amended Revenue Code of Iligan City, Article C, Section GC.01. B. Laboratory Examination P152-153)





## 7. Request for Routine Radiologic Services (Out-patient)

Routine radiology or diagnostic imaging is a series of different tests that takes images of various parts of the body. GTLMH has X-ray and Ultrasound equipment that can be availed by both inpatients and outpatients. These imaging examinations provide detailed information about structural or disease related changes to early diagnosis and treatment.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Radiology and Imaging Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May Avail:</b>	Out patients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One (1) radiologic request request completely filled-up by nurse-on duty and signed by the requesting physician.		Out-patient department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present request of examination	1. Receive and evaluates X-Ray Scan Request	None	3 Minutes	<i>Radiologic Technologist</i> Gregorio T. Lluch Memorial Hospital
	1.1 INDIGENT/PWD's proceed to medical social worker for assistance	None	10 Minutes	Administrative Assistant I,II or III Gregorio T. Lluch Memorial Hospital
	1.2 PAYING proceed to cashier for payment	Please see table of fees below	10 Minutes	<i>Administrative Assistant I,II or III</i> Gregorio T. Lluch Memorial Hospital
2. Returns to radiologic department and presents official receipts.	2. Receive the OR and call out patient for examination	None	5 Minutes	<i>Radiologic Technologist for Xray &amp; CT scan; Sonologist for Ultrasound</i> Gregorio T. Lluch Memorial Hospital



	2.1 Perform the procedure as ordered	None	2 Hours	<i>Radiologic Technologist for Xray &amp; CT scan; Sonologist for Ultrasound</i> Gregorio T. Lluch Memorial Hospital
	2.2 Official results release	None	3 days	<i>Administrative Assistant I,II, or III</i> Gregorio T. Lluch Memorial Hospital
<b>TOTAL:</b>		<b>Please see table of fees below</b>	<b>3 days, 2 Hours and 30 minutes</b>	

Fee for the Request for Routine Radiologic Services (Out-patient) is covered under City Ordinance No 12- Ordinance No. 10-5664

**Table 1: Fees**

<b>X-ray Examination</b>		
<b>Particular</b>	<b>Fee</b>	
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>
Chest PA	200.00 (Pedia & Adult)	200.00 (Pedia & Adult)
<b>Film Sizes:</b>		
14 x 17	150.00	150.00
14 x 14	150.00	150.00
10 x 12	100.00	100.00
11 x 14	100.00	100.00
Clavicle/Shoulder Joint AP	150.00	200.00
Skull APL	200.00	300.00
Skull Series	300.00	300.00
Mandible AP/Lat.	200.00	300.00
Cervical Spine AP/Lat.	200.00	200.00
Thoraco-Lumbar AP/Lat.	300.00	300.00
Lumbo-Sacral AP/Lat.	300.00	300.00
Pelvis AP/Lat 14x14	200.00	200.00
Abdomen Flatplate	150.00	300.00
Abdomen Flatplate/ Upright	300.00	300.00
K.U.B	150.00	200.00
Hand AP/Lateral	100.00	250.00
Wrist AP/Lateral	100.00	250.00
Forearm AP/Lateral	100.00	250.00
Elbom AP/Lateral	100.00	250.00
Humerus AP/Lateral	100.00	250.00
Foot AP/Lateral	100.00	200.00



Ankle AP/Lateral	100.00	200.00
Leg AP/Lateral	100.00	200.00
<b>Ultrasound Examination</b>		
<b>Particular</b>	<b>Fee</b>	
	<b>Charity</b>	<b>Non-PhilHealth pay/ PhilHealth</b>
Whole Abdomen	600.00	600.00
Upper Abdomen	300.00	300.00
Lower Abdomen/Pelvis	300.00	500.00
Biophysical Profile	500.00	500.00
Fetal assessment	300.00	460.00
Hepatobiliary Tree	300.00	520.00
K.U.B.	300.00	520.00
Kidneys only	200.00	520.00
Pancreas/Spleen	200.00	440.00
Prostate	200.00	660.0

*(2010 Amended Revenue Code of Iligan City, Article C, Section GC.01. C. Xray/Ultrasound P153-154)*



## 8. Request for Special Radiologic Services (Out-patient)

Special radiology or diagnostic imaging is a series of different tests that takes images of various parts of the body. This has specific preparation to have an accurate visualization and impression of the target part of the body. GTLMH has Ultrasound equipment that can be availed by both inpatients and outpatients. These imaging examinations provide detailed information about structural or disease related changes to early diagnosis and treatment.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Radiology and Imaging Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who May avail:</b>	Out patients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One (1) radiologic request completely filled-up by nurse-on duty and signed by the requesting physician.		Out-patient department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present request of examination	1. Receive and evaluates Radiologic Request	None	3 Minutes	<i>Radiologic Technologist</i> Gregorio T. Lluch Memorial Hospital
	1.1 INDIGENT/PWD's proceed to medical social worker for assistance	None	10 Minutes	<i>Medical Social Worker I</i> Gregorio T. Lluch Memorial Hospital
	1.2 PAYING proceed to cashier for payment	Please see table of fees below	10 Minutes	<i>Administrative Assistant I (Cashier)</i> Gregorio T. Lluch Memorial Hospital
2. Returns to radiologic department and presents official receipts.	2. Receive the OR and inform patient of schedule and preparation	None	5 Minutes	<i>Radiologic Technologist for Xray; Sonologist for Ultrasound</i> Gregorio T. Lluch Memorial



				Hospital
3. Prepares for procedure		None	2 days	
4. Returns to radiologic department to conduct procedure	4.1 Perform the procedure as ordered	None	2 Hours	<i>Radiologic Technologist for Xray; Sonologist for Ultrasound</i> Gregorio T. Lluch Memorial Hospital
	4.2 Official results release	None	3 days	Administrative Assistant I Gregorio T. Lluch Memorial Hospital
<b>TOTAL:</b>		<b>Please see annex</b>	<b>5 days, 2 Hours and 33 minutes</b>	

Fee for the Request for Special Radiologic Services (Out-patient) is covered under City Ordinance No 12- Ordinance No. 10-5664

**Table 1: Fees**

Particular	Special Procedure	
	Fee	
	Charity	Non-PhilHealth pay/ PhilHealth
U.G.I.S. excluding Barium Sulfate	1200.00	1100.00
I.V.P. excluding medicines	1200.00	1100.00
Barium Enema excluding Barium Sulfate	800.00	920.00
Esophagogram excluding barium sulfate	400.00	600.00
T-tube Cholangiogram excluding medicines	400.00	540.00
Retrograde Cystogram excluding medicines	400.00	540.00

(2010 Amended Revenue Code of Iligan City, Article C, Section GC.01. C. Xray/Ultrasound, I. Xray Examinations Special Procedures P154)



# **Gregorio T. Lluch Memorial Hospital**

## **Internal Services**



## 1. Issuance of Certificate of Employment (Permanent, Coterminous, Elected)

Certificate of employment is issued to verify employment history of a former or current employee. The certificate of employment is usually requested by the employee/client for employment, loan applications, retirement/death claims, visa application, medical assistance and other legal purposes.

<b>Office or Division:</b>	Gregorio T. Lluch Memorial Hospital – Administrative Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Client/ G2C-Government to Citize			
<b>Who May Avail:</b>	Active/Separate Permanent, Contractual and Job Order Hospital Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official receipt for Service Record (1 Original Copy)		Administrative Office- Human Resource In-Charge; Cashier;		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive complete required documents	PHP 25.00	1 minute	<i>Administrative Aide I,II,III</i> Gregorio T. Lluch Memorial Hospital
	1.1 Print Certificate of Employment	None	1 minute	<i>Administrative Aide I,II,III</i> Gregorio T. Lluch Memorial Hospital
	1.2 Verify and validate Information based on the records	None	3 minutes	<i>Administrative Aide I,II,III</i> Gregorio T. Lluch Memorial Hospital
	1.3 Check, review and initial Certificate of Employment	None	4 minutes	<i>Administrative Aide I,II,III</i> Gregorio T. Lluch Memorial Hospital



	1.4 Approve/Sign Certificate of Employment	None	10 minutes	City Government Dept. Head III Chief of Hospital Gregorio T. Luch Memorial Hospital
2. Receive Certificate of Employment and Sign the Releasing Logbook	2. Record and release Certificate of Employment	None	1 minute	Administrative Aide I,II or III Gregorio T. Luch Memorial Hospital
<b>TOTAL:</b>		<b>PHP 25.00</b>	<b>20 minutes / client</b>	

Fee for the Issuance of Certificate of Employment (Permanent, Coterminous, and Elected) is covered under City Ordinance No 12- Ordinance No. 10-5664





# **Iligan City Waterworks System**

## **External and Internal Services**



## 1. Application for Installation of Water Service Connection

This service is for the application for installation of new and transfer water service connection.

<b>Office or Division:</b>	Iligan City Waterworks System – Commercial Installation and Metering Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Owner:</b>	
1. Land Title/Tax Declaration of Real Property (1 Photocopy)	Registry of Deeds, Department of Agrarian Reform, Department of Environment and Natural Resources  City Assessor's Office
2. Certificate of Award (1 Photocopy)	Beneficiary
3. 2 Valid ID (1 Photocopy)	Concerned Agency
4. Birth Certificate (1 Photocopy)	City Civil Registrar's Office (CCRO)  Philippine Statistics Agency (PSA)
5. Marriage Contract (1 Photocopy), if applicable	City Civil Registrar's Office  Philippine Statistics Agency
6. Community Tax Certificate (1 Photocopy)	Barangay or City Hall
7. 1 Piece 2x2 Colored Picture with white background (1 Original)	Photo Studio
8. Certificate of Attendance of Policy Orientation Seminar (1 Original Copy)	Iligan City Waterworks System (ICWS)
9. Official Receipt (1 Original Copy)	City Treasurer's Office (CTO)
10. Contract of Connection Service (1 Original Copy)	Iligan City Waterworks System
<b>Renter:</b>	



1. Land Title/Tax Declaration of Real Property (1 Photocopy)	Registry of Deeds Department of Agrarian Reform Department of Environment and Natural Resources City Assessor's Office
2. Affidavit of Consent and Authority (Original)	Notary Public
3. Affidavit of Undertaking (Original)	Iligan City Waterworks System
4. 2 Valid ID (1 Photocopy)	Concerned Agency
5. Birth Certificate	City Civil Registrar's Office (CCRO) Philippine Statistics Agency (PSA)
6. Marriage Contract (1 Photocopy), if applicable	City Civil Registrar's Office Philippine Statistics Agency
7. Community Tax Certificate (1 Photocopy)	Barangay or City Hall
8. 2x2 Colored Picture with white background (1 Original Copy)	Photo Studio
9. Certificate of Attendance of Policy Orientation Seminar (1 Original Copy)	Iligan City Waterworks System (ICWS)
10. Official Receipt (1 Original Copy)	City Treasurer's Office (CTO)
11. Contract of Connection Service (1 Original Copy)	Iligan City Waterworks System
<b>Government Lot:</b>	
1. Barangay Certification (1 Original Copy)	Concerned Barangay
2. Certificate of Beneficiary (1 Photocopy)	Human Resettlement Office
3. Affidavit of Undertaking (1 Original Copy)	Iligan City Waterworks System
4. 2 Valid ID (1 Photocopy)	Concerned Agency
5. Birth Certificate (1 Photocopy)	City Civil Registrar's Office (CCRO) Philippine Statistics Agency (PSA)
6. Marriage Contract (1 Photocopy), if applicable	City Civil Registrar's Office Philippine Statistics Agency



7. Community Tax Certificate (1 Photocopy)	Barangay or City Hall			
8. 1 Piece 2x2 Colored Picture with white background (1 Original Copy)	Photo Studio			
9. Certificate of Attendance of Policy Orientation Seminar (1 Original Copy)	Iligan City Waterworks System (ICWS)			
10. Official Receipt (1 Original Copy)	City Treasurer's Office (CTO)			
11. Contract of Connection Service (1 Original Copy)	Iligan City Waterworks System			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete required documents	1. Receive complete required documents	None	1 Hour	<i>Meter Reader I</i> Iligan City Waterworks System
2. Receive Notice of Schedule Slip	2. Release of Notice of Schedule Slip	None	30 Minutes	<i>Meter Reader I</i> Iligan City Waterworks System
	2.1 Site inspection of proposed location for water connection	None	4 Days	<i>Plumber II</i> Iligan City Waterworks System
3. Receive Notification Slip	3. Release Notification Slip	None	30 Minutes	<i>Meter Reader I</i> Iligan City Waterworks System
3.1 Receive notification of disapproval with comments for compliance	3.1 If Disapproved, release notification of disapproval with comments for compliance	None	30 Minutes	<i>Meter Reader I</i> Iligan City Waterworks System
3.2 Receive Contract of Agreement	3.2 If Approved, release Contract of Agreement	Php1,900.00	11 Days	<i>Meter Reader I</i> Iligan City Waterworks System
<b>TOTAL:</b>		<b>Php1,900.00</b>	<b>15 Days, 2 Hours, 30 Minutes</b>	

The Fees for Application for Installation of Water Service Connection is covered under City Ordinance No. 10-5664.



## 2. Request for Change of Name of Water Connection

This service is for change of name if the account name are spouses

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2C – Government to Citizen			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Marriage Contract (1 Photocopy)		Client		
2. Death Certificate (1 Photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get Ledger of Account	1. Clearance of Account	No	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Submit Complete Required Documents	2. Receive Complete Required Documents	Php10 0.00	1 Day	<i>Information Technology Officer II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>Php 100.00</b>	<b>1 Day, 30 Minutes</b>	

The Fee for Request for Change of Name of Water Connection is covered under City Ordinance No. 10-5664.



### 3. Request for Disconnection/Reconnection of Water Supply

This service is for request of customer for disconnection and reconnection of water meter

<b>Office or Division:</b>	Iligan City Waterworks System – Commercial Installation & Metering Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Accounts (1 Printed Copy)		Iligan City Waterworks System		
2. Official Receipts (1 Original Copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Ledger of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Submit Official Receipt	2. Record Official Receipt	Php50 0.00	30 Minutes	<i>Revenue Collector II</i> Treasurer's Office
3. Receive Notice of Schedule Slip	3. Release Notice of Schedule Slip	None	1 Hour	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	2.1 Conduct Disconnection /Reconnection of Water Meter	None	2 Days	<i>Well Driller</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>Php50 0.00</b>	<b>2 Days, 2 Hours</b>	

The Fees for Request for Disconnection/Reconnection of Water Supply is covered under City Ordinance No. 10-5664.



#### 4. Request for Emergency Repair Services of Main Water Pipeline

This service is for emergency repair of main water pipeline and leakages.

<b>Office or Division:</b>	Iligan City Waterworks System Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		Not Applicable		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone Call	1. Record Information	None	30 Minutes	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
	1.1 Inspection	None	1 Day	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
	1.2 Repair	None	9 Days	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>10 Days, 30 Minutes</b>	



## 5. Request for Inspection of Water Service Connection/Low Pressure or No Water

This service is a customer request for inspection of water service connection/low pressure or no water supply.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Printed Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Ledger of Account	1. Release Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule Slip	2. Release Schedule of Slip	None	1 Hour	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
	2.1 Site Inspection	None	2 Days	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour, 30 Minutes</b>	





## 6. Request for Installation of New Connection of Water Meter

This service is for new approved application for water connection

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Application (1 Original Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Notice of Schedule Slip	1. Release Notice of Schedule Slip	None	30 Minutes	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	1.1 Site Installation	None	4 Days	<i>Plumber I</i> Iligan City Water Works System  <i>Plumber II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 30 Minutes</b>	



## 7. Request for Issuance of Water Business Certification

This service is for water refilling station and carwash business.

<b>Office or Division:</b>	Iligan City Waterworks System Engineering and Programming Division			
<b>Classification:</b>	G2B – Government to Business			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizen, Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Permit Application (1 Original Copy)		Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Notice of Schedule	1. Release Notice of Schedule	None	1 Hour	<i>Engineering Assistant</i> Iligan City Water Works System
	1.1 Site Inspection	None	1 Day	<i>Engineering Assistant</i> Iligan City Water Works System
2. Receive Water Business Certification	2. Release Water Business Certification	Php50.00	1 Day	<i>Engineering Assistant</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>Php50.00</b>	<b>2 Day, 1 Hour</b>	

The Fees for Application for Request for Issuance of Water Business Certification is covered under City Ordinance No. 10-5664.



## 8. Request for Program of Works for Barangay Water Supply Project for Funding

This service is for preparation program of work.

<b>Office or Division:</b>	Iligan City Waterworks System – Engineering, Planning, Programming Division			
<b>Classification:</b>	G2G – Government to Government			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 Original Copy)		Customer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Schedule Slip	1. Release Schedule Slip	None	30 Minutes	<i>Engineering Assistant</i> Iligan City Water Works System
	1.1 Site Survey	None	2 Days	<i>Engineering Assistant</i> Iligan City Water Works System
2. Receive Program of Work	2. Release Program of Work	None	17 Days	<i>Engineering Assistant</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>19 Days, 30 Minutes</b>	



## 9. Request for Relocation of Water Cluster Connection

This service is to transfer existing clusters that are dilapidated, submerged in canals, damaged by accidents, affected by road widening.

<b>Office or Division:</b>	Iligan City Waterworks System Commercial Installation and Metering Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Printed Copy)		Registered Customer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clearance of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule	2. Release of Notice of Inspection Slip	None	1 Hour	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	2.1 Site Inspection	None	2 Days	<i>Well Driller II</i> Iligan City Water Works System
	2.2 Site Repair	None	4 Days	<i>Well Driller II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>6 Days, 1 Hour, 30 Minutes</b>	



## 10. Request for Repair and Calibration of Water Meter

This service provides repair and calibration of defective water meter to avoid clients of having flat rate.

<b>Office or Division:</b>	Iligan City Waterworks System -Commercial Installation and Metering Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Original Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive ledger of account	1. Release Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule Slip	2. Release Notice of Schedule Slip	None	1 Hour	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	2.1 Pull-out Meter	None	1 Day	<i>Plumber II</i> Iligan City Water Works System
3. Submit Defective/Damage Meter	3. Calibrate Meter	None	1 Hour	<i>Water Mechanic II</i> Iligan City Water Works System
	3.1 If Defective, Repair	Php100.00	1 Hour	<i>Water Mechanic II</i> Iligan City Water Works System
	3.2 If Damage, Recommen	None	1 Hour	<i>Water Mechanic II</i> Iligan City Water



	d to Purchase New Meter			Works System
	<b>TOTAL:</b>	<b>Php100 .00</b>	<b>1 Day, 4 Hours, 30 Minutes</b>	

The Fees for Request for Repair and Calibration of Water Meter is covered under City Ordinance No. 10-5664.



## 11. Request for Repair of Water Cluster Connection Leakages

Service is for the request for repair of water cluster connection leakages.

<b>Office or Division:</b>	Iligan City Waterworks System - Commercial Installation and Metering Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Printed Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clearance of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule	2. Release of Schedule of Notice Slip	None	1 Hour	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	2.1 Site Repair	None	5 Days	<i>Plumber II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 1 Hour, 30 Minutes</b>	



## 12. Request for Repair of Water Distribution Pipelines Leakages

This service is to address complain, reported leakages or distribution pipelines.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		Not Applicable		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Telephone Call	1. Record Information	None	30 Minutes	<i>Pipe Fitter Foreman Iligan City Water Works System</i>
	1.1 Site Inspection	None	1 Day	<i>Pipe Fitter Foreman Iligan City Water Works System</i>
	1.2 Repair	None	3 Days	<i>Pipe Fitter Foreman Iligan City Water Works System</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Days, 30 Minutes</b>	





### 13. Request for Replacement of Water Meter

This service is to provide replacement to customers who have defective meter and unmetered connection.

<b>Office or Division:</b>	Iligan City Waterworks System Commercial Installation and Metering Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Complex			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Printed Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clearance of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule Slip	2. Release of Notice of Schedule Slip	None	1 Hour	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	2.1 Installation	None	2 Days	<i>Plumber II</i> Iligan City Water Works System
		None	3 Days	<i>Plumber II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>5 Days, 1 Hour, 30 Minutes</b>	



## 14. Request for Schedule of Policy Orientation Seminar for New Application of Water Service Connection

This service is for all customers who wants to apply for water connection.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		Not Applicable		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Notice of Schedule Slip	1. Release Notice of Schedule Slip	None	30 Minutes	<i>Meter Reader / Iligan City Water Works System</i>
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



## 15. Request for Senior Citizen Discount of Water Bill

This service provide discount for qualified senior citizen registered customer.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2C – Government to Citizen			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Senior Citizens, Residents Only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Iligan City Senior Citizen Identification (1 Photocopy)		Office of the Senior Citizen		
2. 1 Piece 2x2 Colored Picture with White Background		Photo Studio		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Ledger of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
	1.1 Receive Complete Requirements	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
	1.2 Site Inspection	None	2 Days	<i>Meter Reader I</i> Iligan City Water Works System
<b>TOTAL:</b>			<b>2 Days,1 Hour</b>	



## 16. Request for Special Reading of Water Meter and Leakages

This service is for un-located, buried and inside the house water meter and leakages.

<b>Office or Division:</b>	Iligan City Waterworks System – Commercial Installation & Metering Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Printed Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get Ledger of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule Slip	2. Release of Notice of Schedule Slip	None	1 Hour	<i>Meter Reader III</i> Iligan City Water Works System
	2.1 Conduct Meter Reading and Check Leakages	None	2 Days	<i>Meter Reader II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour, 30 Minutes</b>	



## 17. Request for Transfer of Line

This service provides for customers request for transfer of line.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	All Citizens, All Business Entity, All Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account		Iligan City Waterworks System		
2. Community Tax Certificate (Cedula) (1 Photocopy)		Barangay/City Hall		
3. 2 Valid ID (1 Photocopy)		Concerned Agency		
4. 1 Piece 2x2 Colored Picture with white background		Photo Studio		
5. Official Receipt (Original)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete required documents	1. Receive complete required documents	None	1 Hour	<i>Meter Reader I</i> Iligan City Water Works System
2. Receive Notice of Schedule Slip	2. Release Notice of Schedule Slip	None	30 Minutes	<i>Plumbing &amp; Tinning Inspector II</i> Iligan City Water Works System
	2.1 Site inspection of propose location	None	2 Days	<i>Plumber II</i> Iligan City Water Works System
3. Receive file copy of application	3. Release approved application	Php 1,900.00	2 Days	<i>Meter Reader I</i> Iligan City Water Works System
	3.1 Transfer of line	None	5 Days	<i>Well Driller II</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>Php 1,900.00</b>	<b>9 Days, 1 Hour, 30 Minutes</b>	

The Fee for Request for Transfer of Line is covered under City Ordinance No. 10-5664.



## 18. Request for Transfer or Rights or Ownership of Water Connection

This service is for new owner of the building.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens, All Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Deed of Sale/Affidavit of Waiver of Rights (1 Photocopy)		Current Owner		
2. Transfer of Rights (1 Photocopy)		Former Owner		
3. 1 Piece 2X2 Picture with White Background (1 Original Copy)		Photo Studio		
4. Contract for Water Service Connection (1 Original Copy)		Notary Office		
5. Official Receipt (1 Original Copy)		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Ledger of Account	1. Print Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Submit Complete Required Documents	2. Receive Complete Required Documents	Php 300.00	1 Day	<i>Meter Reader I</i> Iligan City Water Works System
3. Receive Contract of Agreement	3. Approved, Release Contract for Water Service Connection	None	30 Minutes	<i>Meter Reader I</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>Php 300.00</b>	<b>1 Day, 1 Hour</b>	

The Fees for Request for Transfer or Rights or Ownership of Water Connection is covered under City Ordinance No. 10-5664.



## 19. Request for Water Delivery

This service is for water delivery for customer with low pressure or no water supply.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Simple			
<b>Who May Avail:</b>	All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ledger of Account (1 Printed Copy)		Iligan City Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Ledger of Account	1. Release Ledger of Account	None	30 Minutes	<i>Accounting Clerk III</i> Iligan City Water Works System
2. Receive Notice of Schedule Slip	2. Release Notice of Schedule Slip	None	1 Hour	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
	2.1 Water Delivery	None	2 Days	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour, 30 Minutes</b>	



## 20. Request for Water Drilling

This service is a request for water drilling of shallow well.

<b>Office or Division:</b>	Iligan City Waterworks System – Operation and Maintenance Division			
<b>Classification:</b>	G2C – Government to Citizen, G2G – Government to Government			
<b>Type of Transaction:</b>	Highly Technical			
<b>Who May Avail:</b>	All Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 Original Copy)		Customer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Notice of Schedule	1. Release Notice of Schedule Slip	None	1 Hour	<i>Pipefitter Foreman</i> Iligan City Water Works System
	1.1 Site Inspection	None	1 Day	<i>Engineering Assistant</i> Iligan City Water Works System
2. Receive Approved Material Request	2. Release Materials	None	2 Days	<i>Plumber II</i> Iligan City Water Works System
	2.1 Implementation	None	10 Days	<i>Pipe Fitter Foreman</i> Iligan City Water Works System
<b>TOTAL:</b>		<b>None</b>	<b>13 Days, 1 Hour</b>	





# **Office of the City Building Official**

## **External Services**



## 1. Application of Building Permit

This service caters the processing and approval of Building Permits for the construction of proposed buildings, structures and/or towers; addition, extension, legalization, renovation or repair of existing buildings and/or structures; alteration and amendatory of previously approved building plans; and renewal of approved Building Permits that did not proceed with the on-site construction one (1) year from the date of approval of the Building Permit.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and with other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	<p><b>Simple</b></p> <ol style="list-style-type: none"> <li>1. Construction/erection/addition/alteration/renovations/repair/legalization of the following structures under Group J Section 701 Division of the National Building Code of the Philippines (NBCP);             <ol style="list-style-type: none"> <li>a. Private garage not more than ninety (90) square meters;</li> <li>b. Carport;</li> <li>c. Sheds not less than six (6) square meters;</li> <li>d. Agricultural buildings;</li> <li>e. Fences over 1.80 meters in height; and,</li> <li>f. Tanks and towers.</li> </ol> </li> <li>2. Repairs which do not involve any alteration/changes from the building plans covered by a previously issued Building Permit, Repairs Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit);</li> <li>3. Signages for advertising and business signs; and,</li> <li>4. Stand-alone permit applications for Building Service Equipment and other support facilities including:             <ol style="list-style-type: none"> <li>a. Mechanical;</li> <li>b. Sanitary;</li> <li>c. Electrical;</li> <li>d. Electronics; and,</li> <li>e. Accelerographs</li> </ol> </li> </ol> <p><b>Complex</b></p> <ol style="list-style-type: none"> <li>1. The construction / erection / addition / alteration / renovation / repair/ legalization of any of the following Complex Type of Project</li> </ol>



Activity/Structure/Occupancy:

- a. Interior Renovations covered by an appropriate Building Permit;
- b. Conversion of existing building occupancy classification;
- c. Multiple unit residential houses (such as row houses, townhouses, and the like);
- d. Single detached residential house not more than 7 stories;
- e. Commercial buildings not more than 9 stories;
- f. Warehouses not more than 9 stories;
- g. Market building not more than 9 stories;
- h. Billboard Structures; and,
- i. All other types of Occupancy not more than 9 stories.

**Highly-Technical**

The construction/erection/addition/alteration/renovation/repair/legalization of any of the following Highly Technical Type of Project

Activity/Structures/Occupancy:

1. Commercial buildings exceeding 9 stories;
2. Market buildings exceeding 9 stories;
3. All applications belonging to Group D of the NBCP:
  - a. Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-1 of the NBCP;
  - b. Public and Private hospitals (Division D-2 of the NBCP)
  - c. Nursing homes for ambulatory patients, school and home, for children over kindergarten age, orphanages and those belonging to Division D-3 of the NBCP;
4. Those belonging to Group H and I of the NBCP:
  - a. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.;
  - b. Structures that have a non-regular form, as classified in the Structural Reference Standards; and,
  - c. Those buildings/structures whose use has very advanced structural calculation method in design, as classified in the Structural Reference Standards.
5. All other types of occupancy of more than 9 stories
6. All other building or structures with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC)



	<p>7. Special Structures such as but not limited to Aerodrome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, and Historic Centers/Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized vehicle and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Off-shore Energy Facilities, Piers and water-surrounded facilities, Solar Photovoltaic (PV) System, Towers and Underground structures and windowless buildings.</p> <ul style="list-style-type: none"> <li>All other transactions not expressly falling under either “Complex” or “Highly-Technical” shall, for the purpose of these Guidelines, be considered as “Simple” consistent with the mandate of R.A No. 11032</li> </ul>
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government; G2B – Government to Business
<b>Who May Avail:</b>	All individuals, firm or corporation, including any agency or instrumentality of the government.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Locational Clearance (1 original)	City Planning and Development Office (CPDO)
2. Fire Safety Evaluation Clearance (1 original)	Bureau of Fire Protection (BFP)
3. Certified True Copy of Updated Original or Transfer Certificate of Title from Land Registration Authority (1 original, 2 photocopies)	Registry of Deed – Iligan City
4. Updated Lot Tax Declaration (1 original, 2 photocopies)	City Assessor’s Office
5. Updated Real Property Tax Receipt (1 original, 2 photocopies)	City Assessor’s Office
6. Barangay Clearance and Cedula (1 original, 2 photocopies)	Barangay (Construction site location)
7. Lot Sketch Plan with Seal (1 original, 2 photocopies)	Client
8. Filled-up and Notarized Unified Application Form for Building Permit affixing applicant and lot owner’s signature over printed name and sign and seal of design professional and supervising in-charge of construction works (4 original copies)	Office of the City Building Official



9. Filled-up Architectural Permit Form affixing applicant and lot owner's signature over printed name and sign and seal of design professional and supervising in-charge of Architectural works (4 original copies)	Office of the City Building Official
10. Filled-up Plumbing Permit Form affixing applicant and lot owner's signature over printed name and sign and seal of design professional and supervising in-charge of Plumbing works (4 original copies)	Office of the City Building Official
11. Filled-up Electrical Permit Form affixing applicant and lot owner's signature over printed name and sign and seal of design professional and supervising in-charge of Electrical works (4 original copies)	Office of the City Building Official
12. Filled-up Mechanical Permit Form affixing applicant and lot owner's signature over printed name and sign and seal of design professional and supervising in-charge of Mechanical works (4 original copies)	Office of the City Building Official
13. Filled-up Electronics Permit Form affixing applicant and lot owner's signature over printed name and sign and seal of design professional and supervising in-charge of Electronics works (4 original copies)	Office of the City Building Official
14. Filled-up Notice of Construction Form (2 original)	Office of the City Building Official
15. Photocopy of PRC ID and updated PTR of all involved registered professionals accompanied by three (3) specimens of sign and seal with their respective number (1 photocopy)	Client
16. Photocopy of applicant's valid ID and lot owner – if the applicant and lot owner is not the same (1 photocopy)	Client



<p>17. A-3 Size at 1:100 Scaling          Drawing Plans of Architectural Plan, Structural Plan, Electrical Plan, Plumbing Plan, Electronics Plan and Mechanical Plan with applicant's signature over printed name, signed and sealed by Engineers/Registered Professionals with reflected PRC number, PTR number and date issued and project title with location (5 complete sets at least 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)</p>	<p>Client</p>
<p>18. Notarized Bill of Materials or Cost Estimates with applicant's signature over printed name and signed and sealed by Architectural/Registered Civil Engineer with reflected PRC and PTR details (1 original, 2 photocopies)</p>	<p>Client</p>
<p>19. General Specifications with applicant's signature over printed name and signed and sealed by Architectural/Registered Civil Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)</p>	<p>Client</p>
<p>20. Construction Safety and Health Program; DOLE D.O. No. 13 Requirement with applicant's signature over printed name and signed and sealed by Registered Civil Engineer/Safety Engineer/Officer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)</p>	<p>Client</p>
<p><b>Situational Requirements:</b></p>	
<p>21. For applicants that are not the lot owners, include Notarized Deed of Absolute Sale, Consent of Authority, Notarized Contract of Lease, Notarized Deed of Donation or</p>	<p>Client</p>



Assignment of Rights, HRO Certification with Sketch Plan (1 original, 2 photocopies)	
22. For applicants that are under a company or corporation, include Board of Resolution or Secretary Certificate (1 original, 2 photocopies)	Client
23. For applicants that will be represented to transact on their behalf, include Notarized Special Power of Attorney with copy of representative's valid ID (1 original, 2 photocopies)	Client
24. For commercials and two (2)-storey residential building, include Construction Logbook with applicant's signature over printed name and signed and sealed by Engineer with reflected PRC and PTR details (1 original)	Client
25. For buildings above 5kVA, include Electrical Design Analysis with applicant's signature over printed name and signed and sealed by Electrical Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)	Client
26. For buildings with floor area of 20 square meters and above, include Structural Design Analysis with applicant's signature over printed name and signed and sealed by Registered Civil/Structural Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)	Client
27. For three (3) storey buildings and above, include Seismic Load Analysis with applicant's signature over printed name and signed and sealed by Registered Civil/Structural Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)	Client



28. For three (3) storey buildings, include Plate Load Test with applicant's signature over printed name and signed and sealed by Registered Civil/Structural Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)	Client
29. For four (4) storey buildings and above, include Soil Boring Test with applicant's signature over printed name and signed and sealed by Registered Civil/Structural Engineer with reflected PRC number and PTR number and date issued and if necessary, Load Test shall be required in accordance with the applicable latest approved provision of the National Structural Code of the Philippines. However, adequate Soil Exploration, including Boring and Load Tests, shall also be required for lower buildings/structures at areas with potential geological/geotechnical hazards (1 original, 1 photocopy)	Client
30. For commercial and industrial buildings and/or structures with elevator/s, include Hydraulic Analysis and computation of pumps and tank originally signed and sealed by Professional Mechanical Engineer for Fire Protection and (1 original set)	Client
31. For residential buildings with four (4) air-conditioning system and above, include Mechanical Permit Form affixing applicant's signature over printed name and sign and seal of design professional and supervising in-charge of Mechanical Works (4 original copies)	Client





<p>32. For residential buildings with four (4) air-conditioning system and above, include A-3 size at 1:100 Scaling Mechanical Plans with applicant's signature over printed name, signed and sealed Registered Professional with reflected PRC number and PTR number and date issued and project title with location (5 complete sets at least 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)</p>	<p>Client</p>
<p>33. For commercial and industrial buildings and/or structures with elevator/escalator, include design computation (1 original set)</p>	<p>Client</p>
<p>34. Notarized Bill of Materials or Cost Estimates with applicant's signature over printed name and signed and sealed by Mechanical, Electrical and Electronics Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)</p>	<p>Client</p>
<p>35. General Specifications with applicant's signature over printed name and signed and sealed by Mechanical, Electrical and Electronics Engineer with reflected PRC number and PTR number and date issued (1 original, 2 photocopies)</p>	<p>Client</p>
<p>36. For residential buildings/structures with 4 CCTV's and above, include Electronics Permit affixing applicant's signature over printed name and sign and seal of design profession and supervising in-charge of Electronics works (4 original copies)</p>	<p>Client</p>



<p>37. For residential buildings/structures with 4 CCTV's and above, include A-3 size at 1:100 Scaling Electronics Plans with applicant's signature over printed name, signed and sealed by Professional with reflected PRC number and PTR number and date issue and project title with location (5 complete sets at least 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)</p>	<p>Client</p>
<p>38. For towers within the critical radius (10 km radius from airport and below 50 meters in height), include CAAP Height Clearance, otherwise, submit Certification with bearings/coordinates from Geodetic Engineer (2 original, 2 photocopies)</p>	<p>Civil Aviation Authority of the Philippines or Geodetic Engineer</p>
<p>39. For towers, include Home Owner's Association Consent, otherwise, Notarized Certification from lot owner (1 original, 2 photocopies)</p>	<p>Client</p>
<p>40. For towers, include proof of conducted Social Preparation (1 original, 2 photocopies)</p>	<p>Client</p>
<p>41. For common towers, include DICT Certification (1 original, 2 photocopies)</p>	<p>Department of Information and Communications Technology</p>
<p>42. For AM/FM Stations applicant, include Certificate of Public Convenient (1 original, 2 photocopies)</p>	<p>National Telecommunications Commission</p>
<p>43. For indigent applicants, include Indigenous Plan: Architectural, Structural and Plumbing Plans (5 complete sets with applicant's signature)</p>	<p>Office of the City Building Official</p>
<p>44. DENR Approved Subdivision Plan (3 photocopies)</p>	<p>Department Environment and Natural Resources</p>
<p>45. Environmental Compliance Certificate (1 original, 2 photocopies)</p>	<p>Department Environment and Natural Resources</p>
<p>46. DPWH Clearance (1 original, 2 photocopies)</p>	<p>Department of Public Works and Highways</p>



47. For alteration/amendatory or renewal of the approved Building Permits, include a copy of Previously Approved Building Permit and Ancillary Permits with the Complete Set of Approved Plans (1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and supporting documents.	1. Receive and assess completeness and correctness of application documents.	None	30 Minutes <b>(Simple and Complex)</b>  45 Minutes <b>(Highly-Technical)</b>	<i>Engineer I</i> Office of the City Building Official
	1.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	2 Days <b>(Simple)</b>  3 Days <b>(Complex and Highly-Technical)</b>	<i>Engineer I</i> Office of the City Building Official
	1.2 Conduct Ocular Site Inspection by the Inspectorate Team involving Architectural, Structural, Line and Grade, Mechanical, Plumbing, Electrical and Electronics Inspectors.	None	30 Minutes	<i>Engineer III</i> Office of the City Building



	1.3 Evaluate Building Permit plans and other supporting documents by the seven (7) Sections: Architectural, Structural, Line and Grade, Mechanical, Plumbing, Electrical and Electronics.	Refer to Table 1 below.	2 Hours <b>(Simple)</b>  3 Days, 4 Hours <b>(Complex)</b>  14 Days <b>(Highly-Technical)</b>	<i>Engineer III</i> Office of the City Building
	1.4 Prepare and approve the Statement of Account.	None	10 Minutes	<i>Engineer I</i> Office of the City Building
2. Claim Statement of Account	2. Release the Statement of Account to the Applicant at Window 2 (Releasing Section).	None	5 Minutes	<i>Engineer I</i> Office of the City Building Official
3. Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>
4. Present Official Receipt to OCBO	4. Received and record the Official Receipt at Window 2 (Releasing Section)	None	10 Minutes	<i>Engineer I</i> Office of the City Building Official



	4.1 Prepare the final Building Permit Certificate.	None	10 Minutes	<i>Engineer I</i> Office of the City Building Official
	4.2 Recommend the permit for approval by the Section (North/South Area) Head.	None	10 Minutes	<i>Engineer III –</i> Office of the City Building Official
	4.3 Approval of Building Permit application.	None	5 Minutes	<i>Building Official</i>
5. Claim Certificate of Building Permit together with approved plans and supporting documents.	5. Record permit, issue certificate and release to the Applicant at Window 2 (Releasing Section).	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
<b>TOTAL</b>		<b>Refer to Table 1 below</b>	<b>2 Days, 4 Hours, 40 Minutes (Simple)</b>  <b>6 Days, 6 Hours, 40 Minutes (Complex)</b>  <b>17 Days, 2 Hours, 40 Minutes (Highly Technical)</b>	



**Table 1. New Schedule of Fees**

Section	Service Transaction	Category	Description / Criteria	Assessment
Architectural	Construction/Add ition/Renovation/ Alteration of Buildings/ Structures under Group/s and Sub-Division	Division A-1	Original complete construction up to 20.00 square meters	P 2.00 per square meter
			Additional/renov ation/alteration up to 20.00 square meters regardless of floor area of original construction	P 2.40 per square meter
			Above 20.00 sq. meters to 50.00 sq. meters	P 3.40 per square meter
			Above 50.00 sq. meters to 100.00 sq. meters	P 4.80 per square meter
			Above 100.00 sq. m to 150 sq. meters	P 6.00 per square meter
			Above 150.00 sq. meters	P 7.20 per square meter
			Architectural	
Additional/renov ation/alteration up to 20.00 sq. meters regardless of floor area of original construction	P 3.40 per square meter			
Above 20.00 sq. meters to 50.00 sq. meters	P 5.20 per square meter			



			Above 50.00 sq. meters to 100.00 sq. meters	P 8.00 per square meter
			Above 100.00 sq. meters to 150.00 sq. meters	P 8.00 per square meter
			Above 150.00 sq. meters	P 8.40 per square meter
	Construction/Addition/Renovation/Alteration of Buildings/Structures under Group/s and Sub-Division	Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3	Up to 5,000	P 23.00 per square meter
			Above 5,000 to 6,000	P 22.00 per square meter
			Above 6,000 to 7,000	P 20.00 per square meter
			Above 7,000 to 8,000	P 19.50 per square meter
			Above 8,000 to 9,000	P 18.00 per square meter
			Above 9,000 to 10,000	P 17.00 per square meter
			Above 10,000 to 15,000	P 16.00 per square meter
Architectural				
			Above 20,000 to 30,000	P 14.00 per square meter
			Above 30,000	P 12.00 per square meter
NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together.				



		Divisions C-2/D-1, 2, 3	Up to 5,000	P 12.00 per square meter	
			Above 5,000 to 6,000	P 11.00 per square meter	
			Above 6,000 to 7,000	P 10.00 per square meter	
	Construction/Addition/Renovation/Alteration of Buildings/Structures under Group/s and Sub-Division	Divisions C-2/D-1, 2, 3	Above 7,000 to 8,000	P 9.60 per square meter	
				Above 8,000 to 9,000	P 9.00 per square meter
				Above 9,000 to 10,000	P 8.40 per square meter
				Above 10,000 to 15,000	P 7.20 per square meter
				Above 15,000 to 20,000	P 6.60 per square meter
				Above 20,000 to 30,000	P 6.00 per square meter
Architectural					Above 30,000
NOTE: Computation of the building fee in item Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3 follows the Divisions C-2/D-1, 2, 3. of this Schedule.					
	Construction/Addition/ Renovation/ Alteration of Buildings/Structures under Group/s and Sub-Division	Division J-2		structures shall be assessed 50% of the rate of the principal building of which they are accessories (Division A-1,	





				A-2, B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3, Divisions C-2/D-1, 2, 3.).
	Accessories of the Building/ Structure Fees	All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Division A-1, A-2, B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3, Divisions C-2/D-1, 2, 3 of this Schedule).		



Architectural	Accessories of the Building/ Structure Fees	Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.		
	Accessories of the Building/ Structure Fees		Bank and Records Vaults with interior volume up to 20.00 cu. meters	P 20.00 per cubic meter
			In excess of 20.00 cu. meters	P 8.00 per cubic meter
	Swimming Pools, per cu. meter or fraction thereof:	GROUP A Residential	P 3.00 per cubic meter	
		Commercial/Industrial GROUPS B, E, F, G	P 36.00 per cubic meter	
		Social/Recreational/Institutional GROUPS C, D, H, I	P 24.00 per cubic meter	



Architectural			Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.	
		Swimming pool shower rooms/locker rooms, per unit or fraction thereof:	Residential GROUP A	P 6.00 per unit
			GROUP B, E, F, G	P 18.00 per unit
			GROUP C, D, H	P 7.20 per unit
		Construction of firewalls separate from the building	Per sq. meter or fraction thereof	P 3.00 per square meter
			Provided, that the minimum fee shall be	P 48.00 per square meter
		Construction /erection of towers: Including Radio and TV towers, water tank supporting structures and the like	Single detached dwelling units	P 500.00 (Self-Supporting) P 150.00 (Trilon (Guyed))
			Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height	P 2,400.00 (Self-Supporting) P 240 (Trilon (Guyed))
			Every meter or fraction thereof in excess of 10.00 meters	P 120.00 per meter (Self-Supporting) P 12.00 per meter (Trilon (Guyed))



Architectural	Accessories of the Building/ Structure Fees		Every meter or fraction thereof in excess of 10.00 meters	P 120.00 per meter (Self-Supporting) P 12.00 per meter (Trilon (Guyed))
		Storage Silos, up to 10.00 meters in height		P 2,400.00
			Every meter or fraction thereof in excess of 10.00 meters	P 150.00 per meter
		Storage Silos, up to 10.00 meters in height	Silos with platforms or floors shall be charged an additional fee in accordance with Division J-2	
		Construction of Smokestacks and Chimneys for Commercial/ Industrial Use Groups B, E, F and G	Smokestacks, up to 10.00 meters in height, measured from the base	P 240.00
			Every meter or fraction thereof in excess of 10.00 meters	P 12.00 per meter
			Chimney up to 10.00 meters in height, measured from the base	P 48.00
			Every meter or fraction thereof in excess of 10.00 meters	P 2.00 per meter



		Construction of Commercial/ Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas		P 48.00 per square meter
Architectural	Accessories of the Building/ Structure Fees	Construction of Industrial Kiln/Furnace , per cu. meter or fraction thereof of volume		P 12.00 per cubic meter
		Construction of reinforced concrete or steel tanks or above ground		P 12.00 per cubic meter
		GROUPS A and B, up to 2.00 cu. meters	Every cu. m or fraction thereof in excess of 2.00 cu. meters	P 12.00 per cubic meter
			For all other than Groups A and B up to 10.00 cu. meters	P 480.00 per cubic meter
			Every cu. meter or fraction thereof in excess of 10.00 cu. meters	P 24.00 per cubic meter
		Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per		P 7.00 per cubic meter



		cu. meter of volume		
		Construction of reinforced concrete or steel tanks for Commercial/ Industrial Use	Above ground, up to 10.00 cu. meters	P 480.00 per cubic meter
			Every cu. m or fraction thereof in excess of 10.00 cu. meters	P 24.00 per cubic meter
Architectural	Accessories of the Building/ Structure Fees		Underground, up to 20.00 cu. meters	P 540.00 per cubic meter
			Every cu. meter or fraction thereof in excess of 20.00 cu. meters	P 24.00 per cubic meter
		Pull-outs and Reinstallation of Commercial/ Industrial Steel Tanks:	Underground, per cu. meter or fraction thereof of excavation	P 3.00 per cubic meter
			Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank	P 3.00 per cubic meter
			Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance	



			Construction of reinforced concrete or steel tanks or above ground GROUPS A and B	
		Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area	Construction of permanent type	P 10.00 per square meter
			Construction of temporary type	P 5.00 per square meter
			Inspection of knock-down temporary type, per unit	24.00 per square meter
		Construction of buildings and other accessory structures within cemeteries and memorial parks:	Tombs, per sq. meter of covered ground areas	P 5.00 per square meter
			Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	P 5.00 per square meter
Architectural	Accessories of the Building/ Structure Fees	Construction of buildings and other accessory structures within cemeteries and memorial parks:	Totally enclosed mausoleums, per sq. meter of floor area	P 12.00 per square meter
				Multi-level interment niches per sq. meter, per level
			Columbarium, per sq. meter	P 18.00 per square meter
		Accessory Fees	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first	P 24.00



			10.00 meters	
			Every meter or fraction thereof in excess of 10.00 meters	P 2.40 per meter
		Ground Preparation and Excavation Fee  For excavations more than fifty (50) cu. meters and more than two (2) meter in depth	While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements	
		Ground Preparation and Excavation Fee For excavations more than fifty (50) cu. meters and more than two (2)	Inspection and Verification Fee	P 200.00
			Per cu. meters of excavation	P 3.00 per cubic meter
			Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building	P 50.00





		meter in depth	Permit	
			Per cu. meter of excavation for foundation with basement	P 4.00 per cubic meter
Architectural	Accessories of the Building/ Structure Fees		Excavation other than foundation or basement, per cu. meter	P 3.00 per cubic meter
			Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	P 250.00 per square meter
		Fencing Fees	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	P 3.00 per meter
			In excess of 1.80 meters in height, per lineal meter or fraction thereof	P 4.00 per meter
			Made of indigenous materials, barbed, chicken or hog wires, per linear meter	P 2.40 per meter
		Construction of Pavements, up to 20.00 sq. meters		P 24.00 per square meter



		In excess of 20 sq. meters or fraction thereof of paved areas intended for commercial /industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like		P 3.00 per square meter
Architectural	Accessories of the Building/ Structure Fees	Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month		P 240.00 per square meter
			Every sq. meter or fraction thereof in excess of 20.00 sq. meters	P 12.00 per square meter
		Erection of Scaffoldings Occupying Public Areas, per calendar month	Up to 10.00 meters in length	P 150.00
			Every lineal meter or fraction thereof in excess of 10.00 meters	P 12.00 per meter



		Repairs Fees	Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups	P 5.00 per square meter
		Repairs Fees	Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups	P 5.00 per square meter
			Repairs on buildings/structures in all Groups costing more than five thousand pesos (P5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)	1% of Building Cost



Architectural	Accessories of the Building/ Structure Fees	Raising of Buildings/ Structures Fees	Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated	
			The fees to be charged shall be as prescribed under (Division A-1, A-2, B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3, Divisions C-2/D-1, 2, 3 and Division J-2) of this Schedule, whichever Group applies	
		Demolition/ Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved	Buildings in all Groups per sq. meter floor area	P 3.00 per square meter
			Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	P 4.00 per square meter
			Structures of up to 10.00 meters in height	P 800.00
			Every meter or portion thereof in excess of 10.00 meters	P 4.00 per meter
			Appendage of up to 3.00 cu. meter/unit	P 50.00 per cubic meter
			Every cu. meter or portion thereof in	P 50.00 per cubic meter



			excess of 3.00 cu. meters	
			Moving Fee, per sq. meter of area of building/structure to be moved	P 3.00 per square meter
			Structures of up to 10.00 meters in height	P 800.00
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Connected Load (kVA)	5 kVA or less	P 200.00
			Over 5 kVA to 50 kVA	P 200.00 + P 20.00/kVA
			Over 50 kVA to 300 kVA	P 1,100.00 + P 10.00/kVA
			Over 300 kVA to 1,500 kVA	P 3,600.00 + P 5.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 9,600.00 + P 2.50/kVA
			Over 6,000 kVA	P 20,850.00 + P 1.25/kVA
NOTE: Total Connected Load as shown in the load schedule				
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	5 kVA or less	P 40.00
			Over 5 kVA to 50 kVA	P 40.00 + P 4.00/kVA
			Over 50 kVA to 300 kVA	P 220.00 + P 2.00/kVA
			Over 300 kVA to 1,500 kVA	P 720.00 + P 1.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 1,920.00 + P 0.50/kVA
			Over 6,000 kVA	P 4,170.00 + P 0.25/kVA
Electrical	NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.			



	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:		Guying Attachment	P 30.00 per attachment
		Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit	Residential	P 15.00 (Electric Meter) P 15.00 (Wiring Permit Issuance)
			Commercial/Industrial	P 60.00 (Electric Meter) P 36.00 (Wiring Permit Issuance)
Electronics	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:			Institutional
		Formula for Computation of Fees	The Total Electrical Fees shall be the sum of Total Connected Load (kVA) and Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit of this Rule.	



		<p>Forfeiture of Fees</p>	<p>If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.</p>	
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<p>Electronics</p>	<p>Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless, telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications</p>			<p>P 2.40 per port</p>
	<p>Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications `stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and</p>			





	communications services, including			
Electronics	those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location			P 1,000.00 per location
	Automated teller machines, ticketing, vending and other types of electronics dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronics or electronically-			P 10.00 per unit



	controlled apparatus or devices, whether located indoor or outdoors			
Electronics	Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether user terminal is connected			P 2.40 per outlet
	Station,terminal, control point, port central Or remote panels,outlet for security and alarm system (including watchman system,bulglar alarms,intrusion detection system lighting, controls,monitoring and surveillance system,sensors, detectors,parking management system,barrier controls,signal light,etc..) electronics fire			P 2.40 per termination



	alarm (including early –detection systems,smoke detectors,etc..), sound-reinforcement/ba ckground			
Electronics	music/paging/conf erence systems and the like,CATV/MATV/ CCTV and off –air television, eelectronically-controlled conveyance system,building automation,mana gement system and similar types of electronics or eelectronically controlled installation whether a user terminal is connected			
	Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simu lation and similar activities			P 1,000.00 per structure
	Antenna towers/masts or other structures for installation of any electronics and/or communications transmission/ reception			



	Electronics or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.			P 50.00 per unit
	Poles and attachment	Per Pole (to be paid by		P 20.00
Electronics		Per attachment (to be paid by any entity who attaches to the pole of others)		P 20.00
	Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above			P 50.00 per unit
Mechanical	Refrigeration, Air Conditioning and Mechanical Ventilation		Refrigeration (cold storage), per ton or fraction thereof	P 40.00
			Ice Plants, per ton or fraction thereof	P 60.00
			Packaged/Centralized Air Conditioning Systems: Up to 100 tons, per ton	P 90.00
			Every ton or fraction thereof above 100 tons	P 40.00
			Window type air conditioners, per unit	P 40.00



			Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent	P 40.00
Mechanical	Refrigeration, Air Conditioning and Mechanical Ventilation		In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	
			For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.): a. 1.10 kW per ton, for compressors up to 5 tons capacity b. 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity c. 0.97 kW per ton, for compressors above 50 tons capacity.	



			<p>For Ice making (refer to 5.a.ii.):</p> <p>a. 3.50 kW per ton, for compressors up to 50 tons capacity.</p> <p>b. 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.</p> <p>c. 3.00 kW per ton, for compressors above 50 tons capacity</p>	
			<p>For Air conditioning (refer to 5.a.iii.):</p> <p>a. 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.</p> <p>b. 0.80 kW per ton, for above 5 up to 50 tons capacity.</p> <p>c. 0.70 kW per ton, for compressors above 50 tons capacity.</p>	
Mechanical	Escalators and Moving Walks, funiculars and the like:		Escalator and moving walk, per lineal meter or fraction thereof	P 10.00
			Escalator and moving walks up to 20.00 lineal meters or fraction thereof	P 20.00



Escalators and Moving Walks, funiculars and the like:	Every lineal meter or fraction thereof in excess of 20.00 lineal meters	P 10.00
	Funicular, per lineal meter or fraction thereof (a) Per lineal meter travel	P 200.00 P 20.00
	Cable car, per lineal meter or fraction thereof (a) Per lineal meter travel	P 40.00 P 5.00
Elevators, per unit:	Motor driven dumbwaiters	P 600.00
	Construction elevators for material	P 2,000.00
	Passenger elevators	P 5,000.00
	Freight elevators	P 5,000.00
	Car elevators	P 5,000.00
Boilers, per kW: Note: (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW. (b) Steam from this boiler used to propel any prime-mover is exempted from fees. (c) Steam engines/turbines/ etc. propelled from geothermal source will use the same schedule of fees above.	Up to 7.5 Kw	P 500.00
	Above 7.5 kW to 22 kW	P 700.00
	Above 22 kW to 37 kW	P 900.00
	Above 37 kW to 52 kW	P1,200.00
	Above 52 kW to 67 kW	P 1,400.00
	Above 67 kW to 74 kW	P 1,600.00
	Every kW or fraction thereof above 74 kW	P 5.00



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





	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like		per lineal meters or fraction thereof	P 10.00
	Weighing Scale Structure		per ton or fraction thereof	P 50.00
	NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.			
Plumbing	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".			P 24.00
	Every fixture in excess of one unit:		Each water closet	P 7.00
			Each floor drain	P 3.00
			Each sink	P 3.00
			Each lavatory	P 7.00
			Each faucet	P 2.00
			Each shower head	P 2.00
Plumbing	Special Plumbing		Each slop sink	P 7.00



Fixtures:		Each urinal	P 4.00
		Each bath tub	P 7.00
		Each grease trap	P 7.00
		Each garage trap	P 7.00
		Each bidet	P 4.00
		Each dental cuspidor	P 4.00
		Each gas-fired water heater	P 4.00
		Each drinking fountain	P 2.00
		Each bar or soda fountain sink	P 4.00
		Each laundry sink	P 4.00
		Each laboratory sink	P 4.00
		Each fixed-type sterilizer	P 2.00
	Each water meter	12 to 25 mm diameter	P 8.00
		Above 25 mm diameter	P 10.00
Construction of septic tank, applicable in Groups	Up to 5.00 cu. meters in digestion chamber	P 24.00	
	Every cu. meter or fraction thereof in excess of 5.00 cu. meters	P 7.00	



## 2. Application for Certificate of Final Electrical Inspection (CFEI)

This service caters the processing and issuance of Certificate of Final Electrical Inspection for buildings and/or structures for separation of meter of commercial buildings and/or any structures with an approved Occupancy Permit.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	Complex Application
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
<b>Who May Avail:</b>	All individuals, firm or corporation, including any agency or instrumentality of the government.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Filled-up Certificate of Final Electrical Inspection Permit Form affixing applicant's signature and sign and seal by a Professional Electrical Engineer and signed by at least Registered Master Electrician for the installation in-charge (3 copies)	Office of the City Building Official
2. A-3 size at 1:100 Scaling As-Built Drawing Plans of Electrical Lay-out with applicant's signature over printed name, signed and sealed by Professional/Electrical Engineer with reflected PRC Number and PTR Number and date issued date issued and project title with location (4 complete sets at least 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)	Client
<b>Situational Requirements</b>	
3. For buildings above 5kVA, include Electrical Design Analysis with applicant's signature over printed name and signed and sealed by Engineer with reflected PRC number and PTR number and	Client



date issued (1 original, 2 photocopies)				
4. For applicants that underwent building renovation/ extension/ addition to reconnect, relocate and/or separate meter Approved Building Permit or Approved Occupancy Permit (1 photocopy)		Office of the City Building Official		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and supporting documents.	1. Receive and assess completeness and correctness of application documents.	None	10 Minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	3 Days	<i>Engineer I</i> Office of the City Building Official
	1.2 Conduct Ocular Site Inspection by the Electrical Engineer/Inspector.	None	30 Minutes	<i>Engineer III/ Electrical Inspector II</i> Office of the City Building
	1.3 Evaluate permit plans and other supporting documents by the Electrical Section.	Refer to Table 2 below.	30 Minutes	<i>Engineer III/ Electrical Inspector II</i> Office of the City Building



	1.4 Prepare and approve the Statement of Account.	None	10 Minutes	<i>Engineer III/ Electrical Inspector II</i> Office of the City Building
2. Claim Statement of Account	2. Release the Statement of Account to the Applicant at Window 2 (Releasing Section).	None	5 Minutes	<i>Engineer III/ Electrical Inspector II</i> Office of the City Building
3. Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>
4. Present Official Receipt to OCBO	4 Received and record the Official Receipt at Window 2 (Releasing Section)	None	10 Minutes	<i>Engineer III/ Electrical Inspector II</i> Office of the City Building
	4.1 Approval of the Certificate of Final Electrical Inspection application.	None	5 Minutes	<i>Engineer III</i> Office of the City Building



	4.2 Record permit and endorse to the Iligan Light Power Inc.	None	20 Minutes	Engineer I Office of the City Building Official
<b>TOTAL</b>		<b>Refer to Table 2 below</b>	<b>3 Days, 1 Hour, 53 Minutes</b>	

**Table 2. New Schedule of Fees:**

Section	Service Transaction	Category	Description / Criteria	Assessment
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Connected Load (kVA)	5 kVA or less	P 200.00
			Over 5 kVA to 50 kVA	P 200.00 + P 20.00/kVA
			Over 50 kVA to 300 kVA	P 1,100.00 + P 10.00/kVA
			Over 300 kVA to 1,500 kVA	P 3,600.00 + P 5.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 9,600.00 + P 2.50/kVA
Electrical	Accessories of the Building/Structure Fees NOTE: Total Connected Load as shown in the load schedule	Demolition/ Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved	Over 6,000 kVA	P 20,850.00 + P 1.25/kVA
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	5 kVA or less	P 40.00
			Over 5 kVA to 50 kVA	P 40.00 + P 4.00/kVA
			Over 50 kVA to 300 kVA	P 220.00 + P 2.00/kVA
			Over 300 kVA to 1,500 kVA	P 720.00 + P 1.00/kVA



		Over 1,500 kVA to 6,000 kVA	P 1,920.00 + P 0.50/kVA
		Over 6,000 kVA	P 4,170.00 + P 0.25/kVA
NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.			
	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit Formula for Computation of Fees Forfeiture of Fees	Guying Attachment	P 30.00 per attachment
		Residential	P 15.00 (Electric Meter) P 15.00 (Wiring Permit Issuance)
		Commercial/Industrial	P 60.00 (Electric Meter) P 36.00 (Wiring Permit Issuance)
		Institutional	P 30.00 (Electric Meter) P 12.00 (Wiring Permit Issuance)
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	The Total Electrical Fees shall be the sum of Total Connected Load (kVA) and Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit of this Rule.	



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

This service caters the processing and approval of Occupancy Permit for individuals who acquired an approved Building Permit and intends to occupy the building and/or any structure stated in the approved plans.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	<p><b>Simple</b></p> <ol style="list-style-type: none"> <li>1. Construction/erection/addition/alteration/renovations/repair/legalization of the following structures under Group J Section 701 Division of the National Building Code of the Philippines (NBCP);             <ol style="list-style-type: none"> <li>a. Private garage not more than ninety (90) square meters;</li> <li>b. Carport;</li> <li>c. Sheds not less than six (6) square meters;</li> <li>d. Agricultural buildings;</li> <li>e. Fences over 1.80 meters in height; and,</li> <li>f. Tanks and towers.</li> </ol> </li> <li>2. Repairs which do not involve any alteration/changes from the building plans covered by a previously issued Building Permit, Repairs Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit);</li> <li>3. Signages for advertising and business signs; and,</li> <li>4. Stand-alone permit applications for Building Service Equipment and other support facilities including:             <ol style="list-style-type: none"> <li>a. Mechanical;</li> <li>b. Sanitary;</li> <li>c. Electrical;</li> <li>d. Electronics; and,</li> <li>e. Accelerographs</li> </ol> </li> </ol> <p><b>Complex</b></p> <ol style="list-style-type: none"> <li>1. The construction / erection / addition / alteration / renovation / repair/ legalization of any of the following Complex Type of Project Activity/Structure/Occupancy:             <ol style="list-style-type: none"> <li>a. Interior Renovations covered by an appropriate Building Permit;</li> <li>b. Conversion of existing building occupancy classification;</li> <li>c. Multiple unit residential houses (such as row houses, townhouses, and the like);</li> <li>d. Single detached residential house not more than 7 stories;</li> <li>e. Commercial buildings not more than 9 stories;</li> </ol> </li> </ol>



- f. Warehouses not more than 9 stories;
- g. Market building not more than 9 stories;
- h. Billboard Structures; and,
- i. All other types of Occupancy not more than 9 stories.

### **Highly-Technical**

The construction/erection/addition/alteration/renovation/repair/leg alization of any of the following Highly Technical Type of Project Activity/Structures/Occupancy:

1. Commercial buildings exceeding 9 stories;
  2. Market buildings exceeding 9 stories;
  3. All applications belonging to Group D of the NBCP:
    - a. Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-1 of the NBCP;
    - b. Public and Private hospitals (Division D-2 of the NBCP)
    - c. Nursing homes for ambulatory patients, school and home, for children over kindergarten age, orphanages and those belonging to Division D-3 of the NBCP;
  4. Those belonging to Group H and I of the NBCP:
    - a. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.;
    - b. Structures that have a non-regular form, as classified in the Structural Reference Standards; and,
    - c. Those buildings/structures whose use has very advanced structural calculation method in design, as classified in the Structural Reference Standards.
  5. All other types of occupancy of more than 9 stories
  6. All other building or structures with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC)
  7. Special Structures such as but not limited to Aerodrome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, and Historic Centers/Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized vehicle and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Off-shore Energy Facilities, Piers and water-surrounded facilities, Solar Photovoltaic (PV) System, Towers and Underground structures and windowless buildings.
- All other transactions not expressly falling under either “Complex” or “Highly-Technical” shall, for the purpose of these Guidelines, be considered as “Simple” consistent with the mandate of R.A No. 11032



<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Approved Building Permit, Ancillary and Accessory Permits (1 photocopy)	Client
2. Tax Declaration of the Building (1 original)	City Assessor's Office
3. Fire Safety Inspection Clearance (1 original)	Bureau of Fire Protection
4. Filled-up Unified Certificate of Occupancy Form affixing applicant's signature and sign and seal of the full-time inspector and supervisor of construction works (3 copies)	Office of the City Building Official
5. Filled-up and Notarized Certificate of Completion affixing applicant's signature over printed name and sign and seal of the full-time inspector and supervisor of construction works (3 copies)	Office of the City Building Official
6. Filled-up Certificate of Completion for Sanitary Plumbing Installation Form affixing applicant's signature over printed name and sign and seal of supervising Sanitary Engineer/Master Plumber (3 copies)	Office of the City Building Official
7. Filled-up Certificate of Final Electrical Inspection/Completion Form affixing applicant's signature over printed name and sign and seal by a Professional Electrical Engineer and signed by at least Registered Master Electrician for the installation in-charge (3 copies)	Office of the City Building Official
8. Filled-up Certificate of Completion for Mechanical Installation Form affixing applicant's signature over printed name and sign and seal of Professional and Installation in-charge (3 copies)	Office of the City Building Official



9. Filled-up Certificate of Completion for Electronics Permit Form affixing applicant's signature over printed name and sign and seal of the Designer and Engineer in-charge of the construction (3 copies)	Office of the City Building Official
10. Photocopy of PRC ID and updated PTR of all practitioners accompanied by three (3) specimens of signed and sealed with their respective number (3 photocopies)	Client
11. Photograph of the structure with substantial completion showing front, sides and rear (1 copy)	Client
12. Notarized Bill of Materials or Cost Estimates with applicant's signature over printed name and signed and sealed by Architectural/Registered Civil Engineer with reflected PRC Number and PTR Number and date issued (1 original and 2 photocopies)	Client
13. Previously Issued Locational Clearance (1 photocopy)	Client
14. Previously Issued Fire Safety Evaluation Clearance (FSEC) (1 photocopy)	Client
<b>Situational Requirements</b>	
1. A-3 size at 1:100 Scaling As-Built Drawing Plans of Architectural Plan, Structural Plan, Mechanical, Electrical and Electronics with applicant's signature and signed and sealed by Professional/Registered Professionals with reflected PRC Number and PTR number and date issued, project title and location (4 complete sets atleast 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)	Client



<p>2. For commercials and two (2)-storey residential building, include Construction Logbook with applicant's signature and signed and sealed by Engineer with reflected PRC number and PTR number and date issued (1 original)</p>	<p>Client</p>
<p>3. For all commercial buildings, include Concrete Test Result (1 original)</p>	<p>Client</p>
<p>4. For applicants that will be represented to transact on their behalf, include duly Notarized Special Power of Attorney with copy of representative's valid ID (1 original, 2 photocopies)</p>	<p>Client</p>
<p>5. For commercial and industrial buildings and/or structures with elevator/s, include Hydraulic Analysis and computation of pumps and tank originally signed and sealed by Profesional Mechanical Engineer for Fire Protection and (1 original set)</p>	<p>Client</p>
<p>6. For residential buildings with four (4) air-conditioning system and above, include Mechanical Permits with applicant's signature over printed name and signed and sealed by Professional Mechanical Engineer with reflected PRC Number and PTR Number and date issued (4 original copies)</p>	<p>Client</p>
<p>7. For residential buildings with four (4) air-conditioning system and above, include Mechanical Plans with applicant's signature over printed name and signed and sealed by Professional Mechanical Engineer with reflected PRC and PTR details (5 complete sets at least 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)</p>	<p>Client</p>
<p>8. For commercial and industrial buildings and/or structures with elevator/escalator, include design computation (1 original set)</p>	<p>Client</p>



<p>9. Notarized Bill of Materials or Cost Estimates with applicant's signature over printed name and signed and sealed by Mechanical, Electrical and Electronics Engineer with reflected PRC and PTR details (1 original, 2 photocopies)</p>	<p>Client</p>
<p>10. General Specifications with applicant's signature over printed name and signed and sealed by Mechanical, Electrical and Electronics Engineer with reflected PRC and PTR details (1 original, 2 photocopies)</p>	<p>Client</p>
<p>11. For residential buildings/structures with 4 CCTV's and above, include Electronics Permit with applicant's signature over printed name and signed and sealed by Professional Electronics Engineer with reflected PRC and PTR details (4 original copies)</p>	<p>Client</p>
<p>12. For residential buildings/structures with 4 CCTV's and above, include Electronics Plans with applicant's signature over printed name and signed and sealed by Professional Electronics Engineer with reflected PRC and PTR details (5 complete sets at least 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)</p>	<p>Client</p>
<p>13. For towers, include CAAP Height Clearance, otherwise, if proposed structure is outside critical area (10 km radius from airport and below 50 meters in height) submit Certification with bearings/coordinates from Geodetic Engineer (2 original, 2 photocopies)</p>	<p>Client</p>
<p>14. For towers, include Home Owner's Association Consent, otherwise, Notarized Certification from lot owner (1 original, 2 photocopies)</p>	<p>Client</p>



15. For towers, include proof of conducted Social Preparation (1 original, 2 photocopies)	Client
16. For common towers, include DICT Certification (1 original, 2 photocopies)	Client
17. For AM/FM Stations applicant, include Certificate of Public Convenient from NTC (1 original, 2 photocopies)	Client

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished application forms and supporting documents.	1. Release Certificate of Occupancy/ Use/ Operation for compliance.	None	15 Minutes	<i>Engineer I Office of the City Building Official</i>
2. Present the Tax Declaration and blank form of Certificate of Occupancy/Use / Operate to the City Planning and Development Office.	2. Present Order of Payment	<b>216.00</b>	20 Minutes	<i>Revenue Collection Officer City Planning and Development Office</i>
	2.1 Conduct ocular site inspection.	None	1 Day	<i>Draftsman II City Planning and Development Office</i>
	2.2 Approval and release of Certificate of Occupancy/ Use/ Operate with signed locational/zoning.	None	30 Minutes	<i>Zoning Administrator City Planning and Development Office</i>
3. Present Certificate of Occupancy/Use / Operate with signed Locational/Zoning.	3. Receive and assess the completeness and correctness of application documents.	None	30 Minutes	<i>Engineer I Office of the City Building Official</i>



	3.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	1 Day <b>(Simple)</b>  3 Days <b>(Complex and Highly-Technical)</b>	<i>Engineer I Office of the City Building Official</i>
	3.2 Conduct Ocular Site Inspection by the Inspectorate Team involving Architectural, Structural, Line and Grade, Mechanical, Plumbing, Electrical and Electronics Inspectors.	None	60 Minutes <b>(Simple and Complex)</b>  4 Hours <b>(Highly-Technical)</b>	<i>Engineer III Office of the City Building</i>
	3.3 Evaluate Building Permit plans and other supporting documents by the seven (7) Sections: Architectural, Structural, Line and Grade, Mechanical, Plumbing, Electrical and Electronics.	Refer to Table 3 below.	2 Hours <b>(Simple)</b>  2 Days, 4 Hours <b>(Complex)</b>  14 Days <b>(Highly-Technical)</b>	<i>Engineer III/ Electrical Inspector II Office of the City Building</i>
	3.4. Prepare and approve the Statement of Account.	None	5 Minutes	<i>Engineer III Office of the City Building</i>





4. Claim Statement of Account	4. Release the Statement of Account together with the Occupancy Permit application to the Applicant at Window 2 (Releasing Section).	None	3 Minutes	<i>Engineer I Office of the City Building</i>
5. Pay Permit Fees	5. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>
6. Present Official Receipt together with the Occupancy Permit application and the Fire Safety Inspection Certificate (FSIC) issued by the Bureau of Fire Protection.	6. Received and record the Official Receipt, Occupancy Permit application and FSIC at Window 2 (Releasing Section)	None	10 Minutes	<i>Engineer I Office of the City Building</i>
	6.1 Prepare final Certificate of Occupancy/ Use/ Operate.	None	10 Minutes	<i>Engineer I Office of the City Building</i>
	6.2 Recommend the Occupancy Permit for approval by the Section (North/South Area) Head.	None	5 Minutes	<i>Engineer III Office of the City Building</i>



	6.3 Record permit and endorse to the Iligan Light Power Inc.	None	20 Minutes	Engineer I Office of the City Building Official
<b>TOTAL</b>		<b>216.00</b>	<b>2 Days, 4 Hours, 58 Minutes (Simple)</b>	
		and <b>Refer to Table 3 below.</b>	<b>6 Days, 7 Hours, 58 Minutes (Complex)</b>	
			<b>18 Days, 6 Hours, 58 Minutes (Highly-Technical)</b>	

**Table 3: New Schedule of Fees:**

Section	Service Transaction	Category	Description / Criteria	Assessment
Architectural		Division A-1 and A-2 Buildings	Costing up to P150,000.00	P 100.00
			Costing more than P150,000.00 up to P400,000.00	P 200.00
			Costing more than P150,000.00 up to P400,000.00 Costing more than P400,000.00 up to P850,000.00	P 400.00
			Costing more than P850,000.00 up to P1,200,000.00	P 800.00
			Every million or portion thereof in excess of P1,200,000.00	P 800.00



		Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings	Costing up to P150,000.00	P 200.00
			Costing more than P150,000.00 up to P400,000.00	P 400.00
			Costing more than P400,000.00 up to P850,000.00	P 800.00
			Costing more than P850,000.00 up to P1,200,000.00	P 1,000.00
			Every million or portion thereof in excess of P1,200,000.00	P 1,000.00
		Division J-I Buildings/structures	With floor area up to 20.00 sq. meters	P 50.00
			With floor area above 20.00 sq. meters up to 500.00 sq. meters	P 240.00
Architectural		Division J-I Buildings/structures	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters	P 360.00
			With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	P 480.00
			With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	P 1,200.00
			With floor area above 10,000.00 sq. meters	P 2,400.00
		Division J-2 Structures	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories	



			Aviaries, aquariums, zoo structures and the like: same rates as for Division J-I Buildings/structures above.	
			Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:	
			First 10.00 meters of height from the ground	P 800.00
			Every meter or fraction thereof in excess of 10.00 meters	P 50.00
		Change in Use/Occupancy, per sq. meter or fraction thereof of area affected		P 5.00
Plumbing				P 60.00
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Connected Load (kVA)	5 kVA or less	P 200.00
			Over 5 kVA to 50 kVA	P 200.00 + P 20.00/kVA
			Over 50 kVA to 300 kVA	P 1,100.00 + P 10.00/kVA
			Over 300 kVA to 1,500 kVA	P 3,600.00 + P 5.00/kVA



		Over 1,500 kVA to 6,000 kVA	P 9,600.00 + P 2.50/kVA
		Over 6,000 kVA	P 20,850.00 + P 1.25/kVA
NOTE: Total Connected Load as shown in the load schedule			
	Total Transformer /Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	5 kVA or less	P 40.00
		Over 5 kVA to 50 kVA	P 40.00 + P 4.00/kVA
		Over 50 kVA to 300 kVA	P 220.00 + P 2.00/kVA
		Over 300 kVA to 1,500 kVA	P 720.00 + P 1.00/kVA
		Over 1,500 kVA to 6,000 kVA	P 1,920.00 + P 0.50/kVA
		Over 6,000 kVA	P 4,170.00 + P 0.25/kVA
NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.			
	Pole/Attachment Location Plan Permit	Power Supply Pole Location	P 30.00 per pole
Electrical		Guying Attachment	P 30.00 per attachment
	Miscellaneous Fees: Electric Meter for union separation,	Residential	P 15.00 (Electric Meter) P 15.00 (Wiring Permit Issuance)



	alteration, reconnection or relocation and issuance of Wiring Permit	Commercial/Industrial	P 60.00 (Electric Meter) P 36.00 (Wiring Permit Issuance)
		Institutional	P 30.00 (Electric Meter) P 12.00 (Wiring Permit Issuance)
	Formula for Computation of Fees	The Total Electrical Fees shall be the sum of Total Connected Load (kVA) and Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit of this Rule.	
	Forfeiture of Fees	If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the	



			permit and the fees thereon shall be forfeited.	
Mechanical			Refrigeration and Ice Plant, per ton:	
			Up to 100 tons capacity	P 25.00
			Above 100 tons up to 150 tons	P 20.00
			Above 150 tons up to 300 tons	P 15.00
			Above 300 tons up to 500 tons	P 10.00
			Every ton or fraction thereof above 500 tons	P 5.00
			Air Conditioning Systems: Window type air conditioners, per unit	P 40.00
			Packaged or centralized air conditioning systems	
			First 100 tons, per ton	P 25.00
			Above 100 tons up to 150 tons	P 20.00
			Above 150 tons up to 300 tons	P 15.00
			Above 300 tons up to 500 tons	P 10.00
			Every ton or fraction thereof above 500 tons	P 5.00
			Mechanical Ventilation, per unit, per kW	
			Escalators and Moving Walks; Funiculars and the like:	
			Escalator and Moving Walks, per unit	P 120.00
		Funiculars, per kW or fraction thereof	P 50.00	



		Per lineal meter or fraction thereof of travel	P 10.00
		Per lineal meter or fraction thereof of travel	P 25.00
		Per lineal meter of travel	P 2.00
		Elevators, per unit:	
		Passenger elevators	P 500.00
		Freight elevators	P 400.00
Mechanical		Motor driven dumbwaiters	P 50.00
		Construction elevators for materials	P 400.00
		Car elevators	P 500.00
		Every landing above first five (5) landings for all the above elevators	P 50.00
		Boilers, per unit:	
		Up to 7.5 kW	P 400.00
		7.5 kW up to 22 kW	P 550.00
		22 kW up to 37 kW	P 600.00
		37 kW up to 52 kW	P 650.00
		52 kW up to 67 kW	P 800.00
		67 kW up to 74 kW	P 900.00
		Every kW or fraction thereof above 74 kW	P 4.00
		Pressurized Water Heaters, per unit	P 120.00
		Automatic Fire Extinguishers, per sprinkler head Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW:	P 2.00





		Up to 5 kW	P 55.00
		Above 5 kW to 10 kW	P 90.00
		Every kW or fraction thereof above 10 kW Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	P 2.00
		Per kW, up to 50 kW	P 15.00
Mechanical		Above 50 kW up to 100 kW	P 10.00
		Every kW or fraction thereof above 100 kW	P 2.40
		Compressed air, vacuum, commercial/institutional /industrial gases, per outlet	P 10.00
		Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher	P 2.00
		Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,	
		Per unit, up to 10 kW	P 100.00
		Every kW above 10 kW	3.00
		Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:	



		Up to ½ kW	P 8.00
		Above ½ kW up to 1 kW	P 23.00
		Above 1 kW up to 3 kW	P 39.00
		Above 3 kW up to 5 kW	P 55.00
		Above 5 kW up to 10 kW	P 80.00
		Every kW above 10 kW or fraction thereof	P 4.00
		Pressure Vessels, per cu. Meter or fraction thereof	P 40.00
		Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof	P 2.40
Mechanical		Weighing Scale Structure, per ton or fraction thereof	P 30.00
		Testing/Calibration of pressure gauge, per unit	P 24.00
		Each Gas Meter, tested, proved and sealed, per gas meter	P 30.00
		Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferries wheel, and the like, per unit	P 30.00



<p>Electronics</p>	<p>Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless, telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications</p>			<p>P 2.40 per port</p>
	<p>Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and</p>			<p>P 1,000.00 per location</p>



	broadcasting communications stations, communications centers, switching			
Mechanical	centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location			



Electronics	Automated teller machines, ticketing, vending and other types of electronics dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes			P 10.00 per unit
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Electronics	and other similar electronics or electronic apparatus or devices, whether located indoor or outdoors			
	Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether user terminal is connected			P 2.40 per outlet
	Station, terminal, control point, port, central Or remote panels, outlet for security and alarm system (including			P 2.40 per termination  P 1,000.00 per location



	<p>watchman system, burglar alarms, intrusion detection system, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal light, etc..) electronics fire alarm (including early – detection</p>			
<p>Electronics</p>	<p>systems, smoke detectors, etc..), sound-reinforcement/background music/paging /conference systems and the like, CATV/MATV/CCTV and off –air television, electronically-controlled conveyance system, building automation, management system and similar types of electronics or electronically</p>			



	<p>controlled installation whether a user terminal is connected</p>			
	<p>Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/ simulation and similar activities</p>			<p>P 1,000.00 per structure</p>
	<p>Antenna towers/masts or other structures for installation of any electronics and/or communications transmission/ reception</p>			





Electronics	Electronics or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.			P 50.00 per unit
	Poles and attachment		Per Pole (to be paid by)	P 20.00
			Per attachment (to be paid by any entity who attaches to the pole of others)	P 20.00
	Other types or electronics or electronically - controlled device, apparatus, equipment, instrument or units not specifically identified above			P 50.00 per unit



#### 4. Application for Demolition Permit

This service caters the processing and approval of Demolition Permit for the removal of buildings and/or structures with an approved Building Permit.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	Complex Application
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Certified True Copy of updated Original or Transfer Certificate of Title from Land Registration Authority (1 original, 2 photocopies)	Registry of Deeds – Iligan City
2. Updated Building Tax Declaration (1 original, 2 photocopies)	City Assessor's Office
3. Filled-up Demolition Permit Form affixing applicant's signature over printed name and sign and seal of the full-time inspector and supervisor of construction works (4 original copies)	Office of the City Building Official
4. Photocopy of PRC ID and updated PTR of practitioners accompanied by three (3) specimens signed and sealed with their respective number (1 photocopy)	Client
<b>SITUATIONAL REQUIREMENT</b>	
5. For cases if the applicant is the land owner and not the building owner, include Authorization regarding the Demolition from the building owner (1 original, 2 photocopies)	Client
6. For applicants that are under a company or corporation, include Board of Resolution or Secretary Certificate (1 original, 2 photocopies)	Client



7. For applicants that will be represented to transact on their behalf, include duly Notarized Special Power of Attorney with copy of representative's valid ID (1 original, 2 photocopies)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and supporting documents.	1. Receive and assess completeness and correctness of application documents	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	3 Days	<i>Engineer I</i> Office of the City Building Official
	1.2 Conduct Ocular Site Inspection by the Inspectorate Team involving Architectural, Plumbing, and Electrical Inspectors.	None	30 Minutes	<i>Engineer III</i> Office of the City Building
	1.3 Evaluate the application form and other supporting documents by the three (3) Sections: Architectural,	Refer to Table 4 below.	2 Hours	<i>Engineer III</i> Office of the City Building



	Plumbing, and Electrical Inspectors.			
	1.4 Prepare and approve the Statement of Account.	None	10 Minutes	<i>Engineer I</i> Office of the City Building
2. Claim Statement of Account	2. Release the Statement of Account to the Applicant at Window 2 (Releasing Section).	None	5 Minutes	<i>Engineer I</i> Office of the City Building Official
3. Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>
4. Present Official Receipt to OCBO	4. Received and record the Official Receipt at Window 2 (Releasing Section)	None	10 Minutes	<i>Engineer I</i> Office of the City Building Official
	4.1 Recommend the permit for approval by the Section (North/South Area) Head.	None	15 Minutes	<i>Engineer III –</i> Office of the City Building Official
	4.2 Approval for Demolition Permit application	None	5 Minutes	<i>Building Official</i> Office of the City Building Official
5. Claim Approved Demolition Permit together with approved plans and supporting	5. Record permit, issue certificate and release to the Applicant	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official



documents.	at Window 2 (Releasing Section).			
<b>TOTAL</b>		<b>Refer to Table 4 below.</b>	<b>3 Days, 4 Hours, 25 Minutes</b>	

**Table 4: New Schedule of Fees**

Section	Service Transaction	Category	Description / Criteria	Assessment
Architectural	Accessories of the Building/Structure Fees	Demolition/ Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved	Buildings in all Groups per sq. meter floor area	P 3.00 per square meter
			Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	P 4.00 per square meter
			Structures of up to 10.00 meters in height	P 800.00
			Every meter or portion thereof in excess of 10.00 meters	P 4.00 per meter
Architectural	Accessories of the Building/Structure Fees	Demolition/ Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved	Appendage of up to 3.00 cu. meter/unit	P 50.00 per cubic meter
			Every cu. meter or portion thereof in excess of 3.00 cu. meters	P 50.00 per cubic meter
			Moving Fee, per sq. meter of area of building/structure to be moved	P 3.00 per square meter
			Structures of up to 10.00 meters in height	P 800.00



## 5. Application for Fencing Permit

This service caters the processing and approval of Fencing Permit for fences with a height of 1.80 meters and below.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Updated Original or Transfer Certificate of Title from Land Registration Authority (1 original, 2 photocopies)	Registry of Deeds – Iligan City
2. Updated Lot Tax Declaration (1 original, 2 photocopies)	City Assessor's Office
3. Updated Real Property Tax Receipt (1 original, 2 photocopies)	City Assessor's Office
4. Barangay Clearance and Cedula (1 original, 2 photocopies)	Barangay (Construction site location)
5. Lot Sketch Plan with Seal (1 original, 2 photocopies)	Client
6. Filled-up Fencing Permit Form affixing applicant' signature and sign and seal of the full-time inspector and supervisor of construction works (4 original copies)	Office of the City Building Official
7. Photocopy of PRC ID and updated PTR of all practitioners accompanied by three (3) specimens of signed and sealed with their respective number (1 photocopy)	Client
8. Photocopy of applicant's valid ID and lot owner – if the applicant and lot owner is not the same (1 photocopy)	Client
9. A-3 Size at 1:100 Scaling Drawing Plans of Architectural	Client



<p>Plan and Structural Plan with applicant's signature over printed name and signed and sealed by Professional/Registered Professionals with reflected PRC Number and PTR number and date issued date issued and project title with location (5 complete sets atleast 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)</p>	
<p><b>SITUATIONAL REQUIREMENTS</b></p>	
<p>10. For applicants that are not the land owners, include Notarized Deed of Absolute Sale, Notarized Contract of Lease, Notarized Deed of Donation or Assignment of Rights (1 original, 2 photocopies)</p>	<p>Client</p>
<p>11. or applicants that are under a company or corporation, include Board of Resolution or Secretary Certificate (1 original, 2 photocopies)</p>	<p>Client</p>
<p>12. For applicants that will be represented to transact on their behalf, include duly Notarized Special Power of Attorney with copy of representative's valid ID (1 original, 2 photocopies)</p>	<p>Client</p>
<p>13. For applicants who intends to apply for electrical connection, include Filled-up Electrical Permit Form affixing signature and seal of the full-time inspector and supervisor of construction works (4 original copies)</p>	<p>Office of the City Building Official</p>
<p>14. A-3 Size at 1:100 Scaling Drawing Plans of Electrical Plan with applicant's signature and signed and sealed by Professional/Registered Professionals with reflected PRC Number and PTR number and date issued date issued and project title with location (5 complete sets atleast 1 original copy but the remaining</p>	<p>Client</p>



photocopies should have original applicant's signature and sign and seal of professionals)	
15. For buildings above 5kVA, include Electrical Design Analysis with applicant's signature and sign and seal sign and seal by Engineer with reflected PRC and PTR details (1 original, 1 photocopy)	Client
16. DENR Approved Subdivision Plan (1 photocopy)	Department of Environment and Natural Resources
17. DPWH Clearance (1 original, 2 photocopies)	Department of Public Works and Highways

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and supporting documents.	1, Receive and assess completeness and correctness of application documents.	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	3 Days	<i>Engineer I</i> Office of the City Building Official





	1.2 Conduct Ocular Site Inspection by the Inspectorate Team involving Architectural , Structural, Line and Grade and Electrical Inspectors.	None	25 Minutes	<i>Engineer III</i> Office of the City Building
	1.3 Evaluate Fencing Permit plans and other supporting documents by the four (4) Sections: Architectural , Structural, Line and Grade and Electrical Inspectors.	Refer to Table 5 below.	3 Hours	<i>Engineer III</i> Office of the City Building
	1.4 Prepare and approve the Statement of Account.	None	10 Minutes	<i>Engineer I</i> Office of the City Building
2. Claim Statement of Account	2. Release the Statement of Account to the Applicant at Window 2 (Releasing Section).	None	5 Minutes	<i>Engineer I</i> Office of the City Building Official
3. Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>



4. Present Official Receipt to OCBO	4. Received and record the Official Receipt at Window 2 (Releasing Section)	None	10 Minutes	<i>Engineer I</i> Office of the City Building Official
	4.1 Recommend the permit for approval by the Section (North/South Area) Head.	None	15 Minutes	<i>Engineer III</i> Office of the City Building Official
	4.2 Approval for Fencing Permit application.	None	5 Minutes	<i>Building Official</i> Office of the City Building Official
5. Claim Approved Fencing Permit together with approved plans and supporting documents.	5. Record permit, issue certificate and release to the Applicant at Window 2 (Releasing Section).	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
<b>TOTAL</b>		<b>Refer to Table 5 below.</b>	<b>3 Days, 5 Hours, 20 Minutes</b>	



**Table 5: New Schedule of Fees**

Section	Service Transaction	Category	Description / Criteria	Assessment
Architectural	Accessories of the Building/Structure Fees	Accessory Fees	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters	P 24.00
			Every meter or fraction thereof in excess of 10.00 meters	P 2.40 per meter
Architectural	Accessories of the Building/Structure Fees	Fencing Fees	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	P 3.00 per meter
			In excess of 1.80 meters in height, per lineal meter or fraction thereof	P 4.00 per meter
			Made of indigenous materials, barbed, chicken or hog wires, per linear meter	P 2.40 per meter
			Others	P 12.00, min. fee shall be P 40.00 (Business Signs) P 20.00, min. fee shall be P 110.00 (Advertising Signs)
Electrical	The following schedule shall be used for computing electrical	Total Connected Load (kVA)	5 kVA or less	P 200.00
			Over 5 kVA to 50 kVA	P 200.00 + P 20.00/kVA



	fees in residential, institutional, commercial and industrial structures:		Over 50 kVA to 300 kVA	P 1,100.00 + P 10.00/kVA
			Over 300 kVA to 1,500 kVA	P 3,600.00 + P 5.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 9,600.00 + P 2.50/kVA
			Over 6,000 kVA	P 20,850.00 + P 1.25/kVA
NOTE: Total Connected Load as shown in the load schedule				
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	5 kVA or less	P 40.00
			Over 5 kVA to 50 kVA	P 40.00 + P 4.00/kVA
			Over 50 kVA to 300 kVA	P 220.00 + P 2.00/kVA
	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	Over 300 kVA to 1,500 kVA	P 720.00 + P 1.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 1,920.00 + P 0.50/kVA
			Over 6,000 kVA	P 4,170.00 + P 0.25/kVA
NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.				
	The following schedule shall be used for computing	Pole/Attachment Location Plan Permit	Power Supply Pole Location	P 30.00 per pole



	electrical fees in residential, institutional, commercial and industrial structures: The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:		Guying Attachment	P 30.00 per attachment
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures: The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit	Residential	P 15.00 (Electric Meter) P 15.00 (Wiring Permit Issuance)
			Commercial/Industrial	P 60.00 (Electric Meter) P 36.00 (Wiring Permit Issuance)
			Institutional	P 30.00 (Electric Meter) P 12.00 (Wiring Permit Issuance)
		Formula for Computation of Fees	The Total Electrical Fees shall be the sum of Total Connected Load (kVA) and Miscellaneous Fees: Electric Meter for union separation,	



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



## 6. Application for Sign Permit

This service caters processing and approval of Sign Permit for those applicants who intend to install hanging signs and/or streamers.

The below procedure is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement from Permits and License Division with Original Receipt of Payment (1 original copy)		City Mayor's Office – License Division; City Treasurer's Office		
2. Filled-up Sign Permit Form affixing signature of the applicant (4 original copies)		Office of the City Building Official		
3. Location Plan for all of the proposed streamers for installation (1 original and 2 photocopies)		Client		
4. Sign/Streamer design with dimension and details (1 original and 2 photocopies)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished application forms and supporting documents	1. Receive and assess completeness and correctness of application documents	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Evaluate application form and other supporting documents	Refer to Table 6 below.	2 Hours	<i>Engineer III</i> Office of the City Building



	by Architectural Section.			
	1.2 Approval for Sign Permit application.	None	2 Minutes	<i>Engineer I Office of the City Building</i>
2. Claim Approved Sign Permit together with approved plans and supporting documents.	2. Record permit, issue certificate and release to the Applicant at Window 2 (Releasing Section).	None	20 Minutes	<i>Engineer I Office of the City Building Official</i>
<b>TOTAL</b>		<b>Refer to Table 6 below</b>	<b>2 Hours, 45 Minutes</b>	

**Table 6: New Schedule of Fees**

Section	Service Transaction	Category	Description / Criteria	Assessment
Architectural	Accessories of the Building/Structure Fees	Sign Fees	Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area	P 120.00 per square meter
			Every sq. meter or fraction thereof in excess of 4.00 sq. meters	P 24.00 per square meter
			Installation Fees, per sq. meter or fraction thereof of display surface	
			Neon	P 36.00 (Business Signs) P 52.00 (Advertising Signs)
			Illuminated	P 24.00 (Business Signs) P 36.00 (Advertising Signs)





Architectural	Accessories of the Building/Structure Fees	Sign Fees	Others	P 15.00 (Business Signs) P 24.00 (Advertising Signs)
			Painted-on	P 9.60 (Business Signs) P 18.00 (Advertising Signs)
			Annual Renewal Fees, per sq. meter of display surface or fraction thereof	
			Neon	P 36.00, min. fee shall be P124.00 (Business Signs) P 46.00, min. fee shall be P 200.00 (Advertising Signs)
			Illuminated	P 18.00, min. fee shall be P 72.00 (Business Signs) P 38.00, min. fee shall be P 150.00 (Advertising Signs)
Architectural	Accessories of the Building/Structure Fees	Sign Fees	Others	P 12.00, min. fee shall be P 40.00 (Business Signs) P 20.00, min. fee shall be P 110.00 (Advertising Signs)
			Painted-on	P 8.00, min. fee shall be P 30.00 (Business Signs) P 12.00, min. fee shall be P 100.00 (Advertising Signs)



## 7. Application for Temporary Electrical Permit

This service caters the processing and approval of Temporary Electrical Permit for 90-day electrical connection for those buildings and/or structures with an approved Building Permit for the completion of building and/or structure construction.

The Procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Certified True Copy of Updated Original or Transfer Certificate of Title from Land Registration Authority (1 original, 2 photocopies)	Client
2. Filled-up Temporary Electrical Permit Form affixing applicant's signature and sign and seal by a Professional Electrical Engineer and signed by atleast Registered Master Electrician for the installation in-charge (3 copies)	Office of the City Building Official
3. A-3 size at 1:100 Scaling As-Built Drawing Plans of Electrical Lay-out with applicant's signature and signed and sealed by Professional/Electrical Engineer with reflected PRC Number and PTR number and date issued and project title with location (4 complete sets atleast 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)	Client
<b>SITUATIONAL REQUIREMENTS</b>	
4. For applicants that are not the land owners, include Notarized Deed of Absolute Sale, Consent of Authority, Notarized Contract of Lease, Notarized Deed of	Client



Donation or Assignment of Rights (1 original, 2 photocopies)				
5. For buildings above 5kVA, Electrical Design Analysis with applicant's signature and signed and sealed by Engineer with reflected PRC and PTR details (1 original, 2 photocopies)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and supporting documents.	1. Receive and assess completeness and correctness of application documents.	None	20 minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	3 days	<i>Engineer I</i> Office of the City Building Official
	1.2 Conduct Ocular Site Inspection by the Inspectorate Team by the Electrical Section	None	30 minutes	<i>Engineer III</i> Office of the City Building
	1.3 Evaluate Electrical Plan and other supporting documents by the Electrical	Refer to Table 7 below.	2 hours	<i>Engineer III</i> Office of the City Building



	Section.			
	1.4 Prepare and approve the Statement of Account.	None	10 minutes	<i>Engineer I</i> Office of the City Building
2. Claim Statement of Account	2. Release the Statement of Account to the Applicant at Window 2 (Releasing Section).	None	5 minutes	<i>Engineer I</i> Office of the City Building Official
3. Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 minutes	<i>City Treasurer's Office</i>
4. Present Official Receipt to OCBO	4. Received and record the Official Receipt at Window 2 (Releasing Section)	None	10 minutes	<i>Engineer I</i> Office of the City Building Official
	4.1 Approval for Temporary Electrical Permit application.	None	5 minutes	<i>Electrical Engineer III</i> Office of the City Building Official
5. Claim Approved Temporary Electrical Permit together with approved	5. Record permit, issue certificate and release to the Applicant at	None	20 minutes	<i>Engineer I</i> Office of the City Building Official



plans and supporting documents.	Window 2 (Releasing Section).			
<b>TOTAL</b>		<b>Refer to Table 7 below</b>	<b>3 Days, 4 Hours, 30 Minutes</b>	

**Table 7: New Schedule of Fees**

Section	Service Transaction	Category	Description / Criteria	Assessment
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Connected Load (kVA)	5 kVA or less	P 200.00
			Over 5 kVA to 50 kVA	P 200.00 + P 20.00/kVA
			Over 50 kVA to 300 kVA	P 1,100.00 + P 10.00/kVA
			Over 300 kVA to 1,500 kVA	P 3,600.00 + P 5.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 9,600.00 + P 2.50/kVA
			Over 6,000 kVA	P 20,850.00 + P 1.25/kVA
NOTE: Total Connected Load as shown in the load schedule				
Electrical	The following schedule shall be used for computing electrical fees in residential,	Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	5 kVA or less	P 40.00
			Over 5 kVA to 50 kVA	P 40.00 + P 4.00/kVA



	institutional, commercial and industrial structures:		Over 50 kVA to 300 kVA	P 220.00 + P 2.00/kVA
	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)	Over 300 kVA to 1,500 kVA	P 720.00 + P 1.00/kVA
			Over 1,500 kVA to 6,000 kVA	P 1,920.00 + P 0.50/kVA
			Over 6,000 kVA	P 4,170.00 + P 0.25/kVA
NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.				
	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Pole/Attachment Location Plan Permit	Power Supply Pole Location	P 30.00 per pole
	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:		Guying Attachment	P 30.00 per attachment



	structures:			
Electrical	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit	Residential	P 15.00 (Electric Meter) P 15.00 (Wiring Permit Issuance)
			Commercial/Industrial	P 60.00 (Electric Meter) P 36.00 (Wiring Permit Issuance)
			Institutional	P 30.00 (Electric Meter) P 12.00 (Wiring Permit Issuance)
		Formula for Computation of Fees	The Total Electrical Fees shall be the sum of Total Connected Load (kVA) and Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit of this Rule.	
		Forfeiture of Fees	If the electrical	



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

This service caters the processing and approval of Temporary Sidewalk Enclosure Permit allowing applicants to occupy a portion of the sidewalk or road in a specific period of time to proceed or continue with construction works and activities.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government		
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Barangay Clearance and Cedula (1 original, 2 photocopies)		Barangay (Construction site location)	
2. Copy of relate and approved permit on the planned activity (1 photocopy)		Client	
3. Filled-up Temporary Sidewalk Enclosure Permit Form affixing applicant's signature and sign and seal of the full-time inspector and supervisor of construction works (3 copies)		Office of the City Building Official	
4. A-3 size at 1:100 Scaling Drawing Plans of Architectural Plan and Site Development Plan (reflecting the sidewalk to be enclosed with complete dimensions and the building/structure to be demolished) with applicant's signature and signed and sealed by Professional/Registered Professionals with reflected PRC Number and PTR number and date issued and project title with location (4 complete sets atleast 1 original copy but the remaining photocopies should have original applicant's signature and sign and seal of professionals)		Client	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and supporting documents.	1. Receive and assess completeness and correctness of application documents.	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Schedule the permit for ocular site inspection on the next available inspection schedule.	None	3 Days	<i>Engineer I</i> Office of the City Building Official
	1.2 Conduct Ocular Site Inspection by the Inspectorate Team involving the Architectural Section.	None	30 Minutes	<i>Engineer III</i> Office of the City Building
	1.3 Evaluate Temporary Sidewalk Enclosure plans and other supporting documents by the Architectural Section.	Refer to Table 8 below.	2 Hours	<i>Engineer III</i> Office of the City Building
	1.4 Prepare and approve the Statement of Account.	None	10 Minutes	<i>Engineer I</i> Office of the City Building



2. Claim Statement of Account	2 Release the Statement of Account to the Applicant at Window 2 (Releasing Section).	None	5 Minutes	<i>Engineer I</i> Office of the City Building Official
3. Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>
4. Present Official Receipt to OCBO	4 Received and record the Official Receipt at Window 2 (Releasing Section)	None	10 Minutes	<i>Engineer I</i> Office of the City Building Official
	4.1 Approval for Temporary Sidewalk Enclosure Permit application.	None	5 Minutes	<i>Electrical Engineer III</i> Office of the City Building Official
5. Claim Approved Temporary Sidewalk Enclosure Permit together with approved plans and supporting documents.	5. Record permit, issue certificate and release to the Applicant at Window 2 (Releasing Section).	None	20 Minutes	<i>Engineer I</i> Office of the City Building Official
<b>TOTAL</b>		<b>Refer to Table 8 below</b>	<b>3 Days, 4 Hours, 10 Minutes</b>	



**Table 8: New Schedule of Fees**

<b>Section</b>	<b>Service Transaction</b>	<b>Category</b>	<b>Description / Criteria</b>	<b>Assessment</b>
Architectural	Accessories of the Building/Structure Fees	Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month		P 240.00 per square meter
			Every sq. meter or fraction thereof in excess of 20.00 sq. meters	P 12.00 per square meter
Architectural	Accessories of the Building/Structure Fees	Erection of Scaffoldings Occupying Public Areas, per calendar month	Up to 10.00 meters in length	P 150.00
			Every lineal meter or fraction thereof in excess of 10.00 meters	P 12.00 per meter



## 9. Request for Certified True Copy of Approved Building and Occupancy Permits and/or Reproduction of Other Documents Related to Approved Permits

This service caters the Issuance of Certified True Copy of the Certificate of Approved Building and/or Occupancy Permit or the reproduction of office files and documents related to approved permit applications.

The procedure below is in compliance with the provisions of the National Building Code of the Philippines (PD1096) and its Implementing Rules and Regulations and other related codes and ordinances.

<b>Office or Division:</b>	Office of the City Building Official [OCBO]
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
<b>Who May Avail:</b>	All individuals, firms or corporation, including anti agency or instrumentality of the government.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter addressed to the Office of the City Building Official detailing details of request ( 1 Original)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter.	1. Receive the request letter.	None	5 Minutes	<i>Engineer I</i> Office of the City Building Official
	1.1 Retrieve documents at the OCBO Records and Storage Room requested by the Applicant or prepare the certification	None	7 Hours	<i>Engineer I</i> Office of the City Building Official



	1.2 Prepare and approve the Statement of Account.	Refer to Table 9 below.	10 Minutes	<i>Engineer I</i> Office of the City Building Official
2. Claim Statement of Account	2 Release the Statement of Account to the Applicant at Window 2 (Releasing Section).  *For reproduction request of files and documents, issue Statement of Account together with the needed documents for photocopy, otherwise, only issue the Order of Payment.	None		
3, Pay Permit Fees	3. Receive the payment and issue the Official Receipt to the Applicant.	None	30 Minutes	<i>City Treasurer's Office</i>



<p>4 Present Official Receipt to OCBO</p>	<p>4. Receive and record the Official Receipt at Window 2 (Releasing Section)</p> <p>* If copy reproduction request, return office files together with the Official Receipt.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Engineer I</i> Office of the City Building Official</p>
	<p>4.1 For certification request, recommend the certificate to the Building Official.</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Engineer I</i> Office of the City Building</p>
<p>5. Claim the certificate.</p>	<p>5 Release the approved certificate to Applicant at Window 2 (Releasing Section).</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Engineer I</i> Office of the City Building</p>
<p><b>TOTAL</b></p>		<p><b>Refer to Table 9 below</b></p>	<p><b>7 Hours, 52 Minutes</b></p>	



**Table 9: New Schedule of Fees:**

<b>Section</b>	<b>Service Transaction</b>	<b>Category</b>	<b>Description / Criteria</b>	<b>Assessment</b>
Certification			Certified true copy of building permit	P 50.00
			Certified true copy of Certificate of Use/Occupancy	P 50.00
			Issuance of Certificate of Damage	P 50.00
			Certified true copy of Certificate of Damage	P 50.00
			Certified true copy of Electrical Certificate	P 50.00
			Issuance of Certificate of Gas Meter Installation	P 50.00
			Certified true copy of Certificate of Operation	P 50.00
			Other Certifications	P 50.00





# **Sangguniang Panlungsod Office**

## **External Services**



## 1. Request for Application for Preliminary Approval and Development Permit of Subdivision Project

This service provides application for Preliminary Approval and Development Permit of Subdivision Projects.

<b>Office or Division:</b>	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Developers and Lot Owners
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
The following requirements must be submitted in five (5) different sets of folders: 1 folder for all original copies and 4 sets of folders for all photocopied documents:	
1. Application Form	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
2. Preliminary Approval (PA)	
1. The following documents shall be duly signed by a licensed Architect/Civil Engineer, Geodetic Engineer	
a. Site Development Plan (Schematic Plan) signed by a licensed Architect or Civil Engineer at a scale ranging from 1:500 to 1:2,000 showing the proposed layout of streets, lots, and other features in relation to existing conditions.	Licensed Architect/Civil Engineer
b. Vicinity Map within a minimum radius of 2 kilometers from the periphery of the projects, showing the relationship of the proposed subdivision project to existing community facilities	Licensed Architect/Civil Engineer



<p>and infrastructures which may serve directly or indirectly influence it: main traffic arteries, public transportation line, shopping centers, elementary, high school and other educational institutions, and other community facilities, titles, scale, north arrow and date.</p>	
<p>c. Survey plan of the lot(s) described in TCT(s).</p>	<p>Geodetic Engineer</p>
<p>2. Certified true copy of Title(s)</p>	<p>Register of Deeds, City Assessors Office (CASSO)</p>
<p>3. Tax Declaration</p>	<p>Register of Deeds, CASSO</p>
<p>4. Current Tax Receipts</p>	<p>Register of Deeds, CASSO</p>
<p>5. If the land is agricultural land whether tenanted or non-tenanted, two (2) copies of the Department of Agrarian Reform (DAR) Team/field inspection report plus affidavit of non-tenancy by the owner/developer for non-tenanted land or affidavit of waiver from tenants for tenanted lands.</p>	<p>Department of Agrarian Reform (DAR) and Landowner</p>
<p>6. Conversion Clearance from DAR if the land is Agricultural land.</p>	<p>DAR</p>
<p>7. Right to use or deed of sale of right-of-way for access road and other utilities when applicable.</p>	<p>Adjacent lot owner</p>
<p>8. Certificate of Zoning Classification.</p>	<p>City Planning and Development Office (CPDO)</p>
<p>9. Barangay Resolution for social acceptability of the project.</p>	<p>Concerned Barangay</p>
<p>10. Sworn statement as to nature, number, and income level of beneficiaries.</p>	<p>Client</p>



11. Sworn statement as to maximum selling price per unit.	Client
12. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from the Department of Environment and Natural Resources (DENR).	DENR Region 10
13. Materials Recovery Facility (MRF).	Client/Landowner
Note: Locational Clearance must be secured first from the City Planning & Development Office (CPDO) prior to application for Preliminary Approval	
3. Development Permit (DP)	
1. The following documents shall be duly signed and scaled by a licensed Architect/Civil Engineer, Electrical Engineer, Geodetic Engineer.	
a. Topographic Map of Site	Geodetic Engineer
b. Site Development Plan (which is the same as the Approved Preliminary Plans)	Licensed Architect/Civil Engineer
c. Scheme for tree planting	Licensed Architect/Civil Engineer
d. Road (geometric and structural) Design/plan	Civil Engineer
i. Profile showing the vertical control designed grade, curve elements, and all information needed for construction.	Civil Engineer
ii. Typical roadway sections showing relative dimensions and slopes or pavement, gutters sidewalks, shoulders, benching	Licensed Architect/Civil Engineer



	and others.	
iii.	Details of roadway showing the required thickness of the pavement, subgrade treatment, and sub-base course on the design analysis.	Licensed Architect/Civil Engineer
iv.	Details of roadway miscellaneous structure such as curb and gutter (barrier, mountable and drop) slope protection wall retaining wall, if applicable.	Licensed Architect/Civil Engineer
e.	Storm drainage and Sewer System	Sanitary Engineer/Civil Engineer
i.	Profile showing the hydraulic gradient and properties of the main lines including structures in relations with the road grade line.	Civil Engineer
ii.	Detail of drainage and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter and drop), culverts and channel linings.	Licensed Architect/Civil Engineer
f.	Water System Layout and Details	Sanitary Engineer/Civil Engineer
g.	Site Grading Plan (Plans with the finished contour lines super-imposed on the existing ground the limits of earthworks embankment slopes, cut slopes, surface drainage, outfalls and others)	Civil Engineer



2. Project Feasibility Study for Project having an area of one (1) hectare and above with the following financial attachments:	Client
a. Audited Asset and Liabilities / Income Statement	Client
b. Income Tax Return (For at least 3 years)	Client
c. Certification of Registration with the Securities and Exchange Commission (SEC)	Client
d. Articles of Incorporation or Partnership	Client
e. Corporation By-Laws and all implementing amendments	Client
3. Permit for Water Supply System from the following:	
a. Local Waterworks and/or	Iligan City Waterworks System (ICWS)
b. National Water Resources Board (NWRB) if deep well will be used.	NWRB
c. Water Potability Test Results	ICWS
4. Project profile indicating raw lands and development costs, total project costs, amortization schedule, sources of financing, marketability, cash flow, housing scheme, if any, and work program.	Licensed Architect/Engineer
5. Application for Power Supply System from Iligan Light & Power Inc. (ILPI) or local franchised holder	ILPI
6. Specification, Bill of Materials and Cost Estimate.	Licensed Architect/Engineer
7. Structural design analysis of roadway pavement, overhead tank/reservoir and other superimposed structure, if any such as retaining wall.	Civil Engineer
8. Drainage System and Water System analysis and design.	Civil Engineer



9. Official Receipt		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and check for completeness	None	4 Hours	<i>Administrative Aide IV</i> Sangguniang Panlungsod Office
	1.1 Issue assessment of fees if all required documents submitted were complete	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
2. Pay the assessment of fees	2. Accept the payment	<u>Preliminary Approval:</u>  Socialize Housing  P90.00/ha. Processing Fee  P1,500.00/ha. Inspection Fee  Economic Housing	30 Minutes	<i>Revenue Collection Clerk I/II/III</i> City Treasurer's Office



		<p>P216.00/ha. Processing Fee</p> <p>P1,500.00/ha. Inspection Fee</p> <p><u>Final Approval:</u></p> <p>Socialize Housing</p> <p>P600.00/ha. Processing Fee</p> <p>Economic Housing</p> <p>P1,440.00/ha. Processing Fee</p>		
3. Accompany the staff during the site inspection	3. Conduct ocular inspection and issue inspection report	None	4 Hours	<p><i>Project Development Officer II</i></p> <p><i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office</p>
	3.1 Review, evaluate, and deliberate	None	18 Days	<p><i>Project Development Officer II</i></p>





	the application			<i>Project Evaluation Officer III Sangguniang Panlungsod Office</i>
4. Receive the Resolution	4. Release the Resolution	None	15 Minutes	<i>Project Development Officer II  Project Evaluation Officer III Sangguniang Panlungsod Office</i>
<b>TOTAL:</b>		<b>VARIA BLE</b>	<b>19 Days, 1 Hour</b>	

The request for application for Preliminary Approval and Development Permit of Subdivision Project is covered under Batas Pambansa Bilang 220 (B.P. 220).

The fees for the request for application for Preliminary Approval and Development Permit of Subdivision Project is covered under City Ordinance No. 10-5664.



## 2. Request for Approval of Application for On-Site Subdivision Plan

This service provides for the approval of applications for On-Site Subdivision Plan.

<b>Office or Division:</b>	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Developers and Lot Owners
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
The following requirements must be submitted in five (5) different sets of folders: 1 folder for all original copies and 4 sets of folders for all photocopied documents:	
1. Application Form	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
2. The following documents shall be duly signed by a licensed Architect/Civil Engineer, Geodetic Engineer:	
a. Site Development Plan (Schematic Plan) showing the proposed layout.	Licensed Architect/Civil Engineer
b. Vicinity Map or Location Plan (Drawn to scale showing the adjoining circulation network as well as existing facilities and utilities at least 100 meters radius from the project boundaries.	Licensed Architect/Civil Engineer
c. Survey Plans of the lot(s) as described in TCT(s).	Geodetic Engineer
d. Drainage Layout Plan	Licensed Architect/Civil Engineer
e. Road Layout Plan	Licensed Architect/Civil Engineer
f. Water Layout Plan	Licensed Architect/Civil Engineer
g. Electrical Layout Plan	Licensed Electrical Engineer
h. Engineering Drawings and	Licensed Architect/Civil Engineer



Details				
3.	A certified true copy of Title(s)	Register of Deeds, City Assessors Office (CASSO)		
4.	Tax Declaration(s)	Register of Deeds, CASSO		
5.	Latest Tax Receipt	Register of Deeds, CASSO		
6.	Deed of Sale/Memorandum of Agreement (MOA) if the title is not registered in the name of the applicant.	Land Owner/Client		
7.	Concrete Proof of document for permanent road right-of-way over access road.	Adjacent Land Owner		
8.	Drainage right-of-way agreement connecting to the outfall or MOA.	Adjacent Land Owner		
9.	List of members of the Homeowner's Association conforming the size of the area they are occupying signed by the President and the members and duly notarized.	Homeowner's Association		
10.	Certificate of Zoning Classification	City Planning and Development Office (CPDO)		
11.	Barangay Resolution for Social Acceptability	Concerned Barangay		
12.	Mines Geosciences Bureau (MGB) Report if located within critical area	MGB Region 10		
13.	Official Receipt	City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and check for completeness	None	4 Hours	<i>Administrative Aide IV</i> Sangguniang Panlungsod Office
	1.1 Issue assessment of fees if all required documents submitted	None	15 Minutes	<i>Project Development Officer II</i>  <i>Project Evaluation Officer III</i> Sangguniang



	were complete			Panlungsod Office
2. Pay the assessment of fees	2. For Preliminary & Final Approval of Application for Farmlot Subdivision Plan	P690.00/ha. Processing Fee  P1,500.00/ha Inspection Fee	30 Minutes	Revenue Collection Clerk I/II/III City Treasurer's Office
3. Accompany the staff during the site inspection	3. Conduct ocular inspection and issue inspection report	None	4 Hours	Project Development Officer II Sangguniang Panlungsod Office  Project Evaluation Officer III Sangguniang Panlungsod Office
	3.1. Review, evaluate, and deliberate the application	None	18 Days	Project Development Officer II Sangguniang Panlungsod Office  Project Evaluation Officer III Sangguniang Panlungsod Office
4. Receive the Resolution	4. Release the Resolution	None	15 Minutes	Project Development Officer II Sangguniang Panlungsod Office  Project Evaluation Officer III Sangguniang Panlungsod Office
<b>TOTAL:</b>		<b>VARIA BLE</b>	<b>19 Days, 1 Hour</b>	



### 3. Request for Approval of Application for Simple Subdivision Plan

This service provides for the approval of applications for Simple Subdivision Plan.

<b>Office or Division:</b>	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Developers and Lot Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
The following requirements must be submitted in five (5) different sets of folders: 1 folder for all original copies and 4 sets of folders for all photocopied documents:	
1. Application Form	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
2. The following documents shall be duly signed by a licensed Architect/Civil Engineer, Geodetic Engineer	
a. Site Development Plan (Schematic Plan) showing the proposed layout.	Licensed Architect/Civil Engineer
b. Vicinity Map or location plan, drawn to scale, showing the adjoining land use and circulation network as well as the existing facilities and utilities at least w/in 100 meters from the project boundaries.	Licensed Architect/Civil Engineer
c. Survey Plan of the lot(s) as described in TCT(s).	Geodetic Engineer
3. Certified True Copy of Title(s) (Deed of Sale/Memorandum of Agreement if the Title is not registered in the name of the applicant.)	Register of Deeds, City Assessors Office (CASSO)
4. Tax Declaration(s)	Register of Deeds, CASSO
5. Latest Tax receipt	Register of Deeds, CASSO
6. Official Receipt	City Treasurer's Office (CTO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and check for completeness	None	4 Hours	<i>Administrative Aide IV</i> Sangguniang Panlungsod Office
	1.1 Issue assessment of fees if all required documents submitted were complete	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
2. Pay the assessment of fees	2. Accept the payment	P2,000 .00/ha Processing Fee  P1,000 .00/ha a. Inspection Fee	30 Minutes	<i>Revenue Collection Clerk I/II/III</i> City Treasurer's Office
3. Accompany the staff during the site inspection	3. Conduct ocular inspection and issue inspection report	None	4 Hours	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office



	3.1. Review, evaluate, and deliberate the application	None	18 Days	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
4. Receive the Resolution	4. Release the Resolution	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
	<b>TOTAL:</b>	<b>VARIABLE</b>	<b>19 Days, 1 Hour</b>	

The fee for the Request for Approval of Application for Simple Subdivision Plan is covered under City Ordinance No. 10-5664.



#### 4. Request for Issuance of Certification

This service provides Certification to elected barangay officials and all related to energy distribution companies.

<b>Office or Division:</b>	Sangguniang Panlungsod Office – Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who May Avail:</b>	All Elected Barangay Officials, All Energy Distribution Companies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Certification of With/No Pending Administrative Case to Barangay Officials (Personal Service)</b>				
1. Certification (1 Original copy, 1 Certified True Copy)		Department of Interior and Local Government (DILG) – Iligan City		
2. Official Receipt for Secretary’s Fee (1 Original copy)		City Treasurer’s Office (CTO) – Cash Receipts Division		
<b>Certification of With/No Pending Administrative Case to Barangay Officials (Authorized Representative)</b>				
1. Any Government Issued ID of Authorized Representative (1 Original)		Concerned Client		
2. Authorization Letter (1 Original)		Citizen or Client Represented		
3. Certification (1 Original Copy, 1 Certified True Copy)		DILG – Iligan City		
4. Official Receipt for Secretary’s Fee (1 Original)		City Treasurer’s Office		
<b>Certificate of Posting</b>				
1. Letter Request		Concerned Energy Distribution Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive the required documents and check	None	30 Minutes	<i>Records Officer II</i> Sangguniang Panlungsod Office





	for completeness			
	1.1 Review and evaluate the documents	None	4 Hours	<i>Records Officer II</i> Sangguniang Panlungsod Office
	1.2 Issue the Order of Payment if all required documents submitted were complete	None	15 Minutes	<i>Records Officer I</i> Sangguniang Panlungsod Office  <i>Records Officer II</i> Sangguniang Panlungsod Office  <i>Records Officer IV</i> Sangguniang Panlungsod Office
2. Pay the required fees	2. Accept the payment	P50.00	30 Minutes	<i>Revenue Collection Clerk I/II/III</i> City Treasurer's Office
3. Return to SP-Records Management Division and submit the Official Receipt for processing	3. Receive and check the Official Receipt	None	5 Minutes	<i>Records Officer I</i>  <i>Records Officer II</i>  <i>Records Officer IV</i> Sangguniang Panlungsod Office
4. Receive the certificate	4. Release certification	None	15 Minutes	<i>Records Officer II</i> Sangguniang Panlungsod Office
	<b>TOTAL:</b>	<b>P50.00</b>	<b>5 Hours, 5 Minutes</b>	

The fee for Request for Issuance of Certification is covered under City Ordinance No. 10-5664.



## 5. Request for Issuance of Certified True Copy (CTC) of Legislative Documents

This service is to issue Certified True Copy (CTC) of legislative documents to government offices, businesses, or individuals.

<b>Office or Division:</b>	Sangguniang Panlungsod Office – Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Business/Individual</b>				
1. Any Government Issued ID or Employment ID		Concerned Agency/Concerned Individual		
2. Letter Request duly signed by the Manager/Supervisor		Client		
3. Official Receipt		City Treasurer's Office		
<b>Government/Students</b>				
1. Employment ID		Concerned Agency/Concerned Individual		
2. Records Request Form		SP – Record Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required documents	1. Receive the required documents and check for completeness	None	30 Minutes	<i>Admin. Aide IV (Reproduction Machine Operator II)</i> Sangguniang Panlungsod Office
	1.1 Issue Order of Payment	None	15 Minutes	<i>Records Officer I</i> Sangguniang Panlungsod Office  <i>Records Officer II</i> Sangguniang Panlungsod Office  <i>Records Officer IV</i> Sangguniang Panlungsod Office



2. Pay the required fees	2. Accept the payment	P50.00 /page	30 Minutes	Revenue collection Clerk I/II/III City Treasurer's Office
3. Return to SP-Records Management Division and submit the Official Receipt for processing	3. Receive and check the Official Receipt	None	5 Minutes	Records Officer I Sangguniang Panlungsod Office  Records Officer II Sangguniang Panlungsod Office  Records Officer IV Sangguniang Panlungsod Office
	3.1 Assess and evaluate the submitted documents vis-à-vis the requested legislative document	None	2 Days	Records Officer I Sangguniang Panlungsod Office  Records Officer II Sangguniang Panlungsod Office  Records Officer IV Sangguniang Panlungsod Office
4. Receive the certified true copy of the simple or routinary requested file	4. Release the requested legislative document	None	15 Minutes	Administrative Aide IV Sangguniang Panlungsod Office
<b>TOTAL:</b>		<b>P50.00 per page</b>	<b>2 Days, 1 Hour, 5 Minutes</b>	

The fee for Request for Issuance of Certified True Copy (CTC) of Legislative Documents is covered under City Ordinance No. 10-5664.



## 6. Request for Preliminary & Final Approval of Application for Farm lot Subdivision Plan

This service provides for preliminary and final approval of applications for Farmlot Subdivision Plan.

<b>Office or Division:</b>	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Developers and Lot Owners
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
The following requirements must be submitted in five (5) different sets of folders: 1 folder for all original copies and 4 sets of folders for all photocopied documents:	
1. Application Form	Sangguniang Panlungsod Office - Subdivision Application and Monitoring Office (SP-SAMO)
2. Preliminary Approval (PA)	
1. The following documents shall be signed by a Licensed Architect/Civil Engineer, Geodetic Engineer:	
a. Site Development Plan (Schematic Plan) signed by a licensed Architect Engineer or Civil Engineer at a scale ranging from 1::2,000 to 1:4,000 showing the proposed layout of streets, lots, blocks, and other features of the plan in relation to the existing site conditions.	Licensed Architect/Civil Engineer
b. Vicinity Map in the scale 1:10,000 showing the relationship of the site to the existing land uses, community facilities or development which may directly or	Licensed Architect/Civil Engineer



indirectly influence it, main traffic arteries; landmarks and other relevant features of the community where the project is located.	
c. Survey plan of the lot(s) described in TCT(s).	Geodetic Engineer
2. A certified true copy of Title(s)	Register of Deeds, City Assessors Office (CASSO)
3. Tax Declaration(s)	Register of Deeds, CASSO
4. Current Tax Receipt(s)	Register of Deeds, CASSO
5. If the land is an agricultural land whether tenanted or non-tenanted, two (2) copies of Department of Agrarian Reform (DAR) Team/field inspection report plus an affidavit of non-tenancy by the owner/developer for no tenanted land or affidavit of waiver from tenants for tenanted lands.	Department of Agrarian Reform (DAR) and Landowner and Landowner
6. Right to use or deed of sale of right-of-way for access road and other utilities when applicable.	Adjacent lot owner
7. Certificate of Zoning Classification.	City Planning and Development Office (CPDO)
8. Barangay Resolution for social acceptability of the project.	Concerned Barangay
3. Final Approval	
1. The following documents must be duly signed and scaled by a licensed Architect/Engineer, Electrical Engineer, and Geodetic Engineer:	
a. Topographic Map of Site	Geodetic Engineer
b. Site Development Plan (same as Preliminary Approval)	Licensed Architect/Civil Engineer
c. Road Layout Plan	Licensed Civil Engineer



d. Drainage Layout Plan	Licensed Civil Engineer			
e. Water system Layout Plan	Licensed Civil Engineer			
f. Electrical Layout Plan	Licensed Electrical Engineer			
g. Engineering drawings and details	Licensed Civil Engineer			
h. Bill of Materials and Cost Estimate of the Project	Licensed Civil Engineer			
2. Permit for Water Supply System from the following:				
a. Local waterworks and/or	Iligan City Waterworks System (ICWS)			
b. National Water Resource Council (NWRC) if deep well will be used with attached potability test results.	NWRC			
3. Financial Analysis, indicating raw land cost, development cost, marketing, operations and other overhead costs, selling price, profit margin, amortization periods, interest rates, source(s) of funds, capital outlay, and development phases.	Landowner/Client			
4. Official Receipt	City Treasurer's Office (CTO)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and check for completeness	None	4 Hours	<i>Administrative Aide IV</i> Sangguniang Panlungsod Office
	1.2 Issue assessment of fees if all required document	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office



	s given were complete			<i>Project Evaluation Officer III Sangguniang Panlungsod Office</i>
2. Pay the assessment of fees	2. Accept the payment	<u>Preliminary:</u> P288.00/ha. Processing Fee  P1,500.00/ha. Inspection Fee  <u>Final Approval:</u>  P1,440.00/ha. Processing Fee	30 Minutes	<i>Revenue Collection Clerk I/II/III City Treasurer's Office</i>
3. Accompany the staff during the site inspection	3. Conduct ocular inspection and issue inspection report	None	4 Hours	<i>Project Development Officer II Sangguniang Panlungsod Office  Project Evaluation Officer III Sangguniang Panlungsod Office</i>
	3.1 Review, evaluate, and deliberate the application	None	18 Days	<i>Project Development Officer II Sangguniang Panlungsod Office  Project Evaluation Officer III Sangguniang Panlungsod Office</i>



4. Receive the Resolution	4. Release the Resolution	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
	<b>TOTAL:</b>	<b>VARIA BLE</b>	<b>19 Days, 1 Hour</b>	

The fee for the Request for Preliminary & Final Approval of Application for Farmlot Subdivision Plan is covered under City Ordinance No. 10-5664.





## 7. Request for Preliminary and Final Approval of Application for Memorial Park/Cemetery/Columbarium Plan

This service provides preliminary and final approval of Memorial Park/Cemetery/ Columbarium Plan.

<b>Office or Division:</b>	Sangguniang Panlungsod Office – Subdivision Application and Monitoring Office (SP-SAMO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who May Avail:</b>	Developers and Lot Owners
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
The following requirements must be submitted in five (5) different sets of folders: 1 folder for all original copies and 4 sets of folders for all photocopied documents:	
1. Application Form	Sangguniang Panlungsod Office – Subdivision Application and Monitoring Office (SP-SAMO)
2. Preliminary Approval (PA)	
1. The following documents shall be signed by a Licensed Architect/Civil Engineer/Environmental Planner, Geodetic Engineer:	
a. Site development plan/scheme (schematic plan) signed by a licensed Environmental Planner or architect/ Licensed Civil Engineer at a scale of 1:200 or 1:2000 be accessible to Persons with Disabilities (PWDs) in accordance with BP 344 otherwise known as the Accessibility Law and the Magna Carta for disabled persons (RA7277) reflecting therein the layout of Streets, pathways, plots, parking	Environmental Planner or Licensed Architect/Civil Engineer



areas, support facilities, signages and other features in relation to existing site conditions.	
b. Vicinity map/location map at a scale of 1:10,000 with a radius of 500 meters from the project site indicating existing utilities such as main traffic arteries, drainage system and outfall, etc. And community facilities like church, school and housing Areas among others.	Licensed Architect/Civil Engineer
c. Survey plan of the lot(s) described in TCT(s).	Geodetic Engineer
2. Certified True Copy of title(s)	Register of Deeds, City Assessors Office (CASSO)
3. Tax Declaration(s)	Register of Deeds, CASSO
4. Latest Tax Receipt	Register of Deeds, CASSO
5. If the land is agricultural/pasture land planted with rice and corn, a certificate of non-tenancy from the Department of Agrarian Reform (DAR) and/or affidavit of waiver of Tenants.	Department of Agrarian Reform (DAR) and Landowner
6. Certificate of zoning compliance.	City Planning and Development Office (CPDO)
7. Barangay Resolution for social acceptability	Concerned Barangay
8. Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR)	DENR Region 10
Note: Locational Clearance must be secured first from the City Planning & Development Office (CPDO) prior to application for Preliminary Approval	
3. Final Approval	
1. The following documents shall be duly signed and scaled by a licensed Architect/Civil Engineer, Electrical Engineer,	



Geodetic Engineer:	
a. Topographic Map	Geodetic Engineer
b. Site Grading Plan	Licensed Architect/Civil Engineer
c. Site Development Plan (same as Preliminary Approval)	Licensed Architect/Engineer
d. Road Layout Plan	Licensed Architect/Engineer
e. Drainage Layout Plan	Licensed Architect/Civil Engineer
f. Water Layout Plan	Licensed Architect/Civil Engineer
g. Electrical Layout Plan	Licensed Electrical Engineer
h. Engineering Drawings and Details	Licensed Architect/Civil Engineer
i. Bill of Materials and Cost Estimates of the Project	Licensed Architect/Civil Engineer
2. Summary of Project Study indicating market, source(s) of fund, statement of income, cash flow, and work program.	Developer/Client
3. Clearance/Permits/Certifications from other agencies applicable to the Project.:	
a. Operational Clearance from the City Health Office (CHO)	CHO
b. Permit for Water Supply from Iligan City Water Works System (ICWS) or National Water Resource Board (NWRB) if deep well or underground water is to be tapped.	ICWS/NWRB
c. Clearance from the National Water Resources Board (NWRB) stating that the proposed site is not located on the ground where the water table is not higher than 4.5 meters below the ground surface.	NWRB
d. National Pollution Control Commission (NPCC) clearance when there is danger or pollution to the	NPCC



project.				
4. Official Receipt		City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial assessment and verification	1. Receive the required documents and check for completeness	None	4 Hours	<i>Administrative Aide IV</i> Sangguniang Panlungsod Office
	1.1 Issue assessment of fees if all required documents submitted were complete	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
2. Pay the assessment of fees	2. Accept the payment	<u>Preliminary Approval:</u> a. Processing Fee P780.00/ha. Memorial Project  P288.00/ha. Cemeteries  P3,600.00/ha. Columbarium	30 Minutes	<i>Revenue Collection Clerk I/II/III</i> City Treasurer's Office



		<p>b. Inspection Fee</p> <p>P1,500 .00/ha. Memorial Project</p> <p>P1,500 .00/ha. Cemeteries</p> <p>P1,500 .00/ha. Columbarium</p> <p><u>Final Approval:</u></p> <p>P3.00/ sqm. Memorial Project</p> <p>P1.50/ sqm. Cemeteries</p> <p>P7.20/ sqm. Of land area; P3.00/f loor; P23.05 /sq.m. of GFA Colum</p>		
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		barium		
3. Accompany the staff during the site inspection	3. Conduct ocular inspection and issue inspection report	None	4 Hours	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
	3.1 Review, evaluate, and deliberate the application	None	18 Days	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
4. Receive the Resolution	4. Release the Resolution	None	15 Minutes	<i>Project Development Officer II</i> Sangguniang Panlungsod Office  <i>Project Evaluation Officer III</i> Sangguniang Panlungsod Office
<b>TOTAL:</b>		<b>VARIA BLE</b>	<b>19 Days, 1 Hour</b>	

The fees for the request for Preliminary and Final Approval of Application for Memorial Park/Cemetery/Columbarium Plan is covered under City Ordinance No. 10-5664.



# **Sangguniang Panlungsod Office**

## **Internal Services**



## 1. Request for Secretariat Services

This service is to provide secretariat services during public/committee hearings of the members of Sangguniang Panlungsod.

<b>Office or Division:</b>	Sangguniang Panlungsod Office – Journals and Minutes Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All Members of the Sangguniang Panlungsod			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice/Invitation to Hearing (1 Original Copy)		Chairperson of the Committee concerned		
2. Proposed Ordinance (1 Photocopy)		Chairperson of the Committee concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents	1. Receive required documents	None	30 Minutes	<i>Administrative Aide IV (Reproduction Machine Operator II)</i> Sangguniang Panlungsod Office
2. Receive Confirmation Slip	2. Release Confirmation Slip for Secretariat services	None	15 Minutes	<i>Administrative Aide II (Bookbinder II)</i> Sangguniang Panlungsod Office  <i>Stenographic Reporter III</i> Sangguniang Panlungsod Office
<b>TOTAL:</b>		<b>None</b>	<b>45 Minutes</b>	





## FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback</p>	<p>Should you want to provide comments, suggestions, request and commendations to the services rendered by the City Government, we encourage you to do so by accomplishing specific forms, send feedback through our QR code/link, or verbally report your concerns at the <b>Public Assistance Desk</b> located at various local government building locations</p>
<p>How feedbacks are processed</p>	<p>Every Friday or the last working day of the week, the <b>Officer-of-the-Day</b> of each building location opens the drop box and input all feedback to the link provided for the client satisfaction survey form. Feedback will be consolidated automatically through the link and will generate a summary report for Committee on Anti-Red Tape (CART) discussion on their regular meeting.</p>
<p>How to file a complaint</p>	<p>Should you find our service delivery unsatisfactory or not up to standards, we encourage you to immediately bring this matter to our attention. You may directly call telephone number <b>(063) 223-1533</b> or hotline number <b>811</b> and talk to the <b>Officer-of-the-Day</b> for your concern as this will be acted upon immediately. You may also write your complain and send to : <a href="mailto:arta.lguiligan@gmail.com">arta.lguiligan@gmail.com</a></p>
<p>How complaints are processed</p>	<p>Complaints of clients as sorted by the City Human Resource Management Office-Administrative Division and will make a report to the City Human Resource Management Officer. The City Human Resource Management Officer forwards this to concerned departments as reflected in the complaint form.</p>
<p>Contact Information of CCB, PCC, ARTA</p>	<p>ARTA: ✉ <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>  <a href="http://arta.gov.ph/pages/complaintform.php">http://arta.gov.ph/pages/complaintform.php</a>  PCC: ☎ 8888  CCB: ☎ 0908-8816565 (SMS)  ☎ 1-6565  ✉ <a href="mailto:email@contactcenternqbayan.gov.ph">email@contactcenternqbayan.gov.ph</a></p>



Office	Address	Contact Information
City Accountant's Office	2 <sup>nd</sup> Floor, City Assessors Bldg., Buhanginan Hill, Pala-o, Iligan City	☎(063) 221-4333 ✉ <a href="mailto:cacco@iligan.gov.ph">cacco@iligan.gov.ph</a>
City Administrator's Office	2 <sup>nd</sup> Floor, Iligan City Hall, Buhanginan Hill, Pala-o, Iligan City	☎(063) 222-2623 ✉ <a href="mailto:cad@iligan.gov.ph">cad@iligan.gov.ph</a>
City Agriculturist's Office	Slaughterhouse Complex, Merila, Ubaldo D. Laya, Iligan City	☎(063) 221-6547 ✉ <a href="mailto:cago@iligan.gov.ph">cago@iligan.gov.ph</a>
City Assessor's Office	Ground Floor, City Assessors Bldg., Buhanginan Hill, Pala-o, Iligan City	☎(063) 221-1968 ✉ <a href="mailto:casso@iligan.gov.ph">casso@iligan.gov.ph</a>
City Budget Office	3 <sup>rd</sup> Floor, City Assessors Bldg., Buhanginan Hill, Pala-o, Iligan City	☎(063) 221-2253 ✉ <a href="mailto:cbo@iligan.gov.ph">cbo@iligan.gov.ph</a>
City Civil Registrar's Office	Ground Floor, Pedro B. Generalao Bldg., (SP), Buhanginan Hill, Pala-o, Iligan City	☎(063) 224-5038 ✉ <a href="mailto:ccro@iligan.gov.ph">ccro@iligan.gov.ph</a>
City Cooperative Development and Livelihood Office	CDLO Bldg., IBJT Compound, Tambo Hinaplanon, Iligan City	☎(063) 223-2614 ✉ <a href="mailto:cdlo@iligan.gov.ph">cdlo@iligan.gov.ph</a>
City Engineer's Office	City Engineer's Office Compound, Seminary Road, Del Carmen, Iligan City	☎(063) 221-4645 ✉ <a href="mailto:ceo_iligan@yahoo.com">ceo_iligan@yahoo.com</a>
City Environment and Natural Resources Office	City Engineer's Office Compound, Seminary Road, Del Carmen, Iligan City	☎(063) 222-8211/223-3301 ✉ <a href="mailto:cenro@iligan.gov.ph">cenro@iligan.gov.ph</a>
City General Services Office	2 <sup>nd</sup> Floor, City Assessors Bldg., Buhanginan Hill, Pala-o, Iligan City	☎(063) 228-1644 ✉ <a href="mailto:cgso@iligan.gov.ph">cgso@iligan.gov.ph</a>
City Health Office	Gen. Aguinaldo Street, Extension, Iligan City	☎(063) 221-7646 ✉ <a href="mailto:cho@iligan.gov.ph">cho@iligan.gov.ph</a>
City Human Resource Management Office	2 <sup>nd</sup> Floor, Iligan City Hall, Buhanginan Hill, Pala-o, Iligan City	☎(063) 223-9395 ✉ <a href="mailto:chrmoiligan@gmail.com">chrmoiligan@gmail.com</a> ✉ <a href="mailto:chrmo@iligan.gov.ph">chrmo@iligan.gov.ph</a>
City Legal Office	Ground Floor, Iligan City Hall, Buhanginan Hill, Pala-o, Iligan City	☎(063) 224-3818/223-3029 ✉ <a href="mailto:clo@iligan.gov.ph">clo@iligan.gov.ph</a>



Office	Address	Contact Information
City Mayor's Office	Iligan City Hall, Buhanginan Hill, Pala-o, Iligan City	☎(063) 221-4329/222-8115 ✉ <a href="mailto:iligan.mayor@gmail.com">iligan.mayor@gmail.com</a> / <a href="mailto:mo@iligan.gov.ph">mo@iligan.gov.ph</a>
City Planning and Development Office	2 <sup>nd</sup> Floor, Iligan City Hall, Buhanginan Hill, Pala-o, Iligan City	☎(063) 223-9615/222-2179 ✉ <a href="mailto:iligancpdo@gmail.com">iligancpdo@gmail.com</a>
City Social Welfare and Development Office	CSWD Main Office, Saray, Iligan City	☎(063) 224-4311 ✉ <a href="mailto:cswd@iligan.gov.ph">cswd@iligan.gov.ph</a>
City Treasurer's Office	Ground Floor, Iligan City Hall, Buhanginan Hill, Pala-o, Iligan City	☎(063) 221-4343 ✉ <a href="mailto:ctoiligan@gmail.com">ctoiligan@gmail.com</a> / <a href="mailto:cto@iligan.gov.ph">cto@iligan.gov.ph</a>
City Veterinarian's Office	CDLO Bldg., IBJT Compound, Tambo Hinaplanon, Iligan City	☎(063) 221-6752 ✉ <a href="mailto:cvo@iligan.gov.ph">cvo@iligan.gov.ph</a>
Economic Enterprise Development and Management Office	IBJT-Northbound Terminal, Tambo, Iligan City	☎(063) 221-1347/223-9939 ✉ <a href="mailto:eedmoiligan@gmail.com">eedmoiligan@gmail.com</a>
Gregorio T. Lluch Memorial Hospital	Quezon Avenue Extension, Pala-o, Iligan City	☎(063) 221-6775 ✉ <a href="mailto:lgu.gtlmh@gmail.com">lgu.gtlmh@gmail.com</a>
Iligan City Waterworks System	Lluch Park Street, Doña Juana Subd., Pala-o, Iligan City	☎ (063) 223-3233/223-3288 ✉ <a href="mailto:iliganicws@gmail.com">iliganicws@gmail.com</a>
Sangguniang Panlungsod Office	Ground Floor, Pedro B. Generalao Bldg., (SP), Buhanginan Hill, Pala-o, Iligan City	☎(063) 221-4345 ✉ <a href="mailto:iligan.sp@gmail.com">iligan.sp@gmail.com</a>
Office of the City Building Official	City Engineer's Office Compound, Seminary Road, Del Carmen, Iligan City	☎(063) 222-6384 ✉ <a href="mailto:oboiligan2022@gmail.com">oboiligan2022@gmail.com</a>