



CITY GOVERNMENT OF BACOR

CITIZEN'S CHARTER

2021 (1st Edition)



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AGENCY PROFILE

I. Mandate:

Republic Act No. 10160, April 10, 2012. An act converting the Municipality of Bacoor in the Province of Cavite into a Component City to be known as the City of Bacoor.

II. Vision:

City of Bacoor: The Premier Business Hub South of Metro Manila. A Holistic City with global standards, driven by competitive and productive Bacooreños, living in disaster and climate resilient communities, preserving cultural heritage, led by transparent and people oriented public servants united and guided by the love of God.

III. Mission:

To institute good governance, promote culture, trade and investment in the City, through modern technology towards a safe and sound environment.

IV. Service Pledge:

The Administration's development blueprint adopts the "ATE LANI" socioeconomic agenda that serves as guide to the Local Government Unit in its efforts of development as well as to provide basic information on the state of local affairs in the city.

The program thrust looks into the state of local affairs in the (4) areas:

- (1) Leadership with a Vision,
- (2) Aggressive Poverty Alleviation,
- (3) Need-Based Education & Social Empowerment, and
- (4) Increased Economic Development.



LIST OF SERVICES

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CITY ACCOUNTING OFFICE

(Internal and External Services)

The City Accounting Office takes charge of both the accounting and internal audit services of the city. Prepares and submits financial statements to the Local Chief Executive and to the Sangguniang Panlungsod. Apprise the sanggunian and other local government officials on the financial condition and operations of the city. The City Accounting Office responsible in the recording, classifying, analyzing, summarizing and communicating all transactions involving the receipt and disposition of the city, barangays and other government funds.



1. PROCESSING OF LIQUIDATION FOR CASH ADVANCE (GENERAL FUND, SPECIAL EDUCATION FUND and TRUST FUND)

Office or Division:	Accounting Office			
Classification:	Simple / Technical			
Type of Transaction:	G2C Government to Government			
Who may avail:	City Officers and Employees (Permanently Appointed)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Liquidation Report with Complete Supporting Documents as prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No. 1445 			City Officers and Employees (Permanent)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present / submit Liquidation Report with complete supporting documents	1.1 Accepts the Liquidation Report with complete documents.	None	5 minutes	Prencisa Mercado <i>Admin Aide IV</i>
	1.2 Verifies the completeness of the supporting documents of the liquidation	None	1-2 days for AICS, PCSO and other Trust Fund. 10 minutes for Individual Liquidation	Edna Eugenio <i>Admin Asst II (Gen Fund)</i> Victor Contawe <i>Clerk (SEF)</i> Jovita Diola <i>Admin Asst. VI (Trust Fund)</i>



CLIENT STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Prepares Journal Entry Voucher	None	5 minutes	Edna Eugenio <i>Admin Asst II</i> (Gen Fund) Victor Contawe <i>Clerk</i> (SEF) Jovita Diola <i>Admin Asst. VI</i> (Trust Fund)
	1.4 Reviews and signs the Journal Entry Voucher	None	5 minutes	Jerry Macalatan <i>City Accountant</i> Abbey Charles Gawaran <i>Asst. Dept Head</i>
		Total:	2 days and 25 minutes	



2. PROCESSING OF DISBURSEMENTS

Financial Transactions and Operations of any government agency as provided under Section 4 of PD No. 1445

Office or Division:	Accounting Office	
Classification:	Complex / Highly Technical	
Type of Transaction:	G2G Government to Government G2C Government to Citizen	
Who may avail:	City Officers and Employees – Permanent Contractors, Suppliers and Service Providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">Documentary Requirements for Common Government Transaction as prescribed under COA Circular No. 2012-001 dated June 14, 2012 (Specific Requirements for Each Type of Disbursement)		Contractors, Suppliers and End Users

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present / submit Disbursement Vouchers with complete supporting documents	1.1 Accepts and records in the logbook the disbursement vouchers with complete documents submitted for payment.	None	2 minutes	Prencisa Mercado <i>Admin Aide IV</i>
	1.2 Logs in the Index for Payment of General Fund, SEF and Trust Fund	None	5 minutes	Maria Cristina Conte <i>Admin Asst. III</i> Victor Contawe <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Verifies / reviews the completeness of the supporting documents depending on the transactions and its supporting documents. Basis for reviews are subject to COA's requirements.	None	30-45 Minutes - Infrastructure Projects / Goods / PPE 15 Minutes - Utilities & Financial Assistance 15 Minutes - Seminar & Transportation 30-45 Minutes - Payroll (Permanent / Casual & Job Order Personnel)	Floren Pama <i>Admin Officer IV</i> Rosemarie Pardilla <i>Admin Officer IV</i> Emma Lorenzo <i>Admin Officer II</i> Ma. Cristina Conte <i>Admin Asst. III</i> Edna Eugenio <i>Admin Asst II</i> Sheila Naig <i>Admin Aide VI</i>
	1.4 Prepares Journal Entry Vouchers	None	5 minutes	Judy Barron <i>Admin Asst VI</i> Wilfredo Calinisan <i>Admin Asst V</i> Mark Joseph Manuel <i>Admin Asst II</i>
	1.5 Reviews JEV's Entry.	None	2 minutes	Janet Concepcion <i>Admin Officer V</i>
	1.6 Reviews and approves DV and JEV	None	5 – 30 minutes	Jerry Macalatan <i>City Accountant</i> Abbey Charles Gawaran <i>Asst. Dept Head</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Signs the DV and JEV	None	2 minutes	Jerry Macalatan <i>City Accountant</i> Abbey Charles Gawaran <i>Asst. Dept Head</i>
	1.8 Records and assigns DV numbers	None	3 minutes	Roland Ablang <i>Admin Aide VI</i>
	1.9 Logs and transmits the signed DV and JEV to Treasury Office for cheque preparation	None	2 minutes	Shany Vie Cadigal <i>Admin Aide IV</i> Precisa Mercado <i>Admin Aide IV</i>
2. Treasury Office forwards the prepared cheque including with fully signed DV by the Local Chief Executive (LCE) and City Treasurer to Accounting Office for the preparation of Accountant's Advice	2.1 Receives the prepared cheque and posts the Disbursement Voucher to Summary Check Issued File	None	2 – 5 minutes	Judy Barron <i>Admin Asst VI</i>
	2.2 Prepares Accountant's Advice	None	2 -5 minutes	Edna Eugenio <i>Admin Asst II</i> Sheila Naig <i>Admin Aide VI</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepares BIR Forms 2306 / 2307 for Utilities	None	3 minutes	Judy Barron <i>Admin Asst VI</i> Edilyn Francisco <i>Admin Asst V</i>
	2.4 Signs Accountant's Advice	None	2 minutes	Jerry Macalatan <i>City Accountant</i> Abbey Charles Gawaran <i>Asst. Dept Head</i>
	2.5 Releasing of the Accountant's Advice	None	2 minutes	Sheila Naig <i>Admin Aide VI</i>
	2.6 Forwarding of Accountant's Advice to the banks (DBP and LBP)	None	30 minutes to 1 hour	Sheila Naig <i>Admin Aide VI</i>
		Total:	3 hours	



3. ISSUANCE OF CREDITABLE TAX BIR FORMS 2306 & 2307 and F2316

Office or Division:	Accounting Office			
Classification:	Simple / Technical			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	City Officers and Employees – Permanent Contractors, Suppliers and Service Providers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request for the issuance of Creditable Tax BIR Forms 2306 & 2307 and F2316 as prescribed under Revenue Memorandum Circular 24-2015; BIR Revenue Regulation (RR No. 2-2015) 			Accounting Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request of Client for the Issuance of Creditable Tax BIR Forms 2306 & 2307 and 2316	1.1 Verifies the transactions completed with City Government	None	15 minutes	Edilyn Francisco <i>Admin Asst V</i>
	1.2 Prepares the Creditable Tax BIR Forms 2306 & 2307 upon request of the creditors (contractors, suppliers and bills). Annually prepares the BIR Form 2316 for the city employees	None	10 minutes for the Creditable BIR Form 2306 & 2307; 30 minutes – 1 hour for BIR Form 2316 for the city employees	Edilyn Francisco <i>Admin Asst V</i> Judy Barron <i>Admin Asst VI</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews and signs the BIR Forms 2306 & 2307 and for the city employees	None	2 - 5 minutes	Jerry Macalatan <i>City Accountant</i>
	1.4 Releasing of the BIR Forms 2306 & 2307 and F2316	None	1 – 2 minutes	Edilyn Francisco <i>Admin Asst V</i> Judy Barron <i>Admin Asst VI</i>
		Total:	1 hour and 32 minutes	



4. BARANGAY FINANCIAL STATEMENTS REPORT

Preparation of Barangay Financial Statements

Office or Division:	Accounting Office			
Classification:	Complex / Technical			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Barangay Captains and Barangay Treasurers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Barangay Disbursements supported with complete documentation as prescribed under COA Circular 2019-001 dated January 30, 2019 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present / Submit Barangay Vouchers with complete supporting documents	1.1 Accepts the submitted Disbursement Vouchers with the complete supporting document;	None	2 minutes	Nerissa Guinto <i>Admin Aide IV</i>
	1.2 Reviews and encodes the submitted vouchers together with supporting documents per barangay and prepares the Journal Entry Voucher (JEV);	None	30 minutes	Rosemarie Pardilla <i>Admin Officer IV</i> Jovita Diola <i>Admin Asst. VI</i> Edilyn Francisco <i>Admin Asst V</i> Wilfredo Calinisan <i>Admin Asst V</i> Mark Manuel <i>Admin Asst II</i> Jhobien Mariano <i>Admin Asst II</i> Roland Ablang <i>Admin Aide VI</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Verifies the Financial Statement against the Bank Statement and Disbursing Vouchers monthly;	None	10 minutes	Rosemarie Pardilla <i>Admin Officer IV</i> Jovita Diola <i>Admin Asst. VI</i> Edilyn Francisco <i>Admin Asst V</i> Wilfredo Calinisan <i>Admin Asst V</i> Mark Manuel <i>Admin Asst II</i> Jhobien Mariano <i>Admin Asst II</i> Roland Ablang <i>Admin Aide VI</i>
	1.4 Submits the Financial Statements of 73 Barangays for approval	None	2 – 3 days	Rosemarie Pardilla <i>Admin Officer IV</i> Jovita Diola <i>Admin Asst. VI</i> Edilyn Francisco <i>Admin Asst V</i> Wilfredo Calinisan <i>Admin Asst V</i> Mark Manuel <i>Admin Asst II</i> Jhobien Mariano <i>Admin Asst II</i> Roland Ablang <i>Admin Aide VI</i>
	1.5 Reviews and approves the daily Journal Entry Voucher and Monthly Financial Statements.	None	25 to 35 minutes	Jerry C. Macalatan <i>City Accountant</i> Abbey Charles Gawaran <i>Asst. Dept Head</i>
		Total:	3 days, 1 hour and 17 minutes	

**BACOR TRAFFIC MANAGEMENT DEPARTMENT- BACOR TRANSPORTATION AND
FRANCHISING OFFICE
(External Services)**

All motorized Tricycles for hire, E- Trikes for hire and Pedicabs for hire exclusively operating within the City of Bacor shall be required to secure a valid franchise issued by the City Government of Bacor for the approved route where they intend to operate. The procedure for securing such franchise decision shall be in accordance with the rules and regulations set and promulgated by the Bacor Traffic Management Department - Bacor Transportation and Franchising Office.

1. RENEWAL OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

All motorized tricycle for hire with updated MTOP should apply for renewal of MTOP every year based on the last digit appearing in the license plate issued by the Land Transportation Office (LTO) - Bacoor.

Office or Division:	Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office	
Classification:	Complex	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	Tricycle Operator (TODA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> Completion of the following Requirements: Photocopy of latest MTOP Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle LTO authorization if plate number is not yet available Inspection Report of the Tricycle Certification from Federation of Tricycle Operators and Drivers Association in Bacoor (FETODAB) Certification from local TODA Voter's ID or Voter's Certification of operator (Bacoor) Barangay Clearance of operators Community Tax Certificate (Sedula) of operator Drug test result of driver Photocopy of Driver's license with restriction code 1&2 Long folder Other supporting documents, if necessary. Notarized Special Power of Attorney Notarized Deed of Sale of Motorcycle and photocopy of valid ID 		<p>Owner of MTOP</p> <p>LTO LTO Local TODA Officer/BTFO</p> <p>Local TODA Officer</p> <p>Local TODA Officer COMELEC Barangay Treasury (BGC) DOH Accredited Clinic Tricycle Driver</p> <p>Notary Public</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements for the renewal of MTOP	1.1 Evaluation and assessment of the requirements	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
2. Payment of MTOP at Treasury (Miscellaneous Window) Renewal Fee–350.00 Security Sticker–50.00	2. Inform the client to pay the Renewal Fee and Security Sticker at Treasury (Miscellaneous Window)	350.00 50.00	5 Minutes (Depends on the number of clients)	Cashier
3. Submit proof of payment (Official Receipt) to start the processing of MTOP	3. Processing of MTOP	None	5 minutes	Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the MTOP before signing	4.1 Final Checking and review of MTOP and supporting Documents	None	5 minutes	Rommel A.Bunag <i>Assistant Traffic Operations Officer</i>
	4.2 Encoding of Motorized Tri-cycle Operator's Permit (MTOP) data in	None	5 minutes	Danny Boy Pajado <i>Clerk</i> Rommel A.Bunag <i>Assistant Traffic Operations Officer</i>

	the system			
	4.3 Forward the Motorized Tricycle Operator's Permit (MTOP) to the City Mayor for final approval and signing	None	1 day	Office of the City Mayor
	4.4 Record and update the MTOP in control logbook	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	4.5 Inform applicants that their MTOP application is approved and ready for releasing. It could be through telephone calls or text messages	None	5 minutes per applicant	Rommel A.Bunag <i>Assistant Traffic Operations Officer</i>
5. MTOP applicant can claim the copy of the approved MTOP by presenting the photocopy of the Official Receipt	5. Releasing of approved MTOP and MTOP Plate/ Sticker	None	5 minutes	Jorlyn Geronimo <i>Clerk</i> Danny Boy Pajado <i>Clerk</i>
Total:		P 400.00	1 day and 45 minutes	

2. Issuance of Motorized Tricycle Operator's Permit (MTOP) to tricycle that will change motor

All motorized tricycle for hire that will change motor need to secure new and updated Motorized Tricycle Operator's Permit (MTOP).

Office or Division:	Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Tricycle Operator (TODA)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Completion of the following Requirements: <ul style="list-style-type: none"> Photocopy of latest MTOP Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle (OLD and New Motorcycle) LTO authorization if plate number is not yet available (New motorcycle) Inspection Report of the Tricycle Certification from Federation of Tricycle Operators and Drivers Association in Bacoor (FETODAB) Certification from local TODA Voter's ID or Voter's Certification of operator (Bacoor) Barangay Clearance of operators Community Tax Certificate (Sedula) of operator Drug test result of driver Photocopy of Driver's license with restriction code 1&2 Long folder Other supporting documents, if necessary. <ul style="list-style-type: none"> Notarized Special Power of Attorney Notarized Deed of Sale of Motorcycle and photocopy of valid ID 			Owner of MTOP LTO LTO Local TODA Officer /BTFO Local TODA Officer Local TODA Officer COMELEC Barangay Treasury (BGC) DOH Accredited Clinic Tricycle Driver Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements for change motor of tricycle and updating of Motorized Tricycle Operator's Permit (MTOP)	1.1 Evaluation and assessment of the requirements	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
2. Payment of Motorized Tricycle Operator's Permit (MTOP) at Treasury Department (Miscellaneous Window) Renewal Fee – 200.00 Security Sticker – 50.00	2. Inform the client to pay the change motor fee and Security Sticker at Treasury Department (Miscellaneous Window)	200.00 50.00	5 Minutes (Depends on the number of clients)	Cashier
3. Submit proof of payment (Official Receipt) to start the processing of MTOP	3. Processing of MTOP	None	5 minutes	Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the	4.1 Final Checking and review of	None	5 minutes	Rommel A. Bunag <i>Assistant Traffic</i>

terms and conditions of the MTOP before signing	MTOP and supporting documents			<i>Operations Officer</i>
	4.2 Encoding of update MTOP data in the system	None	5 minutes	Danny Boy Pajado <i>Clerk</i> Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
	4.3 Forward the Motorized Tricycle Operator's Permit (MTOP) to the City Mayor for final approval and signing	None	1 day	Office of the City Mayor
	4.4 Record and update the MTOP in control logbook	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	4.5 Inform applicants that their MTOP application is approved and ready for releasing. It could be through telephone calls or text messages	None	5 minutes per applicant	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
5. MTOP applicant can claim the copy of the approved MTOP by presenting the photocopy of the Official Receipt	5. Releasing of approved MTOP	None	5 minutes	Jorlyn Geronimo <i>Clerk</i> Danny Boy Pajado <i>Clerk</i>
Total:		P 250.00	1 day and 45 minutes	

3. Issuance of Motorized Tricycle Operator's Permit - Change Ownership

New owner of tricycle that have an existing MTOP should secure new and updated Motorized Tricycle Operator's Permit (MTOP).

Office or Division:	Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	New Tricycle Operator (TODA)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Completion of the following Requirements: <ul style="list-style-type: none"> Notarized Deed of Sale of Tricycle and Membership rights with existing and updated MTOP and photocopy of valid ID Photocopy of latest MTOP Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle LTO authorization if plate number is not yet available (New motorcycle) TODA Transfer of Rights Inspection Report of the Tricycle Certification from Federation of Tricycle Operators and Drivers Association in Bacoor (FETODAB) Certification from local TODA Voter's ID or Voter's Certification of operator (Bacoor) Barangay Clearance of operators Community Tax Certificate (Sedula) of operator Drug test result of driver Photocopy of Driver's license with restriction code 1&2 Long folder Other supporting documents, if necessary. <ul style="list-style-type: none"> Notarized Special Power of Attorney 			<p>Old owner of MTOP/ Notary Public</p> <p>Old owner of MTOP /BTFO LTO</p> <p>LTO</p> <p>Local TODA Officer Local TODA Officer/ BTFO Local TODA Officer</p> <p>Local TODA Officer</p> <p>COMELEC Barangay Treasury (BGC) DOH Accredited Clinic Tricycle Driver</p> <p>Notary Public</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements for change ownership of tricycle and updating of MTOP	1.1 Evaluation and assessment of the requirements	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
2. Payment of Motorized Tricycle Operator's Permit (MTOP) at Treasury Department (Miscellaneous Window) New MTOP Fee – 1000.00 Security Sticker – 50.00	2. Inform the client to pay the change ownership fee and Security Sticker at Treasury Department (Miscellaneous Window)	1000.00 50.00	5 Minutes (Depends on the number of clients)	Cashier
3. Submit proof of payment (Official Receipt) to start the processing of MTOP	3. Processing of Motorized Tricycle Operator's Permit (MTOP)	None	5 minutes	Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the MTOP before signing	4.1 Final Checking and review of MTOP and supporting	None	5 minutes	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>

	Documents			
	4.2 Encoding of updated Motorized Tricycle Operator's Permit (MTOP) data in the system	None	5 minutes	Danny Boy Pajado <i>Clerk</i> Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
	4.3 Forward the Motorized Tricycle Operator's Permit (MTOP) to the City Mayor for final approval and signing	None	1 day	Office of the City Mayor
	4.4 Record and update the MTOP in control logbook	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	4.5 Inform applicants that their MTOP application is approved and ready for releasing. It could be through telephone calls or text messages	None	5 minutes per applicant	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
5. MTOP applicant can claim the copy of the approved MTOP by presenting the photocopy of the Official Receipt	5. Releasing of approved Motorized Tricycle Operator's Permit (MTOP)	None	5 minutes	Jorlyn Geronimo <i>Clerk</i> Danny Boy Pajado <i>Clerk</i>
Total:		P1,050.00	1 day and 45 minutes	

4. Issuance of MTOP Dropping Certification to Public Utility Tricycle to Revert the Motorcycle to Private

Tricycle for hire that will no longer be used as a public utility tricycle need to secure MTOP Dropping Certification to revert the motorcycle to private.

Office or Division:	Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Tricycle Operator (TODA) / Motorcycle Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Completion of the following Requirements: Photocopy of latest MTOP Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle Community Tax Certificate (Sedula) Notarized Affidavit of MTOP Dropping Valid ID <p>Other supporting documents, if necessary.</p> <ul style="list-style-type: none"> Notarized Special Power of Attorney Notarized Deed of Sale of Motorcycle and photocopy of valid ID 			<p>Owner of MTOP /BTFO</p> <p>LTO</p> <p>Treasury (BGC) / Barangay</p> <p>Notary Public</p> <p>Owner of MTOP</p> <p>Notary Public</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements for MTOP Dropping Certification of public utility tricycle	1.1 Evaluation and assessment of the requirements	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
2. Payment of MTOP Dropping Certification at Treasury Department (Miscellaneous Window) Dropping Fee – 200.00 Security Sticker – 50.00	2. Inform the client to pay the Dropping fee and Security Sticker at Treasury Department	200.00 50.00	5 Minutes (Depends on the number of clients)	Cashier
3. Submit proof of payment (Official Receipt) to start the processing of MTOP Dropping Certification	3.1 Processing of MTOP Dropping Certification	None	5 minutes	Danny Boy Pajado <i>Clerk</i>
	3.2 Final Checking and review of MTOP Dropping Certification and supporting Documents	None	5 minutes	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
	3.3 Encoding of MTOP Dropping Certification data in the system	None	5 minutes	Danny Boy Pajado <i>Clerk</i> Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
	3.4 Forward the MTOP Dropping Certification to the	None	1 day	Office of the City Mayor

	City Mayor for final approval and signing			
	3.5 Record and update the MTOP Dropping Certification in control logbook	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	3.6 Inform applicants that their MTOP Dropping Certification application is approved and ready for releasing. It could be through telephone calls or text messages	None	5 minutes per applicant	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
4. MTOP Dropping Certification applicant can claim the copy of the approved Dropping by presenting the photocopy of the Official Receipt	4. Releasing of approved MTOP Dropping Certification	None	5 minutes	Jorlyn Geronimo <i>Clerk</i> Danny Boy Pajado <i>Clerk</i>
Total:		P 250.00	1 day and 45 minutes	

5. Issuance of New Motorized Tricycle Operator's Permit (MTOP) for New TODA

Newly formed Tricycle Operators and Drivers Association (TODA) should apply for new Motorized Tricycle Operator's Permit (MTOP) before the start of their operation.

**** Due to City Resolution No. CR 2017-029 Series of 2017 – A resolution declaring a temporary moratorium in the grant of new tricycle franchise in the City of Bacoor, this service is not available at the moment.*

Office or Division:	Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office	
Classification:	Complex / Highly Technical	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	New Tricycle Operators and Drivers Association (TODA)	
CHECKLIST OF REQUIREMENTS (PRIMARY)		WHERE TO SECURE
<ul style="list-style-type: none">Completion of the following Requirements:<ul style="list-style-type: none">SEC Registration of TODAEndorsement from Federation of Tricycle Operators and Drivers Association (FETODAB)Map of TODA routeEndorsement from Homeowners AssociationEndorsement from Barangay CaptainRoute Measurement Capacity (RMC)Recommendation letter to Sangguniang PanlungsodResolution containing the decision of the Sangguniang Panlungsod address to City MayorApproval of the City Mayor		<ul style="list-style-type: none">Securities and Exchange CommissionTODA FederationLocal TODAHomeowners Assn.Barangay CaptainBTMD – HeadBTMD – HeadSangguniang Panlungsod (SP)Office of the Mayor
CHECKLIST OF REQUIREMENTS (SECONDARY)		WHERE TO SECURE

<ul style="list-style-type: none">• Completion of the following Requirements:• Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle• LTO authorization if plate number is not yet available• Inspection Report of the Tricycle• Certification from Federation of Tricycle Operators and Drivers Association in Bacoor (FETODAB)• Certification from local TODA• Voter's ID or Voter's Certification of operator (Bacoor)• Barangay Clearance of operators• Community Tax Certificate (Sedula) of operator• Drug test result of driver• Photocopy of Driver's license with restriction code 1&2• Long folder <p>Other supporting documents, if necessary.</p> <ul style="list-style-type: none">• Notarized Special Power of Attorney• Notarized Deed of Sale of Motorcycle and photocopy of valid ID	LTO	LTO	Local TODA Officer / BTMD BTFO	Local TODA Officer	Local TODA Officer	COMELEC	Barangay	Treasury (BGC)	DOH Accredited Clinic	Tricycle Driver	Notary Public
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE							
1. Submission of primary requirements	1. Evaluation and assessment of the requirements	None	1 day	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>							
2. Submission of secondary requirements for the issuance of New Motorized Tricycle Operator's Permit (MTOP)	2.1 Evaluation and assessment of the requirements	None	5 minutes	Jorlyn Geronimo <i>Clerk</i> Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>							
	2.2 Issuance of Order of Payment	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>							
3. Payment of New Motorized Tricycle Operator's Permit (MTOP) at Treasury Department (Miscellaneous Window) New MTOP Fee – 1000.00 Security Sticker – 50.00	3. Inform the client to pay the New MTOP fee and Security Sticker at Treasury Department (Miscellaneous Window)	1000.00 50.00	5 Minutes (Depends on the number of clients)	Cashier							

4. Submit proof of payment (Official Receipt) to start the processing of New Motorized Tricycle Operator's Permit (MTOP)	4. Processing of New Motorized Tricycle Operator's Permit (MTOP)	None	5 minutes	Danny Boy Pajado <i>Clerk</i>
5. Make sure to read and understand the terms and conditions of the MTOP before signing	5.1 Final Checking and review of MTOP and supporting Documents	None	5 minutes	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
	5.2 Encoding of MTOP data in the system	None	5 minutes	Danny Boy Pajado <i>Clerk</i>
	5.3 Forward the MTOP to the City Mayor for final approval and Signing	None	1 day	Office of the City Mayor
	5.4 Record and update the MTOP in control logbook	None	5 minutes	Jorlyn Geronimo <i>Clerk</i>
	5.5 Inform applicants that their MTOP application is approved and ready for releasing. It could be through telephone calls or text messages	None	5 minutes per applicant	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i>
6. MTOP applicant can claim the copy of the approved MTOP by presenting the photocopy of the Official Receipt	6. Releasing of approved MTOP and MTOP Plate/ Sticker	None	5 minutes	Jorlyn Geronimo <i>Clerk</i> Danny Boy Pajado <i>Clerk</i>
Total:		P1,050.00	2 days and 45 minutes	

6. VARIOUS TODA CONCERNS AND RIDING PUBLIC CONCERNS

Office or Division:	Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office			
Classification:	Complex / Highly Technical			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Tricycle Operator (TODA) / Riding Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
This will depend on the concerns presented by the client.			Bacoor Traffic Management Department – Bacoor Transportation and Franchising Office (BTMD-BTFO)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come or contact Bacoor Traffic Management Department - Bacoor Transportation and Franchising Office regarding their queries, complaints and other concerns.	1.1 Attends to queries, complaints and other concerns on MTOP issues, Fare issues, Terminal issues.	None	30 minutes maximum	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i> Geronimo B. Del Rosario <i>City Gov't Dept. Head I</i>
	1.2 Investigate and call the attention of the concerned TODA and Officers	None	1 day	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i> Geronimo B. Del Rosario <i>City Gov't Dept. Head I</i>
Total:			1 day and 30 minutes	

CITY BUDGET OFFICE
(Internal and External Services)

Functions as stated in RA 7160:

- 1. Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for the signature of the city mayor;**
- 2. Review and consolidate the budget proposals of different departments and offices of the City;**
- 3. Assist the city mayor in the preparation of the budget, and during and after the budget hearings;**
- 4. Study and evaluate budgetary implications of proposed legislation and submit comments and recommendations thereon;**
- 5. Submit periodic budgetary reports to the DBM;**
- 6. Coordinate with the city treasurer, the city accountant and the city planning and development officer for the purpose of budgeting;**
- 7. Assist the sangguniang panlungsod in reviewing the approved budgets of component barangays;**
- 8. Coordinate with the city planning and development office in the formulation of the development plan of the City; and**
- 9. Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance.**

1. BUDGET PREPARATION (GENERAL FUND)

SECTION 318 of RA 7160 – Upon receipt of the statements of income and expenditures from the treasurer, the budget proposals of the heads of departments and offices, and the estimates of income and budgetary ceilings from the local Finance committee, the local chief executive shall prepare the executive budget for the ensuing fiscal year in accordance with the provisions of the Code.

Office or Division:		City Budget Office		
Classification:		Highly Technical		
Type of Transaction:		G2G Government to Government		
Who may avail:		City Government Department and Unit Heads		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Budget proposals for the ensuing year using the prescribed Local Budget Preparation Forms 2 and 4. 			Prescribed format send via email to all concerned offices	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LBP Forms 2 and 4 (Annual PPAs with corresponding budget)	1.1 Consolidate and review all budget proposals to be included in the Annual Budget	None	4 weeks	Elvinia S. Guerrero <i>City Budget Officer</i>
	1.2 Updates Plantilla of Personnel (Permanent/Casual Employees) & Philhealth Contribution	None		Lester Gene Broas <i>Administrative Officer II</i> Janica Morales <i>Administrative Aide IV</i>
	1.2 Local Finance Committee-TWG assists the LCE in prioritizing the annual budget based on the target collection of income.	None		LFC-TWG
	1.3 City Budget Office finalizes the annual budget for submission to the Sanggunian for enactment of Appropriation Ordinance.	None		Elvinia S. Guerrero <i>City Budget Officer</i> Mariza R. De Leon <i>Supervising Adm. Officer</i>
2. Approval of Local Expenditure Program (LEP)/Annual General Fund Budget by the Sangguniang Panlungsod thru Enactment of Appropriation Ordinance	2.1 Upon approval of LEP, furnish soft and hard copies of Annual Budget to MIS and PIO for posting to city government's website and 3 conspicuous places as compliance to DILG MC No. 2019-149 dated August 30, 2019.	None	10 Minutes	Elvinia S. Guerrero <i>City Budget Officer</i>
	2.2 Prepare Allotment Release Order (ARO) and review before approval of LCE.	None	1 week	Lester Gene Broas <i>Administrative Officer II</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	2.3 Recording of Appropriations and Allotments in proper registries	None	1 week	Lester Gene Broas <i>Administrative Officer II</i> Janica Morales Sherryll Elosa <i>Administrative Aide IV</i> Monique Gervacio

				Katherine Pobre Cristina Villafranca Jayson Bautista <i>Casual-Clerk</i>
	2.4 Furnish all departments of their respective approved budgets for preparation of Project Procurement Management Plan (PPMP) for inclusion in Annual Procurement Plan (APP)	None	30 minutes maximum	Mariza R. De Leon <i>Supervising Adm. Officer</i>
		Total:	6 weeks and 40 minutes	

2. BUDGET EXECUTION (GENERAL FUND)

Budget execution involves the release of allotment, the certification of available appropriations, recording of actual obligations and disbursements of funds for approved PPAs and the delivery of goods and services to target clients in the most efficient, effective, economical and ethical way.

Office or Division:	City Budget Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	City Employees National government offices Other local government units Private suppliers with transactions from the city government Private citizens with transactions from the city government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) 			City Budget Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of copy of Payroll for salaries, wages, contractual services and allowances	1.1 Assignment of proper account codes for each item in the payroll (Permanent/Casual/JO) 1.2 Prepare CAFOA Form thru RAMP system as attachment for every payroll	None	3 minutes maximum per OBR	Katherine Pobre Jayson Bautista <i>Casual-Clerk</i>
2.Submission of complete documentary requirements for processing of payment for goods and services subject for procurement	2.1 Review the documents attached from BAC and assign proper account code	None	5 minutes maximum per transaction	Elvinia S. Guerrero <i>City Budget Officer</i>
3.Submission of SOA for all utility bills of city government facilities	3.1 Prepares summary of billing statement of utility bills (Electricity, Telephone & Water) for General Fund as attachment for CAFOAs 3.2 Assignment of proper account codes for utility bills	None	7 minutes maximum per OBR 2 minutes maximum per OBR	Elaine Monique Gervacio <i>Casual-Clerk</i>
4.Submission of all other requirements for processing of other operational expenses of the city government	4.1 Review the documents attached and assign proper account code 4.2 Preparation of CAFOA form thru RAMP system	None	5 minutes maximum per transaction 4 minutes maximum per OBR	Elvinia S. Guerrero <i>City Budget Officer</i> Lester Gene Broas <i>Administrative Officer II</i> Sherryl Elosa Janica Morales <i>Administrative Aide IV</i> Monique Gervacio Katherine Pobre Cristina Villafranca Jayson Bautista

				<i>Casual-Clerk</i>
5. Secure certified CAFOA	5. Certify as to availability of appropriation in CAFOA form	None	3 minutes maximum per transaction	Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	29 minutes	

3. BUDGET ACCOUNTABILITY (GENERAL FUND)

This involves the use of a management control techniques to assist in tracking receipts of income/revenues and controlling expenditures. This mechanism provides a venue for the LCE, Local Sanggunian and stakeholders to be continuously informed of the status of implementation of PPAs being funded by public funds.

Office or Division:	City Budget Office	
Classification:	Highly Technical	
Type of Transaction:	G2G Government to Government	
Who may avail:	City Government Departments National Government Agencies Other Local Government Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• Registry of Appropriation, Allotment, Obligations for Personal Services, Maintenance and Other Operating Expenses, Capital Outlays and Financial Expenses (RAOO-PS/MOOE/CO/FE)• Statement of Appropriations, Allotment, Obligations and Balances (SAAOB)• Statement of Receipts and Expenditures (SRE)• Statement of Comparison of Budget and Actual Amount (SCBAA)• 20% City Development Fund Utilization• Other required inter-office reports		City Budget Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verification of balances thru RAAO	1. Daily posting of certified CAFOAs to proper registries per office	None	3 minutes maximum per OBR	Lester Gene Broas <i>Administrative Officer II</i> Sherryll Elosa Janica Morales <i>Administrative Aide IV</i> Katherine Pobre Ma. Cristina Villafranca Monique Gervacio Jayson Bautista <i>Casual-Clerk</i>
2. Securing monthly report (SAAOB)	2.1 Summarize monthly RAAO into SAAOB report for submission to COA	None	1 day	Sherryll Elosa Janica Morales <i>Administrative Aide IV</i>
3. Securing SRE	3.1 Prepare manual SRE(3 year period) for submission to Provincial Budget Office 3.2 Encode quarterly budget data in BLGF system for e-SRE	None	1 day	Elvinia S. Guerrero <i>City Budget Officer</i> Mariza R. De Leon <i>Supervising Adm. Officer</i> Lester Gene Broas <i>Administrative Officer II</i>
4. Securing SCBAA	4.1 Input budget data (original amount from annual budget including the changes made in supplemental budgets). 4.2 Reviews and certifies Statement of Comparison of Budget and as part of SCBAA.	None	1 week 2 days maximum	Mariza R. De Leon <i>Supervising Adm. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
5. Securing updated reports on full disclosure policy of DILG	5. Updates 20% Development Fund utilization	None	1 day maximum	Lester Gene Broas <i>Administrative Officer II</i>
6. Office memo for inter-office prescribed reports	6. Prepare and submit required reports	None	1 week maximum	Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	3 weeks and 3 minutes	

4. BUDGET PREPARATION (SPECIAL EDUCATION FUND – SEF)

SECTION 272. Application of Proceeds of the Additional One Percent SEF Tax. – The proceeds from the additional one percent (1%) tax on real property accruing to the Special Education Fund (SEF) shall be automatically released to the local school boards. The proceeds shall be allocated for the operation and maintenance of public schools, construction and repair of school buildings, facilities and equipment, educational research, purchase of books and periodicals, and sports development as determined and approved by the local school board.

Office or Division:		City Budget Office		
Classification:		Complex		
Type of Transaction:		G2G Government to Government		
Who may avail:		Local DepEd Officials & Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Budget proposals of Local DepEd 			Template from Budget Operations Manual for LGUs	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DepEd District Office to submit draft budget proposals for the ensuing year	1.1 Review the content of the proposals if compliant to prescribed format	None	Maximum 1 day	Karen Padua <i>Administrative Aide IV</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	1.3 City Budget Office finalizes the annual budget for submission to the Local School Board for approval	None	Maximum 1 day	Elvinia S. Guerrero <i>City Budget Officer</i>
2. Approval of Annual Budget by Local School Board	2.1 Prepare Allotment Release Order (ARO) and review before approval of LCE.	None	Maximum 2 days	Karen Padua <i>Administrative Aide IV</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	2.2 Recording of Appropriations and Allotments in proper registries	None	Maximum 3 days	Karen Padua <i>Administrative Aide IV</i>
		Total:	7 days	

5. BUDGET EXECUTION (SPECIAL EDUCATION FUND-SEF)

Office or Division:	City Budget Office
Classification:	Simple
Type of Transaction:	G2G Government to Government
Who may avail:	Local DepEd Officials & Employees
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> • Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) 	City Budget Office
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of copy of Payroll for salaries, wages, contractual services and allowances	1.1 Assignment of proper account codes for each item in the payroll 1.2 Prepare CAFOA Form as attachment for every payroll	None	3 minutes maximum per OBR	Karen Padua <i>Administrative Aide IV</i>
2.Submission of complete documentary requirements for processing of payment for goods and services subject for procurement	2.1 Review the documents attached from BAC and assign proper account code	None	5 minutes maximum per transaction	Elvinia S. Guerrero <i>City Budget Officer</i>
3.Submission of SOA for all utility bills of city schools	3.1 Assignment of proper account codes for utility bills	None	2 minutes maximum per OBR	Karen Padua <i>Administrative Aide IV</i>
4.Submission of all other requirements for processing of other operational expenses of the Division Office	4.1 Review the documents attached and assign proper account code 4.2 Preparation of CAFOA form thru RAMP system	None	5 minutes maximum per transaction 4 minutes maximum per OBR	Elvinia S. Guerrero <i>City Budget Officer</i> Karen Padua <i>Administrative Aide IV</i>
5. Secure certified OBR	5.1 Certify as to availability of appropriation in CAFOA form	None	3 minutes maximum per transaction	Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	20 minutes	

6. BUDGET ACCOUNTABILITY (SPECIAL EDUCATION FUND-SEF)

Office or Division:	City Budget Office	
Classification:	Highly Technical	
Type of Transaction:	G2G Government to Government	
Who may avail:	National Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> Registry of Appropriation, Allotment, Obligations for Personal Services, Maintenance and Other Operating Expenses, Capital Outlays and Financial Expenses (RAOO-PS/MOOE/CO/FE) Statement of Appropriations, Allotment, Obligations and Balances (SAAOB) Statement of Receipts and Expenditures (SRE) Statement of Comparison of Budget and Actual Amount (SCBAA) 		City Budget Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO B PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verification of balances thru RAAO	1.1 Daily posting of certified CAFOAs to proper registries	None	3 minutes maximum per OBR	Karen Velez <i>Administrative Aide IV</i>
2. Securing monthly report(SAAOB)	2.1 Summarize monthly RAAO into SAAOB report	None	1 day	Karen Velez <i>Administrative Aide IV</i>
3. Securing SRE	3.1 Prepare manual SRE(3 year period) for submission to Provincial Budget Office 3.2 Encode quarterly budget data in BLGF system for e-SRE	None	1 day	Elvinia S. Guerrero <i>City Budget Officer</i> Mariza R. De Leon <i>Supervising Adm. Officer</i> Lester Gene Broas <i>Administrative Officer II</i>
4. Securing SCBAA	4.1 Input budget data (original amount from annual budget including the changes made in supplemental budgets) 4.2 Reviews and certifies Statement of Comparison of Budget and as part of SCBAA.	None	1 week 2 days maximum	Mariza R. De Leon <i>Supervising Adm. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	1 week, 4 days and 3 minutes	

7. REVIEW OF BARANGAY AND SANGGUNIAN KABATAAN BUDGETS

A. *Barangay Budgets:*

Section 333 of RA 7160 states that within ten (10) days from approval of barangay council, copies of the barangay ordinance authorizing the annual appropriations shall be furnished the sangguniang panlungsod through the city budget officer.

Office or Division:	City Budget Office
Classification:	Simple
Type of Transaction:	G2G Government to Government
Who may avail:	Barangay Officials
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Barangay Budget Preparation Forms Certified Barangay AIP Certified GAD Plan & Budget for Barangays	Template from Budget Operations Manual for Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete Barangay Budget Preparation Forms together with Certified AIP and GAD Plan and Budget	1.1 Examine the forms submitted as to completeness and initiate review of the barangay budget as to compliance to budgetary requirements and general limitations before endorsement to sangguniang panlungsod	None	30 minutes maximum	Cristina Villafranca <i>Casual Clerk</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	1.2 Sign the endorsement letter of reviewed budgets	None	5 minutes maximum	Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	35 minutes	

B. Sangguniang Kabataan Budgets:

Item 3.3.3.4 of DBM-DILG-NYC Joint Memorandum Circular No. 2019-1 dated January 13, 2019 states that the SK secretary shall submit the SK annual/supplemental budget to the sangguniang panlungsod for review through the city budget officer within ten (10) days upon the approval thereof.

Office or Division:	City Budget Office
Classification:	Simple
Type of Transaction:	G2G Government to Government
Who may avail:	SK Officials
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none">• SK Annual Budget Form• Approved 3 year Comprehensive Barangay Youth Development Plan(CBYDP)• Approved Annual Barangay Youth Investment Program (ABYIP)	<ul style="list-style-type: none">• Template from DBM-DILG-NYC JMC No. 2019-1 dated January 13, 2019• Template from DILG Memorandum Circular No.2019 151 dated September 10, 2019 (Annex 9 & 10)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete SK Budget Preparation Forms together with approved CBYDP and ABYIP	1.1 Examine the forms submitted as to completeness and conduct preliminary review of SK budget on their compliance with Section 20(c) of RA 10742, and with other existing laws, rules and regulations before endorsement to sangguniang panlungsod	None	30 minutes maximum	Cristina Villafranca <i>Casual Clerk</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	1.2 Sign the endorsement letter of reviewed SK budgets	None	5 minutes maximum	Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	35 minutes	

8. RECORDS MANAGEMENT

The activities in this management include the systematic and efficient filing of documents of financial transactions related to budgeting.

Office or Division:	City Budget Office	
Classification:	Simple	
Type of Transaction:	G2G Government to Government G2C Government to Citizen	
Who may avail:	Officials and employees of the city government National Government Agencies Other Local Government Units Private citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• Request for securing file copies of budget documents• Certifications		City Budget Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1. Provide certified true copies of documents as per request stated in the letter	None	10 minutes	Katherine Pobre Cristina Villafranca <i>Casual Clerk</i>
2. Submit letter request for certifications as to existence of appropriations in the annual budget	2.1. Prepare certifications for the existence of appropriations on all requests.	None	10 minutes	Janica Morales <i>Administrative Aide IV</i> Lester Gene Broas <i>Administrative Officer II</i>
	2.2. Certify as to existence of appropriations		5 minutes maximum	Elvinia S. Guerrero <i>City Budget Officer</i>
		Total:	25 minutes	

9. BUDGETING SERVICES

Render technical assistance to clients on budgetary matters.

Office or Division:	City Budget Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	National Government Offices Local Government Offices Private Citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written queries Phone-in queries 			City Budget Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written queries or inquire thru landline/mobile	Evaluate and respond to queries	None	30 minutes Maximum	Elvinia S. Guerrero <i>City Budget Officer</i> Mariza de Leon <i>Supervising Admin. Officer</i> Lester Gene Broas <i>Administrative Officer II</i> Janica Morales Sherryl Elosa Karen Padua <i>Administrative Aide IV</i> Monique Gervacio Katherine Pobre Cristina Villafranca Jayson Bautista <i>Casual-Clerk</i>
2. Students must submit written request noted by their advisers in gathering data for their research paper	2. Evaluate and gather the data needed	None	1 day maximum	Elvinia S. Guerrero <i>City Budget Officer</i> Mariza de Leon <i>Supervising Admin. Officer</i>
		Total:	1 day and 30 minutes	

CITY CEMETERY OFFICE

(External Services)

The City Cemetery Office is primarily responsible in the provision of burial and funeral services and implementation of programs to enhance stated services to the local community most especially to the distressed sectors of the City of Bacoar.

1. ISSUANCE OF NEW LEASE CONTRACT

The city government provide rentals of burial spaces at its public cemeteries in Maliksi local community.

Office or Division		City Cemetery Office		
Classification		Simple		
Type of transaction		G2C Government to Citizen		
Who may avail		City of Bacoor Residents		
Checklist of Requirements			Where to Secure	
1. Death Certificate			Local Civil Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of death certificate	1.1. Receipt of Death Certificate	None	5 minutes	Cemetery Office Staff
	1.2. Preparation and issuance of Lease Contract	None	5 minutes	Cemetery Office Staff
2. Payments of Lease Rental for five years		400 per year	5 minutes	Treasury Office
	2. Release of sign Contract by Office of the Mayor	None	5 minutes	Cemetery Office Staff
	Total:	Php 2,000.00	20 minutes	

2. RENEWAL OF LEASE OF CONTRACT

The city government provide renewal of lease contract for the rentals of burial spaces at its public cemeteries in Maliksi.

Office or Division		City Cemetery Office		
Classification		Simple		
Type of transaction		G2C Government to Citizen		
Who may avail		City of Bacoor Residents		
Checklist of Requirements			Where to Secure	
Death Certificate			Local Civil Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of death certificate	1.1. Receipt of death certificate	None	5 minutes	Cemetery Office Staff
	1.2. Preparation and issuance of Lease Contract	None	5 minutes	Cemetery Office Staff
2. Payment of lease rentals for five years.		400 per year	5 minutes	Treasury Office
	2. Release of signed contract by Office of the Mayor	None	5 minutes	Resurreccion T. Quiocho Jane H. Lucillo Judy R. Villafuerte
	Total:	Php 2,000.00	20 minutes	

3. PROVISION OF NEW NICHES

The city government provide new niches as well as burial spaces to Bacoor citizens.

Office or Division			City Cemetery Office	
Classification			Simple	
Type of transaction			G2C Government to Citizen	
Who may avail			City of Bacoor Residents	
Checklist of Requirments			Where to Secure	
1.Death Certificate			Local Civil Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of death certificate	1.1. Preparation of Lease Contract	None	5 minutes	Jane H.Lucillo
	1.2. Release of Lease Contract	None	5 minutes	Resurreccion Quiocho Judy R. Villafuerte
	1.3. Identification of place of niche	400 per year	5 minutes	Ferdie del Rosario
	1.4. Interment	None	5 minutes	Ferdie del Rosario Dana Joy Gawaran Jesthony Pamaran
	Total:	Php 2,000.00	20 minutes	

CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

(Internal and External Services)

The CENRO is the primary department of the city responsible in protecting the environment, strict enforcement of all existing laws pertaining to the environment, and consistently embark on a platform of government that will conserve and manage the natural resources and balancing the ecology for sustainable development. The CENRO is fully committed to become the frontline organization of the City Government of Bacoar in the development and promotion of environment friendly community based technologies for the protection and conservation of the environment.

PROVISION OF CLEAN AND GREEN SUPPLIES AND MATERIALS

The Office provides supplies and materials such as sacks, cleaning materials, gardening tools, carts, uniforms, personal protective equipment to be used for street sweepings, clean-up operations, disinfection activities, enforcements, grass cuttings, tree trimmings and other parks and development and beautification programs.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail:		CENRO's eco-aides, river warriors, special operations team, eco-enforcers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Record Book			CENR Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives information	1. Disseminates schedule information of distribution	None	5 mins	Ms. Jennifer A. Butalid, <i>Technical Staff</i>
2. Request for replacement of item if needed	2.1. Receives request for replacement of item if needed	None	5 mins	Ms. Jennifer A. Butalid, <i>Technical Staff</i>
	2.2. Prepares list and arrange supplies and materials for distribution	None	2 hours	Ms. Jennifer A. Butalid, <i>Technical Staff</i> Assigned Office/Fieldwork Staff
3. Complies with the schedule, receives provided supplies and materials and sign	3. Actual distribution of supplies and materials and records outgoing items upon receipt	None	(200 maximum recipients) x (1 minute per recipient) = 200 minutes	Ms. Jennifer A. Butalid, <i>Technical Staff</i> Assigned Office/Fieldwork Staff
TOTAL:		None	5 hours, 30 minutes	

AVAILMENT OF PERMIT TO OPERATE FOR JUNKSHOP

Issuance of this permit is part of regulatory requirements in accordance with City Ordinance No. 2014-004 regulating the operation and establishment of junkshops within the City of Bacoor. This Permit to Operate shall be secured before establishing or operating a junkshop.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizen G2B - Government to Business		
Who may avail:		External Clientele who are authorized party or representative, owner of the establishments		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished junkshop application form			Requesting party	
2. Certificate of Non-Coverage (CNC) issued by the DENR-EMB			DENR-EMB	
3. Bacoor Junkshop Owner's Association, Inc. Membership			Bacoor Junkshop Owner's Association, Inc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit application form and supporting documents	2.1. Check completeness of application and supporting documents.	None	10 mins.	Engr. Deolito B. Alagos Jr., <i>Statistician I, Sanitary Engineer</i>
	2.2. Schedule to conduct inspection to the site	None	5 mins	Engr. Deolito B. Alagos Jr., <i>Statistician I, Sanitary Engineer</i>
3. Guide/ accompany the inspection team to the site	3.1. Conduct inspection of the area and prepare, sign, submit inspection report with recommendations.	None	3 days or less depends on the location of the area*	Inspection Team Engr. Deolito B. Alagos Jr., <i>Statistician I, Sanitary Engineer</i>
	3.2. Review and sign/approve compliant to rules and regulations of City Ordinance 2014-004	None	5 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
4. Pay corresponding fee for Security Seal	4. Receive payment and issue Official Receipt (OR)	Php 50.00	10 mins	Treasury Office
5. Present and submit Official Receipt (OR) of Security Seal	5. Receive and photocopy OR	None	10 mins	Engr. Deolito B. Alagos Jr., <i>Statistician I, Sanitary Engineer</i>
6. Receive Permit to Operate and sign Receiving Log Book	6. Issue signed Permit to Operate with Security Seal	None	10 mins	Engr. Deolito B. Alagos Jr., <i>Statistician I, Sanitary Engineer</i>
TOTAL:		Php 50.00	3 days and 55 minutes	

*Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security, and weather condition in the area.

AVAILMENT OF ENDORSEMENT LETTER TO PENRO FOR TREE CUTTING PERMIT APPLICATION

This endorsement letter is one of the requirements for application of Tree Cutting Permit from PENRO.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizen G2G - Government to Government G2B - Government to Business		
Who may avail:		Property owner in the City of Bacoar, private corporations, government agencies		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter for Tree Cutting Permit addressed to PENRO			Requesting party	
2. Request Letter addressed to CENRO for Issuance of Endorsement			Requesting party	
3. Clearance of No Objection			Concerned Barangay Hall	
4. Pictures of affected tree(s) with Geo-Coordinates			Requesting party	
5. Development Plan or Floor Plan			Requesting party	
Additional if Private Property				
6. Clearance of No Objection			Concerned Homeowners Association if the tree(s) located inside a subdivision	
Additional if Private Property				
7. Photocopy of Transfer Certificate Title			Requesting Party or Registry of Deeds	
Additional if Fruit Bearing Trees				
8. Request Letter addressed to City Agriculturist for the Issuance of Clearance			City Agriculture Office	
9. Clearance of No Objection			City Agriculture Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit letter request and supporting documents	2.1. Check completeness of application and supporting documents.	None	15 mins.	Engr. Joan Paula E. Tolentino, <i>EMS I</i>
	2.2. Review the application, and assign inspection team to conduct site inspection	None	15 mins.	Mr. Rolando R. Vocalan, <i>CENR Officer</i> Engr. Joan Paula E. Tolentino, <i>EMS I</i>
3. Guide/ accompany the inspection team to the site	3.1. Conduct inspection of the area and prepare inspection report	None	3 days or depends on the location of the area*	Engr. Joan Paula E. Tolentino, <i>EMS I</i>
	3.2. Submit recommendation and inspection report to CENRO	None	5 mins.	Engr. Joan Paula E. Tolentino, <i>EMS I</i>
	3.3. Review the application and inspection report. Approve	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>

	recommendation. Sign the endorsement to PENR Office			
4. Receive the signed endorsement letter	4. Record and release signed endorsement letter	None	10 mins	Engr. Joan Paula E. Tolentino, <i>EMS I</i>
TOTAL:		None	3 days and 1 hour	

**Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security, and weather condition in the area.*

FILING OF ENVIRONMENTAL COMPLAINT/CONCERNS (Electronic Mail)

To file complaints or concerns through email account cenrobacoordcity@gmail.com, the aggrieved party must accomplish a complaint letter stating his/her cause/s of action. The complaint should bear all the names of the complainants and respondents and other necessary information.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	External Clientele who are authorized party or representative, private corporations, government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. E-mail Complaint Letter			Requesting party / Complainant	
2. Attached Evidences			Requesting party / Complainant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send complaint letter with attached evidences	1.1. Review completeness of information, receive, record, and report to Immediate Supervisor	None	30 mins.	Assigned Technical Staff
	1.2. Evaluate and assign inspection team to conduct site verifications	None	1 hour maximum	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
2. Guide/ accompany the inspection team to the site	2. Conduct investigation of the area and prepare, sign, submit inspection report with recommendations.	None	3 days or depends on the location of the area*	Assigned Inspection Team Eco-Enforcer Assigned Technical Staff
3. Receive feedback	3. Give feedback to concerned parties; Implement appropriate legal action	None	3 hours maximum	Mr. Rolando R. Vocalan, <i>CENR Officer</i> Eco-Enforcer Assigned Technical Staff
5. None	5. File all actions taken and mark as closed/ accomplished	None	5 minutes	Ms. Jennifer A. Butalid, <i>Technical Staff</i> Assigned Technical Staff
TOTAL:		None	3 days, 4 hours, and 40 mins.	

*Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security, and weather condition in the area.

FILING OF ENVIRONMENTAL COMPLAINT/CONCERNS (Public Assistance Desk)

To file a complaints or concerns, the aggrieved party must accomplish a complaint letter stating his/her cause/s of action. The complaint should bear all the names of the complainants and respondents and other necessary information.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G - Government to Government			
Who may avail:	External Clientele who are authorized party or representative, private corporations, government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complaint Letter			Requesting party	
2. Attached Evidences			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit complaint letter with attached evidences	2.1. Review completeness of information, receive, record, and report to Immediate Supervisor	None	30 mins.	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i> Ms. Jennifer A. Butalid, <i>Technical Staff</i> Assigned Technical Staff
	2.2. Evaluate and assign inspection team to conduct site verifications	None	1 hour maximum	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
3. Guide/ accompany the inspection team to the site	3. Conduct investigation of the area and prepare, sign, submit inspection report with recommendations.	None	3 days or less depending on the location of the area*	Assigned Inspection Team Eco-Enforcer Assigned Technical Staff
4. Receive feedback	4. Give feedback to concerned parties; Implement appropriate legal action	None	3 hours maximum	Mr. Rolando R. Vocalan, <i>CENR Officer</i> Eco-Enforcer Assigned Technical Staff
5. None	5. File all actions taken and mark as closed/ accomplished	None	5 minutes	Ms. Jennifer A. Butalid, <i>Technical Staff</i> Assigned Technical Staff
TOTAL:		None	3 days, 4 hours, and 40 mins.	

*Number of processing days may increase depending on the location, unexpected issues that may arise from the application, availability of manpower, peace and security, and weather condition in the area.

REGULAR COLLECTION OF SOLID WASTES

Daily collection of segregated solid wastes within the city with assigned route aligned to the prescribed specific drop stations and pick up station within the territorial jurisdiction of the city for the orderly and efficient segregated solid wastes disposal and collection.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Households in the city		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Segregated solid wastes		Citizens of the city		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Segregate solid wastes	1. Assign and deploy garbage collection trucks	None	20 mins	Garbage Truck Coordinator
	1.2. Informs eco-enforcer on deployment of truck on his/her area of responsibility	None	10 mins	Garbage Truck Coordinator All Eco-Enforcers
2. Proper disposal of segregated solid wastes on the designated pick-up and drop off points and on appropriate schedule	2. Takes charge on routing the truck for collection of solid wastes	None	5 hours	All Eco-Enforcers
3. Compliance on solid waste management	3.1. Monitors environmental compliance on solid waste management during collection and accomplish and submit daily truck monitoring enforcement report and gives feedback to truck coordinator	None	12 hours	All Eco-Enforcers
	3.3. Report to Immediate Supervisor	None	30 mins	Garbage Truck Coordinator All Eco-Enforcers
	3.4. Assess report and give instructions	None	15 mins	Mr. Rolando R. Vocalan, CENR Officer
	3.5. Files the report and mark as accomplished	None	5 mins	Ms. Jennifer A. Butalid, Technical Staff
TOTAL:		None	18 hours, 20 mins	

REQUEST FOR CLEAN-UP DRIVE OPERATION

Environmental operations in clean-up drives removal of solid wastes from rivers, creeks, and waterways as part of shared responsibilities in the Water Quality Management Area (WQMA) and to the Writ of Continuing Mandamus of the Supreme Court in restoring and rehabilitating the water quality of Manila Bay and its tributaries.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	External Clientele who are authorized party or representative; private corporations, and government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit request letter	2.1. Receives and record the document, report to Immediate Supervisor	None	10 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i> Ms. Jennifer A. Butalid, <i>Technical Staff</i>
	2.2. Review and Instructs team for inspection	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
3. Guide/ accompany the inspection team to the site	3.1. Assess the site for preparation and report to Immediate Supervisor	None	1 hour	Ms. Myleen E. Barron, <i>D1 Special Operations Team Coordinator</i>
	3.2. Review report and give instructions	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
4. Guide/ accompany the inspection team to the site	4. Actual Implementation of instructions	None	10 days or less depends on the status of the area or situation	Ms. Myleen E. Barron, <i>D1 Special Operations Team Coordinator</i>
TOTAL:		None	10 days, 1 hour, 35 minutes	

REQUEST FOR DISINFECTION ACTIVITY ON COMMUNITY AREA

This service serves as part of the health measures against COVID-19 pandemic.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	External Clientele who are authorized party or representative, private corporations, and government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit request letter	2.1. Receives and record the document, report to Immediate Supervisor	None	10 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i> Ms. Jennifer A. Butalid, <i>Technical Staff</i>
	2.2. Review and Instructs team for inspection	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
3. Guide/ accompany the inspection team to the site	3.1. Assess the site for preparation and report to Immediate Supervisor	None	1 hour	Ms. Myleen E. Barron, <i>D1 Special Operations Team Coordinator</i>
	3.2. Review report and give instructions	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
4. Guide/ accompany the inspection team to the site	4. Actual Implementation of instructions	None	3 days maximum depends on the status of the area	Ms. Myleen E. Barron, <i>D1 Special Operations Team Coordinator</i>
TOTAL:		None	3 days, 1 hour, 35 mins	

REQUEST FOR ENVIRONMENTAL MANAGEMENT SEMINAR

***Due to COVID-19 Pandemic protocols, this service is not accommodated at the moment.*

Awareness-raising thru dissemination of information to the Barangays, Homeowners Associations, and other Stakeholders on Environmental Practices particularly in pursuing waste diversion targets and establishment of Materials Recovery Facility (MRF) and Climate Change Principle in coordination to the National and Local Events.

Office or Division:	City Environment and Natural Resources Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	External clientele who are authorized party or representative; and government agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit request letter	2.1. Receives and record the document	None	10 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i> Ms. Jennifer A. Butalid, <i>Technical Staff</i> Assigned Technical Staff
	2.2. Approves, assigns staff to conduct seminar	None	5 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
3. Receive feedback	3. Informs the client	None	10 mins	Assigned Office Staff
4. Attends Actual seminar	4. Conduct Actual seminar	None	5 days or depends on the program	Assigned Office Staff
TOTAL:		None	5 days, 30 mins	

REQUEST FOR GREENING AND BEAUTIFICATION PROGRAM, PARKS AND DEVELOPMENT

This service is an environmental fieldwork operation on tree inventory-planting-growing-caring activities, beautification, cleanliness, parks and development within the city.

Office or Division:		City Environment and Natural Resources Office		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:		External Clientele who are authorized party or representative, private companies, and government agencies		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Submit request letter	2.1. Receives and record the document, report to Immediate Supervisor	None	10 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i> Ms. Jennifer A. Butalid, <i>Technical Staff</i>
	2.2. Review and Instructs team for inspection	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
3. Guide/ accompany the inspection team to the site	3.1. Assess the site for preparation and report to Immediate Supervisor	None	1 hour	Mr. Melchor Bulado, <i>Technical Staff</i> Ms. Jane B. Aurellana, <i>D2 Special Operations Team Coordinator</i>
	3.2. Review report and give instructions	None	10 mins	Mr. Rolando R. Vocalan, <i>CENR Officer</i>
4. Guide/ accompany the inspection team to the site	4. Actual Implementation of instructions	None	5 days or depends on the status of the area or situation	Mr. Melchor Bulado, <i>Technical Staff</i> Ms. Jane B. Aurellana, <i>D2 Special Operations Team Coordinator</i>
TOTAL:		None	5 days, 1 hour, 35 mins	

SETTLEMENT OF ENVIRONMENTAL VIOLATION CITATION TICKET

Apprehended violators of environmental policies and ordinances therefore issued with Environmental Violators Receipt (EVR).

Office or Division:		City Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen G2B – Government to Business		
Who may avail:		Apprehended Violators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Environmental Violation Receipt (EVR)		Violator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 mins	Ms. Christinne Jewel Dueñas, <i>Public Service Coordinator</i>
2. Present the EVR	2. Receives and evaluate apprehension details	None	10 mins	Ms. Mar Lyn Garcia, <i>Office Staff</i> Mr. Rolando R. Vocalan, <i>CENR Officer</i>
3. Pay the fines and penalties and receives Official Receipt	3. Receives payment and issues Official Receipt (OR)	Fines cited in the EVR	5 mins	Treasury Office
4. Present OR, sign record, and receives impounded vehicles and other materials	4. Photocopy OR, record, return OR to the client; release confiscated items, vehicles and other materials	None	10 mins	Ms. Mar Lyn Garcia, <i>Technical Staff</i>
TOTAL:		Fines cited in the EVR	30 mins	

LIST OF FEES

Reference list of fees to be paid by the apprehended violators cited in their Environmental Violators Receipt (EVR).

Bacoor City Ordinance No. 5-S-1997 Requiring to clean their Areas and Put Trash Receptacles within the Vicinity	
Section 2	Section 3
All industrial, commercial, educational establishment and residential owner are required to clean their areas of responsibilities and to put adequate and sufficient trash receptacles within the vicinity of their establishment.	Fines of not less than Php 1,000.00 but not more than Php 2,500.00 or imprisonment of not more than 6 months or both at the discretion of the court Note: In case of establishment, any license may be revoked.
Bacoor City Ordinance No. 14-S-2002 All business, commercial establishments, and/or individuals covered by this Ordinance Regulating the Distribution of Plastic Bags and Polystyrene	
Violation	Fines
Selling and providing plastic bags to consumers as secondary packaging material for wet goods. Provided, that the use of thin gauge, biodegradable plastic bags as primary packaging materials for wet goods shall be allowed until such time as a more environmentally sound alternative is found or identified by the CENRO or by the Office of the Local Chief Executive;	1 st offense: Php 1,000.00 2 nd offense: Php 2,500.00 3 rd offense: Revocation of Business Permit
Selling and providing plastic bags to consumers as primary or secondary/ packaging material on dry goods;	
Selling and providing Styrofoam as containers	
Bacoor City Ordinance No. 25-S-2011 Requiring Street Vendors and Ambulant Vendors to Bring or Provide Trash Receptacles at their Place/s of Business	
Section 4	Section 5: Penalties
4.1 Selling of any commodity, product, food item, agricultural produce, poultry or marine products, or any similar items without the appropriate trash receptacle	1 ST Offense: Php 500.00 2 ND Offense: Php 1,500.00 3 rd Offense: Php 2,500.00 plus imprisonment of not more than 2 months
4.2 Failure to throw any garbage or waste item produced by the business activities of the vendors	
4.3 Failure of the vendors to throw the garbage or waste item produced by any of their customers in the trash receptacles	
4.4 Failure of the vendors to put the trash receptacles near his/her place of business. Provided, that the location of the said trash receptacles should be visible and accessible to the customers of the vendors	
4.5 Failure of the vendors to dispose or clean the trash receptacles by 5PM every day or whenever the said trash receptacles are already full	

Bacoor City Ordinance No. 001-S-2014 Garbage Truck Entry Regulation Ordinance	
Violation	Fines
It shall be unlawful for any driver or person-in-charge of any garbage truck not used for collection/disposal of the solid/residual waste of the City to pass through, enter or use any of the streets, roads and thoroughfares within the territorial jurisdiction of the City of Bacoor as defined herein; and	1 st offense: Php 3,000 2 nd offense: Php 4,000 or an imprisonment of not less than 1 month but not more than 3 months
It shall be unlawful for any garbage truck owned by any person or entity including private, government, government-owned or controlled corporation, to pass through the streets and thoroughfares of the City as defined herein to and from any disposal site or sanitary landfill located outside the City of Bacoor, Province of Cavite	3 rd offense: Php 5,000 or an imprisonment of not less than 1 month but not more than 3 months
Additional Php 2,500.00 for the solid/residual waste contained inside any impounded truck, which is properly disposed within a period of two (2) days after its impounding shall be unloaded and re-loaded to any garbage truck accredited by the City , with or without the presence of the driver or registered owner or authorized representative thereof, for proper disposal to a sanitary landfill to avoid decomposition and emission of bad odor in the impounding area and such garbage truck shall not be release unless a transport and tipping fee of Php 10,000.00 is paid at the Bacoor City Treasurer Office.	
Bacoor City Ordinance No. 004-S-2014 Regulating the Operation and Establishment of Junkshops	
Section 5	Penalties
5.7 The burning of junk or any material by any employee of the junkshop within or outside the junkshop	1 ST Offense: Php 3,000.00 plus a one-day seminar on environmental protection to be conducted by the CENRO 2 ND Offense: Php 4,000.00 plus a one-day seminar on environmental protection to be conducted by the CENRO 3 rd Offense: Php 5,000.00 and cancellation of all permits, certificates, and clearances issued by the city government in favor of the junkshop operator
5.8 Conduct of any activity that produces noise or air pollution including the emission of noxious odor	
5.9 Accepting or treating any toxic or hazardous waste	
5.10 Obstruction of vehicular and pedestrian traffic through the parking of any vehicle, pushcart, or pedicab along sidewalks and road sides	
5.11 Failure to display permits, clearances, certificates, and signboards as mandated in this Ordinance	
5.12 Violation of the Anti-Fencing Law	
5.13 Operating a Junkshop or selling recyclable materials outside of the Centralized Ecological Zone (CEZ)	
5.14 Any act analogous or similar to the foregoing	

Bacoor City Ordinance No. 005-S-2014 Mandating the Segregation at Source Section 8. Penalty for Non-Segregation of Solid Wastes Unsegregated solid wastes generated by household, institutional, industrial, commercial and agricultural sources shall not be collected.	
Violation	Fines
For failing to cause the segregation of their solid wastes, the head of every household and the managers or supervisors of institutional, industrial, commercial and agricultural establishments with unsegregated solid waste shall also be personally fined.	Php 1,000 for each instance that they, or their establishment have violated this Ordinance
In addition, the owners of industrial, institutional, commercial, or agricultural establishments that violate this Ordinance shall be penalize as follows:	1 st offense: Php 3,000 2 nd offense: Php 4,000 plus suspension of business permit until the offender complies hereto 3 rd offense: Php 5,000 plus cancellation of its business permit
Section 9. Dumping and Throwing of Wastes; Penalty. -	
Violation	Fines
Dumping or throwing or placing of waste in areas not designated by the City Solid Waste Management Board or by the Barangay SWM Committee for such purpose is strictly prohibited. Persons who shall violate this provision shall be fined	Php 1,000
Bacoor City Ordinance No. 008-S- 2014 Anti Motor Vehicle Noise Pollution	
Section 2	Penalties
Ban Against Noise Pollution Produced by Motor Vehicles. Consequently, NO motor vehicle without a muffler, or that has a muffler different from its original factory standard muffler, or that has a damaged muffler and produces excessively loud noises, or that was designed to create noise pollution	1 ST Offense: Php 2,500.00 2 ND Offense: Php 3,000.00 3 rd Offense: Php 5,000.00 4 th Offense: Php 5,000.00 or imprisonment of not more than ten (10) days or both upon the discretion of the proper court of law.

Bacoor City Ordinance No. 5-S-2019 Establishing a Proper Sewage Treatment and Septage Management System	
Section 14	Section 16
The following acts are prohibited: a. Refusal to desludge as required by this Ordinance; b. Refusal of new and existing residential, commercial, industrial, governmental, and institutional facilities to connect to available sewer lines; c. Dumping of septage and untreated wastewater to drainages, canals, rivers, and other natural and artificial waterways and other open areas; d. Desludging and transporting of septage without the necessary permits and accreditation from the authorized permitting	The City Government shall issue a notice of non-conformity to property owners, administrators or occupants who do not have a septic tank, whose septic tank is not designed properly, or is inaccessible for desludging unless they have an alternative system approved by the City Government. Any owner or user of residential, commercial, industrial, governmental, and institutional structures that fail to comply with the provisions of this Ordinance shall incur the following fines and penalties for every violation: a. For Residential Homeowners i. 1 ST Offense: Php 1,500.00 with issuance of Notice of Violation a. For Residential Homeowners ii. 2 ND Offense: Php 2,500.00 with mandatory environment related Community Service iii. 3 rd Offense: Php 5,000.00 and Non-Issuance of Barangay Clearance iv. Succeeding Offense:

agencies; and e. Hiring/availing the services of illegal/non-accredited deslugger, transporter by any person or establishment to desludge septic tanks or dispose of their wastewater.	<p>Php 5,000.00, Environment Related Community Service, and continued refusal to issue Barangay Clearance until the owner and/or user complies with the provisions of this Ordinance</p> <p>a. For Business Homeowners</p> <p>i. 1ST Offense: Php 2,500.00 and issuance of Notice of Violation</p> <p>ii. 2ND Offense: Php 5,000.00 and the Issuance of a Cease and Desist Order</p> <p>Violators shall be assessed annually to monitor their compliance; likewise, continued violation shall merit the imposition of increasing penalties for each assessed violation.</p>
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Bacoor Environmental Code of Bacoor 2008 – Part II		
Rule IV – Section 2 Table of Fines and Penalties		
Specific Violation	Fines	Penalties
1. Pagkakalat, pagtatapon ng mga basura sa pampublikong lugar, gaya ng kalsada, eskinita, kanal, estero, parke, at mga establisimiyento at pagpapahintulot nito.	1 st offense: Php 300	Community service: 1 st : 1 day 2 nd : 5 days 3 rd : 15 days or both
2. Pagsasagawa ng mga aktibidad o operasyon, pangongolekta o paglilipat ng kagamitan na labag sa operasyon ng kalinisan at iba pang pangangailangan o permisong itinakda o isinaayos ayon sa batas na ito. (R.A. 9003)	2 nd offense: Php 600	Community service: 1 st : 15 days 2 nd : 20 days 3 rd : 30 days or both
3. Pagsusunog ng basura.	3 rd offense: Php 1,000	
4. Pagpapahintulot na kolektahin ang mga hindi napaghihiwalay at napagbukod-bukod na basura.	1 st offense: Php 1,000 2 nd offense: Php 2,000 3 rd offense: Php 2,500	Imprisonment: 1 st : 30 days 2 nd : 3 months 3 rd : 6 months or both
5. Paninirahan ng walang pahintulot sa mga lugar tapunan o tambakan ng mga basura.		
6. Pagtatapon at pagbabaon ng mga magagamit pa muling mga bagay na kinakailangang hakutin ng mga karapatdapat na tao.		
7. Walang pahintulot na pag-aalis ng mga “recyclables” na kinakailangang hakutin ng karapat-dapat na tao.		
8. Pagsasama-sama ng mga source separated recyclables materials sa iba pang basura sa iisang lalagyang ginagamit, sa pangongolekta at pagtatapon ng basura.		
9. Pagtatayo o pagsasara ng mga lugar tapunan ayon sa nakasaad sa Batas seksyon 37		Additional imprisonment of: 6 months to 1 year

Bacoor General Ordinance Chapter 6. Health, Sanitation, and Environmental Management	
Article	Penalty
Article A. Health Examination of Food Handlers	A fine of not less than Php 2,500.00
Article B. Disposal of Garbage, Filth, and Other Waste Matters	A fine of not more than Php 2,500.00
Article C. Advertisement by Means of Signboards and Billboards	A fine of not more than Php 2,500.00
Article D. Advertisement by Means of Posters, Placards, Painting on Walls, Slides in Movies, Handbills and Leaflets	A fine of not more than Php 2,500.00
Article E. Regulations on the Use of Public Roads, Parks, and Plaza	A fine of not more than Php 2,500.00
Article F. Vandalism of Public and Private Properties	A fine of not more than Php 2,500.00
Article G. Protection of the Environment from Astray Animals	A fine of not more than Php 2,500.00
Article H. Ban on Smoking at Certain Public Places and Business Establishments	A fine of not more than Php 2,500.00
Article I. Construction of Pen or Corrals for Cattle, Swine, Chicken, Duck or Other Domestic Animals of Fowls	A fine of not more than Php 2,500.00
Article J. Anti-Littering	A fine of not less than Php 2,500.00
Article K. Pissing Ban in the Public Places	A fine of not less than Php 2,500.00

Implementing Rules and Regulations of Republic Act No. 9003 Part V. Rule XVIII Section 3 Fines and Penalties		
List of Violation under Section 49 of the Act	Fines and Penalties	
Paragraph 1. Littering, throwing, dumping of waste matters in public places, such as roads, sidewalks, canals, esteros or parks, and establishment, or causing or permitting the same	Payment in the amounts not less than PhP 300.00 but not more than PhP 1,000.00	Rendering of community service for not less than 1 day to not more than 15 days to an LGU where such prohibited acts are committed, or both
Paragraph 2. Undertaking activities or operating, collecting or transporting equipment in violation of sanitation operation and other requirements or permits set forth in or established pursuant to the Act		Imprisonment of not less than 1 day to not more than 15 days, or both
Paragraph 3. The open burning of solid waste		
Paragraph 4. Causing or permitting the collection of non-segregated or unsorted waste	Payment in the amounts not less than PhP 1,000.00 but not more than PhP 3,000.00	
Paragraph 5. Squatting in open dumps and landfills		
Paragraph 6. Open dumping, burying of biodegradable or non-biodegradable materials in flood-prone areas	Imprisonment of not less than 15 days to not more than 6 months, or both	
Paragraph 7. Unauthorized removal of recyclable material intended for collection by authorized persons		
Paragraph 8. The mixing of source-separated recyclable material with other solid waste in any vehicle, box, container or receptacle used in solid waste collection or disposal	For the first time, shall pay a fine of PhP 500,000.00 plus an amount not less than 5% but not more than 10% of his net annual income during the previous year The additional imprisonment of a minimum period of 1 year, but not to exceed 3 years at the discretion of the court, shall be imposed for second or subsequent violations of Sec.48 of the Act, Par. 9 and 10	
Paragraph 9. Establishment or operation of open dumps as enjoined in the Act, or closure of said dumps in violation of Sec.37 of the Act		
Paragraph 10. The manufacture, distribution or use of non-environmentally acceptable packaging materials		
Paragraph 11. Importation of consumer products packaged in non-environmentally acceptable materials		

Implementing Rules and Regulations of Republic Act No. 9003 Part V. Rule XVIII Section 3 Fines and Penalties	
List of Violation under Section 49 of the Act	Fines and Penalties
Paragraph 12. Importation of toxic wastes misrepresented as "recyclable" or "with recyclable content"	Payment in the amounts not less than PhP 10,000.00 but not more that PhP 200,000.00
Paragraph 13. Transport and dumping in bulk of collected domestic, industrial, commercial and institutional wastes in areas other than centers of facilities prescribed under the Act	Imprisonment of not less than 30 years but not more than 3 years, or both
Paragraph 14. Site preparation, construction, expansion or operation of waste management facilities without an Environmental Compliance Certificate required pursuant to Presidential Decree No. 1586 and the Act and not conforming with the Comprehensive Land Use Plan of the LGU	Payment in the amounts not less than PhP 100,000.00 but not more than PhP 1,000,000.00 Imprisonment of not less than 1 year but not more than 6 years, or both
Paragraph 15. The construction of any establishment within two hundred meters from open dump or controlled dumps or sanitary landfills	
Paragraph 16. The construction or operation of landfills or any waste disposal facility on any aquifer, groundwater reservoir or watershed area and/or any portion thereof	

CITY ENGINEERING OFFICE
(External Services)

The City Engineering Office (CEO) is a mandatory office created and established under Republic Act No. 10160 otherwise known as “The Charter of the City of Bacoor”, headed by a City Engineer who initiates, reviews, recommends, and advises the City Mayor on infrastructure and engineering related matters, and who likewise administers, coordinates, supervises and controls the construction, maintenance, improvement, and repair of local infrastructure and public works. Together with a team of competent engineering, architectural, technical, and administrative support staff, the CEO likewise extends engineering services to all 73 Barangays and the Local School Board.

1. EXCAVATION PERMITS

Application for and issuance of excavation permit prior to any excavation or excavation related works along public alley, streets, roads, and other public properties. The permit is categorized into two (2) namely: Type 1, which is mostly residential and non-commercial purposes, and Type 2 which is covered by City Ordinance No. 25-2014 for commercial purposes.

Office or Division:	City Engineering Office (CEO)
Classification:	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	Individuals; Utility Companies or Similar Entities
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<i>In case the excavation falls under City Ordinance No. CO 25-2014 Series of 2014 (TYPE 2)</i>	
<u>REQUIREMENTS FOR APPLICATION</u> <ul style="list-style-type: none"> • Sketch plan/map; • Program of Works; • Time table; • Typical sections/ specifications; • Affidavit of Undertaking; • Posting of Cash Bond; • Payment of Non-Refundable Supervision fee; • Barangay Clearance, and Homeowner's Clearance, if applicable; • Third Party Liability (TPL) Insurance 	From applicant
<u>REQUIREMENTS FOR ISSUANCE</u> <ul style="list-style-type: none"> • Clearance from Bacoar Traffic Management Department (BTMD); • Clearance from the Office of the Mayor • Joint Inspection by CEO with Regional, District or Provincial representatives as applicable; • Payment of appropriate fees and charges; 	BTMD Mayor's Office CEO/Treasury
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<i>For all other excavation not falling under City Ordinance No. CO 25-2014 Series of 2014 (TYPE 1)</i>	
<ul style="list-style-type: none"> • Endorsement from the entity, agency, or company; • Clearance from the Department of Public Works and Highways (DPWH) Cavite Sub-District Engineering Office (Carmona) if the area is within national road-right-of-way, or the Cavite Provincial Engineering Office (PEO, Trece Martirez City) if the area is within provincial road-right-of-way; • Technical drawings and specifications for the entire contract. 	Maynilad DPWH From Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the Excavation Permit form for Type 1, and the complete requirements for Type 2 (complete documents);	1.1. Issuance of comment/ follow-up slip	None	1 minute	Administrative Staff* *Sharena Bautista <i>Admin Officer IV (AO II)</i> * Cecille Jimenez <i>Admin Staff, Casual</i> *Aida Buenaventura <i>Admin Staff, Casual</i> *Jerralyn Ordoñez <i>Admin Officer IV (AO II)</i> Engr. Eleaser Lozano <i>Engineer III Supervising</i>
	1.2. Verification of submitted documents, evaluation, assessment and issuance of Order of Payment;	None	25 minutes <i>(for complex projects, additional 1-14 days detailed evaluation may be required if the project cost is at least P1M)</i>	Administrative Staff* Engr. Eleaser Lozano <i>Engineer III Supervising</i>
2. Payment of fees and charges indicated in the Order of Payment through Cashiers 19-22 (upper ground floor);	2. Issuance of Excavation Permit after presentation of proof of payment;	<i>Fees & Charges:</i> <i>Filing Fee</i> <i>P200.00</i> <i>Inspection Fee</i> <i>P200.00</i> <i>Processing Fee</i> <i>P300.00 (for water house connection)</i> <i>P500.00 (for all other excavations)</i> <i>Excavation Permit Fee</i> a) For a max width of trench of 0.50m. a.1) First 50lm length & below – P1,000.00 a.2) Over 50lm	4 minutes	Administrative Staff* Engr. Eleaser Lozano <i>Engineer III Supervising</i> Engr. Jicky D. Jutba OIC-City Engineer <i>Approving</i>

		<i>length – P30.00/l m</i> <i>b) Excess over 0.50m width of trench- 50.00/sq .m</i> <i>*per CO 25- 2014, Section 14</i>		
	Total:	P1,800.00 minimum	29 minutes	

2. SIGN/SIGNAGE PERMIT

Application for and issuance prior to any installation or placement of sign or signages (including billboards) within public areas and domain including attachments/anchorage to utility poles or structures along sidewalks, with concern and/or impact on aesthetics of alleys, streets, roads, and highways.

Office or Division:	City Engineering Office (CEO)			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Individuals; Establishments/Companies or Similar Entities alley,			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Accomplished Sign/Signage Permit Form with attached details: <ul style="list-style-type: none"> • Classification of sign (<i>business or advertising</i>) • Material used for the sign (<i>painted, tarpaulin, lighted panaflex, etc.</i>) • Dimension per sign (<i>in meters</i>) • Number of signs to be installed (<i>for each type</i>) • Technical details (<i>drawings and specifications</i>) • Location map where the sign(s) will be installed • Message on or content of the sign 				From applicant
2. Clearance from the Department of Public Works and Highways (DPWH) Cavite Sub-District Engineering Office (Carmona) if the area is within national road-right-of-way, or the Cavite Provincial Engineering Office (PEO, Trece Martirez City) if the area is within provincial road-right-of-way;				DPWH
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit the Sign/ Signage Permit form, with the appropriate clearance(s);	1.1. Issuance of comment/ follow-up slip	None	1 minute	Administrative Staff* *Sharena Bautista <i>Admin Officer IV (AO II)</i> *Cecille Jimenez <i>Admin Staff, Casual</i> *Aida Buenaventura <i>Admin Staff, Casual</i> *Jerralyn Ordoñez <i>Admin Officer IV (AO II)</i> Engr. Julius Darrell Gomez CGADH1 <i>Supervising</i>
	1.2. Verification of submitted documents, evaluation, assessment and issuance of Order of Payment;	None	15 minutes (for complex projects, additional 1-14 days detailed evaluation may be required if the project cost is at least P1M)	Administrative Staff* Engr. Julius Darrell L. Gomez CGADH1 <i>Supervising</i>
2. Payment of fees and charges indicated in the Order of Payment through Cashiers 19-22 (upper ground floor);	2. Issuance of Sign/ Signage Permit after presentation of proof of payment;	P224.00 minimum* a) Up to 4 sq.ms. base area P120.00 Every sq.m. or fraction thereof in excess of 4 sq.ms. P24.00 *per CO 2013- 060	4 minute	Administrative Staff* Engr. Julius Darrell Gomez CGADH1 <i>Supervising</i> Engr. Jicky D. Jutba OIC-City Engineer <i>Approving</i>
	Total:	P224.00 minimum	20 minutes	

Issuance prior to installation and/or relocation of utility poles and/or cabinets along the road-right of ways.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter from the concerned utility company or similar entity containing the following details: (a) Number of poles/cabinets to be installed and/or relocated, and, (b) Summarized cost of the project;	From applicant
2. Technical details (<i>drawings and specifications</i>);	From applicant
3. Clearance from the Department of Public Works and Highways (DPWH) Cavite Sub-District Engineering Office if the area is within national road-right-of-way, or the Cavite Provincial Engineering Office (PEO) if the area is within provincial road-right-of-way, if applicable;	DPWH

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter with the documentary attachments;	1.1. Issuance of comment/ follow-up slip	None	1 minute	Administrative Staff* *Sharena Bautista <i>Admin Officer IV (AO II)</i> *Cecille Jimenez <i>Admin Staff, Casual</i> *Aida Buenaventura <i>Admin Staff, Casual</i> *Jerralyn Ordoñez <i>Admin Officer IV (AO II)</i> Engr. Julius Darrell Gomez <i>CGADH1 Supervising</i>
	1.2. Verification of submitted documents, evaluation, assessment and issuance of Order of Payment;	None	15 minutes <i>(for complex projects, additional 1-14 days detailed evaluation may be required if the project cost is at least P1M)</i>	Administrative Staff* Engr. Julius Darrell Gomez <i>CGADH1 Supervising</i>
2. Payment of fees and charges indicated in the Order of Payment through Cashiers 19-22 (upper ground floor);	2. Issuance of Pole/Cabinet Location Permit after presentation of proof of payment;	<i>Fees & Charges:</i> <i>Filing Fee P200.00</i> <i>Inspection/ Verification Fee P300.00</i> <i>Excavation Fee per pole P300.00</i> <i>Pole Loc. (per pole)</i>	4 minutes	Administrative Staff* Engr. Julius Darrell Gomez <i>CGADH1 Supervising</i> Engr. Jicky D. Jutba OIC-City Engineer <i>Approving</i>

		<i>P1,000.00</i> <i>*per CO 2013-051</i>		
	Total:	P1,800.00 minimum	20 minutes	

CITY HEALTH OFFICE
(External Services)

The City Health Office performs various programs that focus mostly on medical, dental, environmental health, and nutrition. The health services offered are preventive and curative which addresses the needs of the community particularly the poor and vulnerable groups (pregnant and lactating mothers, malnourished children, elderly, etc.) so they can be active and productive members of the society. It is a government mandate aiming to ensure that every Bacooreno shall receive accessible, available and quality health services. The City Health Office's function is to develop plans and strategies, formulate programs and policies and implement health programs in accordance to the guidelines of the Department of Health.

1. ANIMAL BITE AND TREATMENT CENTER

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	G2C Government to Citizen

Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Barangay Certificate/Clearance Certificate of Indigency (for patients availing of Medical assistance) 			Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. Ask patient his/her reason for consultation Take patient's vital signs and history Instruct patient to wait and be seen by the Physician	None	10 minutes	Everlyn Ignacio <i>ABTC Staff</i>
	1.2. Physician examines the patient and Categorize: <ul style="list-style-type: none"> Category 1 – give pre-exposure vaccination Category 2 – post-exposure vaccination (2 site Intradermal injection) Category 3 – post-exposure vaccination (site Intradermal injection plus RIG) 	None	10 minutes	Dr. Grace Aseron <i>Rural Health Physician</i>
	1.3. Nurse administers the necessary vaccination, skin testing for RIG, ATS and observe for adverse events after vaccination Physician prescribe appropriate medicine if necessary	None	30 minutes – 1 ½ hour	Alicia Sabalvaro <i>Nurse II</i>
	1.4. Advice on wound care and follow-up is given	None	5 minutes	Alicia Sabalvaro <i>Nurse II</i>
	1.5. Pay corresponding fee	P500.00 for anti-Rabies vaccine P1000.00 for RIG	2 minutes	Alicia Sabalvaro <i>Nurse II</i> Everlyn Ignacio <i>ABTC Staff</i>
	Total:		2 hours maximum	

2. ANTI – TUBERCULOSIS PROGRAM

This service treats and prevents the spread of communicable diseases such as TB

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Any individual who displays the following physical signs and symptoms: fever, chills, night sweat, sudden weight loss, lack of appetite, fatigue and weakness, spitting out bloody mucous while coughing, chest pain or patients with Chest Xray findings of TB			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Result of Sputum Examination			City Health Laboratory	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the TB Program and necessary requirements	1. Give instruction for proper sputum collection	None	10 minutes	Nurse Midwife
2. Collect and submit sputum specimen	2. Receive specimen and instruct patient to return on specified date for the result	P 40.00	3 minutes	Medical Technologist
3.1. Submit laboratory result to Physician / Nurse	3. Assess patient If TB positive, physician / nurse shall: - Enroll patient under National Tuberculosis Program (NTP)	None	30 minutes	Nurse Midwife
	- Give patient information and educate him about the disease - Issue TB drugs and supply - Instruct patient to follow daily intake of medicines - Return for regular sputum test and check up			
4. Follow Physician's/ Nurse advice and return to health center for regular check up	4. Attends to patient for follow-up check-up	None	5 minutes	Nurse Midwife
	Total:	P 40.00	48 minutes	

3. CATARACT OPERATION SERVICES

Provision of services in a facility for the prevention of blindness

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoar diagnosed with Cataract			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Patient's consent for Operation		24/7 City of Bacoar Lying – In and Eye Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and wait to be called	1.1. Provide patient's chart, fill out registration form, secure patient's consent	None	10 minutes	Optha Clerk
	1.2. Examine and assess patient 1.3. Schedule for Operation	None	30 Minutes	Dr. James Coshuming
	1.4. Examine patient 1.5. Give instruction, home medications and medical advices	None	15 Minutes	Dr. James Coshuming
		Total:	55 minutes	

4. DEATH CERTIFICATE

Medical Officer writes the cause of death, reviews and signs death certificate to ensure proper registration at the Local Civil Registrar

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Death Certificate (4 copies)		Funeral Service Provider		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. Assess completeness of requirements, interview relative of the deceased	None	5 minutes	Medical Officer
	1.2. Write Cause of Death, Review and Sign Death Certificate	None	10 minutes	Medical Officer
		Total:	15 minutes	

5. DENTAL SERVICES – ORAL HEALTH CARE

This program aims to provide preventive, curative and promote dental health.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Proof of Payment/Official Receipt P 100.00 (Tooth extraction) P 200.00 (Oral prophylaxis) P 350.00 (Restoration) 			Office of the City Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. Register patient and fill out Individual Treatment Record 1.2. Instruct patient to wait until number is called for treatment	None	5 minutes	Dental Aide
2. Proceed to Dental Unit	2.1. Perform tooth examination and do appropriate and desired dental service <ul style="list-style-type: none"> Oral Prophylaxis or Gum Treatment Tooth Extraction Restoration of Permanent Filling (Amalgam) 	P100.00 (Tooth extraction) P200.00 (Oral prophylaxis) P350.00 (Restoration)	20 minutes	Public Health Dentist
	2.2. Prescribe medicine Give instructions to the patient	None	5 Minutes	Public Health Dentist
	Total:	Depends on the dental service/s given, stated above are the list of fees	30 minutes minimum, may vary if more than (1) dental service was performed	

6. FAMILY PLANNING SERVICE

Family planning controls the growth of population. Birth spacing is beneficial for the growth and development of the child.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Married couples of reproductive age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. (New Patient) Issue Early Childhood Care and Development Card (Old Patient) Secure record and fill out Early Childhood Care and Development Card	None	5 minutes	Nurse Midwife Barangay Health Worker
	1.2. Perform counseling and discuss different family planning methods	None	10 minutes	Nurse Midwife
2. Select which methods according to choice	2.1. Explain thoroughly the chosen method 2.2. Give advice on when to follow up.	None	10 minutes	Nurse Midwife
		Total:	25 minutes	

7. HEALTH PERMIT

Health Certificates are issued to employees of all establishments to ensure that the business is protected from various diseases.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All people employed in establishments within the City of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Clearance NBI or Police Clearance Cedula 1x1 ID picture Laboratory results :X-Ray, Urine and Stool, Drug Test Mayor's Working Permit Proof of Payment/Official Receipt - P 150.00 For GRO / Entertainer: Hepa B Screening, Urine and Stool Exam, Chest X-Ray, Drug Test HIV / AIDS Orientation certificate			Barangay NBI or PNP Office Barangay or Treasurer's Office DOH accredited Laboratory MIS Office Office of the City Treasurer DOH accredited laboratory City Health Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1. Assess completeness of requirements	None	2 minutes	Sanitary Inspector
2. Pay corresponding fee required, acquire Working Permit from MIS and present to Sanitation Inspector		P150.00	15 minutes	Office of the City Treasurer MIS
	2.1. Accomplish Health Certificate and prepare for City Health Officer's signature	None	3 minutes	Sanitary Inspector
	2.2. City Health Officer evaluates laboratory results: - Signs Health Card - Prescribe appropriate medications if needed - Make referral if additional laboratories are needed	None	5 minutes	Dr. Ivy Marie Yrastorza <i>City Govt. Dept. Head I (CHO)</i>
	2.3. Release Health Certificate	None	1 minute	Sanitary Inspector
	Total:	P 150.00	26 minutes	

8. IMMUNIZATION SERVICES

Immunization of children to prevent diseases

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All pregnant women			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. (New Patient) Issue Early Childhood Care and Development Card (Old Patient) Secure record and fill out Early Childhood Care and Development Card	None	5 minutes	Nurse Midwife Barangay Health Worker
	1.2. Weigh and assess baby	None	5 minutes	Nurse Midwife
	1.3. Perform desired immunization 1.4. Advise / give health education and follow up date of immunization	None	10 minutes	Nurse Midwife
		Total:	20 inutes	

9. LABORATORY EXAMINATION

Examination of all body fluids as well as waste products of the body

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Proof of Payment/Official Receipt P 20.00 (Urinalysis) P 20.00 (Fecalalysis) P 55.00 (CBC) (Sputum Exam) 			Office of the City Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Laboratory Request	1.1. Check laboratory request from requesting physician 1.2. Give instruction in the collection of specimen and request to pay corresponding amount	None	5 Minutes	Medical Technologist
2. 1. Pay corresponding amount and follow steps in collection of specimen		P20.00 (Urinalysis) P20.00 (Stool) P55.00 (CBC)	5 Minutes	Medical Technologist
2.2. Submit collected specimen	2.1. Receive collected specimen and payment 2.2. Inform patient when to return for result	Depends on the Laboratory Request performed, fees are stated above	3 Minutes	Medical Technologist
	2.3. Process the specimen 2.4. Record and prepare laboratory result	Depends on the Laboratory Request performed, fees are stated above	30 minutes	Medical Technologist
3. Return on specified time/date	3. Release laboratory result	None	2 minutes	Medical Technologist
	Total:	Depends on the Laboratory Request performed, fees are stated above	45 minutes	

10. LYING – IN SERVICES

Provision of assistance and services in a facility to ascertain the wellness of would be mothers and their newborn babies

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All pregnant women			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> HBsAG, UA, CBC, Ultrasound Proof of Payment/Official Receipt Uncomplicated Normal Deliver – P 2,000.00 Complicated Normal Delivery – P 3,000 .00 			DOH Accredited Laboratory Office of the City Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Once in labor, pregnant woman goes to Lying-in Facility	1.1. Secure record of the would be mother 1.2. Notify Physician for admission	None	10 minutes	Nurse / Midwife
2. Submit self for examination	2.1. Examine and assess patient 2.2. Admit patient	None	10 minutes	Nurse / Midwife
3. Patient goes into active labor and eventual delivery	3. Assist the patient for normal spontaneous delivery	None	2 – 3 hours *depending on the length of labor	Nurse / Midwife
4. Patient stays in the facility for 24 hours observation	4. Monitors patient, completes chart	None	1 day maximum	Nurse / Midwife
5. Pay corresponding fee		Uncomplicated Normal Delivery – P 2,000.00 Complicated Normal Delivery – P 3,000.00	5 minutes	Office of the City Treasurer
	5.1. Examine patient 5.2. Give further instruction, home medications and medical advices then discharge patient	None	10 minutes	Nurse / Midwife
	Total:	Uncomplicated Normal Delivery – P 2,000.00 Complicated Normal Delivery – P 3,000.00	1 day, 3 hours, 35 minutes *depending on the length of labor and stay in the facility	

11. MATERNAL HEALTH CARE SERVICES

Comprehensive program to women during pregnancy, post – partum and lactating period

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All babies 0-12 months			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. (New Patient) Issue and fill up Home Based Maternal Record (Old Patient) Secure record and fill up Home Based Maternal Record	None	5 minutes	Nurse Midwife Barangay Health Worker
	1.2. Perform Pre – Natal Examination and may: <ul style="list-style-type: none"> Give maternal care advice Show the importance of reporting to Physician during pregnancy If laboratory is needed, refer to Medical Technologist Make referral or request to hospital if patient needs to be hospitalized Give instruction on the next visit Advice to return immediately if pregnancy danger signs occur	None	30 minutes	Nurse Midwife
		Total:	35 minutes	

12. MEDICAL CERTIFICATE

Medical Certificates are issued for intended purposes such as employment, travel, school requirement and the like

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For out of town/ out of the country travel:</p> <ul style="list-style-type: none"> - Barangay Certification - Certificate of Acceptance from receiving LGU/country - Other documents that are required depending on the place of destination and purpose of travel (hotel bookings, etc.) <p>For school/training certification:</p> <ul style="list-style-type: none"> - Certification from school - Laboratory results: CBC, Chest Xray, etc. that may be deemed necessary upon the assessment of the physician <p>Health declaration checklist</p> <p>Proof of Payment/Official Receipt - P50.00</p>			<ul style="list-style-type: none"> - Barangay where the patient lives - LGU or Country of destination - Patient's school - DOH accredited laboratory - Health center <p>Office of the City Treasurer</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Get priority number and wait to be called		None	1 minutes	Nurse Midwife Barangay Health Worker
1.2. Fill out health declaration checklist	<p>1.1. (New Patient) Issue Individual Treatment Record and health declaration checklist</p> <p>(Old Patient) Secure chart and health declaration checklist and fill out Individual</p>	None	10 minutes	Nurse Midwife
	<p>1.2. Assess and examine patient</p> <p>1.3. Fill out and sign Medical Certificate</p>	None	10 minutes	Physician
2. Pay corresponding fee	2. Issue Medical Certificate	P50.00	5 minutes	Physician
	Total:	P 50.00	26 minutes	

13. NEWBORN SCREENING SERVICE

Provision of assistance and services in a facility to ascertain the wellness of newborn babies

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Babies 24 – 72 hours old			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach CHO – Lying In	1.1. Register patient and fill-out filter card	P 600 to be remitted at UP-NIH	5 minutes	Nurse Midwife
	1.2. Conduct Newborn Screening		5 minutes	Nurse Midwife
	1.3. Advise mother when to follow – up for the result	None	5 minutes	Nurse Midwife
2. Return to Lying-in to get the result	2. Release and explain result to the mother	None	10 minutes	Nurse Midwife
	Total:	P 600.00	25 minutes	

14. OTHER CERTIFICATIONS

This covers other certifications like Transfer of Death/Bones/Ashes, Certificate of Potability that are issued in this office.

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Transfer of Death/Bones/Ashes - Copy of Death Certificate Certificate of Potability - Copy Of Water Test results like monthly Microbiological Exam and semi-annual Physical-Chemical Exam Proof of Payment/Official Receipt - P50.00			Office of the Local Civil Registry DOH accredited Water Testing Laboratory Office of the City Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Environmental Health and Sanitation Unit. Present all documents	1. Assess completeness of documents	None	5 minutes	Sanitation Inspectors
2. Pay corresponding fee		P 50.00	5 minutes	Office of the City Treasurer
	2.1. Prepare Certificate	None	2 minutes	Sanitation Inspectors
	2.2. Sign the certificate	None	1 minute	Dr. Ivy Marie Yrastorza City Govt. Dept. Head I (CHO)
	2.3. Release the Certificate	None	1 minute	Sanitation Inspectors
	Total:	P 50.00	14 minutes	

15. OUTPATIENT CONSULTATION

Assistance to individual with the purpose of treating illness, diagnose and give appropriate medical services

Office or Division:		City Health Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> None 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority number and wait to be called	1.1. (New Patient) Issue new family folder and fill out Individual Treatment Record (Old Patient) Secure chart and fill out Individual Treatment Record	None	5 minutes	Nurse Midwife Barangay Health Worker
	1.2. Take patient's vital signs and history Instruct patient to wait until number is called and be seen by the Physician	None	5 minutes	Nurse Midwife Barangay Health Worker
2. When number is called, proceed to the Physician for examination	2. Physician examines the patient and may: <ul style="list-style-type: none"> Give medical advice / health consultation Prescribe appropriate medications (medicines may be given to patient free of charge when available) If laboratory is needed, refer to Medical Technologist Make referral or request to hospital if patient needs to be hospitalized 	None	5 minutes	Nurse Midwife Barangay Health Worker
		Total:	15 minutes	

16. PHYSICAL THERAPY AND REHABILITATION SERVICES

Provision of assistance and services for rehabilitation and improvement of well-being

Office or Division:	City Health Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoar needing this kind of service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Physical Therapy Program		Physiatrist or Rehabilitation Doctor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach CHO – Rehabilitation Unit	1.1. Interview and assess patient	None	15 minutes	Rhea Salvador <i>Physical Therapist</i>
	1.2. Conduct prescribed treatment	None	1 hour	Rhea Salvador <i>Physical Therapist</i>
	1.3. Provide progress report 1.4. Advise follow – up	None	10 minutes	Rhea Salvador <i>Physical Therapist</i>
		Total:	1 hour, 25 minutes	

17. SANITARY PERMIT

Sanitary Permits are issued to all business establishments to ensure compliance to the Sanitation Code of the Philippines and the City of Bacoor Health and Sanitation Code

Office or Division:	City Health Office
Classification:	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	All business establishments operating within the City of Bacoor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Food Establishment:</p> <p>Business Permit</p> <p>Sanitary Order</p> <p>Health Certificate of employees, Water Test Result</p> <p>Proof of Pest Control or certificate</p> <p>NMIS certificate</p> <p>Non-Food Establishment:</p> <p>Business Permit</p> <p>Health Certificate of employees</p> <p>Proof of Pest Control or certificate</p> <p>Other requirement deemed necessary depending on the type of business</p> <p>Proof of Payment/ Official Receipt for Business Permit</p>	<p>Business Permit and Licensing Office</p> <p>City Health Office</p> <p>City Health Office</p> <p>DOH accredited water testing laboratory</p> <p>Pest control company</p> <p>NMIS</p> <p>Business Permit and Licensing Office</p> <p>City Health Office</p> <p>Pest control company</p> <p>Office of the City Treasurer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay corresponding fee required and present to Sanitation Inspector	1.1. Assess completeness of requirements	* Depends on type of business, please refer to BPLO for the list of Sanitary Fees	15 minutes	Sanitary Inspector
	1.2. Accomplish Sanitary Permit and prepare for City Health Officer's signature	* Depends on type of business, please refer to BPLO for the list of Sanitary Fees	10 minutes	Sanitary Inspector Dr. Ivy Marie Yrastorza <i>City Govt. Dept. Head I (CHO)</i>
	1.3. Release Sanitary Permit		2 minutes	Sanitary Inspector
		Total:	27 minutes	

CITY INFORMATION OFFICE
(Internal and External Services)

The City Information Office function is to provide communication between the city government and its constituents through dissemination of relevant information about the plans, programs and projects of the City Government of Bacoar towards the attainment of a productive, cultured and well-informed city. The CIO uses all forms of media for the improvement of the safety, welfare and interest of the city and its residents. The CIO aids as a medium of information from local government to the people and serves as a venue for feedback that can harness the services and work ethics of the city government's staff and work harmoniously with the local executive and other officials of the City Government.

1. UPLOADING OF PHOTOS, VIDEO CLIPS, WRITE-UP, PRESS RELEASES AND STATEMENTS AND OTHER MATERIALS AT PUBLIC INFORMATION OFFICE-BACOR AND CITY GOVERNMENT OF BACOR OFFICIAL FACEBOOK PAGE

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Constituents of Bacor and other interested parties			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Softcopy of photo Softcopy of write-ups, press-releases 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission and coordination of materials to CIO for posting	1.1. Gathering of Confirmed schedules, occasions and notices, memoranda, advertisements from the Office of the Mayor and other departments and Units	None	5 minutes	Andrianne Mark Ng Arlene Monton Charito Ganzon Cescille Brazil Glecly Mae Rebolledo Arman Albasa
	1.2. Forward details to photographer and /or videographer	None	5 minutes	Andrianne Mark Ng Arlene Monton Charito Ganzon Alelyn Sangalang Arman Albasa
	1.3. Event coverage by photographer and videographer	None	10 minutes	Analyn Prodigalidad Jay Peregrino Joseph Noel Jose Roberto Ciriaco III Jayron Torrente
	1.4. Forward materials (Photos and Video Clips) to PIO and stored in database	None	10 minutes	Analyn Prodigalidad Jay Peregrino Donnie Ray Borja MM Methusella Validisimo Joseph Noel Jose Roberto Ciriaco III Jayron Torrente
	1.5. Clarifies event details; write up photo release. Selection of best photos (average 5 photos per event), saves in folder indicating event details (name, date and venue)	None	10 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Ma. Angelica Garciano Jennifer Rodica
	1.6. Forward photos, write-up/photo release, video clips to Management information System for uploading at www.bacor.gov.ph	None	10 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Jennifer Rodica
	1.7. Monitors website upload by MIS	None	5 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Jennifer Rodica
Total Processing Time:			55 minutes	

2. PUBLICATION OF NEWS RELEASES ON LOCAL AND NATIONAL PUBLICATIONS

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Constituents of Bacoor and other interested parties			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Softcopy of photos • Copy of press-releases • Layout of advertisement 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission and coordination of materials to CI for publication	1.1. Selection of photos and prepares captions	None	5 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Jennifer Rodica
	1.2. Forward materials/new releases via email to publications/media (national and local contacts	None	5 minutes	Andrianne Mark Ng Marzon Figueras Alelyn Sangalang
	1.3. Monitors published materials in national and local publications	None	5 minutes	Andrianne Mark Ng Alelyn Sangalang Marzon Figueras
	1.4. Files published materials in national and local publications	None	5 minutes	Marzon Figueras Alelyn Sangalang Cescille Brazil Arlene Monton Glecy Mae Rebolledo
	1.5. Logs published materials and prepares summary	None	5 minutes	Marzon Figueras Alelyn Sangalang
	1.6. Compiled clippings (published materials) then sent for binding on a monthly basis	None	5 minutes	Marzon Figueras Cescille Brazil Arlene Monton
	1.7. Submit book clippings to the Office of the Mayor	None	5 minutes	Cescille Brazil Arlene Monton
Total Processing Time:			35 Minutes	

3. BARKER AND PUBLIC ANNOUNCEMENT

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Constituents of Bacoor and other interested parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of request addressed to Mayor Lani Mercado-Revilla 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request for public announcement to the City Mayor's Office	1.1. Forward letter of request addressed to Mayor Lani M. Revilla, through Motorpool Head, for use of barker.	None	5 minutes	Andrianne Mark Ng Arlene Monton Charito Ganzon Arman Albasa
	1.2. Upon approval, coordinates with Motor-pool for schedule	None	5 minutes	Arlene Monton Charito Ganzon Arman Albasa
	1.3. Prepares route (within the city's 2 districts), spiel and tarpaulin/ streamer to be used	None	10 minutes	Marzon Figueras Alelyn Sangalang
	1.4. Actual barker/public announcement	None	1 hour	Alberto Obias Jr. Arman Albasa
	1.5. Reports feedback, including untoward incidents (if any) for post-activity discussion	None	5 minutes	Andrianne Mark Ng Arman Albasa Alberto Obias Jr.
Total Processing Time:			1 Hour 25 Minutes	

3. TEXT BRIGADE/TEXT BLAST

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government G2C Government to Citizens			
Who may avail:	City Government Offices, constituents of Bacoor/ interested parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of announcements				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Weekly confirmation of calendar of events/activities	None	5 minutes	Arman Albesa Cescille Brazil Arlene Monton Charito Ganson
	1.2. Double-check facts and details with implementing/concerned office	None	5 minutes	Andrianne Mark Ng Arman Albesa Exquil Mercado Alelyn Sangalang
	1.3. Coordinate with MIS, if feasible, to launch text blast/brigade using their system (more than 10,000 contacts); if not; PIO resources are used (3,000 contacts of different sectors)	None	5 minutes	Donnie Ray Borja Arman Albesa Marzon Figueras
	1.4. Prepares copy for launch; proof read/edit	None	10 minutes	Andrianne Mark Ng Alelyn Sangalang Marzon Figueras Jennifer Rodica
1. Receive text /information from CIO	1.5. Actual text blast/brigade	None	10 minutes	Marzon Figueras
	1.6. Monitor feedback; respond to queries, if any	None	5 minutes	Andrianne Mark Ng Donnie Ray Borja
Total Processing Time:			40 Minutes	

4. CALENDAR OF ACTIVITIES (TARPAULINS, LETTERS, AND POSTERS)

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Department/Unit Offices of the City Government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Schedule of Activities and programs from each department				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Prepares communication (noted by Mayor Lani M. Revilla other department/unit offices to provide PIO their monthly calendar of events	None	5 minutes	Andrianne Mark Ng Marzon Figueras Alelyn Sangalang
	1.2. Distribution of letter to department/unit offices	None	5 minutes	Arman Albesa Cescille Brazil Arlene Monton
	1.3. Reminds other officers regarding the request letter 2 days prior to submission date of their monthly calendar of events	None	5 minutes	Arman Albesa Cescille Brazil Arlene Monton
1. Submit schedule of activities and programs	1.4. Collection of calendar of events from other offices	None	5 minutes	Arman Albesa Cescille Brazil Arlene Monton
	1.5. Compilation of calendar of events	None	10 minutes	Arman Albesa Cescille Brazil Arlene Monton
	1.6. Preparation of artwork/ layout of calendar of events (for tarpaulin/streamer, poster, brochure/flyer, website posting)	None	20 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Jay Peregrino Jacob San Alfonso
	1.7. Proof reading and editing of artwork/layout	None	10 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Jay Peregrino Jacob San Alfonso Jennifer Lejano
	1.8. Finalizes artwork/layout	None	10 minutes	Donnie Ray Borja Jay Peregrino Jacob San Alfonso
	1.9. Prepares copy for printing (tarpaulin/streamer, poster, brochure/flyer) ; for posting (strategic locations) and distributions (within city hall, public market, extension offices, health centers, business establishments, schools and barangay halls)	None	10 minutes	Andrianne Mark Ng Marzon Figueras Alelyn Sangalang Donnie Ray Borja
	1.10. Coordinates with City Engineering Offices the schedule of installation of tarpaulin/streamer	None	5 minutes	Donnie Ray Borja
	1.11. Actual printing of tarpaulin/streamer, posters, flyer/brochure	None	5 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang

	1.12. Installation of tarpaulin and streamer ; distribution of posters, flyer/brochure	None	5 minutes	Arman Albesa Donnie Ray Borja Glecy Mae Rebolledo
	1.13. Monitoring of posted tarpaulin/streamer and distributed posters, flyers/brochures	None	5 minutes	Marzon Figueras Donnie Ray Borja
Total Processing Time:			1 Hour 40 Minutes	

5. EVENTS ORGANIZATION

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City Government Offices (Department and Unit Offices)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proposal of events, projects and programs				
CLIENT STEPS	AGENCY ACTIONS	FEES TO B PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of proposed events/ projects or programs	1.1. Meeting with concerned office/s are set-up a month prior to event date or as soon the event is confirmed	None	5 minutes	Andrianne Mark Ng Marzon Figueras Maria Angelica Garciano
	1.2. Confirmed events details, tasks are delegated per office	None	10 minutes	Andrianne Mark Ng Marzon Figueras Arman Albesa Maria Angelica Garciano
	1.3. Initial information dissemination using various tools of communication	None	10 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Marzon Figueras Maria Angelica Garciano
	1.4. Schedule another meeting to discuss other details, finalize program flow and updates	None	10 minutes	Andrianne Mark Ng Marzon Figueras Maria Angelica Garciano Exquil Mercado
	1.5. Continuation of information dissemination using various tools of communication	None	5 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Marzon Figueras
	1.6. Distribution of copies of invites/programs	None	5 minutes	Arman Albesa Arlene Monton Cescille Brazil Charito Ganzon
	1.7. Coordination to concerned on last minute changes (a day before or right before the program)	None	5 minutes	Andrianne Mark Ng Marzon Figueras Exquil Mercado Maria Angelica Garciano
	1.8. Post event analysis	None	30 minutes	Andrianne Mark Ng Marzon Figueras Maria Angelica Garciano Exquil Mercado
	1.9. Store materials (photos and videos) in database	None	10 minutes	Donnie Ray Borja MM Methusella Valdisimo Jay Peregrino Jayron Torrente
Total Processing Time:			1 Hour 30 Minutes	

7. UPLOADING OF MATERIALS ON LED (BACOR BOULEVARD INTERSECTIONS, GLOBALTRONICS AND COMMUNITY CHANNEL OF CABLE COMPANIES)

Office or Division:	City Information Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City Government Offices (Department and Unit Offices)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Layout of advertisements and announcement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit layout of advertisement and announcement	1.1.Coordination with MIS on specifications of materials for uploading on LED and community channels	None	5 minutes	Donnie Ray Borja Alelyn Sangalang
	1.2.Prepare layout/artwork based on requirements	None	5 minutes	Donnie Ray Borja Alelyn Sangalang Jay Peregrino Jacob San Alfonso Jayron Torrente Roberto Ciriaco III
	1.3.Seek approval for layout/artwork	None	10 minutes	Andrianne Mark Ng Donnie Ray Borja Alelyn Sangalang Jay Peregrino Jacob San Alfonso Jayron Torrente Roberto Ciriaco III
	1.4.Update layout/artwork on revisions, if any exist	None	10 minutes	Donnie Ray Borja Alelyn Sangalang Jay Peregrino Jacob San Alfonso
	1.5.Send final copy to Globaltronics and cable companies	None	5 minutes	Donnie Ray Borja Alelyn Sangalang
	1.6.Monitoring of display of materials on LED and cable companies	None	5 minutes	Donnie Ray Borja Marzon Figueras Alelyn Sangalang
Total Processing Time:			40 Minutes	

CITY COOPERATIVE DEVELOPMENT OFFICE

(Internal and External Services)

The City Cooperative Development Office shall be primarily responsible for the formulation and implementation of the City's programs, projects and activities on cooperative development.

- 1. Design Cooperative Capacity Development Plan.**
- 2. Design training content based on cooperative values, norms and business model.**
- 3. Prepare training methodologies, training materials and manual.**
- 4. Conducts seminars/workshops/consultations/meetings with relevant stakeholders.**

MISSION : To ensure the viability of growth of cooperatives as instrument of social justice, equity, self-reliance, economic development and people's empowerment.

VISION : Center of cooperative development and socio-economic sustainability united and working harmoniously.

1. Pre – Registration Seminar (PRS)

A mandatory seminar required by the Cooperative Development Authority, prior to the registration of a proposed cooperative. A certificate of PRS conducted form part of the registration documents for registration. This seminar is being conducted by the personnel of the Cooperative Development Authority.

Office or Division :		City Cooperative Development Office		
Classification :		Simple		
Type of Transaction :		G2C Government to Citizen G2G Government to Government		
Who may avail :		Pre-cooperative groups with at least 15 members		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
- Letter request address to the City Cooperative Development Office.			From the focal person of the would- be cooperative.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Appointment with the City Cooperative Office for the briefing	1.1. Set a scheduled date for the pre- coop group, maximum of 5 persons for social distancing for briefing	none	30 minutes	Vicenta M. Lazaro, Sr. Cooperative Dev't Specialist Leonida Caraveo, Cooperative Development Specialist I Kenneth Pobre, Cooperative Staff
	1.2. Prepare endorsement letter to the Regional Director of the Cooperative Dev't Authority, R-IV	None	5 minutes	Vicenta M. Lazaro, Sr. Cooperative Development Specialist
	1.3. Submit endorsement letter to the Regional Director of the Regional Cooperative Development Authority through email	None	10 minutes	Kenneth Pobre, Cooperative Staff
	1.4. Coordinate with the would be cooperative for the scheduled set by the Cooperative Development Authority	None	10 minutes	Maria Catalina C. Ballera Cooperative Staff
		Total:	55 minutes	

2. Conduct of mandatory trainings/seminars and other seminars needed by the members of the cooperatives.

1. Fundamentals of Cooperative

- mandatory seminar required by the Cooperative Development Authority to the Board of Directors and officers of primary cooperatives. This seminar enables the participants to know the salient features of RA 9520, otherwise known as the Philippines Cooperative Code of 2008.

2. Cooperative Management and Governance

- another mandatory seminar required by the Cooperative Development Authority to be able to enhance the sense of direction, responsibility and accountability in running the cooperative. Develop and enhance the knowledge in the practice of good governance and management thereby enabling them to contribute to the effective operation of cooperative as an economic and social enterprise.

3. Cooperative Education and Transport Operations Seminar (CETOS)

- A primary and continuing educational course requirement for new and old members of transport service cooperative to provide basic orientation on how to operate and function as a business enterprises and business providers.

4. Financial/Risk and Credit Management

- designed for general managers and members of the Credit Committee of the primary cooperatives.

5. Gender and Development (GAD)

- Mainstreaming Gender and Development to cooperatives to promote gender and equality.

Conduct of Compliance Review Forum

- in preparation for the documents/requirements needed by the Cooperative Development Authority (CDA) for the issuance of Certificate of Compliance.

6. Business Continuity Management Plan Seminar

- to ensure employees/members safety; maintain clients/customers confidence; minimize economic losses and to ensure continuous services and operations

Office or Division :		City Cooperative Development Office		
Classification :		Complex		
Type of Transaction :		G2G Government to Government		
Who may avail :		Officers and members of primary cooperatives		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1. Prepare training design for the approval of the City Mayor	none	30 mins	Vicenta M. Lazaro, Sr. Cooperative Development Specialist
1.1. Accepts invitation	1.2. Send letters/invitations to all primary cooperatives through emails, texting and phone calls	none	1 hour	Leonida Caraveo, Cooperative Development Specialist I Maria Catalina C. Ballera, Cooperative Staff
1.2. Confirms attendance	1.3. Follow ups for the confirmation of attendees through texting and phone calls	none	2 days	Maria Catalina C. Ballera, Kenneth Pobre, Cooperative Staff
1.3. Attends seminar	1.4. Preparations of venue, documents and other materials needed (safety protocols)	none	1 to 2 days	Vicenta M. Lazaro, Sr. Cooperative Development Specialist Leonida C. Caraveo, Cooperative Development Specialist I Kenneth C. Pobre, Maria Catalina C. Ballera, Cooperative Staff
	1.5. Issuance of Certificate of attendance/ participation	none	15 minutes	Vicenta M. Lazaro, Sr. Cooperative Development Specialist
		Total:	4 days, 1 hour and 45 mins.	

CITY PLANNING AND DEVELOPMENT COORDINATOR

(Internal and External Services)

The City Planning & Development Coordinator's Office (CPDO) initiate coordination in setting the direction of all economic and social development efforts in the city.

As the highest economic development planning and policy-coordinating body of the City government, the CPDO based on the Local Government Code of 1991 has the following major function:

1. Formulation of Comprehensive Development Plan (CDP)

- Prepare integrated socio-economic physical (land use) and other development plans & policies of the city;
- Integrate and coordinate all sectoral plans & studies undertaken by the different department / offices of the city as well as the other national agencies or functional groups;
- Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
- Maintain comprehensive data banks on socio-economic situation of the city;

2. Formulation of the City's CDP and AIP

- Provide assistance to implementing agencies/ city departments / barangays in identification of priority projects for implementation in accordance with the **City Development Plan**.

The Local Government Code or RA 7160 mandates local government units to prepare A **Comprehensive Development Plan** that outlines the key goals and objectives, challenges and concerns facing LGU's and a set of programs, projects and policies to attain its vision and mission towards a sustained socio-economic development

3. Appraisal & Prioritization of the Socio Economic Development Programs and Projects

- Evaluate, review & prioritize proposed city program & project for the consideration of the City Development Plan.

4. Monitoring & Evaluation of Plan Implementation

- Monitoring & Evaluation of Plan Implementation of various development programs, projects and activities of the city in accordance with the approved city development plan.

5. Conduct Researches, Studies & Training

- Conduct continuing researches, studies & training necessary to evolve plans & programs for implementation &
- Provide technical assistance to the barangays in plan formulation, investment programming & securing special development funds.

6. Secretariat to the City Development Council

- Exercise supervision & control over the secretariat of the city development council &
- Provide technical assistance to the barangays in project development and Planning.

CITY DEVELOPMENT COUNCIL (CDC) –is the body mandated by law to assist the Sanggunian concerned in setting the direction of economic and social development and coordinating development efforts within their respective territorial jurisdiction.

7. Promotion of People Participation in the Development Planning

- Conduct public consultations as part of participative development planning

8. Local Finance Committee Member

- Recommend to the Local Chief Executive the level of annual expenditures and the ceilings of spending for economic, social, & general services based on the the approved local development plan.
- Recommend revenue-generating measures.

9. Performance of Other Appropriate Tasks as maybe assigned by the Local Chief Executive

- Act as members of various committees.

The **City Planning & Development Coordinator** is responsible for the socio-economic planning / ecological profile, consolidation, formulation and implementation of plans & programs, statistical services & coordination in the formulation & implementation of economic and social policies.

In coordination with the National Government, the following projects were handled by the City Planning & Development:

- Early Childhood Care & Development (ECCD)
- Gender & Development (GAD)
- Local Governance Performance Management System (LGPMS) now SGLG
- Millennium Development Goals (MDG) now Sustainable Development Goals (SDG)

SUSTAINABLE DEVELOPMENT GOALS (SDGs), otherwise known as the Global Goals, are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity.

- Goal 1: No Poverty
- Goal 2: Zero Hunger
- Goal 3: Good Health and Well-being
- Goal 4: Quality Education
- Goal 5: Gender Equality
- Goal 6: Clean Water and Sanitation
- Goal 7: Affordable and Clean Energy
- Goal 8: Decent Work and Economic Growth
- Goal 9: Industry, Innovation and Infrastructure
- Goal 10: Reduced Inequalities
- Goal 11: Sustainable Cities and Communities
- Goal 12: Responsible Consumption and Production
- Goal 13: Climate Action
- Goal 14: Life Below Water
- Goal 15: Life on Land
- Goal 16: Peace, Justice and Strong Institutions
- Goal 17: Partnerships for the Goals

SUSTAINABLE DEVELOPMENT GOALS are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate, environmental degradation, prosperity, and peace and justice.

Recognition of the important interconnections between eliminating hunger and promoting and investing in sustainable agriculture, ensuring healthy lives and reducing air, water and soil pollution, promoting economic growth while improving resource efficiency and decoupling this growth from environmental degradation.

The **importance of sustainable development goals** to end poverty, protect the planet, and ensure prosperity for all as part of a new sustainable development agenda. These are called the **Sustainable Development Goals**.

The **aim of sustainable development** is to balance our economic, environmental and social needs, allowing prosperity for now and future generations.

Sustainable development means development of an economy in a way that doesn't deplete natural resources.

The City Planning Office consolidated the Program/Plans/Activities (PPAs) of different offices of the LGU for the processing of the Executive Legislative Agenda which also includes the Identified Issues/Concerns, Development Goals and Objectives for 3 year period.

LOCAL DEVELOPMENT INVESTMENT PROGRAM (LDIP) is the principal instrument for implementing the Comprehensive Development Plan.

- It is a document that translates the CDP into programs and projects and selects those that will be picked up by the LGU for funding in the annual general fund budget or through special fund generation schemes.
- The LDIP should have a time frame of three (3) years.

The Local Development Investment Program (**LDIP**) is a program to allocate the investible portion of the annual general fund budget for funding the development programs, projects and activities identified in the Comprehensive Development Plan (**CDP**).

LDIP is a program of prioritized programs, projects and activities (PPAs) for funding and implementation at the local level. The process of formulating the LDIP involves formalizing and ranking the PPAs identified by the local government and matching the prioritized projects with the investment financing capacity of the city.

ANNUAL ACCOMPLISHMENT REPORT was consolidated and submitted to the Sangguniang Panlungsod and other concerned agencies, in accordance with the mandate of the Local Government Code by the **City Planning Office**.

BARANGAY ANNUAL INVESTMENT PROGRAM (AIP) was reviewed and evaluated by the city planning office all the 73 barangays of the City of Bacoor.

ISSUED CERTIFICATION to every barangay who has been reviewed the BDIP by the City Planning Officer in compliance with the Local Government Code of 1991 Article 410 of its IRR.

TECHNICAL ASSISTANCE RENDERED TO WALK -IN/ PHONE-IN CLIENTS for their queries on CLUP, CDP, Ecological Profile, Population of the LGU.

ANNUAL PHYSICAL REPORT OF OPERATIONS (January 1, 2020-December 31, 2020) of every Department and Unit Heads was consolidated by the City Planning.

CAPACITY DEVELOPMENT for the calendar year 2020-2022, of every Department and Unit Heads was consolidated by the City Planning and turned over to Human Resource Development and Management Department.

CITIES/MUNICIPALITIES COMPETITIVENESS INDEX (CMCI)

The **Cities and Municipalities Competitiveness Index** is an annual ranking of Philippine cities and municipalities developed by the National Competitiveness Council and the Department of Trade and Industry through the Regional Competitiveness Committees (RCCs) with the assistance of the United States Agency for International Development. It is a program which encourages LGUs to gather and submit data which will be used to measure their performance on four pillars: Economic Dynamism, Government Efficiency, Infrastructure and Resiliency. Each pillar has indicators which provide a more detailed view of the economic status of the locality.

The completeness of data of our local government unit will provide with greatly impact of our ranking on the index. These data may be used not only for the Index but also a tool for local policy making, development planning and investment promotion.

The data serves as a tool to evaluate the competitiveness level of our locality and undertake steps moving forward to further improve performance in investment promotion and creation of new jobs. The increasing coverage of the index signifies a higher level of awareness and commitment to improve data collection and LGU performance.

In line with the Annual Ranking of the **Cities and Municipalities Competitiveness Index (CMCI)** for the year 2020 all LGUs in CALABARZON Region were invited to participate in the CMCI by the DTI-Competitiveness Bureau Undersecretary, Atty. Rowell S. Barba in data collection by accomplishing the attached 2020 Local Data Capture Sheet, requiring the department heads and constituents to provide the necessary information and all the data shall be submitted to the City Planning Office for consolidation of accomplished data in the attached Local Data Capture Sheet.

LOCAL GOVERNMENT PERFORMANCE MANAGEMENT SYSTEM (LGPMS)

LGPMS, under Joint Memorandum Circular No. 1-2016 of the DILG, NEDA, DBM and DOF, serves as a robust online national information system on local government, and is a self-assessment, management and development tool that enables provincial, city and municipal governments to determine their capabilities and purposes:

- a. Supporting the development of a local government through the improved use of financial and human resources;
- b. Benchmarking local government performance against established standards; Informing national policymakers on the state of development in local governments;

The City Planning & Development Office (CPDO) is tasked to collect data on the five(5) areas of governance namely: Administrative Governance; Social Governance; Economic Governance; Environmental Governance and Valuing Fundamentals of Good Governance, from various line-agencies of the local government using the Data Capture Forms designed by the DILG and to be encoded on-line at the DILG-LGPMS website by the said office;

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

OPCR – is accomplished by the Department Heads,/Unit Heads/ Division heads with three(3) categories:

Strategic Priorities- these are outputs that implement and deliver the mandates of the agency as identified its strategy roadmap, OPIF & etc.

Core Functions – these are functions that deliver the main services & products of the agency.

Support Functions – these are functions that provide necessary resources to enable the agency-its offices & units – to effectively perform its mandate

The **City Planning & Development Office (CPDO)** serve as the PMT Secretariat :

a. Monitor the submission of OPCR and schedule the review/ evaluation of Office Commitment by the PMT before the start of a performance period.

b. Consolidates, reviews, validates and evaluates the initial performance assessment of the Head of Offices based on reported Office Accomplishment against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.

c. Conducts an agency performance planning & review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.

d. Provides each office with final Office Assessment to serve as basis of offices in the assessment of individual staff member.

1. BARANGAY ANNUAL INVESTMENT PROGRAM (AIP) BUDGET

Review and evaluate Barangay AIP budget

Office or Division:	City Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoor / Brgy. Captains			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Barangay Resolution • Proposed AIP budget of 73 barangays - Form 3 • Barangay AIP budget Form 2 			Barangay Secretary Barangay Treasurer	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents listed in the checklist of requirements then proceed to 2 nd flr. BGC Bldg.-CPDC office	1.1.Immediately review and evaluate upon presentation of the required documents needed	none	5 minutes	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1
	1.2.Upon review If error was found the documents will be returned to the person who presented the documents for necessary correction	none	5 minutes	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1
	1.3.If no error was found upon review , certification was then prepared	none	5 minutes	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1
		Total:	15 minutes	

2. BARANGAY ANNUAL INVESTMENT PROGRAM (AIP) BUDGET CERTIFICATION

Issuance of barangay AIP budget Certification

Office or Division:	City Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoor / Brgy. Captains			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">• Barangay Resolution• Proposed AIP budget of 73 barangays - Form 3• Barangay AIP budget Form 2			Barangay Secretary Barangay Treasurer	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents listed in the checklist of requirements then proceed to 2 nd flr. BGC Bldg.-CPDC office	1.1. Upon review of the documents submitted and found no error the certificate will be issued at once 1.2. The CPDC officer immediately sign & issue the certificate	none	5 minutes	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
		Total:	5 minutes	

3. CITIES / MUNICIPALITIES COMPETITIVENESS INDEX (CMCI)

Gathering of data and accomplishing the attached 2020 Local Data Capture Sheet, requiring the department/ unit heads provide the necessary information, that serves as a tool to evaluate the competitiveness level of our locality and undertake steps moving forward to further improve performance in investment promotion and creation of new jobs and the increasing coverage of the index signifies a higher level of awareness and commitment to improve data collection and LGU performance.

Office or Division:		City Planning & Development Coordinator		
Classification:		Simple		
Type of Transaction:		G2G Government to Government		
Who may avail:		City of Bacoor / Department/Unit Heads		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
All dept./unit heads concerned were given template to fill up based on the attached 2020 Local Data Capture Sheet			CPDC office	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the template given by CPDC Staff based on the attached Local Data Capture Sheet then submit immediately once it is completely done	1.1.Immediately consolidated the given information/ data needed to the attached Local Data Capture Sheet for finalization	none	20 minutes per office (depends on the availability of the data given to CPDC)	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1
	1.2.Presentation of the Local Data Capture Sheet to Mayor and all concerned department/unit heads for further evaluation of the consolidated data given	none	4 hours	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
	1.3. Upon review and approval of the Mayor, online transmittal of the Local Data Capture Sheet & other supporting documents to CMCI will follow	none	4 hours	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1
		TOTAL	8 hours, 20 minutes per office (depends on the availability of data given to CPDC)	

4. ECOLOGICAL PROFILE

Gathering of data from barangay socio economic profile, BDRRM, DEP-ED, and other concerned department/ unit heads, national agencies, to help the LGU determine the current level of services to its constituents, resources available, environmental factors that will affect policy to bring changes and to provide data that will lead to identification of problem situations affecting the target or specific segments of the population. The EP is the more comprehensive replacement of the usual Socio-Economic Profile (SEP) that gives equal coverage to the physical, biological, socio- economic, cultural and built environments. Consolidate & encode the gathered data.

Office or Division:		City Planning & Development Coordinator		
Classification:		Complex		
Type of Transaction:		G2C Government to Citizen G2G Government to Government		
Who may avail:		City of Bacoor / Brgy. Captains/ Department/Unit heads /Students/Researchers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Data from barangay socio economic profile, BDRRM, DEP-ED,& other concerned department/unit heads, national agency			Barangay, BDRRMO, Dep-Ed, other concerned department/unit heads & other National agency	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.The CPDC office will prepare the template to be filled up based on the questions attached for the needed information	1.Immediately distribute the template to all 73 brgys, BDRRMO, Dep-Ed and other concerned dept./unit heads & national agency	none	5 days	CPDC Staff
2.Submit all gathered data to CPDC office-2 nd flr. BGC Bldg. for consolidation	2.Immediately consolidate all data gathered	none	15 minutes per barangay data, BDRRM, Dep-Ed (depends on the availability of data)	CPDC Staff
		Total:	5 days distribution 15 minutes per barangay data, BDRRM, Dep-Ed	

5. TECHNICAL ASSISTANCE RENDERED TO WALK – IN/ PHONE-IN CLIENTS AND OTHER GOVERNMENT AGENCY

Render technical assistance to walk-in/phone-in clients and other government agency for their queries on CLUP, CDP, Ecological Profile, and Population of the LGU

Office or Division:	City Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	City of Bacoor / Brgy. Captains/ Department/Unit Heads /Students/Researchers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request with approval from Mayor's office			Person requesting documents	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present letter request with the approval from Mayor's office	1.Data is given immediately if available	none	5 minutes	Edna I. Bernardo Admin. Asst. III Generoso P. Broas Admin. Asst.III Annielyn N. Javier Statistician II Marjorie C. San Jose Project Dev't. Asst
		Total:	5 minutes	

6. ANNUAL ACCOMPLISHMENT REPORT

Consolidated and submitted to the COA, City Mayor and other concerned agencies, in accordance with the mandate of the Local Government Code by the **City Planning Office**.

Office or Division:		City Planning & Development Coordinator		
Classification:		Highly Technical		
Type of Transaction:		G2G Government to Government		
Who may avail:		City of Bacoor / Department/Unit Heads		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
All dept./unit heads concerned shall submit annual accomplishment report				From their office file
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The CPDC office prepare the letter to all concerned dept./unit heads for their annual accomplishment report	1.Distribute the letter to all concerned dept./unit heads for their annual accomplishment report	none	Half day	CPDC Staff
2. Submit annual accomplishment report all dept./ unit heads to CPDC office-2 nd flr. BGC Bldg.	2.1. Edit /print annual accomplishment report of all dept./unit heads before consolidation	none	20 days (depends on the availability of their report)	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1 Sarah Jane L. Rivera Casual/Clerk
	2.2. Consolidate after printing for book binding	none	3 days	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1 Sarah Jane L. Rivera Casual/Clerk
	2.3. Book binding of 10 books – Part 1 & Part 2	P700/book	3 days per book	Jose Henry J. Baluyot Project. Dev't. Officer II
		Total:	26 .5 days	

7. ANNUAL INVESTMENT PROGRAM (AIP)

Prepare Annual Investment Program which is the yearly program of expenditures both for capital and current operating requirements of the LGU that will serve as basis for the preparation of Annual and Supplemental Budgets and in accordance with the provision of JMC No.001 Series of 2007, the LDC shall cull out the AIP from the current slice of the LDIP, which upon approval of the Sanggunian, shall serve as the basis for preparing the Executive Budget.

Office or Division:		City Planning & Development Coordinator		
Classification:		Highly Technical		
Type of Transaction:		G2G Government to Government		
Who may avail:		City of Bacoor / Brgy. Captains/ Department/Unit Heads		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
All dept./unit heads concerned were given template to fill up for their annual budget			CPDC office	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The CPDC office prepare the template to be filled up to all concerned dept./unit heads for the annual budget purposes	1.Distribute the template to all concerned dept./unit heads for them to fill up	none	Half day	CPDC Staff
2. Submit all the proposed budget of all dept./unit heads to CPDC office-2 nd flr. BGC Bldg.	2. Consolidate all the proposed budget of every dept./unit heads for finalization	none	30 minutes per dept./unit heads(depends on the availability of the report)	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
		Total:	Half day for distribution 30 minutes per dept./unit heads(depends on the availability of report given to CPDC)	

8. ANNUAL PHYSICAL REPORT OF OPERATIONS

Consolidate Annual Physical Report of Operations of every Department and Unit Heads by the City Planning.

Office or Division:	City Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoar / Department/Unit heads			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fill- up the Annual Physical Report of Operations template of all Dept./Unit Heads			CPDC Office	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The CPDC office prepare the letter to all concerned dept./unit heads for their annual physical report of operations with attached template	1.Distribute the letter to all concerned dept./unit heads for their annual physical report of operations with attached template	none	Half day	CPDC Staff
2.Submit all filled-up form of annual physical report of operations of all dept./unit heads to CPDC office -2 nd flr. BGC Bldg.	2.1. Edit /print annual accomplishment report of all dept./unit heads before consolidation	none	5 minutes per dept./unit heads (depends on the availability of report)	Engr. Sylvia R. Castro City Gov't. Asst. Dept. Head 1 Sarah Jane L. Rivera Casual/Clerk
	2.2. Consolidate after printing for book binding	none	Half day	Engr. Sylvia R. Castro City Gov't. Asst. Dept. Head 1 Sarah Jane L. Rivera Casual/Clerk
		TOTAL	1 day –distribute & consolidate 5 minutes per dept./unit heads	

9. CITY DEVELOPMENT COUNCIL RESOLUTION

Prepare Notice of Meeting, Minutes of the Meeting and Resolutions of the City Development Council

Office or Division:		City Planning & Development Coordinator		
Classification:		Complex		
Type of Transaction:		G2G Government to Government		
Who may avail:		City of Bacoor / Department/Unit heads		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Notice of Meeting, Minutes of the Meeting , CDC Resolution				CPDC Office
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Prepare Notice of Meeting for CDC Council & Members	1.Distribution of Notice of Meeting for CDC Council & Members	none	30 minutes	CPDC Staff
2.Preparation of Minutes of the Meeting & CDC Resolution	2.1. Prepare Meeting, Minutes of the Meeting & CDC Resolution	none	half day	Engr. Sylvia R. Castro City Gov't. Asst.Dept. Head 1
	2.2. Minutes of the Meeting & CDC Resolution reviewed & signed by the CDC Secretariat	none	10 minutes	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
	2.3.Distribution of CDC Resolution to concerned CDC Council & Members for signing of documents	none	5 minutes per signatory(depends on the availability of the signatory)	Jose Henry J. Baluyot Project Dev't. Officer II Romell B.Espiritu Reproduction Operator II
		TOTAL	4.5 hours 5 minutes per signatory	

10. CONSOLIDATION OF COMPREHENSIVE LAND USE PLAN (CLUP) DATA

Consolidate gathered data from different departments/unit heads concerned in preparation for Comprehensive Land Use Plan (CLUP) 10 years plan.

Office or Division:		City Planning & Development Coordinator		
Classification:		Highly Technical		
Type of Transaction:		G2C Government to Citizen G2G Government to Government		
Who may avail:		City of Bacoor / Brgy. Captains/ Department/Unit Hheads /Students/Researchers		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Gathering of data from different dept./unit heads concerned				Dept./Unit Heads
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Preparation of template to be filled up by the dept./unit heads concerned re CLUP data	1..Distribution of prepared template to all concerned dept./unit head concerned	none	10 minutes per dept./unit heads	CPDC Staff
2. Submit to CPDC office -2 nd flr. BGC Bldg.- all the filled-up documents	2. Consolidate all the given data then turn over to consultant	none	10 minutes per dept./unit heads	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
		TOTAL	20 minutes per dept./unit heads	

11. PREPARATION OF LOCAL DEVELOPMENT INVESTMENT PROGRAM (LDIP)

Prepare LDIP which is the document that translate CDP into a programs, projects and activities (PPAs), for funding and implementation at the local level which involve ranking the PPAs identified by the local government and matching the prioritized projects with the investment financing capacity of the city and a time frame of 3 years

Office or Division:	City Planning & Development Coordinator			
Classification:	Highly Technical			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoor / Department/Unit Heads			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Documents that translate CDP into a programs, projects & activities (PPAs)			Planades consultant	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit proposed programs, projects & activities from CDP documents	1.Prepare LDIP based from CDP proposed PPAs	none	30 days (depends on the availability of documents needed)	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
		Total:	30 days	

12. REVIEW AND EVALUATE OPCR and DPCR

Review the Office Performance Commitment Review (OPCR) and Division Performance Commitment Review (DPCR) of every department/unit heads prior to signing of Chairman of PMT and City Mayor.

Office or Division:	City Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoor / Department/Unit Heads			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
OPCR and DPCR form to be filled up			Concerned Department/Unit	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit OPCR & DPCR to CPDC office 2 nd flr.,BGC Bldg.for review	1.Immediately review & return if there's correction and if no error submit in 3 copies	none	5 minutes	Engr. Sylvia R. Castro City Gov't. Asst. Dept. Head 1
2. Submit in 3 copies if reviewed & found no error	2.Immediately signed by the PMT Secretariat & release prior to signature of PMT Chairman and City Mayor	none	5 minutes	Engr. Jesus D. Francisco City Gov't. Dept. Head 1
		Total:	10 minutes	

13. PERFORMANCE MANAGEMENT TEAM (PMT) SECRETARIAT

Prepare the Notice of Meeting, Minutes of the Meeting, PMT Resolution and the Ranking of eligible offices or delivery units pertaining to Performance Based Bonus (PBB)

Office or Division:	City Planning & Development Coordinator			
Classification:	Complex			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoor / Department/Unit heads			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Summary list of Ranking of Eligible offices or delivery units based from OPCR			CPDC office-PMT Secretariat	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Call for a Meeting	1.1.The PMT Secretariat issue notice of meeting for the ranking of eligible offices or delivery units pertaining to PBB to all PMT members	none	30 minutes	Engr. Jesus D. Francisco City Gov't. Dept. Head 1 PMT Secretariat
	1.2.Prepare Minutes of the Meeting	none	30 minutes	Engr. Sylvia R. Castro City Gov't. Asst. Dept. Head 1
		Total:	1 hour	

14. PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

A project procurement management plan submitted to BAC secretariat to be included in the AIP.

Office or Division:	City Planning & Development Coordinator			
Classification:	Complex			
Type of Transaction:	G2G Government to Government			
Who may avail:	City of Bacoor / Brgy. Captains/ Department/Unit heads			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fill up the Project Procurement Management Plan form			BAC office	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- up PPMP form	1.1.Prepare CPDC Project Procurement Management Plan	none	15 minutes	Marjorie C. San Jose Project Dev't. Asst
	1.2.Reviewed & evaluated CPDC PPMP	none	5 minutes	Engr. Sylvia R. Castro City Gov't. Asst. Dept. Head 1
	1.3. Signed by CPDC officer for approval of CPDC PPMP	none	5 minutes	Engr. Jesus D. Francisco City Gov't. Dept. Head 1 PMT Secretariat
	1.4. Submit to BAC for further review & final approval of CPDC PPMP	none	5 minutes	Marjorie C. San Jose Project Dev't. Asst
		Total:	30 minutes	

**CITY SOCIAL WELFARE AND
DEVELOPMENT OFFICE
(External Services)**

I. MANDATE:

The City Social Welfare and Development Office is the lead agency mandated to uplift the living condition of the marginalized sectors of the community. It implements five (5) major programs specifically:

- a) Family and Community Welfare – provision of services to strengthen, capacitate, empower community and families
- b) Child and Youth Welfare – provision of services for the protection and promotion of children's right
- c) Women Welfare – provision of services to empower and enable women to participate in community development processes
- d) Elderly/Disabled Welfare – provision of services to senior citizen and person with disability to encourage community participation including self-enhancement activities
- e) Emergency Welfare – provision of emergency needs to families affected by calamities and those presently in crisis situation.

II. VISION:

"Empowered individuals, families and communities with sustained socio-economic development for an improved quality of life."

III. MISSION:

"To assist needy Bacooreños to meet their basic needs, protect and uphold the rights of children, help restore dignity and self-worth, develop and enhance potentials, capacitate dysfunctional individuals, promote and strengthen family relationship, motivate and enable communities to partake in developmental processes."

IV. SERVICE PLEDGE:

1. Provision and delivery of social welfare programs and services for the identified clientele group.
2. Lead in advocating the rights and uplifting the welfare of the children.
3. Promotion of family solidarity.
4. Empower families and communities through provision of opportunities for socio-economic advancement.

1. **AIDS TO INDIVIDUAL IN CRISIS SITUATION**
Provision of Burial, Medical, Financial Assistance, Social Case Study Report and Certificate of Indigency for individuals who are currently experiencing an emergency situation.

Office or Division	Emergency Unit (Action Center)
Classification	Simple
Type of Transaction	G2C Government to Citizen
Who may avail:	All residents of Bacoor who are presently in a crisis situation and cannot cope up with their current needs.
<div><div>CHECKLIST OF REQUIREMENTS</div><div>WHERE TO SECURE</div></div>	
<div><div><div><div>A. Burial Assistance:<ul style="list-style-type: none">•Barangay Clearance (requestor) – 1 copy•Barangay Indigency Certificate(deceased) -1 copy•Registered Death Certificate -1 copy•Funeral Contract – 1 copy•Personal Letter of the person requesting the assistance 1 copy<p>Note: if the death place is not in Bacoor, need to submit valid ID with address in Bacoor for both the deceased and the requestor – 1 photocopy but original to be presented</p></div><div>B. Hospitalization Assistance:<ul style="list-style-type: none">•Medical Abstract – 1 copy•Hospital bill – 1 copy•Barangay Clearance (requestor) – 1 copy•Barangay Indigency Certificate (patient) – 1 copy•Personal Letter of the person requesting the assistance 1 copy</div><div>C. Financial Assistance (Medicines/Maintenance)<ul style="list-style-type: none">•Medical Certificate, 1 copy• Updated Prescription , 1 photocopy•Barangay Clearance, 1 copy•Barangay Indigency Certificate, 1 copy•Personal Letter of the person requesting the assistance -1 copy</div><div>D. Financial Assistance (Transportation/subsistence)<ul style="list-style-type: none">•Barangay Clearance, 1 copy•Barangay Indigency Certificate, 1 copy•Social Case Study Report, 1 copy•Personal Letter of the person requesting the assistance 1 copy</div><div>E. Social Case Study Report (to be submitted to other GO’s and NGO’s)<div>E.1. Hospitalization Assistance:<ul style="list-style-type: none">•Medical Abstract, 1 copy•Hospital bill – 1 copy•Barangay Clearance (requestor), 1 copy•Barangay Indigency Certificate (patient), 1 copy•Valid ID (requestor and patient) – 1 photocopy, original to be presented</div><div>E.2. Burial Assistance:<ul style="list-style-type: none">•Barangay Clearance (requestor), 1 copy•Barangay Indigency Certificate(deceased), 1 copy•Registered Death Certificate, 1 copy•Funeral Contract, 1 copy•Valid ID (requestor and patient) – 1 photocopy, original to be presented</div><div>E.3. Financial Assistance (Medicines/Maintenance)</div></div></div><div><ul style="list-style-type: none">•Barangay where the client Resides•Barangay where the deceased reside•Local Civil Registrar•Funeral Parlor that provided the service• Public/private physician• Hospital where the client is confined• Barangay where client resides• Public/private physician•Public/private physician•Barangay where client resides•Barangay where client resides•CSWDO*Public/private physician* Hospital where patient is confined*Barangay where client resides* SSS, Post Office, LTO•Barangay where the client resides•Local Civil Registrar•Funeral parlor providing the service•SSS, GSIS, LTO, Post Office, Pag-ibig</div></div></div>	

<ul style="list-style-type: none"> •Medical Certificate, 1 copy • Updated Prescription, 1 photocopy •Barangay Clearance, 1 copy •Barangay Indigency Certificate, 1 copy •Valid ID (requestor and patient) – 1 copy, original to be presented <p>F. Certificate of Indigency</p> <ul style="list-style-type: none"> •Certificate of No Property – 1 copy •Barangay Clearance – 1 copy •Barangay Indigency Certificate- 1 copy 			<ul style="list-style-type: none"> • Public/private physician •Public/private physician •Barangay where client resides <ul style="list-style-type: none"> •SSS, GSIS, LTO, Post Office, Pag-ibig <ul style="list-style-type: none"> •Assessor’s Office •Barangay where client resides 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Inquire at the barangay/office	1.Inform/advise of the needed requirements thru the Barangay /BNS	none	10 minutes	**Office-based Social Workers & SWA Team assigned for the week TEAM 1 Ricca O. Calapit SWO 4 TEAM 2 Faith Fajutagana SWO 3 TEAM 3 Ariel Palencia SWO 3 Team 4 Crisphina M. Castillo SWO 4
2. Submit requirement thru email, messenger. Or submission thru the barangay	2.Received emailed documents from the barangay/BNS	none	5 minutes	**Office-based Social Workers & SWA Team assigned
	2.1. Forward the case/documents to the Community Social Workers.	none	5 minutes	**Office-based Social Workers & SWA Team assigned
3.Client provides the needed information	3. Assessment/Preparation of Social Case Study Report	none	30 minutes	***Community Social Workers(11 @handling 6 brgys and 1 handling 7 brgys) and SWA Team Gina Pernelos SWO 3 /Cheryl Bernadette Sabino Kathrina de Castro SWO 3/Zarah Eusebio Jocelyn Tabasan SWO 3/Grace Grageda Jackielou Sael SWO 2/Shiela Canal Evelyn Castillo SWO 3/ Lalaine Reformado Christian Joshua Guillermo SWO 2/Lorna Rodriguez, Ma. Cristina Corsame Hannah Phoebe Rodriguez SWO 2/ Iannah Zhadrix Lim SWO 1/Emma Pido Chinque Clemente SWO 1/Jeje Obligar Rossana Fuentes SWO 1/Vivian Cataga Sherah Rua

				Caballes SWO 1/Caryl Diaz Kristine Azana SWO 1/Jade Reyes
4.Wait for the approval	4.Submit for recommendation and approval	none	10 minutes	**Community Social Workers (11 @handling 6 brgys and 1 handling 7 brgys CSWDO Office of the Mayor
5. Client receives the needed assistance	5.Release the needed assistance. -Social Case Study Report, Certificate of Indigency to the client or thru the barangay - Financial Assistance thru house to house or in the barangay hall.	none	10 minutes	Flordelina Calinog RC Emiliana D. Ugalde CSWD Officer
	5.1 Guarantee Letter and Burial Assistance are sent directly thru email to the hospital or funeral parlor	none	5 minutes	Ma. Cristina C. Bombita SWAsst
Total:			1 hour and 15 minutes	

2. CHILD DEVELOPMENT SERVICE

Provision of early childhood care and development activities which focus on the six (6) domains of child development and in preparation for their formal entry to education.

Office or Division		CHILD DEVELOPMENT UNIT		
Classification		Highly Technical		
Type of Transaction		G2C Government to Citizen		
Who may avail:		3-4.11 years old pre-school children		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
•Barangay Clearance •Birth Certificate •Immunization Records			*Barangay where the child resides *PSA *Health Center	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Child stay in his/her home .	1. Mapping/survey of children in the barangay	none	1 day	Geraldo Reyes CDW's/Focal CDW Coordinators /Team Leaders Child Dev't Workers
2.Parents attend meeting	2. Meeting with parents on the prescribed mode of ECCD learning scheme	none	2 hours	Geraldo Reyes CDW's/Focal Coordinators/Team Leaders Child Dev't Workers
3.Fill-up the application form(Kasunduan)	3. Administers the filling up of the forms thru email or distribution of kasunduan form	none	10 minutes	Geraldo Reyes CDW's/ Focal CDW Coordinators /Team Leaders Child Dev't Workers
4.Parent assists his/her child in doing the structured activities at home	4. Provide modules for the structured activities	none	2 hours a day for 10 months	Child Dev't Workers
5.Child participates in the CDC Supplementary Feeding Note : SF is a tie up project with DSWD IV-A	5.Provides hot meals and dry ration foods for Supplementary Feeding	none	10 minutes	Cristina O. Elalto Nutrition Officer 4 Child Devt Workers BNS
6. Parent provides feedback on the progress of his/her child's learning	6. Conduct weekly home monitoring thru video calls/text messages	none	5 minutes /child	CDW's
7.Parent assists in getting the child's monthly height and weight	7. Conduct weight and height monitoring	none	10 minutes	Cristina O. Elalto Nutrition Officer 4 Child Devt Workers BNS
8. Child completes the 10-month home session	8.Termination of service/recognition ceremony	none	3 hours	Office of the Mayor Emiliana D. Ugalde CSWD Geraldo Reyes CDW's/Focal CDW Coordinators/ Team Leaders Child Dev't Workers
Total:			10 months	

CHILD DEVELOPMENT SERVICE IS COVERED BY RA 8980, RA 697

3. **DISASTER RELIEF ASSISTANCE**

Provision of timely and appropriate assistance at the onset of disasters to the disaster affected individuals/families.

A. Without Evacuation Centers

Office or Division		CSWD OFFICE		
Classification		Complex		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Individuals/Families affected/victims of natural and man-made disasters.		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none">•Certificate from the barangay that individuals/families are affected by calamity.•Certification from BFP (if fire victims) •Certificate of Eligibility, Certification that families/individuals are affected by the calamity				Barangay Bureau of Fire Protection (Bacoor) CSWDO – City of Bacoor
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Victims stay in the barangay	1. Ocular survey of the affected areas	none	10 minutes	Emiliana D. Ugalde CSWD Officer Social Workers
2. Enlist in the list of affected families from the barangay	2. Receives reports of affected families from the barangay	none	20 minutes	Community Social Workers
3.Client/affected families wait in their barangay for interview	3. Validation	none	1 day	Community Social Workers SWA Day Care Workers
4. Client gets stub for relief assistance.	4. Issuance of relief assistance stub to the families in the barangay	none	2 minutes/client	Community Social Workers SWA Day Care Workers
5. Client gets the assistance	5. Provision of relief assistance	none	2 minutes/client	Community Social Workers Day Care Workers SWA Emiliana D. UGalde CSWD Office Office of the Mayor

B. With Evacuation Centers

Office or Division		CSWD OFFICE		
Classification		Highly technical/ Multi- stage Processing		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Individuals/Families affected/victims of natural and man-made disasters.		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none">•Certificate from the barangay that individuals/families are affected by calamity.•Certification from BFP (if fire victims)•Certificate of Eligibility, Certification that families/individuals are affected by the calamity				Barangay Bureau of Fire Protection (Bacoor) CSWDO – City of Bacoor
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Affected individuals/families stay in the barangay	1. Coordinate with the barangay officials for the ocular survey/ assessment	none	2 hours	Emiliana D. Ugalde, CSWDO Social workers assigned in the concerned

				barangay
2.Affected individuals/families stay in the evacuation centers	2. Work with other LGU offices for the setting up of Evacuation Centers and other support services	none	3 hours	Emiliana D. Ugalde CSWD Officer Office of the Mayor
	2.1 Victims are provided with hot meals and other needs for the entire duration of stay in the evacuation center.	none	Depends on the number of affected victims	Cristina Elalto Nutrition Officer 4, Nutrition Unit Staffs, BNS Social Worker assigned as Camp Manager SWA
	2.2 Prepare Disaster Report for other GO's and NGO's	none	2 hours	Felicidad C. de Castro CGADH Emiliana D. Ugalde CSWD Officer
3. Respond to Intake interview receive the Family Access Card	3.1. Conduct Intake Interview	none	Depends on the number of affected families	Social Workers, SWA, SWAsst, Day Care Workers
	3.2. Provide with Family Access Card (to be signed by the worker everytime the victims receive an assistance	none	Depends on the number of affected families	Social Workers, SWA, SWAsst, Day Care Workers
	3.3. Masterlisting /Profiling of Affected families' data	none	Depends on the number of affected families	IT Unit: Ross Anniel Romasanta Team Leader Romel Remojo SWA Nicole Gabrielle L. Guy-joco Admin Officer 4 Blesilda Velasco Admin Aide 4 Jayson Galvez Casual Aileen Pineda Casual
4. Affected individuals/families wait in the evacuation center	4.1. Validation in the area/site	none	Depends on the number of affected families	Social Workers, SWAsst, SWA, DCW
	4.2. Sanitation of masterlist)	none	Depends on the number of affected families	IT Unit: Ross Anniel Romasanta Team Leader Romel Remojo SWA Nicole Gabrielle L. Guy-joco Admin Officer 4 Blesilda Velasco Admin Aide 4 Jayson Galvez Casual Aileen Pineda Casual
5. Attend meetings regarding their rehabilitation plan	5. Conduct meeting with the victims regarding rehabilitation plans	none	2 hours	Social Worker Emiliana D. Ugalde CSWD Officer Other dept heads involved in the operation Office of the Mayor
6. Affected	6. Implementation	none	1 day (or longer	Social Worker

individuals/families carry out the agreed rehabilitation plan	of rehabilitation plans - Provision of financial assistance (for Balik-Probinsiya , for rebuilding their house or for house rental) -Relocation		depending on the number of affected families)	Emiliana D. Ugalde CSWD Officer Other dept heads involved in the operation Office of the Mayor
	7. Termination (preparation of termination report)	none	1 day	Felicidad C. de Castro – CGADH Emiliana D. Ugalde CSWD Officer

*** *DISASTER OPERATION With Evacuation Centers qualified for multi- stage process.*

Total processing time: Depends on the severity of damage and number of affected families.

4. GIRLS’ HOME

Residential/center-based Social Protection Services to Children/Youth Girls’ Home which provides 24/7 residential care and rehabilitative services for girls 0-17 years old who are identified as abandoned, neglected, exploited and victims of all forms of abuses and In- Conflict with the Law. It is designed to provide protective alternative care and homely atmosphere for the children’s early recovery and healing process.

A. FOR ABUSED, ABANDONED, FOUNDLING, TRAFFICKING CASES

Office or Division		GIRLS’ HOME		
Classification		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Female children below 18 years old who are Child in Conflict with the Law, abused, abandoned, neglected, trafficked		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Referral letter, 1 copyPolice or barangay blotter , 1 copyMedical certificate, 1 copyNegative SWAB result, 1 copyBirth Certificate, 1 copy			<ul style="list-style-type: none">Office of the referring partyPNP, BarangayHospital, Health CenterPSA, Local Civil Registrar	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client is turned over to the center	1.Conduct intake interview	none	30 minutes	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide
2.Child undergoes medical or medico-legal examination, if needed	2.Assist the minor for medical or medico-legal examination in Health Center, NBI Manila or Child Protection Unit – PGH	none	1 day	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide
3.Child gives statement at PNP – Child and Women’s Desk, if needed	3.Assist the child/minor to give statement at PNP-WCPD	none	½ day	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide
4. Goes to Provincial Prosecutor’s Office to personally submit Sworn Statement, if needed	4. Assist in Filing a case the Prosecutor’s Office	none	½ day	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide
5.Stays in the center and avails of the services while at the center	5.Provide temporary shelter/residential services and other support services	none	Stay is not definite, depends on the case	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide Ma. Florisa Mojica Admin staff Janine Torrijos Center Tutor Joenel Aranzamended Livelihood Trainor HOUSEPARENTS (3 groups)
5.1 Client participates in the daily activities	5.1 Monitoring of the children daily activities	none	24 hours	SWO 3 HOUSEPARENTS (3 groups) Irene Guinday

				SWA Jesani Rose Casuno Center Head
5.2 Client participates in other activities being conducted in the center in coordination with other GO's and NGO's	5.2. Assists in the conduct of other outreach activities.	none	2 hours	SWO 3 HOUSEPARENTS (3 groups Ma. Florisa Mojica Admin staff Janine Torrijos Center Tutor Irene GUinday SWA Jesani Rose Casuno Center Head
5.3 Client bonds with relatives during center visit every Friday ,2:00 – 4:00 PM ***Due to the pandemic, Center visit is not allowed but communication with family is thru voice/video call, txt messages	5.3. Inspect/monitor visitors during visiting time	None	2 hours	SWO 3 HOUSEPARENTS (3 groups) Ma. Florisa Mojica Admin Irene Guinday SWA Jesani Rose Casuno Center Head
6. Child provides names/ information of relatives	6.1. Identify and conduct collateral interview to relatives of the child/minor who is willing to take custody through phone call or video call, if child could not be turn-over to family.	none	2 hours	Jesani Casuno Center Head SWO 3
	6.2. Conduct video call counselling to custodian	none	3 hours	Jesani Casuno Center Head SWO 3
7. Child participates in the interview for SCSR	7.1. Prepares Social Case Study Reports and other needed documents	none	2 days	Jesani Casuno Center Head SWO 3
	7.2. Submit through email for approval of the CSWD Officer	none	10 minutes	Jesani Casuno Center Head SWO 3 Emiliana D. Ugalde CSWD Officer
	7.3. Coordinate through email or telephone with other GO's and NGO's for appropriate assistance for children needing permanent, long term assistance or reintegration to family	none	2 weeks	Jesani Casuno Center Head Social Welfare Officer 3
8. Attends pre-discharge conference	8. Conduct pre-discharge conference thru zoom	none	2 hours	Emiliana D. Ugalde CSWD Officer Jesani Casuno Center Head SWO 3 NGO's/GO's or Custodian/ family
9. Minor reintegrated /turn-	9. Turn over the minor to family/ or	none	2 hours	Emiliana D. Ugalde CSWD Officer

over to custodian or to other agency.	to other institution			Jesani Casuno Center Head SWO 3
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GIRLS’ HOME is covered under RA 9344, RA 10630, RA 7610, RA 9208

B. FOR CHILDREN IN CONFLICT WITH THE LAW ADMITTED AT GIRLS’ HOME:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client is turned over to the center	1.Conduct intake interview	none	30 minutes	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide
2.Stays in the center and avails of the services while at the center	2. Provide temporary shelter/residential services and other support services	none	24 hours a day, Stay is not definite, depends on the case	Jesani Rose Casuno Center Head SWO 3 Irene Guinday Social Welfare Aide Ma. Florisa Mojica Admin staff Janine Torrijos Center Tutor Joenel Aranzamended Livelihood Trainor HOUSEPARENTS (3 groups)
2.1 Client participates in the daily activities	2.1.Monitors daily activities of the children	none	24 hours	HOUSEPARENTS (3 groups) Ma. Florisa Mojica Admin staff Janine Torrijos Center Tutor Joenel Aranzamended Livelihood Trainor Jesani Rose Casuno Center Head SWO 3
2.2 Client participates in other activities being conducted in the center in coordination with other GO’s and NGO’s	2.2. Assist in the conduct of other outreach activities	None	3 hours	HOUSEPARENTS (3 groups) Ma. Florisa Mojica Admin staff Janine Torrijos Center Tutor Joenel Aranzamended Livelihood Trainor Irene Guinday SWA Jesani Rose Casuno Center Head SWO 3
2.3 Client bonds with relatives during center visit every Friday , 2:00 – 4:00 PM ***Due to the pandemic, Center visit is not allowed but communication with family is thru voice/video call, txt messages	2.3.Inspect/ monitor visitors during visiting time	none	2 hours	HOUSEPARENTS (3 groups) Ma. Florisa Mojica Admin staff Irene Guinday SWA Jesani Rose Casuno Center Head SWO 3
3.Participates /answers the interview on discernment tool	3. Prepare discernment report	none	1 day	Jesani Casuno Center Head SWO 3
	3.1 Submit through email for approval of the CSWD Officer	none	10 minutes	Jesani Casuno Center Head SWO 3 Emiliana D. Ugalde CSWD Officer

	3.2 Submit to Prosecutor's Office	none	2 hours	Jesani Casuno Center Head SWO 3 Irene Guinday SWA
4. Attends hearing	4. Assists during hearing	none	4 hours	Jesani Casuno Center Head SWO 3 Irene Guinday SWA
5. Waits for the disposition of the court	5. For dismissed case, prepares child for reintegration to family	none	2 days	Emiliana D. Ugalde CSWD Officer Jesani Casuno Center Head SWO 3
	5.1. Coordinates with other agency, for case for transfer to other agency.	none	Not definite, depends on the receiving agency	Jesani Casuno Center Head SWO 3
6. Attends the pre-discharge conference	6. Conduct Pre-discharge conference	none	2 hours	Emiliana D. Ugalde CSWD Officer Jesani Casuno Center Head SWO 3 GO/NGO/Family
7 .Minor reintegrated to family/ or transferred to other agency	7. Turn-over of minor to family /or to the receiving agency	none	2 hours	Emiliana D. Ugalde CSWD Officer Jesani Casuno Center Head SWO 3

***GIRLS' HOME is covered under RA 9344, RA 10630, RA 7610, RA 92

Total processing time: 24 hours temporary shelter to children; stay of children in the shelter is not definite; depends on the case

5. HALFWAY HOUSE

Residential/center-based Social Protection Services to Children in Conflict with the Law. It provides rehabilitative activities that aim to restore their normal functioning thus facilitate reintegration to their families/community.

Office or Division	HALFWAY HOUSE			
Classification	Multi-Stage Processing			
Type of Transaction	G2C Government to Citizen G2G Government to Government			
Who may avail:	Male children below 18 years old who are Child in Conflict with the Law, Child at Risk			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Referral letter -1 copyPolice or barangay blotter – 1 copyMedical certificate – 1 copyBirth Certificate, baptismal or school record (that will prove client's age) - 1 copyNegative SWAB Test result – 1 copy			<ul style="list-style-type: none">Office of the referring partyPNP, BarangayHospital, Health CenterPSA, Local Civil Registrar, schoolCHO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client is turned over to the center	1. Conduct intake interview	none	30 minutes	Bermely Balase Center Head SWO 3 Nino Castillo Social Welfare Aide
2. Client answers the questions ask by the social worker based on the discernment tool.	2.1. Conduct assessment using the Discernment Tool	none	7 days	Bermely Balase Center Head SWO 3 Nino Castillo Social Welfare Aide
	2.2. Prepare Discernment Report	none	1 day	Bermely Balase Center Head SWO 3
	2.3. Submit Discernment Report to CSWDO Head for approval	none	20 minutes	Bermely Balase Center Head SWO 3 Emiliana D. Ugalde CSWD Officer
	2.4. Submit approved/noted Discernment Report to City Prosecutor's Office	none	2 hours	Bermely Balase Center Head SWO 3 Nino Castillo Social Welfare Aide
3.1. Client avails of the services while at the center	3.1. Provides homecare and support services	none	24 hours	Bermely Balase Center Head SWO 3 Nino Castillo Social Welfare Aide Ruby Agana Tutor Ma. Lourdes Morales Admin HOUSEPARENTS (3 teams)
3.2. Client participates in the daily activities	3.2. Monitors daily activities	none	24 hours	HOUSEPARENTS (3 teams) Ruby Agana Tutor Ma. Lourdes Morales Admin

				<p>Nino Castillo SWA</p> <p>Bermely Balase Center Head SWO 3</p>
3.3. Client participates in other activities being conducted in the center in coordination with other GO's and NGO's	3.3. Assist in the conduct of other outreach activities	none	3 hours	<p>HOUSEPARENTS (3 teams) Ruby Agana Tutor</p> <p>Ma. Lourdes Morales Admin</p> <p>Nino Castillo SWA</p> <p>Bermely Balase Center Head SWO 3</p>
<p>3.4. Client bonds with relatives during center visit every Thursday and Sunday , 2:00 – 4:00 PM</p> <p>***Due to the pandemic, Center visit is not allowed but communication with family is thru voice/video call, text messages</p>	<p>3.4. Inspect/monitor visitors during visiting time</p> <p>3.5. Logging in the guest logbook and depositing personal things in the Claim and Deposit Counter</p>	none	2 hours	<p>HOUSEPARENTS (3 teams)</p> <p>Nino Castillo SWA</p> <p>Bermely Balase Center Head SWO 3</p>
4. Attends court hearing	4. Assists client in attending court hearing	none	4 hours	<p>Bermely Balase Center Head SWO 3</p> <p>Nino Castillo Social Welfare Aide</p>
5. Waits for Court Disposition	5.1. Assist in the preparation of documents needed for the processing of the bail, If client opted to post bail	none	3 hours	<p>Bermely Balase Center Head SWO 3</p> <p>Nino Castillo Social Welfare Aide</p>
	5.2. Prepares community intervention plan for submission to court, if case is dismissed	none	1 day	<p>Bermely Balase Center Head SWO 3</p> <p>Nino Castillo Social Welfare Aide</p>
	5.3. Coordinates with NTSB, for transfer of CICL with suspended sentence.	none	1 day	<p>Bermely Balase Center Head SWO 3</p>
	5.4. Prepare documents for submission to NTSB thru e-mail(Court Order, Birth Certificate and Social Case Study Report)	none	2 days	<p>Bermely Balase Center Head SWO 3</p> <p>Nino Castillo Social Welfare Aide</p>
6.Attend pre-discharge conference	6. Conduct pre-discharge conference for after	none	2 hours	<p>Bermely Balase Center Head SWO 3</p>

	care arrangement/turn-over *** Due to the pandemic Pre-discharge conference is thru zoom meeting			Community Social Worker BCPC, Parent Agency Social Worker
7.Minor reintegrates with family/transfer to other agency	7.1. Release the minor to parents/guardian and signing of the discharge slip	none	2 hours	Bermely Balase Center Head SWO 3 Emiliana D. Ugalde CSWD Officer
	7.2. Turn over to NTSB *** due to pandemic, NTSB is not accepting transfer	none	1 day	Bermely Balase Center Head SWO 3 Emiliana D. Ugalde CSWD Officer

HALFWAY HOUSE is covered under RA 9344, RA 10630

Total processing time: 24 hours temporary shelter to children; stay of children in the shelter is not definite; depends on the case

6. **ISSUANCE OF SOLO PARENT ID**
 Issuance of ID to qualified and assessed solo parents pursuant to Republic Act 8972 or an Act providing for benefits and privileges to solo parents and their children.

Office or Division		Special Case Unit		
Classification		Simple		
Type of Transaction		G2C Government to Citizen		
Who may avail:		Solo parent with minor children or those with special need children even above 17 years old but could not care for themselves.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> •Application Form -1 copy •Barangay Certification of being a solo parent -1 copy •Birth Certificate of minor children- 1 xerox copy •Death Certificate of Spouse, for widowed applicant – 1 xerox copy •Medical Certificate for children with Special Needs – 1 copy •Income Tax Return, for working applicant – 1 copy (if employed) •2 pcs. 1 x 1 ID picture of the applicant 			*CSWDO /Barangay *Barangay where the solo parent resides *Local Civil Registrar *Local Civil Registrar *Public or private physician *Employer of the applicant *applicant's employer (if employed)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Inquire at the barangay/office	1. Initial interview through in the barangay or phone call/video call	none	10 minutes	Maritess Advincula RC Olivia Aliscad RC
2.Fill-up application form	2. Provide form or thru the Barangay/BNS	none	10 minutes	Maritess Advincula RC Olivia Aliscad RC Barangay
3.Client submit the form with the requirements	3. Receive, assess scanned documents from the barangay	none	15 minutes	Maritess Advincula RC Olivia Aliscad RC
4.Client waits for the signed Solo Parent ID in the barangay	4. Validation/Approval	none	10 minutes	Social Worker Emiliana D. Ugalde CSWDO Office of the Mayor
5.Solo parent /barangay official receives the ID	5. Releasing of the ID thru the barangay or to the Solo Parent	none	5 minutes	Maritess Advincula RC Olivia Aliscad RC
Total processing time:			50 minutes	

7. **PRE-MARRIAGE ORIENTATION AND COUNSELLING**
Provision of orientation and counselling to couples before getting married. Orientation and counselling prepares them for their responsibilities, duties and functions as husband and wife, as parent and in home management. It also tackles husband and wife relationship and planning for their family.

PRE-MARRIAGE ORIENTATION

Office or Division		Special Case Unit		
Classification		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		All couples planning to get married.		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
•Application for Marriage License •Payment of Marriage License Fee				Local Civil Registrar City Treasurer's Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Couple attends the orientation - - has already applied for marriage license and paid necessary fees	1. Provide Pre-marriage orientation – jointly with City Population Office, City Health Office(maximum of 5 couples)	none	3 hours	Crisphina M. Castillo SWO 4 Christian Joshua Guillermo SWO 2
2.Couple waits for the PMC Certificate	2. Prepares/signs the PMC Certificate	none	5 minutes	Crisphina M. Castillo SWO 4 Christian Joshua Guillermo SWO 2
3.Couple accepts PMC Certificate	3. Release the PMC Certificate	none	2 minutes	Crisphina M. Castillo SWO 4 Christian Joshua Guillermo SWO 2

A. PRE-MARRIAGE COUNSELLING

Office or Division		Special Case Unit		
Classification		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail		Couples planning to get married who are below 24 years old.		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
•Application for Marriage License •Payment of Marriage License Fee				Local Civil Registrar City Treasurer's Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Couple attends the Pre-Marriage Counselling -has already applied for marriage license and paid necessary fees - has attended the joint Pre-Marriage Orientation	1. Conduct pre-marriage counselling (thru zoom) maximum of 5 couples	none	1 hour	Crisphina M. Castillo SWO 4 Christian Joshua Guillermo SWO 2
2.Couple waits for the PMC Certificate	2. Prepares/signs the PMC Certificate	none	5 minutes	Crisphina M. Castillo/SWO 4 Christian Joshua Guillermo SWO 2
3.Couple accepts PMC Certificate	3. Release the PMC Certificate	none	2 minutes	Crisphina M. Castillo/SWO 4 Christian Joshua Guillermo SWO 2

Total processing time: 4 hours and 14 minutes

8. REACH OUT PROJECT
- A project that aims to rescue children who are at risk from the street and facilitate their turn-over to their families or placement in other appropriate institutions.

Office or Division		Cluster 1 and Cluster 2 Unit		
Classification		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Street children, child laborers,		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None; based on messages or reports from concerned citizens/ barangay				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Concerned citizen or barangay reports cases of street children	1.Receives report /phone calls	none	10 minutes	**. Office-based Social Workers & SWA Team assigned for the week TEAM 1 Ricca O. Calapit SWO 4 TEAM 2 Faith Fajutagana SWO 3 TEAM 3 Ariel Palencia SWO 3 Team 4 Crisphina M. Castillo SWO 4
	1.2. Inform the CSWDO for instruction/action	none	10 minutes	** Office-based Social Workers assigned for the week. Emiliana D. Ugalde CSWD Officer
	1.3. Coordinate with the barangay, PNP for the Reach – Out Operation	none	1 hour	Gina Pornelos SWO 3 Chinque Clemente SWO 1
2. Children are in the street	2. Conduct the reach –out operation	none	3 hours	Reach Out Team Gina Pornelos SWO 3 – Cluster 1 Chinque Clemente SWO 1 – Cluster 2
3. Answer the interview/provide information	3. Intake interview and counselling to reached out children	none	1 hour	Roberto Estravez RC Ryan Beconia JO Sheryl Arpon JO
4. Children stay in the barangay and wait for their parents	4. Turn-over the reached-out children to concerned Barangay Council for the Protection of Children, if residents of Bacoor	none	1 hour	Rescue Team BCPC Roberto Estravez RC Ryan Beconia JO Sheryl Arpon JO
	4.1. Turn-over of reached out children to BCPC of other LGU, for non-Bacoor residents.	none	3 hours	Chinque Clemente SWO 1 – Cluster 2 Gina Pornelos SWO 3 Cluster 1

***Due to pandemic, reached –out children are temporarily not admitted at the CSWDO shelters.

Total processing time: 6 hours and 20 minutes (within Bacoor); 9 hours and 20 minutes (with children outside Bacoor)

9. SELF-EMPLOYMENT ASSISTANCE/SUSTAINABLE LIVELIHOOD PROGRAM

Provision of capital assistance to be used in engaging in an income generating project. It is a capability-building for poor, vulnerable and marginalized households and communities to improve their socio-economic conditions through accessing and acquiring necessary assets to engage in and maintain thriving livelihoods.

Office or Division	SLP Unit			
Classification	Highly Technical			
Type of Transaction	G2C Government to Citizen G2G Government to Government			
Who may avail:	Family Heads, women, youth, PWD's, 4P's beneficiaries, SDG Member and other groups referred by SLP			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Barangay Clearance4P's ID (Original and Xerox for Pantawid beneficiary)Valid ID (Original , 19erox) – for non-Pantawid)			<ul style="list-style-type: none">Barangay Hall where he/she livesPantawid Office SSS, Driver's License, Post Office, Comelec	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Responds to intake interview Note: Clients in this service are pre-identified 4P's beneficiaries, SDG members and other groups referred for SLP.	1 Conduct Intake Interview	none	10 minutes/client	Crisphina M. Castillo SWO 4 Carlos Cataga Admin Aide IV Community Facilitators
2. Attend social preparation activities	2. Conduct social preparation activities a. Capacity Building b. Basic Micro Entrepreneurship c. Basic Business Management	none	1 day/training	Emiliana D. Ugalde CSWDO Crisphina M. Castillo/SWO 4 Carlos Cataga Admin Aide IV Community Facilitators
3. Participate in the organization into SLP Groups	3. Organize the participants into SLP groups	none	1 day	Crisphina M. Castillo SWO 4 Carlos Cataga Admin Aide IV Community Facilitators
4. Prepare group project proposal	4. Assist in the preparation of group project proposal	none	2 days	Crisphina M. Castillo SWO 4 Carlos Cataga Admin Aide IV Community Facilitators
5. Finalize group project proposal	5. Review the group project proposal	none	1 day	Emiliana D. Ugalde CSWDO Crisphina M. Castillo SWO 4 Carlos Cataga Admin Aide IV
6. Clients stay and wait in their home.	6. Submit group project proposal for approval	none	5 days	Emiliana D. Ugalde CSWDO Mayor's Office Budget Office Accounting Office Treasury office
7. Clients receive the Capital assistance	7. Release the SEA-K Assistance	none	2 hours	Crisphina M. Castillo SWO 4 Carlos Cataga Admin Aide IV Treasury Office
8. Client attends follow –	8. Monitors project, collect rollback	none	1 hour/week for 24 months	Crisphina M. Castillo

up meetings, pay rollback for two years.				SWO 4 Carlos Cataga Admin Aide IV Community Facilitators
9. Client graduates from the program	9. Evaluates/Terminates the program or referral to other services, if necessary.	none	After 24 months	Emiliana D. Ugalde CSWDO Crisphina M. Castillo SWO 4 Carlos Cataga Admin Aide IV
Total processing time			No definite time, depends on the proposed project	

*** SELF-EMPLOYMENT ASSISTANCE/SUSTAINABLE LIVELIHOOD PROGRAM qualified for multi-stage processing.

*** No trainings conducted due to COVID -19 pandemic

10. SHELTER FOR BOYS

Residential/center-based Social Protection Services to Children/Youth for male children that provides 24 hours home-life services, other support services that aim to rehabilitate, improve the condition of the children in preparation for their reintegration to their families/community or for long-term placement.

Office or Division		SHELTER FOR BOYS		
Classification		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Abused, abandoned, neglected, street children, foundling male children		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Referral letter, 1 copyPolice or barangay blotter , 1 copyMedical certificate, 1 copyNegative SWAB result, 1 copyBirth Certificate, 1 copy (if applicable)			Office of the referring party PNP, Barangay Hospital, Health Center PSA, Local Civil Registrar	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client is turned over to the center	1.Conduct intake interview	none	30 minutes	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide
2.Child undergoes medical or medico-legal examination, if needed	2. Assist the minor for medical or medico-legal examination in Health Center, NBI Manila or Child Protection Unit - PGH	none	½ day	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide
3.Child gives statement at PNP – Child and Women’s Desk, if needed	3. Assist the child/minor to give statement at PNP-WCPD	none	½ day	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide
4. Goes to Provincial Prosecutor’s Office to personally submit Sworn Statement, if needed	4. Assist in Filing a case the Prosecutor’s Office	none	½ day	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide
5.Stays in the center and avails of the services while at the center	5. Provide temporary shelter/residential services and other support services	none	Not definite, depends on the case	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide Romulo Cataga Admin Jovelyn Yulo Asst. Admin Krizjelyn Gumaro/Tutor Cristy Alcantara Trainor Abegail Cagata Nurse HOUSEPARENTS (3 Groups)
5.1 Client participates in the daily activities	5.1. Monitors daily activities of the children	none	2 hours	Ariel Palencia Center Head SWO 3
5.2 Client participates in other activities /outreach being conducted in the center in coordination with other GO’s and NGO’s	5.2. Assists in the outreach activities conducted in the center.	none	3 hours	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide Romulo Cataga Admin Jovelyn Yulo Asst. Admin HOUSEPARENTS (3 Groups)
5.3 Client bonds with relatives during center visit every Friday and Sunday , 9:00 – 11:00 Am, 2:00 – 4:00 PM	5.3. Inspect/monitor visitors during visiting time	None	2 hours	Ariel Palencia Center Head SWO 3 Zeny Salve Social Welfare Aide Romulo Cataga Admin

***Due to the pandemic, Center visit is not allowed but communication with family is thru voice/video call, text messages				Jovelyn Yulo Asst. Admin HOUSEPARENTS (3 Groups)
6. Child provides names/information of relatives	6. Identify, assess and conduct collateral interview to relatives of the child/minor who is willing to take custody through phone call or video call, if child could not be returned to her family	none	2 hours	Ariel Palencia Center Head SWO 3
7. Child participate/provide information needed in the SCSR.	7. Prepares Social Case Study Reports and other documents.	none	1 day	Ariel Palencia Center Head SWO 3
	7.1. Submit through email for approval of the CSWD Officer	none	10 minutes	Ariel Palencia Center Head SWO 3 Emiliana D. Ugalde, CSWD Officer
	7.2. Coordinates through email or telephone with other GO's and NGO's for appropriate assistance for children needing permanent, long term assistance or reintegration to family	none	1 week	Ariel Palencia Center Head SWO 3
8.. Attends , participates in the pre-discharge conference	8.. Conduct pre-discharge conference thru zoom	none	2 hours	Ariel Palencia Center Head SWO 3 GO/NGO/parents Emiliana D. Ugalde CSWD Officer
9. Minor reintegrated to family/ or transferred to other agency	9. Turn-over/transfer minor to family or other agencies	none	2 hours	Ariel Palencia Center Head SWO 3 Emiliana D. Ugalde CSWD Officer

SHELTER FOR BOYS is covered under RA 7610, RA 9208

Total processing time: 24 hours temporary shelter to children; stay of children in the shelter is not definite; depends on the case

11. SOCIAL SERVICES FOR SPECIAL CASES
A. SPECIAL SOCIAL SERVICES FOR CHILDREN

Provision of special social services to children, his/her family which include counselling to child and his family, assistance in filing the case, referral to other agencies for the other support services.

Office or Division	Special Case Unit -			
Classification	Complex, Munti-stage			
Type of Transaction	G2C Government to Citizen G2G Government to Government			
Who may avail:	Children with behavioral problem, child custody, abused cases, abandoned/neglected, foundling, other concerns on children			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
•Referral/endorsement/blotter/report from the barangay, 1 copy •Birth Certificate, if needed, 1 copy			* Barangay where the client resides *Local Civil Registrar	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1.Inquire at the barangay thru the Barangay Council for the Protection of Children	1. Receives report from the barangay/BNS	none	10 minutes	**Office-based Social Workers & SWA Team assigned for the week TEAM 1 Ricca O. Calapit SWO 4 TEAM 2 Faith Fajutagana SWO 3 TEAM 3 Ariel Palencia SWO 3 Team 4 Crisphina M. Castillo SWO 4
2. Child/Parent responds to intake interview thru phone calls/video calls	2.1. Conduct interview assessment of the client thru phone/video calls *** face to face interaction is not allowed due to the pandemic	none	20 minutes	** Office-based Social Worker/SWA Team assigned for the week
	2.2. Refer /forward the case to the Social Worker assigned in the community for appropriate intervention:	none	30 minutes	** Office-based Social Worker assigned for the week
	2.3. Respond to inquiries or immediately refer client to appropriate agencies when the services needed are not under the services of the office	none	15 minutes	** Office-based Social Worker/SWA Team assigned for the week
3. Coordinates with the community social worker	3.1. Community social worker handles cases needing further intervention	none	not definite, depends on the case	***Community Social Workers(11 @handling 6 brgys and 1 handling 7 brgys) and SWA Team Gina Pernelos SWO 3 /Cheryl Bernadette Sabino Kathrina de Castro SWO 3/Zarah Eusebio Jocelyn Tabasan SWO 3/Grace Grageda Jackielou Sael SWO 2/Shiela Canal Evelyn Castillo SWO 3/Lalaine Reformado Christian Joshua Guillermo SWO 2/Lorna Rodriguez, Ma. Cristina Corsame Hannah Phoebe Rodriguez SWO 2/ Iannah Zhadrix Lim

				SWO 1/Emma Pido Chinque Clemente SWO 1/Jeje Obligar Rossana Fuentes SWO 1/Vivian Cataga Shenah Rua Caballes SWO 1/Caryl Diaz Kristine Azana SWO 1/Jade Reyes
	3.2. Evaluates/assess the case thru phone calls/video calls or actual homevist	none	3 hours	***Community Social Workers (11 @handling 6 brgys and 1 handling 7 brgys) and SWA Team Emiliana D. Ugalde CSWD Officer
4. Receives/avail the needed assistance	4.1. Recommends/ provides for appropriate assistance	none	Not definite, depends on the case	***Community Social Workers (11 @handling 6 brgys and 1 handling 7 brgys) Emiliana D. Ugalde CSWD Officer
	4.2. Prepares needed documents	none	Depends on the case	***Community Social Workers (11 @handling 6 brgys and 1 handling 7 brgys) and SWA Team
	4.3.Refers/coordinat es with other agencies for other needed support /assistance, if necessary	none	2 days	***Community Social Workers (11 @handling 6 brgys and 1 handling 7 brgys Emiliana D. Ugalde CSWD Officer
	4.4. Turn-over of the case or termination when intervention/service s are provided.	none	2 hours	Susan Rivera RC ***Community Social Workers (11 @handling 6 brgys and 1 handling 7 brgys) Emiliana D. Ugalde CSWD Officer

*** SERVICES FOR SPECIAL CASES (CHILDREN) – qualified for multi-stage processing.

**Office-based social workers when not on duty are performing their other assigned tasks in the shelters or WFH.

B. SPECIAL SOCIAL SERVICES FOR ELDERLY AND PWDs

Provision of special services to Elderly and PWD’s which include referral to other agencies/institution when families are not found or working/locating their families for their reintegration.

Office or Division		Special Case Unit		
Classification		Complex		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Foundling, abandoned senior citizen, “taong grasa”		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">•Referral/indorsement/blotter/report from the barangay, 1 copy•Medical Certificate, 1 copy•Social Case Stud Report, 1 copy			<ul style="list-style-type: none">•Barangay where the client resides•Public/private physician•CSWDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Inquire at the barangay - or there is a report regarding the case	1. Receives report from the barangay	none	10 minutes	***Office-based Social Workers & SWA Team assigned for the week TEAM 1 Ricca O. Calapit SWO 4 TEAM 2 Faith Fajutagana SWO 3 TEAM 3 Ariel Palencia SWO 3 Team 4 Crisphina M. Castillo SWO 4
2.Respond to intake interview - if not possible to get information from the client, the barangay or concerned individual will be the one to provide the information.	2.1. Conduct interview assessment of the client thru phone *** face to face interaction is not allowed yet due to the pandemic	none	20 minutes	** Office-based Social Worker/SWA Team assigned for the week
	2.2. Respond to inquiries or immediately refer client to appropriate agencies when services needed are from other agencies.	none	15 minutes	** Office-based Social Worker/SWA Team assigned for the week
	2.3.Refer /forward the case to the Social Worker assigned in the community for appropriate intervention	none	30 minutes	** Office-based Social Worker assigned for the week Emiliana D. Ugalde, CSWD Officer
3. Client stays in his/her place - or being assisted by the barangay officials	3.1. Validate the report	none	2 hours	***Community Social Workers(11 @handling 6 brgys and 1 handling 7 brgys) and SWA Team Gina Porne los SWO 3 /Cheryl Bernadette Sabino Kathrina de Castro SWO 3/Zarah Eusebio Jocelyn Tabasan SWO 3/Grace Grageda Jackielou Sael/Shiela Canal SWO 2/ Evelyn Castillo SWO 3/Lalaine Reformado Christian Joshua Guillermo SWO 2/Lorna

				Rodriguez, Ma. Cristina Corsame Hannah Phoebe Rodriguez SWO 2/ Iannah Zhadrix Lim SWO 1/Emma Pido Chinque Clemente SWO 1/Jeje Obligar Rossana Fuentes SWO 1/Vivian Cataga Shenah Rua Caballes SWO 1/Caryl Diaz Kristine Azana SWO 1/Jade Reyes
	3.2. Prepares assessment , recommendation	none	3 hours	***Community Social Workers
	3.3. Submit for approval the recommendation/ intervention plan.	none	2 hours	***Community Social Workers Emiliana D. Ugalde/CSWDO
4. Client /or barangay in behalf of the client waits for the implementation of the intervention plan/provides assistance to the office	4. Implements the intervention plan	none	Not definite, depends on the case	***Community Social Workers/SWA Team Emiliana D. Ugalde CSWD Officer
	4.1 Coordinates with other agencies, to locate families or institutional placement	none	1 day	***Community Social Workers/SWA Team
	4.2. Prepares and submit documents to agency for case consultation.	none	2 days	***Community Social Workers
5. Client is received by his/her family /other institution upon turn-over.	5. Turn-over to family/ institution	none	½ day	Susan Rivera RC Community Social Workers

***SPECIAL SOCIAL SERVICES FOR ELDERLY AND PWD’S qualified for multi-stage processing.

**Office-based social workers when not on duty are performing their other assigned tasks in the shelters or Work from Home.

C. SPECIAL SOCIAL SERVICES FOR WOMEN IN ESPECIALLY DIFFICULT CIRCUMSTANCES

Provision of special social services to Women who are victims of battery/abuse, trafficking, exploitation.

Office or Division		Special Case Unit		
Classification		Complex, Multi-stage		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Disadvantaged women who are residents of Bacoor, VAW Victims, Trafficked victims, Victim of Exploitation		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">• Referral/indorsement/blotter/report from the barangay – 1 copy• Birth Certificate(as necessary) – certified true copy• Medical Certificate, if needed – 1 copy			*Barangay where the client resides *Local Civil Registrar *Public /private physician	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Inquire at the barangay thru the Barangay VAW Desk	1. Receives report from the barangay	none	10 minutes	** **Office-based Social Workers & SWA Team assigned for the week TEAM 1 Ricca O. Calapit SWO 4 TEAM 2 Faith Fajutagana SWO 3 TEAM 3 Ariel Palencia SWO 3 Team 4 Crisphina M. Castillo SWO 4
2. Respond to intake interview thru telephone, video call	2.1. Conduct initial interview assessment of the client thru phone *** face to face interaction is not allowed yet due to the pandemic	none	15 minuts	** Office-based Social Worker /SWA Team assigned for the week
	2.2. Respond to inquiries or immediately refer client to appropriate agencies when services needed are from other agencies.	none	15 minutes	** Office-based Social Worker /SWA Team assigned for the week
	2.3.Refer /forward the case to the Social Worker assigned in the community for appropriate intervention	none	30 minutes	** Office-based Social Worker assigned for the week Emiliana D. Ugalde CSWD Officer
3. Client coordinates/cooperates with the social worker.	3. Community Social Worker contacts the client and assess for the intervention needed	none	1 day	*** Community-Social Workers and SWA Team Gina Pornelos SWO 3 /Cheryl Bernadette Sabino Kathrina de Castro SWO 3/Zarah Eusebio Jocelyn Tabasan SWO 3/Grace

				Grageda Jackielou Sael SWO 2/ Shiela Canal Evelyn Castillo SWO 3/Lalaine Reformado Christian Joshua Guillermo SWO 2 Lorna Rodriguez, Ma. Cristina Corsame Hannah Phoebe Rodriguez SWO 2/ Iannah Zhadrix Lim SWO 1/Emma Pido Chinque Clemente SWO 1/Jeje Obligar Rossana Fuentes SWO 1/Vivian Cataga Shenah Rua Caballes SWO 1/Caryl Diaz Kristine Azana SWO 1/Jade Reyes
4. Client goes to the other agency coordinated by the social worker.	4. Coordinates with other agencies for the other needed assistance , if necessary	none	Not definite, depends on the case	*** Community Social Worker
5. Client gets the assistance needed	5. Provides assistance /Termination of the case	none	2 hours	*** Community Social Worker Emiliana D. Ugalde CSWDO

*****SPECIAL SOCIAL SERVICES FOR WOMEN IN ESPECIALLY DIFFICULT CIRCUMSTANCES** qualified for multi-stage processing.

****Office-based social workers** when not on duty are performing their other assigned tasks in the shelters or Work from Home.

D. SPECIAL TIE -UP PROJECT FOR FAMILIES

Provision of special social services to families concerning housing, which include assessment, validation of families affected by demolition, Civil Case, Relocation and preparation/submission of documents, reports.

Office or Division		SPECIAL CASE UNIT - REVETMENT		
Classification		Highly Technical		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Individuals referred by NHA, Court, HUDRD, PCUP		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Referral/endorsement – 1 copy • Barangay Clearance			*NHA, Court, UPHDO *Barangay where the client resides	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at the barangay - or walk-in client	1. Receives report from the barangay /or from walk-in client	none	10 minutes	**Office-based Social Workers & SWA Team assigned for the week TEAM 1 Ricca O. Calapit SWO 4 TEAM 2 Faith Fajutagana SWO 3 TEAM 3 Ariel Palencia SWO 3 Team 4 Crisphina M. Castillo/SWO 4 Social Worker assigned for the week
2. Respond to intake interview thru telephone, video call	2. Conduct Intake interview thru phone *** face to face interaction is not allowed yet due to the pandemic	none	15 minutes	**Office-based Social Workers & SWA Team assigned for the week
	2.1 Respond to inquiries or immediately refer client to appropriate agencies when services needed are from other agencies.	none	15 minutes	**Office-based Social Workers & SWA Team assigned for the week
	2.2. Refer /forward the case to the Social Worker assigned in the community for appropriate intervention	none	30 minutes	***Social Worker assigned for the week Emiliana D. Ugalde CSWD Officer
3. Client coordinates with the social worker.	3.1. Contacts the client and assess for the intervention needed	none	1 day	Shena Rua Caballes SWO1 Alfa Joy Mandal RC Anna Marie Palomata/ RC Catherine Nate JO
	3.2. Conduct ocular visit	none	1 day	Shena Rua Caballes/SWO1 Alfa Joy Mandal RC Anna Marie Palomata/RC Catherine Nate JO
	3.3. Prepares assessment report	none	Depends on the number of cases	Shena Rua Caballes SWO1
4. Client prepares needed documents.	4. Coordinates with other agencies for the needed	none	2 days	Shena Rua Caballes SWO1

	assistance			Emiliana D. Ugalde CSWDO
	4.1 Submit reports	none	1 hour	Alfa Joy Mandal RC Anna Marie Palomata RC Catherine Nate JO
5. Client gets the assistance needed	5. Turn-over to other agency/Termination of the case	none	2 hours	Shenah Rua Caballes SWO 1 Emiliana D. Ugalde CSWDO Office of the Mayor

*** SPECIAL TIE -UP PROJECT FOR FAMILIES qualified as multi-stage

**Office-based social workers when not on duty are performing their other assigned tasks in the shelters or Work from Home.

Total processing time: No definite time, depends on the case.

12. SUPPLEMENTAL FEEDING PROGRAM

Food assistance to underweight and severely underweight children as an immediate and direct intervention to improve their nutritional status and prevent any permanent physical and mental retardation. The objective of the program is to elevate to underweight nutritional status of at least 30% of the enrolled severely underweight and provide food supplementation to at least 24% of the identified underweight and severely underweight pre-school children giving priority to 0-3 years old. It also provides practical opportunities for developing good food habits among these children and their parents through Nutrition Education Program and other related-activities.

A. AVAILMENT OF DIETARY PROGRAM

Office or Division		Nutrition Unit		
Classification		Highly Technical		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		6 months to 6 years old undernourished children		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Nutritional status of children			* Barangay OPT Result	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Children stay in their home and wait for the for the OPT team	1. Conduct house to house Operation Timbang or weight validation	none	4 minutes/child	Cristina O. Elalto Nutrition Officer 4 BNS
	1.2. Consultation of validated OPT/Data gathered	none	2 minutes/child	Cristina O. Elalto/ Nutrition Officer 4 Nutrition Unit Staff BNS
	1.3. Masterlisting of the identified children who are underweight and severely underweight (boys and girls)	none	1 minute/child	Nutrition Unit Staff BNS
	1.4. Coordination and distribution of masterlist to Barangay Chairpersons and feeding volunteers through email	none	10 minutes	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Staff BNS
2. Children and parents go to the Barangay Health Stations for the medical check-up and deworming	2. Refer for pre-medical check-up and deworming to CHO	none	10 minutes	Emiliana D. Ugalde CSWD Officer Cristina O. Elalto/ Nutrition Officer 4 Nutrition Unit Staff BNS
3. Enroll to Feeding Program	3. Masterlisting of qualified children beneficiaries enrolled in the feeding program	none	2 minutes/child	Nutrition staff BNS
4. Attendance to Feeding Program	4. Provision of dry ration/hotmeals to feeding clients	none	2 minutes /child (for 120 days)	Emiliana D. Ugalde CSWD Officer Cristina O. Elalto Nutrition Officer 4 BNS
5. Client's parents participates in evaluation	5. Evaluation/termination once the nutritional status is rehabilitated	none	2 minutes /child	Emiliana D. Ugalde CSWDO Cristina O. Elalto Nutrition Officer 4 Nutrition staff BNS
Total processing time			120 days (duration of implementation)	

*** SUPPLEMENTAL FEEDING PROGRAM is covered by RA 11037, RA 11148

B. AVAILMENT OF READY TO USE THERAPEUTIC/SUPPLEMENTAL FOOD (RUTF/RUSF)

Office or Division	Nutrition Unit			
Classification	Highly technical/ Multi- stage Processing			
Type of Transaction	G2C Government to Citizen G2G Government to Government			
Who may avail:	3 to 6 years old wasted and severely children			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Nutritional status of children (wasted and severely wasted)			* Barangay OPT Result	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Children stay in their home and wait for the for the OPT team	1. Conduct house to house Operation Timbang or weight validation	none	4 minutes/child	Cristina O. Elalto Nutrition Officer 4 BNS
	1.2. Consultation of validated OPT/Data gathered	none	2 minutes/child	Cristina O. Elalto/ Nutrition Officer 4 Nutrition Unit Staff BNS
	1.3. Identification of children who are Severely Acute Malnutrition (SAM) and Moderately Acute Malnutrition (MAM) cases.	none	5 minute/child	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Staff
	1.4. Taste test of children identified as SAM and MAM cases	none	10 minutes	Cristina O. Elalto/ Nutrition Officer 4 Nutrition Unit Staff
2. Children and parents go to the Barangay Health Stations for the medical check-up and deworming	2. Refer for pre-medical check-up to Rural Health Unit	none	10 minutes	Emiliana D. Ugalde CSWD Officer Cristina O. Elalto/ Nutrition Officer 4 Nutrition Unit Staff
3. Parents undergo nutrition counselling	3. Nutrition Counselling to parents on the use of RUTF/RUSF (dosage and frequency)	none	30 minutes/child	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Staff
	3.1 Releasing of RUTF/RUSF to mothers of SAM/MAM child with photo documentation	none	5 minute	Nutrition staff BNS
Total processing time			90 days (duration of implementation)	

*** SUPPLEMENTAL FEEDING PROGRAM is covered by RA 11037, RA 11148

C. BARANGAY NUTRITION COUNCIL TECHNICAL ASSISTANCE

Office or Division		Nutrition Unit		
Classification		Simple		
Type of Transaction		G2G Government to Government		
Who may avail:		Barangay Councils of the City of Bacoor		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Request letter to CSWDO			* Barangay OPT Result	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Nutrition Council provides communication letter addressed to CSWD-Bacoor	1.1. Receives letter request for Technical Assistance thru e-mail	none	1 minute	Aira Mendoza DCW 2 – Admin Staff
	1.2. Forward letter for approval of CSWD Officer	none	2 minutes/child	Aira Mendoza DCW 2 – Admin Staff Emiliana D. Ugalde CSWD Officer
	1.3. Forward letter request to Nutrition Unit with approval or instruction of the CSWDO	none	2 minute/child	Aira Mendoza DCW 2 – Admin Staff Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Staff
2. Barangay Nutrition Council receives confirmation of their request	2. Conduct BNC Technical Assistance	none	2 hours	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Technical staff
Total processing time			2 hours and 5 minutes	

*** SUPPLEMENTAL FEEDING PROGRAM is covered by RA 11037, RA 11148

D. NUTRITION EDUCATION/PROVISION OF INFORMATION EDUCATION CAMPAIGN (IEC) MATERIALS

Office or Division		Nutrition Unit		
Classification		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Request letter to CSWDO			* Barangay OPT Result	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Nutrition Council provides communication letter addressed to CSWD-Bacoor	1.1. Receives letter request for Nutrition Education and other IEC Materials thru e-mail	none	1 minute	Aira Mendoza Admin Staff Mary Grace Vargas Admin staff
	1.2. Forward letter for approval of CSWD Officer	none	2 minutes/child	Aira Mendoza Admin Staff Mary Grace Vargas Admin staff Emiliana D. Ugalde CSWD Officer
	1.3. Forward letter request to Nutrition Unit with approval or instruction of the CSWDO	none	2 minute/child	Aira Mendoza DCW 2 – Admin Staff Cristina O. Elalto/Nutrition Officer 4 Nutrition Unit Staff
2. Barangay Nutrition Council receives confirmation of their request	2. Conduct Nutrition Education based on modules to clients and provision of IEC Materials (for 3 months period)	none	2 hours	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Technical staff
Total processing time			2 hours and 5 minutes	

*** SUPPLEMENTAL FEEDING PROGRAM is covered by RA 11037, RA 11148

The City Administrator's Office is a mandatory office created by Republic Act No. 10160 otherwise known as "The Charter of the City of Bacoor", headed by a City Administrator who shall: develop plans and strategies, assist in the coordination of the work of all the officials of the city, establish a sound personnel program, conduct a continuing organizational development, be in the frontline of the delivery of administrative support services, and recommend/advise on matters of management/administration of the city. The City Administrator also represents the City Mayor in important events and in some ministerial transactions.

1. ADMINISTRATIVE SUPPORT

The Office assists in the coordination of the work of officials of the City under the direction and control of the City Mayor, and provides general administrative support services particularly those related to situations during and in the aftermath of the of man-made and natural disasters or calamities. Included under these services are the response to queries, requests, and reports.

Office or Division:	City Administrator's Office (CAO)			
Classification:	Complex			
Type of Transaction:	G2G Government to Government			
Who may avail:	Department/unit heads, managers, supervisory employees of the City Government of Bacoor, including the City Mayor, Vice Mayor and the <i>Sangguniang Panlungsod</i> .			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement, together with the attached letter of inquiry, request or report that needs administrative action;		Concerned offices endorsing the query, request, or report.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the letter-endorsement with all of relevant and applicable attachments	1.1. Receives the letter-endorsement, encode the details in the endorsement	None	1 minute	Admin Staff
	1.2. Prepares the response letter and/or contacts the concerned officer of the action taken	None	5 days	City Administrator Supervising Administrative Officer
		Total:	5 days	

2. POLICY FORMULATION AND REVIEW

This has reference to the mandate of the CAO to develop plans and strategies on the management and administration-related projects of the City, to establish a sound personnel program and to conduct a continuing organizational development in view of instituting effective administrative reforms.

Office or Division:	City Administrator's Office (CAO)			
Classification:	Complex			
Type of Transaction:	G2G Government to Government			
Who may avail:	Department/unit heads, managers, supervisory employees of the City Government of Bacoor, including the City Mayor, Vice Mayor and the <i>Sangguniang Panlungsod</i> .			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter addressed or endorsed to CAO: <ul style="list-style-type: none"> Identifying a particular policy or strategy The arising issues and/or controversies The proposed policy for amendment or supplement 			City Government of Bacoor: Department or unit concerned	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the letter-endorsement with all of relevant and applicable attachments	1.1. Receives the letter-endorsement, encode the details	None	1 minute	Admin Staff
	1.2. Prepares the appropriate policy or strategy; contacts the concerned officer of the action taken	None	5 days	City Administrator Supervising Administrative Officer
		Total:	5 days	

3. APPROVAL OF LEAVE OF ABSENCES, TRAVEL ORDERS, OBLIGATION REQUESTS, AND OTHER INTERNAL TRANSACTION DOCUMENTS

These are functions delegated by the City Mayor to the City Administration for ministerial transactions to ensure efficient processing of internal transaction documents.

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	All city officers and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents endorsed for signature by the City Administrator		City Government of Bacoor: Department or unit concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the Leave of Absences, Travel Orders, Obligations Requests, and other internal transaction documents with all of relevant and applicable attachments	1.1. Receives and reviews the internal transaction document	None	3 minutes	Admin Staff
	1.2. The City Administrator signs or rejects the document	None	1 minute	City Administrator
2. The endorsing office receives the approved/ disapproved document	2. The approved/ disapproved application is released to endorsing department/ office/ unit	None	1 minute	Admin Staff
		Total:	5 minutes	

4. APPROVAL OF CITY PERMITS

This is for the delegated ministerial approval (or disapproval) of permits pertaining to applications for:

- Mayor's Permit for Work – c/o Management Information System (MIS)
- Mayor's Permit for Business and Contractor's Permit – c/o Business Permit and Licensing Department
- Building Permit, Ancillary Permits, and Certificates of Occupancy – Office of the Building Official

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government (inter-office)			
Who may avail:	Regulatory offices under the Local Chief Executive, general public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement to CAO, together with completely and correctly filled up forms and applicable attachments <i>(refer to appropriate regulatory offices for a complete listing)</i>		Management Information System Office of the City Mayor Business Permit and Licensing Dept. Office of the Building Official		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Regulatory office concerned forwards the letter-endorsement with all the attachments	1.1. Receives the endorsement, checks for the completeness of submission	None	1 minute	Admin Staff
	1.2. Check if the attachments substantially support the application for permit and if the appropriate fees are paid	None	2 minutes	Supervising Administrative Officer Admin Staff
	1.3. The City Administrator approves/ disapproves the permit	None	1 minute	City Administrator
2. The endorsing office receives the approved/ disapproved application	2. The approved/ disapproved application is released to endorsing department/ office/ unit	None	1 minute	Admin Staff
		TOTAL	5 minutes	

5. LEASE OF SPACE IN PUBLIC CEMETERIES

As part of social services to indigent families, they may avail of lease of space in public cemeteries for a period of five (5) years, which may be renewed/extended for increments of five (5) years. The City Administrator represents the City mayor in signing the lease.

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2C Government to Client G2G Government to Government (inter-office)			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement to CAO, together with completely and correctly filled up and signed Contract of Lease		City Cemetery Affairs Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Regulatory office concerned forwards the Contract of Lease	1.1. Receives the endorsement, checks for the completeness of submission	None	1 minute	Admin Staff
	1.2. Checking if the attachments substantially support the Contract of Lease	None	2 minutes	Supervising Administrative Officer Admin Staff
	1.3. The City Administrator signs/ rejects the Contract of Lease	None	1 minute	City Administrator
2. The applicant receives the copy of signed Contract of Lease	2. The approved/ disapproved Contract of Lease is released to applicant	None	1 minute	Admin Staff
		Total:	5 minutes	

6. LETTER OF RECOMMENDATION (EMPLOYMENT)

This is an extended service provided to residents of Bacoar City who would like to apply for a job. The letter is drafted by the Management Information System and forwarded to the CAO for signature.

Office or Division:	City Administrator's Office (CAO)			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government (inter-office)			
Who may avail:	General public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement to CAO of the Draft Letter of Recommendation		Management Information System (MIS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests to MIS the draft Letter of Recommendation and forwards to CAO	1.1. Receives the draft Letter of Recommendation	None	1 minute	Admin Staff
	1.2. Checks the Draft Letter of Recommendation	None	2 minutes	Supervising Administrative Admin Staff
	1.3. The City Administrator signs/ rejects the Letter of Recommendation	None	1 minute	City Administrator
2. The applicant receives the copy of signed Letter of Recommendation	2. The approved/ disapproved Letter of Recommendation is released to applicant	None	1 minute	Admin Staff
		TOTAL	5 minutes	

GENERAL SERVICES OFFICE

(Internal Services)

To assist our city government in promoting effectiveness and efficiency in government operations and the prudent utilization of its scarce resources for more progressive Bacoor.

To be an efficient and effective department, making Bacoor 2014 a reality, we in the GSO recognize that the existing laws and regulations which may be obstructive are designed with the best of intentions to protect government funds and property. Bound with the duty to implement laws and rules, we are committed to make it easy for government agency as partners in development.e resources for more progressive Bacoor.

1. PROVIDE OFFICE SUPPLIES FOR DIFFERENT OFFICES

The purpose of this service is to provide/distribute the basic needs of different offices

Office or Division:		General Services Office		
Classification:		Complex		
Type of Transaction:		G2G Government to Government		
Who may avail:		All Department/Offices		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request letter; RIS(Requisition and Issuance Slip) 			Department/Offices GSO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/submit request letter	1.1 Accept and verify the stock availability of supplies	None	3 to 5 minutes.	Alvin Reformado <i>Admin Aide IV</i> Miko Ugalde <i>GSO Staff</i>
	1.2.Prepare Requisition and Issue Slip	None	Depends on the volume of request letter	Alvin Reformado <i>Admin Aide IV</i> Sainthia Arcayos <i>Admin Aide IV</i> Miko Ugalde <i>GSO Staff</i>
2. Receive and Sign RIS	2.Release Supplies	None	5 to 10 minutes	Herbert Delos Santos Dondie Apostol Dennis Apostol Arnel Zamora <i>GSO Staff</i>
		Total:	Depends on the volume of request letter	

2. PROCUREMENT PROCEDURE

The purpose of this service is to provide proper and efficient process for Agency procurement

Office or Division:		General Services Offices		
Classification:		Simple		
Type of Transaction:		G2G Government to Government		
Who may avail:		Different Offices/Agencies		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Purchase Request Purchase Order 			GSO GS	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Letter	1. Prepare the Purchase Request	None	10 to 30 minutes	Alvin Reformado <i>Admin Aide IV</i> Sainthia Arcayos <i>Admin Aide IV</i> Miko Ugalde Joshua Roque <i>GSO Staff</i>
2. Present the required document	2.1. Check /verify the price specification Purchase Request	None	10 to 30 minutes	Alvin Reformado <i>Admin Aide IV</i> Miko Ugalde <i>GSO Staff</i>
	2.2. Upon receipt of either BAC Award or resolution, goods will be purchased	None	1 to 2 days	Alvin Reformado <i>Admin Aide IV</i> Sainthia Arcayos <i>Admin Aide IV</i>
	2.3. Prepare and Numbered Purchase Order	None	10 to 15 minutes	Sainthia Arcayos <i>Admin Aide IV</i> Miko Ugalde Joshua Roque <i>GSO Staff</i>
		Total:	2 days, 1 hour and 15 minutes	

3.INSPECTION AND ACCEPTANCE

The purpose of this service is to provide good quality control to all purchased supplies and equipment used by different agencies.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Different Offices/Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Inspection and Acceptance Report Property Acknowledgement Receipt			GSO GSO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document	1.1. Prepare/Validate the Inspection and Acceptance Report	None	15 minutes	Sean Solis <i>Supply Officer III</i> Manolito Nario <i>Supply Officer II</i> Sainthia Arcayos <i>Admin Aide IV</i> Miko Ugalde Joshua Roque <i>GSO Staff</i>
	1.2. Inspection of goods/equipment/	None	within the day	Sean Solis <i>Supply Officer III</i> Anthony Frank Ayos <i>Admin Aide III</i>
	1.3. Accept and Approve/Sign Documents	None	1 minute	Jocelyn R. Ricardo <i>OIC-GSO</i> Sean Solis <i>Supply Officer III</i>
	1.4. Preparing Property Acknowledgement Receipt	None	10 - 15 minutes.	Anthony Frank Ayos <i>Admin Aide IV</i> Paulo Gacutan <i>Clerk</i>
	1.5. Approve/Sign	None	1 minute	Jocelyn R. Ricardo <i>OIC-GSO</i>
		Total:	1 day and 47 minutes	

4.PROPERTY, PLANT AND EQUIPMENT (PPE) INVENTORY AND TAGGING

The Purpose of this service is to provide proper and efficient management to all the government properties owned by the City.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Different Offices/Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
PPE Report Tagging Sticker			GSO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check PPE	1.1. Tagging of new acquired Government Equipment and Actual Inventory of PPE	None	Depends on the PPE per department.	Manolito Nario <i>Supply Officer III</i> Alfonso Azaña <i>Laborer I</i> Esperanza Aquino <i>Admin Assistant III</i>
	1.2. Prepare Annual Inventory Report	None	Depends on the PPE per department	Anthony Frank Ayos <i>Admin Aide III</i> Sainthia Arcayos <i>Admin Aide IV</i> Paulo Gacutan <i>Clerk</i> Miko Ugalde Joshua Roque <i>GSO Staff</i>
		Total:	Depends on the PPE per department	

**HUMAN RESOURCES DEVELOPMENT
AND MANAGEMENT DEPARTMENT
(Internal and External Services)**

The HRDMD performs various human resource management programs that focus mostly on recruitment and selection, learning and development, performance management, welfare and benefits administration, maintaining human resource information system and other HR management and development services. The HRDMD's function is to implement an organization's human resource requirements effectively, taking into account the rules and regulations that the Civil Service Commission may impose as well as Philippine labor laws; ethical business practices; and net cost, in a manner that maximizes, as far as possible, employee motivation, commitment and productivity.

1. EMPLOYEE HIRING AND APPOINTMENT

All vacant positions are open for application to Filipino Citizens provided that they meet the qualifications of the vacant positions required, of good moral character and a resident of the City of Bacoor. Vacant positions are posted on the HRDMD Bulletin Board, Bacoor Website and CSC Job Portal.

Office or Division:	Human Resources Development and Management Department			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts, Interested Individuals			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Application Letter addressed to the City Mayor specifying the position applied for and the office where the vacancy is; • Scholastic Record / Academic Record duly authenticated by authorized personnel; • Original copy of the authenticated certificate of eligibility/ Report of Rating / Valid Professional License; • NBI Clearance; • Medical Certificate (CS Form No. 211, Revised 2018); • Photocopy of Training and Seminars attended, if necessary; • Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), must be notarized; • Certificate of Live Birth; • Marriage Contract/Certificate; • Clearance from money, property and work-related accountabilities (CS Form No. 7, Revised 2018); • Other supporting documents, if necessary. 				<p>CSC/ PRC/ SC/ LTO</p> <p>NBI Issued by a licensed government physician</p> <p>Downloadable at CSC website PSA/LCR PSA/LCR</p> <p>From applicant's former office</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Refer to the HRDMD Bulletin Board for Vacant Positions located at the CSC Job Portal, HRDMD Bulletin Board of the City Hall Building or Bacoor Official Website	1. Publication and Posting of vacant positions in 3 conspicuous places in the agency -CSC Job Portal, Bacoor Official Website www.bacoor.gov.ph and HRDMD Bulletin Board	None	1 day	<p>Natividad Ludwig I. Ople <i>City Gov't Dept. Head I</i></p> <p>Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i></p> <p>Diane Nicole Fae A. Bae <i>HRMO I</i></p>
2. Submit application letter, specifying the position applied for, together with the requirements to the HRDMD Office **Interested and qualified applicants may also opt to submit via e-mail at hrdmd_recruitment@yahoo.com the scanned copy of their application together with the other requirements as posted in the CSC Job Portal and HR	2.1.Receive Application; Conduct Preliminary Screening (Interview, Test Administration, Requirements Verification). Assessment and evaluation to be conducted by the concerned Department Head	None	Depends on the volume of applications received	<p>Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i></p> <p>Diane Nicole Fae A. Bae <i>HRMO I</i></p>

	2.2. Inform shortlisted applicants through telephone call and Prepare Documents for Personnel Selection Board Convening	None	Depends on the number of published vacant positions and applications received	Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i> Diane Nicole Fae A. Bae <i>HRMO I</i>
	2.3. Convening / Deliberation of Personnel Selection Board (PSB)	None	1 day	Personnel Selection Board
	2.4 Forward result of deliberation to the City Mayor for final action / selection	None	1 day	Natividad Ludwig I. Ople <i>City Gov't Dept. Head I</i>
	2.5. Prepare notice to selected applicants through letter and telephone call	None	5 minutes per applicant	Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i> Diane Nicole Fae A. Bae <i>HRMO I</i>
	2.6. Ensure that the Personal Data Sheet is answered properly and completely with recent photo, thumb-mark affixed and Valid ID indicated and review completeness of the requirements in preparation of Appointment papers for signature of the members of the Personnel Selection Board and Department/Unit Head concerned	None	1 hour	Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i> Diane Nicole Fae A. Bae <i>HRMO I</i>
3.Successful Applicants, assume duty at specified date	3. Transmit Appointment and necessary documents to the Civil Service Commission Field Office	None	2 hours every 15th of the month / as needed	Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i> Diane Nicole Fae A. Bae <i>HRMO I</i>
Total processing time: depends on the number of published vacant position, volume of applications received and convening schedule.				

2. ISSUANCE OF PERSONNEL CERTIFICATIONS AND RECORDS

Securing personnel records such as Certificate of Employment, Service Records, Leave Credits and others for various purposes.

Office or Division:		Human Resources Development and Management Department		
Classification:		Simple		
Type of Transaction:		G2G Government to Government		
Who may avail:		City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts, either currently employed, separated, retired.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of Payment / Official Receipt <ul style="list-style-type: none"> • Certificate of Employment P 100.00 • Service Record P 50.00 			Office of the City Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Certification -Certificate of Employment -Service Record -Others	1. Prepare Certification, Service Record as requested based on Personnel Record upon payment of prescribed fees. 1.2. Sign Certification and Service Records	P 100.00 P 50.00	30 minutes	Leonor M. Miranda <i>HRMO II</i> Melanie Joyce G. De Leon, <i>Admin Officer I</i> Natividad Ludwig I. Ople <i>City Gov't Dept. Head I</i> Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i>

3. PROCESSING OF EMPLOYEE APPLICATION FOR LEAVE OF ABSENCE

Employees are granted the right to avail leave of absence with or without pay as provided by the law.

Office or Division:	Human Resources Development and Management Department			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City Employees – Permanent, Co-Terminus, Casual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Completely Signed Application for Leave of Absence Form		Human Resources Development and Management Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application for Leave of Absence. Fill up form and submit at the HRDMD duly signed by the immediate supervisor -for sick leave more than (3) days attach Medical Certificate issued by physician -vacation leave must be filed (5) days prior to scheduled leave and sick leave upon return to work	1.1. Process leave application for -leave credits availability -for sick leave verify Medical Certificate issued by the physician	None	15 minutes	Virginia M. Fernandez <i>HRMO III</i> Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i> Natividad Ludwig I. Ople, <i>City Gov't Dept. Head I</i>
	1.2. Approval of the Mayor	None	1 day	Office of the City Mayor
	1.3. Record and update Leave in control logbook	None	5 minutes	Virginia M. Fernandez <i>HRMO III</i>
		Total:	1 day and 20 minutes	

4. VARIOUS PERSONNEL CONCERNS

Office or Division:	Human Resources Development and Management Department			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts and Clients who has Personnel Concerns			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
This will depend on the concerns presented by the client.		Human Resources Development and Management Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.1. Client may directly come to HRDMD regarding their queries, complaints and other concerns.</p> <p>1.2. When physical communication is not necessarily needed, it is advised to contact HRDMD thru email or phone calls.</p>	<p>1. Attends to queries, complaints and other concerns on personnel matters</p> <ul style="list-style-type: none"> -Payroll -GSIS concerns -Pag-ibig/ -Philhealth -SSS concerns <p>-Leave</p> <p>-Correspondents</p>	None	<p>15 minutes or depends on presented concerns</p>	<p>Natividad Ludwig I. Ople, <i>City Gov't Dept. Head I</i> Editha C. Broas <i>Sr Admin Asst II</i></p> <p>Jonalene Bautista <i>Clerk</i> Ethelyn U. Jamolin <i>Clerk</i> Leonor M. Mendoza <i>HRMO II</i> Virginia M. Fernandez <i>HRMO III</i> Natividad Ludwig I. Ople, <i>City Gov't Dept. Head I</i></p>

5. ON THE JOB TRAINING / SENIOR HIGH SCHOOL IMMERSION PROGRAM

*** Due to Covid Pandemic and based on IATF, DepEd and CHED Guidelines, this Service is not accommodated at the moment.

Office or Division:	Human Resources Development and Management Department	
Classification:	Complex	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	College / Senior High School Students	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• 2 Sets of Comprehensive Resume• 3 Sets of Endorsement Letter• OJT / Practicum Agreement and Liability Waiver (from HRDMD) must be notarized before submission		Human Resources Development and Management Department
Total processing time: depends on the number of students accommodated.		

*** Due to Covid Pandemic and based on IATF, DepEd and CHED Guidelines, this Service is not accommodated at the moment.

As per **CSC Memorandum Circular No. 10 s. 2020** - Civil Service Commission on **Alternative Work Arrangements**, the following schedule has been set by the Human Resources Development and Management Department among its Staffs

TEAM A - Regular Monday, Tuesday Office Schedule

Remaining days are Scheduled Work from Home

Name	Designation
Natividad Ludwig I. Ople	City Gov't Dept Head I, Oversees that the whole HRDMD Functions are Met
Virginia M. Fernandez	HRMO III, assigned with Leave Application and Leave Credits
Leonor M. Miranda	HRMO II, assigned with Job Order Contracts Appointment, Payroll and Certification
Editha C. Broas	Sr Admin Asst II, assigned with Permanent, Casual Payroll and GSIS Loan and Pag-ibig Loan Deduction
Melanie Joyce G. De Leon	Admin Officer I, assigned in Certification and Service Record of Permanent and Casual Employees
Fatima S. Dacanay	Admin Aide II, assigned in Casual Appointments
Lovely Jiether B. Espiritu	Clerk, assisting Ms. Edith on Payroll and Loan Postings

Wednesday Office Schedule is Alternately Set Every Other Week
Between Team A and Team B

TEAM B - Regular Thursday, Friday Office Schedule

Remaining days are Scheduled Work from Home

Name	Designation
Rachelle D. Alcantara	City Gov't Asst Dept Head I, assigned on Recruitment of Permanent and Co-terminous Employees

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit OJT / SHS Immersion Program Requirements. <i>*SHS should be coordinated by the teacher / school authority, not by the students.</i>	1.1. Attend to queries and other concerns on OJT/ SHS Immersion Program	None	15 minutes	Jonalene Bautista <i>Clerk</i>
	1.2. Orientation for OJT / SHS Immersion Program <i>(Upon submission of Complete Requirements)</i>	None	1 hour	Natividad Ludwig I. Ople, <i>City Gov't Dept. Head I</i> Rachelle D. Alcantara <i>City Gov't Asst. Dept. Head I</i>
	1.3. Prepare Endorsement Letter to Respective Department for OJT / SHS Immersion Program	None	5 minutes each student	Jonalene Bautista <i>Clerk</i>
	1.4. Sign Endorsement	None	1 minute maximum	Natividad Ludwig I. Ople, <i>City Gov't Dept. Head I</i>
	1.5. Endorsement to Respective Department	None	5 minutes for each department	Jonalene Bautista <i>Clerk</i>
2. Submit (1) original copy and (1) photocopy of the following: * Notice from the respective department that the student finished the required number of hours for OJT / SHS Immersion Program * Daily Time Record * Duly signed evaluation by the authorized signatory	2.1. Prepare Certificate of Completion	None	5 minutes for each student	Jonalene Bautista <i>Clerk</i>
	2.2. Sign Certification	None	1 minute maximum	Natividad Ludwig I. Ople, <i>City Gov't Dept. Head I</i>
Diane Nicole Fae A. Bae		HRMO I, assisting Ms. Rachelle on Recruitment Procedures		
Jonalene Bautista		Clerk, GSIS and Philhealth Remittance Report Philhealth Certification		
Ethelyn U. Jamolin		Clerk, Pag-ibig Remittance Report		

*** It is suggested to transact to them on their scheduled office schedule, however as needed, we try as much as possible to cater the needs of our clients as we do our Work from Home Schedule, kindly bear with us on a few adjustments regarding this.

***Service Providers shall, at all times, observe precautionary measures by wearing of face masks, face shield frequent hand washing, among other measures in attending to clients as defined in CSC MC No. 18, s. 2020

***Transacting clients shall observe proper health protocols adopted by CSC in view of the COVID 19 pandemic.

**HOUSING URBAN DEVELOPMENT
AND RESETTLEMENT DEPARTMENT
(Internal and External Services)**

THE HOUSING URBAN DEVELOPMENT AND RESETTLEMENT DEPARTMENT shall serve as the enforcing and implementing body of the socialized housing program and all housing concerns of the local government unit.

- a.** Act as the implementing arm of the **Housing Urban Development and Resettlement Board**, the policy-making body of the City on Socialized Housing and Resettlement, and to implement the provisions of R.A. No. 7279 the Urban Development and Housing Act and its implementing rules and regulations, for the City's underprivileged and homeless residents, informal settlers families (ISF) and other related laws;
- b.** Implement the City of Bacoor Comprehensive and Continuing Urban Development and Housing Program, and the Resettlement, Relocation Action Plan (RRAP) and initiate linkage and cooperation with concerned national government agencies, public and private institutions concerned with socialized housing, and benchmarking with other LGUs to afford the best practices for the constituents of the City of Bacoor;
- c.** Serve as Secretariat of the City of Bacoor LIAC (Local Inter-Agency Committee) and of the City of Bacoor Housing and Urban Development Board;
- d.** Create and implement a Capacity Development program for all stakeholders in the City of Bacoor Strategic Housing Program in order to increase competency in this particular expertise or field of public service, and to promote the values systems, productivity and self-reliance of our informal settler families;
- e.** Formulate programs, projects and activities for continued and sustained development of the City's resettlement communities while ensuring balanced housing in cooperation with private developers and property owners of the City of Bacoor;
- f.** Conduct in coordination with the City Planning and Development Office, Titling and Zoning Office, and Assessor's Office, an inventory of all lands and update inventory every three(3) years for use in the City's socialized housing program;
- g.** Ensure the provision of basic social services to the City's community development and resettlement sites such as power/electricity, potable water, sewerage facilities, adequate solid waste disposal system, and access to primary roads and transportation facilities;
- h.** Activate and participate in the Beneficiary Selection Awards and Arbitration Committee to ensure eligibility of beneficiaries and to adopt measures to identify and curtail illegal squatting syndicates and their illegal activities;
- i.** Prioritize resettlement or relocation of ISFs living in danger zones, such as esteros, river banks, railroad tracks, garbage dumps, shorelines, waterways, and in public places such as sidewalks, roads, parks and playgrounds;
- j.** Coordinate with the National Home Mortgage Finance Corporation (NHMFC), the NHA, HUDCC, the Technology Livelihood Resource Centre (TLRC), the Department of Science and Technology (DOST) and other concerned agencies in initiating housing projects such as Community Mortgage Program (CMP) and access support programs;

1. ASSISTANCE TO ISF / COMMUNITY ASSOCIATION ON ORGANIZATIONAL MATTERS

Providing technical assistance to address issues and concerns of informal settler families (ISF) or urban poor association on organizational matters affecting them, for endorsement or referral to concerned government agencies or private institution.

Office or Division:	Community Development and Support Services Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Informal settler families Urban poor association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written request or appeals of informal settler families or urban poor association 			Requesting client	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Written request from the informal settler families or urban poor association	1.1. Assessment of the request	None	one day	Atty. Bernadette Carrasco, OIC-HUDRD Annie Nacianceno-HHRO V
	1.2. Conduct or provision identified technical assistance needed (consultation, general assembly, election, and other related activities)	None	one day depends upon the case	Annie Nacianceno, HHRO V Ligaya Cas Fe Eras Claudio Madarang, Reynaldo Arevalo
	1.3. Preparation of referral or indorsement to concerned agencies or private institution copy furnish the clients	None	one day	Annie Nacianceno HHRO V
	Total:	None	3 days	

2. INVESTIGATION /VALIDATION CONDUCTED ON LAND AND HOUSING RELATED CONCERNS ESPECIALLY ON DEMOLITION AND EVICTION CASES INVOLVING INFORMAL SETTLER FAMILIES OR ASSOCIATION

Conduct of investigation and validation of informal settler families (ISF) or urban poor association on complaints on demolition and eviction cases.

Office or Division:	Community Development and Support Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Informal settler families Urban poor association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written request or appeals of informal settler families or urban poor association Case documents 			Requesting client	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Written request from the informal settler families or urban poor association	1.1. Assessment of the request	None	15 minutes	Atty. Bernadette Carrasco, OIC-HUDRD Annie Nacianceno, HHRO V
	1.2. Conduct of validation or investigation to identify action needed	None	one day	Ligaya Cas, Fe Eras, Reynaldo Arevalo, Claudio Madarang
	1.3. Coordination with concerned government agencies or private institution for possible land negotiation		two days	Atty. Bernadette Carrasco, OIC-HUDRD Annie Nacianceno, HHRO V
	1.4. Preparation of referral or endorsement to appropriate agencies copy furnish the clients	None	15 minutes	Annie Nacianceno, HHRO V
	Total:	None	3 days and 30 minutes	

3. CONDUCT OF PRE, ACTUAL AND POST RELOCATION ACTIVITIES

Social preparation activities conducted for informal settler families (ISF) in accordance with the guidelines and policies by the Urban Development and Housing Act (UDHA)

Office or Division:	Housing and Homesite Regulation Division / Community Development and Support Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Informal settler families Urban poor association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Informal settler families included in the Census tagging masterlist Informal settler families included in the Community Based Monitoring System masterlist Informal settler families Qualified in the Beneficiary Selection, Awards and Arbitration Committee deliberation Informal settler families who undergo NHA pre-qualification Informal settler families who completed & submitted relocation documentary requirements Informal settler families tested negative in SWAB 			Housing Urban Development and Resettlement Department Community based Monitoring System Beneficiary Selection Awards and Arbitration Committee National Housing Authority City Health Office	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to verify their names if included in the masterlist for relocation	1. Local Inter Agency Committee Meeting	None	1 day	Atty. Bernadette Carrasco, OIC-HUDRD
	2. Census tagging / Validation /Boundary Markings activities	None	Depends on the number of ISF	Fe Eras, Claudio Madarang, Eva San Buenaventura Reynaldo Arevalo, Charlie Bamba
	3. Masterlist preparation	None	Depends on the number of ISF	Annie Nacianceno, HHRO V
	4. Confirmation with the CBMS masterlist	None	2 days	Fe Eras, Fe San Buenaventura
	5. Conduct of BSAAC deliberation	None	1 day	Atty. Bernadette Carrasco, OIC-HUDRD
	6. Preparation of BSAAC minutes and Resolution for signing of members	None	1 hour	Annie Nacianceno, HHRO V Fidel Dones
	7. Conduct of dialogue and	None	Depends on the number of ISF	Ligaya Cas, Fe Eras, Claudio

	serving of Notices to ISF for relocation			Madarang, Eva San Buenaventura Reynaldo Arevalo, Charlie Bamba
1. Client submit requirements	1. Submission of requirements by the Qualified ISF	None	1 month	Ligaya Cas Fe Eras
2.Client submits letter of appeals	2.1. Conduct of BSAAC deliberation for the appeals	None	1 day (depending on the number of applicants)	Atty. Bernadette Carrasco, OIC- HUDRD
	2.2. Preparation of BSAAC minutes and Resolution for signing of members	None	1 hour	Annie Nacianceno, HHRO V Fidel Dones
	2.3. Submission to NHA for pre-qualification	None	1-3 months	Ligaya Cas Fe Eras
	2.4. Preparation of masterlist of ISF for relocation	None	1 day	Annie Nacianceno HHRO V Ligaya Cas Fe Eras
	2.5. Conduct of swabbing testing for ISF to be relocated	None	Depends on the number of ISF	Atty. Bernadette Carrasco, OIC- HUDRD HUDRD Staff
	2.6. Checking and completion of ISF folders	None	1 week	Ligaya Cas, Fe Eras, Eva San Buenaventura
3.Client submits requirements for financial assistance	3.1. Preparation and processing of financial assistance for qualified ISF	None	2 weeks	Fidel Dones, Eva San Buenaventura
	3.2. Coordination with NHA and other concerned agencies and private institution for the relocation activities	None	1 week	Atty. Bernadette Carrasco, OIC- HUDRD
	3.3. Preparation of Relocation Resettlement Action Plan (RRAP)	None	1 week	Fidel Dones, Eva San Buenaventura
	3.4. Conduct of TWG for the target relocation activities	None	1 day	Atty. Bernadette Carrasco, OIC- HUDRD
	3.5. Actual relocation activities	None	Depends on the number of ISF	Atty. Bernadette Carrasco, OIC- HUDRD HUDRD Staff
	3.6. Allocation of unit assignment	None	1 day	Ligaya Cas NHA

	3.7. Post monitoring activities (livelihood program and other activities)	None	Depending upon the programs	Ligaya Cas, Fidel Dones, Eva San Buenaventura
	Total:	None	Minimum of 6 months	

4. ACT AS MOBILIZER FOR URBAN POOR ASSOCIATIONS OR HOMEOWNERS ASSOCIATIONS APPLYING FOR SOCIAL HOUSING FINANCE CORPORATION –COMMUNITY MORTGAGE PROGRAM.

Providing technical assistance to urban poor association or homeowners association in their application for Community Mortgage program.

Office or Division:	Housing and Homesite Regulation Division			
Classification:	Simple/Complex			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Homeowners Association/Community Association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Memorandum of Agreement between Community Association and landowner • Mobilizer Certificate of Accreditation with Social Housing and Finance Corporation • Memorandum of Agreement between Community Association and Mobilizer • List of officers with address and contact number • List of members certified by the Secretary • Sangguniang Panglungsod Accreditation Certificate • Minutes of Election certified by the Secretary • Transfer Certificate of Title • Barangay Certification • and other Community Mortgage Program related requirements 			Community Association Social Housing Finance Corporation Community Association Community Association Sangguniang Panglungsod Community Association Register of Deeds Barangay concerned	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request letter of HOA for CMP	1.1. Assessment and validation	None	Depends upon the viability for CMP	Atty. Bernadette Carrasco, OIC-HUDRD Ligaya Cas
	1.2. Consultation w HOA re: CMP orientation	None	1 day / consultation (with several consultations)	Ligaya Cas Fe Eras
	1.3. Land negotiation between the landowner and CA	None	Depends upon the progress of negotiation	Atty. Bernadette Carrasco, OIC-HUDRD
	1.4. Assistance in the registration of HOA with DHSUD and concerned government agencies	None	Depends upon the completion of necessary requirements	Ligaya Cas Fe Eras
	1.5. Conduct of census tagging and preparation of socio eco-profile	None	Depends upon the number of beneficiaries	Ligaya Cas Fe Eras Other HUDRD personnel

	1.6. Assessment and provision of technical assistance in the completion of documentary requirements by the HOA	None	one week	Ligaya Cas Fe Eras
	1.7 Cliniquing with Social Housing and Finance Corporation for the following requirements by phase: a. Accreditation and Evaluation b. Technical c. Loan Examination d. Mortgage Examination	None	Depends upon the assessment of LGU- Mobilizer and SHFC	Atty. Bernadette Carrasco, OIC- HUDRD SHFC
	Total:	None	Minimum of 6 months	

5. ASSISTANCE TO ISFs AND ASSOCIATION ON MERALCO AND MAYNILAD APPLICATIONS

Providing assistance to informal settler families and/or urban poor association on their application to Meralco and Maynilad

Office or Division:	Community Development and Support Services Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Informal settler families Urban poor association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ISF applicant included in the Community Based Monitoring System masterlist 			Community Based Monitoring System	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of applications and complete requirements	1.1. Assessment of the application (with complete documents)	None	15 minutes	Elizabeth Salavantes, Claudio Madarang
	1.2. Verification with CBMS	None	1 day	Elizabeth Salavantes, Claudio Madarang
	1.3. Preparation and signing of indorsement to Meralco and Maynilad (<i>if the applicant is an association</i>)	None	15 minutes	Elizabeth Salavantes Annie Nacianceno, HHRO V
	Total:	None	1 day and 30 minutes	

6. ASSISTANCE TO INFORMAL SETTLER FAMILIES / ASSOCIATION REQUESTING FOR CERTIFICATION NEEDED BY CONCERNED GOVERNMENT AGENCIES FOR REGISTRATION PURPOSES AND FOR AVAILING OF ANY GOVERNMENT PROGRAMS

Providing assistance to urban poor association on the issuance of a Certification as part of requirements for their registration with concerned government agencies for registration purposes or availing of government programs

Office or Division:	Community Development and Support Services Division			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Urban poor association			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter request Registered with Bacoar City Urban Poor Federation Accredited with the Bacoar City Sangguniang Panglungsod 			Association BCUPF Bacoar City SP	
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit letter request to HUDRD attached all the necessary requirements	1.1Assessment of the request	None	30 minutes	Annie Nacianceno, HHRO V
	1.2Verification of the submitted documents and validation, if needed	None	1 day	Fe Eras Reynaldo Arevalo BCUPFC
	1.3Preparation of Certification	None	15 minutes	Annie Nacianceno, HHRO V
	1.4 Payment of Bacoar City seal	P 50.00	5 minutes	City Treasury
	Total:	P 50.00	1 day and 50 minutes	

LOCAL CIVIL REGISTRY OFFICE

(External Services)

The LCRO performs various civil registry programs that focus on recordings of the civil status of persons, in which shall be entered: births, deaths, marriages, annulments of marriages, judicial recognition of foreign divorces, adoptions, legitimations acknowledgment of natural children, supplemental report, correction of clerical error and changes of name.

1. Timely Registration of Certificate of Live Birth (COLB), Certificate of Marriage (COM) and Certificate of Death (COD)

Register the COLB of persons born within the territorial jurisdiction of the City of Bacoor, register the COM celebrated/ solemnized within the territorial jurisdiction of the City of Bacoor and register COD of all persons died within the territorial jurisdiction of the City of Bacoor.

Office or Division:		Local Civil Registry Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		All resident and non-resident of the City of Bacoor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely) Government issued valid ID's <p>COLB:</p> <ul style="list-style-type: none"> Certificate of Marriage if married <p>COM:</p> <ul style="list-style-type: none"> Certification from the Venue Affidavit of Solemnizing Officer Application for Marriage License Marriage License <p>COD:</p> <ul style="list-style-type: none"> Transfer Permit Burial/Cremation Permit Police Report Certificate of Post Mortem Examination <p>Other supporting documents, if necessary.</p>		<p>COLB: Attending Physician/Midwife/Nurse COM: Solemnizing Officer COD: Funeral Parlor/Service</p> <ul style="list-style-type: none"> Any National Government agencies Philippine Statistics Authority (PSA)/ Local Civil Registry Office (LCRO) Event place/venue Solemnizing Office LCRO LCRO Treasury Office Treasury Office Philippine National Police (PNP) PNP/ National Bureau of Investigation (NBI) 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Assess and review if the documents are properly filled up and duly notarized	None	15 mins	<p>For COLB: Carmen R. Eusebio <i>Administrative Aide II</i></p> <p>Adelberto P. Pineda <i>Messenger</i></p> <p>For COM: Rowena A. Barco <i>Administrative Assistant I</i></p> <p>For COD: Rowena C. Tamayo <i>Registration Officer III</i></p>
	1.2 Sign the civil registry document	None	1 min	<p>Atty. Marnel D. Muñoz <i>City Civil Registrar</i></p> <p>Ma. Theresa M. Cameros</p>

				<i>Registration Officer IV</i>
2. Receive the civil registry document	2. Release the civil registry document	None	2 mins	Cecila G. Lopez <i>Administrative Officer V</i>
	Total:	None	18 mins	

2. Delayed Registration of Certificate of Live Birth (COLB), Certificate of Marriage (COM) and Certificate of Death (COD)

Register the COLB of persons born within the territorial jurisdiction of the City of Bacoor, register the COM celebrated/ solemnized within the territorial jurisdiction of the City of Bacoor and register COD of all persons died within the territorial jurisdiction of the City of Bacoor.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All resident and non-resident of the City of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely) Government issued valid ID's PSA Certificate of Negative Record COLB: <ul style="list-style-type: none"> Certificate of Marriage if married Baptismal Certificate Barangay Fact of Birth School Record Immunization Record Voter's Certification COM: <ul style="list-style-type: none"> Certification of No Marriage (CENOMAR) Certification from the Venue Affidavit of Solemnizing Officer Affidavit of Two (2) Disinterested Persons Application for Marriage License Marriage License COD: <ul style="list-style-type: none"> Transfer Permit Burial/Cremation Permit Police Report Certificate of Post Mortem Examination Affidavit of Two (2) Disinterested Persons Certificate from the Funeral Service Certificate from the place of interment Other supporting documents, if necessary 		COLB: Attending Physician/Midwife/Nurse COM: Solemnizing Officer COD: Funeral Parlor/ Service <ul style="list-style-type: none"> Any National Government agencies PSA PSA/ LCRO Church Barangay School Health Center Commission on Elections (COMELEC) PSA Event Place/Venue Solemnizing Office Notary Public Local Civil Registry Office Local Civil Registry Office Treasury Office Treasury Office Philippine National Police (PNP) PNP/ NBI Notary Public Funeral Parlor/ Service Cemetery/ Crematorium 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess and review if the documents are properly filled up and duly notarized, advice the client to pay the required fee	None	15 mins	For COLB: Carmen R. Eusebio <i>Administrative Aide II</i> Adelberto P. Pineda <i>Messenger</i> For COM: Rowena A. Barco <i>Administrative Assistant I</i>

				For COD: Rowena C. Tamayo <i>Registration Officer III</i>
2.1. Pay the required fees		Delayed Registration PHP 200.00		City Treasury Office
2.2. Present the Official Receipt	2.1 Advice to return on the scheduled date of release (after 10 days posting)	None	10 days	For COLB: Carmen R. Eusebio <i>Administrative Aide II</i> Adelberto P. Pineda <i>Messenger</i> For COM: Rowena A. Barco <i>Administrative Assistant I</i> For COD: Rowena C. Tamayo <i>Registration Officer III</i>
	2.2 Sign the civil registry document	None	1 min	Atty. Marnel D. Muñoz <i>City Civil Registrar</i> Ma. Theresa M. Cameros <i>Registration Officer IV</i>
3. Receive the civil registry document	3. Release the civil registry document	None	2 mins	Cecila G. Lopez <i>Administrative Officer V</i>
	Total:	P 200.00	10 days and 8 minutes	

3. Application of Marriage License

Processing of Application for Marriage License for residents of the City of Bacoor.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	At least one of the contracting parties must be a resident of the City of Bacoor.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Duly accomplished Application Form Certificate of Live Birth Baptismal Certificate of No Marriage Barangay Certificate Valid ID with Bacoor residence or address of either of the parties Family Planning Parental consent Parental Advice Long Folder Certificate of Death (if widowed), Annotated Certificate of Marriage (if annulled) <p>Additional for Foreigner Applicant:</p> <ul style="list-style-type: none"> Passport Legal Capacity CENOMAR <p>If one/both of the parties was/were previously married:</p> <ul style="list-style-type: none"> Judicial Decree of absolute divorce Judicial Decree of Annulment Judicial Decree of Nullity of Marriage Other supporting documents, if necessary 		<ul style="list-style-type: none"> Local Civil Registry Office Local Civil Registry Office Church PSA Barangay Any National Government agencies Population Commission (Popcom) Local Civil Registry Office Local Civil Registry Office Client PSA/LCRO Department of Foreign Affairs (DFA) Embassy/ Consular PSA Court Court Court 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess and review if the documents are properly filled up and duly notarized, advise the client to pay the required fee	None	10 mins	Rowena A. Barco <i>Administrative Assistant I</i>
2.1. Pay the required fees		Application Fee PHP 200.00 Family Planning PHP 50.00		City Treasury Office
2.2. Present the Official Receipt	2. Advice to return on the scheduled date of release after 10 days posting	None	10 days	Rowena A. Barco <i>Administrative Assistant I</i>

3. Return to the Local Civil Registration Office after the posting period	3. Check and review submitted document and advice to pay required fee	None	2 mins	Ma. Theresa B. Dela Cruz <i>Messenger</i>
4. 1. Pay the required fees		Marriage License PHP 100.00	5 mins	City Treasury Office
4.2 . Present the Official Receipt	4.1 Prepare the Marriage License	None	5 mins	Ma. Theresa B. Dela Cruz <i>Messenger</i>
	4.2 Sign the Marriage License	None	1 min	Atty. Marnel D. Muñoz <i>City Civil Registrar</i> Ma. Theresa M. Cameros <i>Registration Officer IV</i>
5. Receive the civil registry document	5. Release the Marriage License	None	2 mins	Ma. Theresa B. Dela Cruz <i>Messenger</i>
	Total:	P 350.00	10 days and 25 mins	

4. Issuance of Certified True Copy of Certificate and Transcription of Record of Live Birth (COLB), Certificate of Marriage (COM), Certificate of Death (COD) and other civil registry documents.

Issue certified copy or transcription of record of COLB, COM and COD of appearing in the registry book.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All resident and non-resident of the City of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Government issued valid ID • Authorization letter or special power of attorney • Other supporting documents, if necessary 		<ul style="list-style-type: none"> • Any National Government agencies • Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-up request form	1.1 Verifies from the record section whether the record is already available: 1.2. If available advice to pay required fee 1.3. If not available advice to get a PSA copy for further verification	None	10 mins	Rochel T. Arciaga <i>Clerk</i> Amor B. Fortuna <i>Job-Order</i>
2.1. Pay the required fees		Certified True Copy PHP 100.00 Transcription of Record PHP 200.00 Security Seal PHP 50.00		City Treasury Office
2.2. Present the Official Receipt	2. Sign the certified civil registry document	None	1 min	Atty. Marnel D. Muñoz <i>City Civil Registrar</i> Ma. Theresa M. Cameros

				<i>Registration Officer IV</i>
3. Receive the civil registry document	3. Release the civil registry document	None	2 mins	Rochel T. Arciaga <i>Clerk</i> Amor B. Fortuna <i>Job-Order</i>
	Total:	P 350.00	14 mins	

5. Registration of Court Orders/Decrees and request of Annotated Record

Register the court decision/order issued by the Regional Trial Court with the territorial jurisdiction of the City of Bacoor and annotate the civil document.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All resident and non-resident of the City of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Original /certified photocopy of the court order (at least 3 copies each) • Certificate of finality • Certificate of court registration and authenticity issued by the concerned City Civil Registrar where the court is functioning. • Other supporting documents, if necessary 		<ul style="list-style-type: none"> • Court • Court and LCRO 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Office of the City Civil Registrar	1.1 Check the submitted document for registration. Enter the court order to the registry book and annotate the same to the record. Prepare certificate of court registration, annotated civil registry record and certified photo copy of court order.	None	5 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
2.1. Pay the required fees		Adoption Php 1,000.00 Annulment Php 500.00 Correction Php 500.00 Legal Separation Php500.00 Judicial Recognitio n of Foreign Divorce Php500.00 CTC of court order/decre e per page		City Treasury Office

		Php 100.00 Certificate of Registratio n Php 200.00 Certificate of Authenticity Php 200.00 Security Seal Php 50.00		
2.2 Present the Official Receipt	2. Sign the certified copy of the court order/decreed and Certificate of Registration and Authenticity	None	2 mins	Atty. Marnel D. Muñoz <i>City Civil Registrar</i> Ma. Theresa M. Cameros <i>Registration Officer IV</i>
3. Receive the civil registry document	3. Release the civil registry document	None	2 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
	Total:	Depends on the applicable stated fees above	8 mins	

6. Filling for Petition for Change of First Name (CFN) and Correction of Clerical Error (CCE) under R.A. 9048 & 10172

Process petition for change of first name and correction of entries in civil documents in accordance with R.A. under 9048 & 10172.

Office or Division:	Local Civil Registry Office			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	All resident and non-resident of the City of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • PSA & Local copy of COLB, COM or COD • Baptismal Certificate • School Record • Medical Records • Business Record • GSIS/SSS Record • PhilHealth MDR • Service Record • NBI Clearance • Police Clearance • Certificate of Employment of no pending administrative or criminal case from employment (affidavit of non-employment if not employed) • Civil registry record of ascendants/descendants • Certificate of Marriage • Medical Certificate • Affidavit of Explanation • Affidavit of Child Custody • Affidavit of NO Hospital Record • Voter's Certification • Barangay Certificate • Government issued valid IDs • Special Power of Attorney • Certificate of Publication • Other supporting documents, if necessary 		<ul style="list-style-type: none"> • PSA/ LCRO • Church • School • Hospital • Business and Permit and Licensing Office • GSIS/ SSS • PhilHealth • Human Resources Office • NBI • PNP • Human Resources Office • PSA/ LCRO • PSA/LCRO • Health Center • Notary Public • Notary Public • Notary Public • COMELEC • Barangay • Any National Government agencies • Notary Public • Any newspaper of general circulation 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the civil document that needed to be changed/corrected	1.1 Assess the civil registry document that contains the errors and present the steps remedies available-whether in filing a petition and explains the supporting documents required in filing the petition.	None	10 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
2. Submit the requirements	2. Assess the requirements and issue the order of payment	None	5 mins	Lorena F. Navarro <i>Administrative Aide IV</i>

3.1. Pay the required fees		CFN Php 3,000.00 CFN (Migrant) Php 1,000.00 CCE under (RA 10172) Php 3,000.00 CCE under (RA 10172) (Migrant) Php 1,000.00 CCE under (RA 9048) Php 1,000.00 CCE under (RA 9048) (Migrant) Php 500.00	5 mins	City Treasury Office
3.2. Present the Official Receipt	3. Prepare the petition for clients.	None	5 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
4. Sign the petition	4. Review the petition then ask the client to notarize the petition	None	5 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
5. Return the duly notarized petition	5.1 Advice to return on the scheduled date of release after 10 days posting	None	10 Days	Lorena F. Navarro <i>Administrative Aide IV</i>
	5.2 Review and sign the petition	None	1 min	Atty. Marnel D. Muñoz <i>City Civil Registrar</i>
6. Return to the Local Civil Registration Office after the prescribed period	6.1 Verify if the petition is granted by the LCR If the petition is granted endorse petition to OCRG for the Latter's Affirmation and advice to follow up after the PSA processing period, if not asked the petitioner to comply with the decision of the LCR	None	PSA Processing Period: 90 Days	Lorena F. Navarro <i>Administrative Aide IV</i>

	6.2 Publish for CFN/CCE and posting for clerical error and Submit the granted petition to the OCRG	None	Posting Period 10 days	Lorena F. Navarro <i>Administrative Aide IV</i>
7. Follow up the Petition	7. Verify if the petition is Affirmed by the OCRG: If the petition is affirmed advice to pay required fee if not asked the petitioner to comply with the decision of the OCRG	None	5 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
8. Pay the required fees	8. Process payment and issue Official Receipt	Certificate of Finality Php 200.00 CTC of Petition Php 100.00 CTC of Civil Registry Document Php 100.00 Security Seal Php 50.00	5 mins	City Treasury Office
9. Present the Official Receipt	9. Signs the certified copy of the petition and Certificate of Finality	None	2 mins	Atty. Marnel D. Muñoz <i>City Civil Registrar</i> Ma. Theresa M. Cameros <i>Registration Officer IV</i>
10. Receive the Affirmed Petition	10. Release the Affirmed Petition	None	2 mins	Lorena F. Navarro <i>Administrative Aide IV</i>
	Total:	Depends on the applicable stated fees above	110 days and 45 mins	

7. Registration of Legal Instruments such as Affidavit of Reappearance, Legitimation, R.A. 9255, Admission of Paternity, Option to Elect Philippines Citizenship and Prenuptial Agreement
 Registration of Legal Instruments such as Affidavit of Reappearance, Legitimation, R.A. 9255, Admission of Paternity, Option to Elect Philippines Citizenship and Prenuptial Agreement

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All resident and non-resident of the City of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • PSA Copy of Certificate of Live Birth (Child) • PSA Copy of Certificate of Marriage (Parents) • Latest PSA Copy of CENOMAR (both parents) • Valid ID of Parents • Joint Affidavit of Legitimation • Affidavit of Admission of Paternity (AAP) • Affidavit to Use the Surname of the Father (AUSF) • Other supporting documents, if necessary 		<ul style="list-style-type: none"> • PSA/LCRO • PSA/LCRO • PSA/LCRO • Any National Government agencies • Notary Public • Notary Public • Notary Public 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Assess the requirements and issue the order of payment	None	5 mins	Rochel T. Arciaga <i>Messenger</i>
2.1. Pay the required fees		Registration of Legitimation Php 400.00 Registration of AUSF and other Legal Instruments Php 400.00 Certification of Legal Instruments Php 200.00 Certified True Copy Php 100.00 Security Seal Php 50.00		City Treasury Office
2.2. Present the Official Receipt	2.1. Process the registration of the Legal Instruments	None	10 mins	Rochel T. Arciaga <i>Clerk</i>
	2.2. Sign the certified civil registry document	None	1 min	Atty. Marnel D. Muñoz <i>City Civil Registrar</i> Ma. Theresa M. Cameros <i>Registration Officer IV</i>

3. Receive the civil registry document	3. Release the civil registry document	None	2 mins	Rochel T. Arciaga <i>Clerk</i>
	Total:	Depends on the applicable stated fees above	18 mins	

OFFICE OF THE CITY LEGAL SERVICE
(Internal and External Services)

The OCLS is a mandatory office created by virtue of Republic Act No. 10160 otherwise known as The Charter of the City of Bacoar, headed by the City Legal Officer who shall: formulate measures, develop plans and strategies, investigate on administrative cases, draft or review issuances or instruments, recommend measures related to upholding the rule of law, render legal opinion, supports participative good governance, and represent the City as counsel as well as prosecute in its behalf. Together with a team of competent attorneys and legal support staff, the OCLS likewise extends legal advice to walk-in visitors/constituents in the interest of justice and public service. The OCLS is at the forefront of legal education and support legal service provider of the City Government.

1. RECEIVING OF COMPLAINT/S AGAINST CITY EMPLOYEES

Written complaint(s), in accordance with the formalities prescribed by law, rules or regulations, are received by the Office for the conduct of Preliminary Investigation Report, as against:

(1) Any city employee, including unit or department heads and their deputies, for any malfeasance, misfeasance, misfeasance, or any misconduct in relation to his/her official functions, upon proper endorsement by the City Mayor for offices under the local chief executive, and the Vice Mayor for the Office of the Sangguniang Panlungsod;

(2) Any other persons not technically considered as city employees but recognized and working under the color or authority of the City Government of Bacoor, such as hired consultants, janitorial services, security services, job order, and others.

Office or Division:		Office of the City Legal Service		
Classification:		Highly Technical		
Type of Transaction:		G2C Government to Citizen G2G Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> For the general public, verified complaint stating the facts and the issue to be resolved including supporting documents; For City Employees, a proper endorsement of the complaint or letter, with certification from the endorsing official that he/she personally determined from the complainant or by reason of his/her official function that there is a good ground to support the complaint; <p>Other supporting documents, if necessary.</p>				Office of the City Legal Service
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a pro-forma Complaint Form; else proceed to step no. 2;	1. Issuance of Complaint Form	None	1 minute	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
2. Submit a verified complaint form, or duly endorsed complaint in the case of inter-office endorsements;	2. Checks if the complaint or endorsement is substantially acceptable as to form;	None	3 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
3. Client decides whether he/she shall come back for the resolution/ recommendation or wait thru mail and has the option to make follow-ups	3.1. Receiving staff informs the complainant of the formal defects, if any; otherwise, the Complaint or endorsement is accepted and referred to the City Legal Officer	None	5 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
	3.2. The City Legal Officer or her designated lawyer studies the complaint and the require the city employee concerned to submit his/her answer	None	7-10 days	Atty. Maria Bernadette R. Carrasco <i>City Legal Officer</i> Atty. Rey Marco M. Mendoza

	to the complaint;			<i>Attorney III</i>
	3.3. The City Legal Officer makes or approves recommendation or resolution on the complaint; and/or transmits the same to proper venue or body to resolve the complaint.	None	1-3 days	Atty. Maria Bernadette R. Carrasco <i>City Legal Officer</i> Atty. Rey Marco M. Mendoza <i>Attorney III</i>
4. Client receives a copy of the letter of recommendation/ resolution/ transmittal	4. Releases the recommendation or resolution to the complainant; or transmit the complaint	None	5 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
		Total:	13 days	

2. REVIEW OF LEGAL DOCUMENTS AND AVAILMENT OF LEGAL OPINION

Review of legal query or documents such as contracts, memoranda of agreements, deed of donation, deed of absolute sale, draft resolution/ordinance and rendering of legal opinion on matter brought by walk-in clients or those referred by the City Mayor, highlighting the rights, obligations and liabilities of parties and the next legal action or remedy, if any.

Office or Division:	Office of the City Legal Service
Classification:	Highly Technical
Type of Transaction:	G2C Government to Citizen G2G Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> For the general public, a written request for review of the legal document and other supporting documents; however, if the document refers to official dealing with the City Government of Bacoar, an endorsement from the Office of the City Mayor is needed; For inter-office requests, a proper endorsement from the Office of the City Mayor of the written inquiry for legal opinion and/or seeking for review of legal document with the attached supporting documents. 	<p>If the document refers to official dealing with the City Government of Bacoar: Office of the City Mayor</p> <p>Office of the City Mayor</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits his letter request for review of legal document	1. Receiving staff checks the nature of the letter request and supporting documents, and endorsement from the Office of the City Mayor	None	5 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
2.1. Walk-in client decides whether he/she will come back after review or discuss the matter with the available lawyer;	2.1. The City Legal Officer or her designated lawyer interviews the client and reviews the legal document and render his/her verbal legal opinion at once	None	30 minutes	Atty. Maria Bernadette R. Carrasco <i>City Legal Officer</i> Atty. Rey Marco M. Mendoza <i>Attorney III</i>
2.2. For inter-office request, client leave the letter request and endorsement	2.2. Receiving staff refers the legal query to the City Legal Officer, who then briefly scan the documents, and determines with her additional document needed, if any 2.3. Staff informs the client to submit the additional document needed for the review of the document or rendering legal opinion	None	5 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
		None	5 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>

3. WALK-IN / REFERRAL FOR LEGAL ADVICE

Interview and rendering of legal advice on matter brought by any walk-in client or those referred by the City Mayor, highlighting the rights, obligations and liabilities of parties and the next legal action or remedy, if any.

Office or Division:	Office of the City Legal Service			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
This will depend on the concerns presented by the client.			Office of the City Legal Service	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in client tells the receiving staff briefly of the nature of his/her concern	1. Ask the client to sign in a logbook, and then refer him/her to available Attorney or Paralegal staff	None	3 minutes	Lucita G. Bamba <i>Legal Staff</i> Salve F. Valenciano <i>Legal Assistant I</i> Ella Paola T. Bamba <i>Admin. Officer II</i>
2. Narrate the relevant facts and issues, and the ends/relief sought to be achieved; answer to clarificatory questions	2. Interview the client and provide for the appropriate answer to the legal questions, or to give advice as to the remedies available to the client	None	30 minutes	Atty. Maria Bernadette R. Carrasco <i>City Legal Officer</i> Atty. Rey Marco M. Mendoza <i>Attorney III</i>
3. Client may request for referral letter	3. Whenever necessary, referral letter shall be issued for Public Attorney's Office -Bacoor City, Integrated Bar of the Philippines-Cavite, the MTCC or RTC, or any office concerned.	None	15 minutes	Atty. Maria Bernadette R. Carrasco <i>City Legal Officer</i> Atty. Rey Marco M. Mendoza <i>Attorney III</i>
		Total:	48 minutes	

**CITY LIVELIHOOD AND DEVELOPMENT OFFICE
(External Services)**

Resources Education Vocational Instruction Livelihood Learning Academic (R.E.V.I.L.L.A.) Center under the City Livelihood and Development Office was established in 2007. Since then the City of Bacoor offers livelihood skills training programs and Mayor Lani Mercado-Revilla continues to offer it as she sees the importance of technical and vocational education in the development of the City of Bacoor. Various livelihood skills training programs are being offered by CLDO to give livelihood opportunities to the out of school youths, the unemployed and etc. Thus, the livelihood skills training program courses are classified as TESDA community-based training program.

The persistence and effort of Mayor Lani Mercado-Revilla and CLDO to alleviate poverty and unemployment rate in the City of Bacoor are shown in the progress and development of the city. A great number of out of school youths, unemployed, housewives, person with disabilities, displaced workers, person deprived of liberty, drug surenderees, senior citizens, relocatees, displayed OFWs and other aspirants who have had chances to be one of beneficiaries of the livelihood programs offered by the City every year. Beneficiaries were able to use the knowledge and skills that they acquired in finding jobs, in starting their own business and having opportunities to work outside the country.

Mayor Lani started the “Alagang Ate Lani Caravan” which gives free massage and haircut skills demonstration to the communities in 73 barangays in the City of Bacoor and enables the trainees to practice the skills they learned. Trade Fairs are also conducted in different areas in the City of Bacoor to promote products of the beneficiaries of the livelihood and scholarship programs. Through the effort of Mayor Lani Mercado-Revilla and Ms. Carmelita Fabian-Gawaran the livelihood programs are also brought inside correctional institutions in City of Bacoor because livelihood programs will be beneficial to the detainees when they get a new start in life.

Mayor Lani has high hopes for Bacoor. She got recognitions for excellence before but her greatest award is the continuous development of Bacoor through continuing programs that enrich the skills of the Bacooreños.

The Negosyo Center shall be responsible for promoting ease of doing business and facilitating access to services for MSMEs. Aside from facilitating business registration through the Philippine Business Registry (PBR) System, the center shall provide assistance to SMEs in the availment of technology transfer, production and management training programs and marketing assistance of the Department of Trade and Industry(DTI), Department of Science and Technology(DOST), University of the Philippines – Institute for Small – Scale Industries(UPISSI), Cooperative Development Authority(CDA), Technical Education and Skills Development Authority(TESDA) and other relevant agencies.

1. BARANGAY-BASED LIVELIHOOD SKILLS TRAINING

Bacooreños to undergo livelihood skills training serviced at their respective barangays.

Office or Division:	City Livelihood and Development Office – Negosyo Center			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonafide residents of the City of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Endorsement of Barangay Captain/ Homeowners Association • Request Letter addressed to the City Mayor specifying the intent, training course, schedule, name of applicants and date of training; Other supporting documents, if necessary. 			Barangay Hall Homeowners association if inside subdivision/ village	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request and endorsement to the Office of the Mayor	1.1. Logs and validates request	None	1 day	Office of the Mayor front desk
	1.2. Receives the approved Request Letter from the Office of the Mayor	None	3 minutes	Michelle L. Peñaflor Emmanuel M. Sambajon- <i>Livelihood Staff</i>
	1.3. Logs and validates request	None	5 minutes	Michelle L. Peñaflor Emmanuel M. Sambajon <i>Livelihood Staff</i>
	1.4. Evaluation and approval	None	2 minutes	Carmelita F. Gawaran <i>Executive Assistant IV</i>
		Total:	1 day and 10 minutes	

2. CENTER-BASED LIVELIHOOD SKILLS TRAINING

Bacooreños to undergo livelihood skills training.

Office or Division:	City Livelihood and Development Office – REVILLA Center
Classification:	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	Bonafide residents of the City of Bacoor
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> • Photo copy of Barangay Clearance • Photocopy of Diploma • 2 pcs. 1x1 ID Picture • Trainees Profile Form 	Barangay Hall
Other supporting documents, if necessary.	REVILLA Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Requirements	1.1. Logs and validates requirements.	None	3 minutes	Eugene D. Elalto, Jr. Sheila Mae A. Gayamo <i>Livelihood Staff</i>
	1.2. Gives Trainees Profile to be filled up by participant	None	3 minutes	Eugene D. Elalto, Jr. Sheila Mae A. Gayamo <i>Livelihood Staff</i>
	1.3. Informs registered Trainee of Orientation schedule	None	3 minutes	Trainers-in-Charge
		Total:	9 minutes	

3. ASSISTANCE ON TECHNICAL SKILLS TRAINING/TESDA SCHOLARSHIP PROGRAMS, COMPETENCY ASSESSMENT AND CERTIFICATION FOR WORKERS, ENDORSEMENT/REFERRAL TO PARTNER TVIS.

Individuals who needs to undergo skills training under scholarship programs and service above.

Office or Division:	City Livelihood and Development Office – Negosyo Center	
Classification:	Simple	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	Bonafide residents of the City of Bacoor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> Barangay Clearance Barangay Indigency Voters ID/COMELEC Stub/VRR Intent Letter addressed to Cong. Strike B. Revilla or Mayor Lani M. Revilla Thru: Ms. Carmelita Fabian-Gawaran, City Livelihood and Development Officer Pictures (passport size 6pcs. & 1x1 6pcs. w/collar, white background, matte finished, w/ nameplate Photocopy of TOR or Form 137 Birth Certificate (Photocopy and Original for verification 		Barangay Hall COMELEC BAcoor City Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Front Desk on duty	1. Check for available slots of chosen scholarship qualification	None	2 minutes	Michelle L. Peñaflor Sheila Mae A. Gayamo Lean C. Estrobillo <i>Livelihood Staff</i>
2. Submit Requirements	2.1.Logs and validates requirements, gives Trainees Profile to be filled up by participant	None	2 minutes	Michelle L. Peñaflor Sheila Mae A. Gayamo- Lean C. Estrobillo <i>Livelihood Staff</i>
	2.2. Inform participant to wait for confirmation of orientation thru cellphone text message	None	3 minutes	Michelle L. Peñaflor Sheila Mae A. Gayamo- Lean C. Estrobillo <i>Livelihood Staff</i>
		Total:	7 minutes	

4. AVAILMENT OF DOST GRANTS-IN-AID (GIA), SMALL ENTERPRISE TECHNOLOGY (SETUP) UPGRADING PROGRAM (SETUP), FOOD SAFETY SEMINAR, WATER AND WASTEWATER TESTING LABORATORY

Department of Science and Technology's Technology Transfer, Consultancy (MPEX, CAPE, DATBEG, CP/EA), Seminars, Library Services and Water Testing Laboratory.

Office or Division:	Department of Science and Technology - Cavite
Classification:	Complex/Highly Technical
Type of Transaction:	G2C Government to Citizen
Who may avail:	SMEs residing at the City of Bacoor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Specific form for the proposed activity. Other supporting documents, materials, or samples if necessary. 	Department of Science and Technology-Cavite Negosyo Center Bacoor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Front Desk on duty.	1. Provide visitor's logbook and endorse to the concerned person	None	5 minutes	Carlo Santos Jr. <i>Livelihood Staff</i>
2. Proceed to the specific office unit or person to be visited.	2. Attend to the customer and discuss services being requested, Provide references and other related information materials.	None	10-30 minutes	Carlo Santos Jr. <i>Livelihood Staff</i>
3. Accomplish the Customer Satisfaction Feedback Form (CSF) provided by the concerned staff.	3. Retrieve the Customer Satisfaction Feedback Form.	None	5 minutes	Carlo Santos Jr. <i>Livelihood Staff</i>
		Total:	40 minutes	

5. REGISTRATION OF BUSINESS NAME

BNR is mandated by act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions.

Office or Division:	Department of Trade and Industries – Negosyo Center
Classification:	Simple
Type of Transaction:	G2C Government to Citizen
Who may avail:	Filipino citizen 18 years old above
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> Duly filled-out Application Form signed by the applicant of the BNR One valid government-issued ID 	WHERE TO SECURE Department of Trade and Industries Negosyo Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit application form	1. Receive, verify and process application form	None	10 minutes	Loucell L. Anselmo <i>Livelihood Staff</i> Reinalyn C. Burga <i>Business Counselor</i>
2. Pay registration fee	2. Receive payment and issue official receipt	Registration fee based on territorial scope: Barangay: ₱200.00 City: ₱500.00 Regional: ₱1,000.00 National: ₱2,000.00 Plus Documentary Stamp Tax of ₱30.00 per registration	3 minutes	Loucell L. Anselmo <i>Livelihood Staff</i> Reinalyn C. Burga <i>Business Counselor</i>
3. Claim Certificate of BNR	3. Print and issue Certificate of BNR	None	2 minutes	Loucell L. Anselmo <i>Livelihood Staff</i> Reinalyn C. Burga <i>Business Counselor</i>
	Total:	Pls. refer to above stated fees	15 minutes	

6. ISSUANCE OF BMBE CERTIFICATE OF AUTHORITY

Barangay micro business enterprises that have an asset size of not more than Three Million Pesos, excluding land, and engage in the production or manufacturing of products or commodities, including agro-processing, training, and service.

Office or Division:	Department of Trade and Industries – Negosyo Center	
Classification:	Simple	
Type of Transaction:	G2C Government to Citizen	
Who may avail:	Filipino citizen 18 years old above	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• Duly filled-out application form (BMBE Form),• Certificate of Registration for new application• Old BMBE Certificate of Authority for application for renewal of BMBE registration.		Department of Trade and Industries Negosyo Center

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit application form	1. Receive, verify and process application form	None	Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is one (1) day	Loucell L. Anselmo <i>Livelihood Staff</i> Reinalyn C. Burga <i>Business Counselor</i>
2. Claim BMBE Certificate of Authority	2. Issues the BMBE Certificate of Authority	None	2 minutes	Loucell L. Anselmo <i>Livelihood Staff</i> Reinalyn C. Burga <i>Business Counselor</i>
		Total:	1 day and 2 minutes	

**OFFICE OF THE CITY MAYOR Secretariat
(Internal and External Services)**

The City Mayor's Secretariat Office executes daily administrative tasks that provides varied complex and other secretarial assistance to the Mayor. The office is responsible for maintaining records, preparing correspondences and reports, coordinating meetings, keeping the Mayor's schedule on track, supporting all the Mayor's programs, providing direction for office support staff and performs other related work as assigned.

1. ISSUANCE OF OATH OF OFFICE

Members of the barangay council, teachers, city employees and other organizations need to take their oath before they can officially assume into office or commence their duty.

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Barangay Officials, Teachers, City Employees, members of organizations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Community Tax Certificate Appointment Letter 			Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documentary requirements	1.1 Verify authenticity of document submitted	None	5 mins	Liza T. Solon <i>Clerk</i>
	1.2 Schedule Date of Oath Taking	None	1 min	Ramsell Rose J. Canonigo <i>Clerk</i>
2. Return on the scheduled date of Oath Taking	2.1 Prepare Oath of Office	None	10 mins	Liza T. Solon <i>Clerk</i>
	2.2 Officiate the Oath Taking Ceremony		30 mins	Hon. Lani Mercado-Revilla <i>City Mayor</i>
Total:		None	36 mins	

2. PREPARATION AND ISSUANCE CERTIFICATIONS, ENDORSEMENTS AND RECOMMENDATIONS

The Office issues Certifications, Endorsements and Recommendations for various purposes such as employment, school requirement, national/local agency requirement and medical assistance.

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Bacoar Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Barangay Certification/Clearance duly signed by the Barangay Chairman and valid for six (6) months; Personal letter stating the purpose of the request; Other supporting documents, if necessary. 			Barangay Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documentary requirements	1. Check documents presented	None	1 min	Julie Ann Z. Bertumen Hanae Chantal B. Dela Cruz <i>Clerk</i>
2. Receive instruction for claiming the requested document as to time and date	2.1 Process and prepare the requested document for signature of the City Mayor 2.2 Release/Issue requested document	None	1-2 days	Pia C. Gomez - Malabanan <i>Admin. Ofcr IV</i> Liza T. Solon Jennifer L. Feleciano Lourdes Joie B. Gabutin Michelle Q. Segun <i>Clerk</i>
Total:		None	2 days, 2 mins	

3. RECEIVING AND RESPONDING OF INCOMING DOCUMENTS (LETTER REQUEST, PROPOSAL, COMPLAINTS, ETC.)

The Office of the City Mayor daily receives documents and communications from various local and national agencies, organizations and individuals.

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple - Complex - Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Incoming Documents received from client personally hand-carried, e-mailed or couriered Communication must have detailed contact information therein for feedback Other supporting documents and attachments when stated 			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send document	1.1 Check completeness of document	None	1 min	Julie Ann Z. Bertumen
	1.2 Stamp and receive document indicating date/time, follow-up contact number and reference number		1 min	Hanae Chantal B. Dela Cruz <i>Clerk</i>
	1.3 Input document in the office database		1-3 mins	
	1.4 Prepare for review		1 min	
	1.5 Initial review and classify complexity of the document		3-5 mins	Jocelyn R. Ricardo <i>Chief of Staff</i>
	1.6 Final review, comment and action by the City Mayor		1 day	Pia C. Gomez - Malabanan <i>Admin. Ofcr IV</i>
	1.7 Input comment and action in the database		1 min	Hon. Lani Mercado-Revilla <i>City Mayor</i>
	1.8 Transmit documents to concerned office/unit		5 mins	Jennifer L. Feleciano <i>Clerk</i>
				Lourdes Joie B. Gabutin <i>Clerk</i>
				Joy T. Caballa <i>Liaison Ofcr</i>

2. Follow-up and receive feedback	2.1 Instruct client of the final instruction and comment and as to where the document was transmitted or endorsed	None	3 mins	<p>Julie Ann Z. Bertumen</p> <p>Hanae Chantal B. Dela Cruz</p> <p>Jennifer L. Feleciano <i>Clerk</i></p>
Total		None	1 day, 20 mins	

4. RESERVATION OF FUNCTION HALLS

The City of Bacoor offers the use of the following function halls for seminars, meetings, graduations and other events:

- a. Villar Hall
- b. Revilla Hall
- c. Gawaran Hall

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of Intent to use function hall 			Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request addressed to the City Mayor specifying the hall to be used, date, time and purpose	1.1 Receive and have the letter reviewed by the authorized personnel	None	1 day	Julie Ann Z. Bertumen Hanae Chantal B. Dela Cruz <i>Clerk</i>
	1.2 Once approved, pencil book the request and inform client		5 mins	Michelle Q.Segun <i>Clerk</i>
2. Pay the prescribed fee at the Treasurer's Office	2.1 Prepare Order of Payment	Revilla Hall P 2,000.00 per Hour	10 mins	Michelle Q.Segun <i>Clerk</i>
	2.2 Log payment details and confirm the use of the hall	Villar and Gawaran Hall P 1,000.00 per hour	30 mins	
Total			1 day, 46 mins	

Note: Due to Covid-19 Pandemic and based on IATF, this service is not accommodated at the moment.

5. SOLEMNIZATION OF MARRIAGE (CIVIL WEDDING CEREMONY)

By virtue of the Philippine Law (Family Code), the City Mayor solemnizes civil wedding within the jurisdiction. The ceremony is held either inside the Mayor's Office or within its vicinity. The City Mayor also officiates Mass Wedding.

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bacoor Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Marriage License issued by the Local Civil Registrar			Office of the Local Civil Registrar	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documentary requirement	1.1 Verify authenticity of document submitted	None	5 mins	Lourdes Joie B. Gabutin
	1.2 Schedule Date of Wedding Ceremony		1 min	Michelle Q. Segun <i>Clerk</i> Ramsell Rose J. Canonigo <i>Clerk</i>
2. Return on the date of Wedding Ceremony	2.1 Solemnize wedding ceremony	None	1 hour	Hon. Lani Mercado-Revilla <i>City Mayor</i>
Total:		None	1 hr., 6 mins	

6. SCHEDULING OF APPOINTMENTS WITH THE CITY MAYOR

The City Mayor accommodates numerous requests from various individuals, groups, associations, organizations and business entities for an audience as the office commits to bring people together, solve problems and craft a local government that better serves its constituents.

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government G2B Government to Business Entity G2C Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of Request for an Appointment 			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter of request stating the intention for an appointment	1.1 Receive and have the letter reviewed by authorized personnel	None	5 mins	Julie Ann Z. Bertumen
	1.2 When approved, schedule/set the meeting			Hanae Chantal B. Dela Cruz <i>Clerk</i>
	1.3 Inform requestor and confirm details of the appointment		1 min	Ramsell Rose J. Canonigo <i>Clerk</i>
			5 mins	
2. Return at the Office of the Mayor for the scheduled meeting at least 30mins ahead of time	2.1 Prepare necessary documents	None	10 mins	Ramsell Rose J. Canonigo <i>Clerk</i>
	2.2 Inform concerned personnel or department/unit to be present in the meeting		5 mins	
Total		None	2 hrs., 26 mins	

7. ISSUANCE OF AUTHORITY TO TRAVEL

All government officials and employees who wishes to travel abroad must secure Authority to Travel whether on official business or vacation/leisure purposes.

Office or Division:	Office of the Mayor - Secretariat Office			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Government Officials and Employees, Barangay Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Duly signed and accomplished Clearance Approved Leave of Absence Letter of Invitation, for official business Letter of Intent, for vacation/leisure purposes Confirmed Ticket (photocopy) 			HRDMD HRDMD Inviting Agency Client Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1.1 Check and verify completeness of submitted documents	None	5 mins	Pia C. Gomez-Malabanan Admin. Ofcr IV
	1.2 Prepare Authority to Travel for signature of the City Mayor		1 day	Lourdes Joie B. Gabutin Michelle Q. Segun Jennifer L. Feleciano <i>Clerk</i>
2. Return at the Office of the Mayor and receive Authority to Travel	2.1 Inform client	None	1 min	Lourdes Joie B. Gabutin <i>Clerk</i>
	2.2 Hand-over signed Authority to Travel		1 min	
Total		None	1 day, 7 mins	

8. RECEIVING AND RELEASING OF DOCUMENTS FOR SIGNATURE OF THE CITY MAYOR

These are document/s from various departments and units of the local government that needs to be signed by the City Mayor.

Office or Division:		Office of the Mayor - Secretariat Office		
Classification:		Simple		
Type of Transaction:		G2G Government to Government		
Who may avail:		All Departments and Units of the Local Government		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Document/s to be signed by the City Mayor 			Concerned Department or Unit	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send document/s to be signed by the City Mayor	1.1 Receive and verify completeness document/s	None	5 mins	Lourdes Joie B. Gabutin
	1.2 Prepare documents for signature of the City Mayor		1 day	Michelle Q. Segun Jennifer L. Feleciano Liza T. Solon <i>Clerk</i>
2. Return at the Office of the Mayor and receive signed document/s	2.1 Inform concerned office	None	1 min	Lourdes Joie B. Gabutin <i>Clerk</i>
	2.2 Release signed document/s		1 min	
Total		None	1 day, 7 mins	

MANAGEMENT INFORMATION SYSTEM
(External Services)

The Management Information System Office (MIS) is responsible for planning, development and implementation of hardware, software applications, programming and systems network and integration of a management information system or enterprise network. It also establishes procedures and standards for access to data processing facilities and the data itself.

1. MAYOR'S PERMIT TO WORK

Individuals need to secure Permit to Work prior to their employment.

Office or Division:	Office of the Mayor-Management Information System Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonified residents of the city of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> NBI Clearance or Police Clearance (1 photocopy); Latest Community Tax Certificate (1 original); Health Card Official Receipt (1 original); 			NBI / PNP Station City Treasury Office City Health Office City Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	P 150.00	3 Minutes	Glorina F. Feliciano <i>MIS Staff.</i>
	1.2. Prepare requested document	None	5 Minutes	Josie L. Pastor <i>Comm. Equip. Opr. III</i> Aviatar T. Gunlao Aldrich P. Dacanay <i>Clerk</i>
	1.3. Approval of the City Mayor	None	3 Minutes	Jerome V. Oliveros <i>City Administrator</i>
	1.4. Releasing of requested document	None	1 Minute	Josie L. Pastor <i>Comm. Equip. Opr. III</i> Aviatar T. Gunlao Aldrich P. Dacanay <i>Clerk</i>
	Total:	P 150.00	12 Minutes	

2. MAYOR'S CLEARANCE

Agencies require Mayor's Clearance / Referral Letter and Certificate of Good Moral Character before they are allowed to enroll in a school or apply for a job.

Office or Division:	Office of the Mayor-Management Information System Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonified residents of the city of Bacoor			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> NBI Clearance or Police Clearance (1 photocopy) Latest Community Tax Certificate (1 original); Official Receipt (1 original); 				NBI / PNP Station City Treasury Office City Treasury Office
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	P 100.00	3 Minutes	Glorina F. Feliciano <i>MIS Staff</i>
	1.2. Prepare requested document	None	5 Minutes	Robert Michael R. Violeta <i>MIS Staff</i> Kimberly F. Daria <i>Admin Aide II</i>
	1.3. Approval of the City Mayor	None	3 Minutes	Jerome V. Oliveros <i>City Administrator</i>
	1.4. Releasing of requested document	None	1 Minute	Robert Michael R. Violeta <i>MIS Staff</i> Kimberly F. Daria <i>Admin Aide II</i>
	Total:	P 100.00	12 Minutes	

3. RECOMMENDATION / REFERRAL LETTER

Agencies require Mayor's Clearance / Referral Letter and Certificate of Good Moral Character before they are allowed to enroll in a school or apply for a job.

Office or Division:	Office of the Mayor-Management Information System Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonified residents of the city of Bacoor			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> NBI Clearance or Police Clearance (1 photocopy); Latest Community Tax Certificate (1 original); Official Receipt (1 original); 				NBI / PNP Station City Treasury Office City Treasury Office
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	P 100.00	3 Minutes	Glorina F. Feliciano <i>MIS Staff</i>
	1.2. Prepare requested document	None	5 Minutes	Robert Michael R. Violeta <i>MIS Staff</i> Kimberly F. Daria <i>Admin Aide II</i>
	1.3. Approval of the City Mayor	None	3 Minutes	Jerome V. Oliveros <i>City Administrator</i>
	1.4. Releasing of requested document	None	1 Minute	Robert Michael R. Violeta <i>MIS Staff</i> Kimberly F. Daria <i>Admin Aide II</i>
	Total:	P100.00	12 Minutes	

4. SOLIDARITY ROUTE STICKER

All Bacoor City residents are allowed to use, free of charge, the roads and streets forming part of the Solidarity Route as alternative routes to ease or decongest traffic in the City of Bacoor, subject to a sticker system that may be utilized or implemented by the LGU-City of Bacoor.

Office or Division:	Office of the Mayor-Management Information System Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonified residents of the city of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Barangay Clearance (1 original) OR / CR of vehicle (1 photocopy) Driver's License (1 photocopy) 			Barangay Hall Issued by LTO Issued by LTO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Client submits request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	3 Minutes	Glorina F. Feliciano <i>MIS Staff.</i>
	1.2. Prepare requested document	None	5 Minutes	Robert Michael R. Violeta Eva A. Carreon <i>MIS Staff</i>
	1.3. Releasing of requested document	None	1 Minute	Robert Michael R. Violeta Eva A. Carreon <i>MIS Staff</i>
	Total:	None	9 Minutes	

OFFICE OF THE BUILDING OFFICIAL

(External Services)

The Office of the Building Official is mandated to enforce the National Building Code of the Philippines (P.D. 1096) and its Implementing Rules and Regulations as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto. It is tasked to supervise and exercise administrative control over all work pertinent to buildings within the area of responsibility. It is considered as one of the top revenue earners for the City of Bacoar, generating collections from building permit, electrical permit, certificate of occupancy, and other related applications as mandated by the Code. It is also tasked to conduct Annual Inspection of buildings/structures prior to approval of business permits. The corresponding partial assessment for buildings, mechanical, plumbing, electrical, signage and other fees shall be derived from actual inspection of the building/structure applied for with the business. Administrative fines for building code violators are also being imposed by the office.

1. Application for Building Permit

A permit is required to proceed with the construction of a specific project/ building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and Its Implementing Rules and Regulations.

Office or Division:	Office of the Building Official	
Classification:	Simple/Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is a lessee or TCT is in the name of a corporation <ul style="list-style-type: none">Lease Contract (1 photocopy)Corporate Secretary's Certificate (1 photocopy) Applicant is not the registered owner or with co-owner of the land <ul style="list-style-type: none">Land Owner's Affidavit of Consent (1 photocopy)Extrajudicial Settlement (1 photocopy)		City Registry of Deeds - Window D Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant being represented Client/Applicant being represented
<ul style="list-style-type: none">Tax Declaration of Real Property for Land and Building (1 photocopy)		City Assessor Office - Window # 1, 2, 3
<ul style="list-style-type: none">Tax Clearance of Real Property for Land and Building (1 photocopy)		City Treasury Office - Window # 3
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)Homeowner's Clearance (1 original) National Agencies Clearances (1 original, 1 photocopy)Affidavit of Undertaking (1 original)		OBO - Window # 4 HOA - Admin Office DPWH, DepED, CAAP, ERB, DENR, DOH, DOLE OBO - Window # 1, 2, 3
Application Forms <ul style="list-style-type: none">Application Form for Building Permit (5 original)Architectural Permit Form (5 original)Civil/Structural Permit Form (5 original)Sanitary/Plumbing Permit Form (5 original)Application for Electrical Permit Form (5 original)Mechanical Permit Form (5 original)Sign Permit Form (5 original)Electronic Permit Form (5 original)Locational Clearance Application Form (1 original)Contractor's Temporary Business Permit Application Form (1 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 OBO - Window # 1, 2, 3
<ul style="list-style-type: none">Relocation Survey Report and Certification (1 original, 3 photocopy)		Client/Applicant's Geodetic Engineer
<ul style="list-style-type: none">Lot Plan with Vicinity Map (4 original blueprint)		Client/Applicant's Geodetic Engineer
<ul style="list-style-type: none">Building Plan (4 original blueprint)		Client/Applicant's Engineer/Architect
<ul style="list-style-type: none">Project Specification (2 original)		Client/Applicant's Engineer/Architect
<ul style="list-style-type: none">Bill of Material (3 original)		Client/Applicant's Engineer/Architect
<ul style="list-style-type: none">Structural Design Analysis & Computation (1 original)		Client/Applicant's Civil Engineer
<ul style="list-style-type: none">Geotech Report/Soil Boring Test Report (1 original)		Client/Applicant's Engineer
<ul style="list-style-type: none">Seismic Analysis (1 original)		Client/Applicant's Civil Engineer
<ul style="list-style-type: none">PRC ID & PTR of Engineer's & Architect (1 photocopy)		Client/Applicant's Engineer/Architect
<ul style="list-style-type: none">PCAB Contractor's License (1 colored photocopy)		Client/Applicant's Electrical Contractor
<ul style="list-style-type: none">Construction Safety and Health Program (1 original, 1 photocopy)		DOLE.gov.ph
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant

<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes 20 minutes 20 minutes	Zoning Personnel - Zoning Department BFP Assessor - Fire Department BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OBO
	1.4 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.6 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.7 Compute & print the order of payment	None	15 minutes	Permit Assessor - OBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes 10 minutes	Cashier – Treasury BFP CRO - FIRE Department
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificates from Zoning, Fire & BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	15 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved	None	30 minutes	Record Clerk (Backroom) - OBO

	permit			
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 4hrs, 40 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
BUILDING PERMIT FEE	
Residential	
Original complete construction up to 20 sq. meters	₱ 2.00
Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
Above 20.00m ² – 50.00m ²	3.40
Above 50.00m ² – 100m ²	4.80
Above 100.00m ² – 150m ²	6.00
Above 150m ²	7.20
Commercial	
Up to 500 m ²	₱ 23.00
Above 600 – 700 m ²	22.00
Above 500 – 600 m ²	20.50
Above 700 – 800 m ²	19.50
Above 800 – 900 m ²	18.00
Above 900 – 1,000 m ²	17.00
Above 1,000 – 1,500 m ²	16.00
Above 1,500 – 2,000 m ²	15.00
Above 2,000 – 3,000 m ²	14.00
Above 3,000 m ²	12.00
Institutional	
Up to 500 m ²	₱ 12.00
Above 500 – 600 m ²	11.00
Above 600 – 700 m ²	10.20
Above 700 – 800 m ²	9.60
Above 800 – 900 m ²	9.00
Above 900 – 1,000 m ²	8.40
Above 1,000 – 1, 500 m ²	7.20
Above 1,500 – 2,000 m ²	6.60
Above 2,000 – 3,000 m ²	6.00
Above 3,000 m ²	5.00
Construction of Building Within Cemeteries & Memorial Parks	
1. Tombs	₱ 5.00/m ²
2. Semi-Enclosed Mausoleums	5.00/m ²
3. Enclosed Mausoleums	12.00/m ²
4. Columbarium	18.00/m ²
Construction of Water & Waste Water Treatment Tanks	
Construction of Water & Waste Water Treatment Tanks	₱ 7.00/m2
Construction of Reinforced Concrete or Steel Tanks for Commercial & Industrial Use	
1. Above Ground up to 10.00 cu.m.	₱ 480.00
*Every cu.m. or fraction there of in excess of 10.00 cu.m.	48.00
2. Underground up to 20.00 cu.m.	540.00
*Every cu.m. or fraction thereof in excess of 10.00 cu.m.	54.00
FENCING PERMIT FEE	
A. Made of masonry, metal & concrete up to 1.80 in height	₱ 3.00
- in excess of 1.80 in height	4.00
B. Made of indigenous materials, barbed, chicken or hog wires per linear meter	2.40
LINE AND GRADE	
C. Establishment of line & grade, all sides fronting or abutting streets, esteros, rivers, creeks, first 10m	24.00
- Every meter or fraction thereof in excess to 10m	2.40
Construction Of Pavement	
Construction of pavement up to 20m ²	₱ 24.00
*In excess of 20% or fraction intended for commercial/industrial/institutional use such as parking, gasoline station, skating rinks, pelota, tennis and basketball courts and the like	3.00
STRUCTURAL AND EXCAVATION PERMIT FEE	
Ground Preparation & Excavation Fee	
Inspection & Verification Fee	₱ 200.00
Issuance of GP & EP	50.00
Excavation per cubic meter	3.00
PLUMBING PERMIT FEE	
Installation Fee includes 1 water closet 2 floor drains 1 lavatory 1 sink 3 faucet	Minimum of ₱ 55.00

1 shower head		
1 water meter		
1 septic tank		
Additional water closet		₱ 7.00
Additional floor drain		3.00
Additional sink		3.00
Additional lavatory		7.00
Additional faucet		2.00
Additional shower head		2.00
Special Plumbing Fixtures		
Each slop sink		₱ 7.00
Each urinal		4.00
Each bath tub		7.00
Each grease trap		7.00
Each garage trap		7.00
Each bidet		4.00
Each dental cuspidor		4.00
Each gas-fired water heater		4.00
Each drinking fountain		2.00
Each bar or soda fountain sink		4.00
Each laundry sink		4.00
Each laboratory sink		4.00
Each fixed-type sterilizer		2.00
Each water meter		₱ 2.00
12 – 25 mm Ø		8.00
Above 25 mm Ø		10.00
Construction of Septic Tank		
Up to 5.00 m3 of digestion chamber		₱ 24.00
Every cu. Meter of fraction thereof in excess of 5.00 m3		7.00
Swimming Pools		
Per cubic meter or fraction thereof		
1. Residential		₱ 3.00
2. Commercial		36.00
3. Social/Recreational		24.00
4. Swimming Pool Shower Rooms /Locker Rooms		
a. Per unit or fraction thereof		60.00
b. Residential		6.00
c. Commercial		18.00
d. Industrial		12.00
ELECTRICAL PERMIT FEE		
Total Connected Load		
5 kVA or less		₱ 200.00
Over 5 kVA – 50 kVA		200.00 + 20.00/kVA
Over 50 kVA – 300 kVA		1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA		3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA		9,600.00 + 2.50/kVA
Over 6,000 kVA		20,850.00 +1.50/kVA
Miscellaneous Fees		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
MECHANICAL PERMIT FEE		
ACU (window type)		₱ 60.00/unit
ACU (package type)		90.00/ton
Sprinkler		4.00/head
Gas meter		100.00/unit
Elevator		
Dumbwaiter		₱ 600.00/unit
Construction Elevator		2,000.00/unit
Passenger/Freight		5,000.00/unit
Car Elevator		5,000.00/unit
SIGN PERMIT FEE		
Type Of Sign Display	Business Sign	Advertising
Neon	₱ 36.00	₱ 52.00
Illuminate	24.00	36.00
Others	15.00	24.00
Painted on	9.60	18.00
ELECTRONIC FEES		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio & TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending & Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection & Termination of Voice & Data Computer		2.40/outlet
E. Station/Terminal/Control Point Port/Central or Remote Panels/Outlets for Security & Alarms System		2.40/termination
F. Studios, Auditoriums, Theaters and Similar Structures for Radio & TV Broadcast		1,000.00/location
G. Antenna Towers/Masts for Installation of any Electronic and/or Communications Transmissions Reception		1,000.00/location
H. Electronic or Electronically Controlled Indoor & Outdoor Signages		50.00/unit

Construction/Erection Of Towers		
	Self-Supporting	Trilon (Guyed)
1. Residential	₱ 150.00	₱ 150.00
2. Commercial & Industrial up to 10 m. height	2,400.00	240.00
*Every fraction in excess of 10 m.	120.00	20.00
3. Institutional	1,800.00	120.00
*Every fraction in excess of 10 m.	120.00	20.00
DEMOLITION PERMIT FEE		
Demolition Permit		₱ 3.00/m²
*Structures of up to 10.00 m. height		800.00
*Every meter in excess of 10.00 m.		50.00
REPAIR FEE		
Repair Fees		₱ 5.00/m²
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

2. Application for Extension/Renovation Permit
(Residential 20m² floor area or less)

A permit is necessary to proceed with the extension for residential or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and Its Implementing Rules and regulations.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is not the registered owner or with co-owner of the land <ul style="list-style-type: none">Land Owner's Affidavit of Consent (1 photocopy)Extrajudicial Settlement (1 photocopy)		City Registry of Deeds - Window D		
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant Client/Applicant Client/Applicant		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land and Building (1 photocopy)		Client/Applicant		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land and Building (1 photocopy)		Client/Applicant		
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)Homeowner's Clearance (1 original)Affidavit of Undertaking (1 original)		City Assessor Office - Window # 1, 2, 3		
Application Forms <ul style="list-style-type: none">Application Form for Building Permit (5 original)Architectural Permit Form (5 original)Civil/Structural Permit Form (5 original)Sanitary/Plumbing Permit Form (5 original)Application for Electrical Permit Form (5 original)Contractor's Temporary Business Permit Application Form (1 original)		City Treasury Office - Window # 3		
<ul style="list-style-type: none">Lot Plan with Vicinity Map (4 original blueprint)		OBO - Window # 4 HOA - Admin Office OBO - Window # 1, 2, 3		
<ul style="list-style-type: none">Building Plan (4 original blueprint)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
<ul style="list-style-type: none">Project Specification (1 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
<ul style="list-style-type: none">Bill of Material (2 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
<ul style="list-style-type: none">PRC ID & PTR of Engineer's & Architect (1 photocopy)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		OBO - Window # 1, 2, 3		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		OBO - Window # 1, 2, 3		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes	BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OBO
	1.4 Review the evaluation report/ compliance checklist If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/	None	20 minutes	Building Official - OBO

	compliance checklist			
	1.5 Compute & print the order of payment	None	15 minutes	Permit Assessor - OBO
	1.6 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury Office
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificate BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	15 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			3hrs, 45 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
BUILDING PERMIT FEE	
Residential	
Original complete construction up to 20 sq. meters	₱ 2.00
Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
Above 20.00m ² – 50.00m ²	3.40
Above 50.00m ² – 100m ²	4.80
Above 100.00m ² – 150m ²	6.00
Above 150m ²	7.20
FENCING PERMIT FEE	
A. Made of masonry, metal & concrete up to 1.80 in height	₱ 3.00
- in excess of 1.80 in height	4.00
B. Made of indigenous materials, barbed, chicken or hog wires per linear meter	2.40
LINE AND GRADE	
C. Establishment of line & grade, all sides fronting or abutting streets, esteros, rivers, creeks, first 10m	24.00
- Every meter or fraction thereof in excess to 10m	2.40
Construction Of Pavement	
Construction of pavement up to 20m ²	₱ 24.00
*In excess of 20% or fraction intended for commercial/industrial/institutional use such as parking, gasoline station, skating rinks, pelota, tennis and basketball courts and the like	3.00
STRUCTURAL AND EXCAVATION PERMIT FEE	
Ground Preparation & Excavation Fee	
Inspection & Verification Fee	₱ 200.00
Issuance of GP & EP	50.00
Excavation per cubic meter	3.00
PLUMBING PERMIT FEE	

Installation Fee includes 1 water closet 2 floor drains 1 lavatory 1 sink 3 faucet 1 shower head 1 water meter 1 septic tank	Minimum of ₱ 55.00	
Additional water closet	₱ 7.00	
Additional floor drain	3.00	
Additional sink	3.00	
Additional lavatory	7.00	
Additional faucet	2.00	
Additional shower head	2.00	
Special Plumbing Fixtures		
Each slop sink	₱ 7.00	
Each urinal	4.00	
Each bath tub	7.00	
Each grease trap	7.00	
Each garage trap	7.00	
Each bidet	4.00	
Each dental cuspidor	4.00	
Each gas-fired water heater	4.00	
Each drinking fountain	2.00	
Each bar or soda fountain sink	4.00	
Each laundry sink	4.00	
Each laboratory sink	4.00	
Each fixed-type sterilizer	2.00	
Each water meter	₱ 2.00	
12 – 25 mm Ø	8.00	
Above 25 mm Ø	10.00	
Construction of Septic Tank		
Up to 5.00 m3 of digestion chamber	₱ 24.00	
Every cu. Meter of fraction thereof in excess of 5.00 m3	7.00	
ELECTRICAL PERMIT FEE		
Total Connected Load		
5 kVA or less	₱ 200.00	
Over 5 kVA – 50 kVA	200.00 + 20.00/kVA	
Over 50 kVA – 300 kVA	1,100.00 + 10.00/kVA	
Over 300 kVA – 1,500 kVA	3,600.00 + 5/kVA	
Over 1,500 kVA – 6,000 kVA	9,600.00 + 2.50/kVA	
Over 6,000 kVA	20,850.00 +1.50/kVA	
Miscellaneous Fees		
Residential	₱ 30.00	
Commercial / Industrial	96.00	
Institutional	42.00	
REPAIR FEE		
Repair Fees	₱ 5.00/m²	
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits	₱ 300.00	
B. For Extension Permits	100.00	
ADMINISTRATIVE FINES		
Light Violations	₱ 5,000.00	
Less Grave Violations	8,000.00	
Grave Violations	10,000.00	
SURCHARGES		
Excavation for foundation	10% of the BP fees	
Construction of foundation (including pile driving and laying of reinforcing bars)	25% of the BP fees	
Construction of superstructure up to 2.00 meters above established grade	50% of the BP fees	
Construction of superstructure above 2.00 meters	100% of the BP fees	
SECURITY SEAL		
Security Seal Fee	₱ 50.00	

3. Application for Renovation Permit (Commercial Interior Fit-Out)

A permit is necessary to proceed with the commercial renovation of interior space to meet the requirement the tenant after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and Its Implementing Rules and Regulations.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Lease Contract (1 photocopy)		Client/Applicant		
Representative				
• Corporate Secretary's Certificate (1 photocopy)		Client/Applicant		
• Authorization Letter (1 original)		Client/Applicant being represented		
• Barangay Clearance (1 original)		OBO - Window # 4		
Application Forms				
• Application Form for Building Permit (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Architectural Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Sanitary/Plumbing Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Application for Electrical Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Mechanical Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Sign Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Electronic Permit Form (5 copies)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Locational Clearance Application Form (1 copy)		OBO - Window # 1, 2, 3		
• Contractor's Temporary Business Permit Application Form (1 copy)		OBO - Window # 1, 2, 3		
• Building Plan (4 original blueprint)		Client/Applicant's Engineer/Architect		
• Project Specification (2 original)		Client/Applicant's Engineer/Architect		
• Bill of Material (3 original)		Client/Applicant's Engineer/Architect		
• PRC ID & PTR of Engineer's & Architect (1 photocopy)		Client/Applicant's Engineer/Architect		
• PCAB Contractor's License (1 colored photocopy)		Client/Applicant's Electrical Contractor		
• Sketch/Key Plan of site/location (1 original)		Client/Applicant		
• Picture of site/location (1 colored original)		Client/Applicant		
• Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes 20 minutes 20 minutes	Zoning Personnel - Zoning Department BFP Assessor - Fire Department BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OBO
	1.4 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.7 Compute & print the order of	None	15 minutes	Permit Assessor - OBO

	payment			
	1.8 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes 10 minutes	Cashier - Treasury BFP CRO - FIRE Department
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificates from Zoning, Fire & BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	15 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 4hrs, 40 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
BUILDING PERMIT FEE	
Commercial	
Up to 500 m ²	₱ 23.00
Above 600 – 700 m ²	22.00
Above 500 – 600 m ²	20.50
Above 700 – 800 m ²	19.50
Above 800 – 900 m ²	18.00
Above 900 – 1,000 m ²	17.00
Above 1,000 – 1,500 m ²	16.00
Above 1,500 – 2,000 m ²	15.00
Above 2,000 – 3,000 m ²	14.00
Above 3,000 m ²	12.00
Institutional	
Up to 500 m ²	₱ 12.00
Above 500 – 600 m ²	11.00
Above 600 – 700 m ²	10.20
Above 700 – 800 m ²	9.60
Above 800 – 900 m ²	9.00
Above 900 – 1,000 m ²	8.40
Above 1,000 – 1, 500 m ²	7.20
Above 1,500 – 2,000 m ²	6.60
Above 2,000 – 3,000 m ²	6.00
Above 3,000 m ²	5.00
PLUMBING PERMIT FEE	
Installation Fee includes 1 water closet 2 floor drains 1 lavatory 1 sink 3 faucet 1 shower head 1 water meter 1 septic tank	Minimum of ₱ 55.00
Additional water closet	₱ 7.00

Additional floor drain		3.00
Additional sink		3.00
Additional lavatory		7.00
Additional faucet		2.00
Additional shower head		2.00
Special Plumbing Fixtures		
Each slop sink		₱ 7.00
Each urinal		4.00
Each bath tub		7.00
Each grease trap		7.00
Each garage trap		7.00
Each bidet		4.00
Each dental cuspidor		4.00
Each gas-fired water heater		4.00
Each drinking fountain		2.00
Each bar or soda fountain sink		4.00
Each laundry sink		4.00
Each laboratory sink		4.00
Each fixed-type sterilizer		2.00
Each water meter		₱ 2.00
12 – 25 mm Ø		8.00
Above 25 mm Ø		10.00
Construction of Septic Tank		
Up to 5.00 m3 of digestion chamber		₱ 24.00
Every cu. Meter of fraction thereof in excess of 5.00 m3		7.00
ELECTRICAL PERMIT FEE		
Total Connected Load		
5 kVA or less		₱ 200.00
Over 5 kVA – 50 kVA		200.00 + 20.00/kVA
Over 50 kVA – 300 kVA		1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA		3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA		9,600.00 + 2.50/kVA
Over 6,000 kVA		20,850.00 +1.50/kVA
Miscellaneous Fees		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
MECHANICAL PERMIT FEE		
ACU (window type)		₱ 60.00/unit
ACU (package type)		90.00/ton
Sprinkler		4.00/head
Gas meter		100.00/unit
SIGN PERMIT FEE		
Type Of Sign Display	Business Sign	Advertising
Neon	₱ 36.00	₱ 52.00
Illuminate	24.00	36.00
Others	15.00	24.00
Painted on	9.60	18.00
ELECTRONIC FEES		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio & TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending & Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection & Termination of Voice & Data Computer		2.40/outlet
E. Station/Terminal/Control Point Port/Central or Remote Panels/Outlets for Security & Alarms System		2.40/termination
F. Studios, Auditoriums, Theaters and Similar Structures for Radio & TV Broadcast		1,000.00/location
G. Antenna Towers/Masts for Installation of any Electronic and/or Communications Transmissions Reception		1,000.00/location
H. Electronic or Electronically Controlled Indoor & Outdoor Signages		50.00/unit
DEMOLITION PERMIT FEE		
Demolition Permit		₱ 3.00/m ²
*Structures of up to 10.00 m. height		800.00
*Every meter in excess of 10.00 m.		50.00
REPAIR FEE		
Repair Fees		₱ 5.00/m ²
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00

B. For Extension Permits	100.00
ADMINISTRATIVE FINES	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
SURCHARGES	
Excavation for foundation	10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)	25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade	50% of the BP fees
Construction of superstructure above 2.00 meters	100% of the BP fees
SECURITY SEAL	
Security Seal Fee	₱ 50.00

4. Application for Building Permit (Commercial Telecommunication)

A permit is required before the installation/construction of telecommunication facility within the City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Antenna / Cabinet				
<ul style="list-style-type: none">Application for Electrical Permit Form (5 original)Electronic Permit Form (5 original)Contractor’s Temporary Business Permit Application Form (1 original)Electrical & Electronic Plan (4 original blueprint)Bill of Material (3 original)PRC ID & PTR of Engineer’s (1 photocopy)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 Client/Applicant’s Engineer’s Client/Applicant’s Engineer’s Client/Applicant’s Engineer’s		
Cellsite / Tower				
<ul style="list-style-type: none">Application Form for Building Permit (5 original)Architectural Permit Form (5 original)Civil/Structural Permit Form (5 original)Application for Electrical Permit Form (5 original)Electronic Permit Form (5 original)Locational Clearance Application Form (1 original)Contractor’s Temporary Business Permit Application Form (1 original)Lot Plan with Vicinity Map (4 original bleprint)Building Plan (4 original blueprint)Project Specification (2 original)Bill of Material (3 original)Structural Design Analysis & Computation (1 original)Geotech Report/Soil Boring Test Report (1 original)Seimic Analysis (1 original)PRC ID & PTR of Engineer’s & Architect (1 photocopy)PCAB Contractor’s License (1 colored photocopy)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 OBO - Window # 1, 2, 3 Client/Applicant’s Geodetic Engineer Client/Applicant’s Engineer/Architect Client/Applicant’s Engineer/Architect Client/Applicant’s Engineer/Architect Client/Applicant’s Civil Engineer Client/Applicant’s Engineer Client/Applicant’s Civil Engineer Client/Applicant’s Engineer/Architect Client/Applicant’s Electrical Contractor		
Legal & Supplementary Documents				
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is a lessee or TCT is in the name of a corporation <ul style="list-style-type: none">Lease Contract (1 photocopy)Corporate Secretary’s Certificate (1 photocopy)		City Registry of Deeds - Window D Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant		
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant being represented Client/Applicant being represented		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land and Building (1 photocopy)		City Assessor Office - Window # 1, 2, 3		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land and Building (1 photocopy)		City Treasury Office - Window # 3		
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)Homeowner’s Clearance (1 original)National Agencies Clearances (1 original, 1 photocopy)Affidavit of Undertaking (1 original)		OBO - Window # 4 HOA - Admin Office DPWH, CAAP, DENR, DOH OBO - Window # 1, 2, 3		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms	1.1 Check, receive & encode the application	None	15 minutes	Frontline Personnel - OBO

along with other requirements	documents and issue the follow-up slip			
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes 20 minutes 20 minutes	Zoning Personnel - Zoning Department BFP Assessor - Fire Department BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OBO
	1.4 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	15 minutes	Building Official - OBO
	1.7 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes 10 minutes	Cashier – Treasury BFP CRO - FIRE Department
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificates from Zoning, Fire & BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	15 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 4hrs, 30 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES
BUILDING PERMIT FEE

Commercial		
Up to 500 m²		₱ 23.00
Above 600 – 700 m²		22.00
Above 500 – 600 m²		20.50
Above 700 – 800 m²		19.50
Above 800 – 900 m²		18.00
Above 900 – 1,000 m²		17.00
Above 1,000 – 1,500 m²		16.00
Above 1,500 – 2,000 m²		15.00
Above 2,000 – 3,000 m²		14.00
Above 3,000 m²		12.00
LINE AND GRADE		
Establishment of line & grade, all sides fronting or abutting streets, esteros, rivers, creeks, first 10m		24.00
- Every meter or fraction thereof in excess to 10m		2.40
Construction Of Pavement		
Construction of pavement up to 20m²		₱ 24.00
*In excess of 20% or fraction intended for commercial/industrial/institutional use such as parking, gasoline station, skating rinks, pelota, tennis and basketball courts and the like		3.00
STRUCTURAL AND EXCAVATION PERMIT FEE		
Ground Preparation & Excavation Fee		
Inspection & Verification Fee		₱ 200.00
Issuance of GP & EP		50.00
Excavation per cubic meter		3.00
ELECTRICAL PERMIT FEE		
Total Connected Load		
5 kVA or less		₱ 200.00
Over 5 kVA – 50 kVA		200.00 + 20.00/kVA
Over 50 kVA – 300 kVA		1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA		3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA		9,600.00 + 2.50/kVA
Over 6,000 kVA		20,850.00 +1.50/kVA
Miscellaneous Fees		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
ELECTRONIC FEES		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio & TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending & Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection & Termination of Voice & Data Computer		2.40/outlet
E. Station/Terminal/Control Point Port/Central or Remote Panels/Outlets for Security & Alarms System		2.40/termination
F. Studios, Auditoriums, Theaters and Similar Structures for Radio & TV Broadcast		1,000.00/location
G. Antenna Towers/Masts for Installation of any Electronic and/or Communications Transmissions Reception		1,000.00/location
H. Electronic or Electronically Controlled Indoor & Outdoor Signages		50.00/unit
Construction/Erection Of Towers		
	Self-Supporting	Trilon (Guyed)
1. Residential	₱ 150.00	₱ 150.00
2. Commercial & Industrial up to 10 m. height	2,400.00	240.00
*Every fraction in excess of 10 m.	120.00	20.00
3. Institutional	1,800.00	120.00
*Every fraction in excess of 10 m.	120.00	20.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees

Construction of superstructure up to 2.00 meters above established grade	50% of the BP fees
Construction of superstructure above 2.00 meters	100% of the BP fees
SECURITY SEAL	

Security Seal Fee	₱ 50.00
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5. Application for Fence Permit

A permit is required before the installation of a fence in a construction area within the jurisdiction of City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is a lessee or TCT is in the name of a corporation <ul style="list-style-type: none">Lease Contract (1 photocopy)Corporate Secretary's Certificate (1 photocopy) Applicant is not the registered owner or with co-owner of the land <ul style="list-style-type: none">Land Owner's Affidavit of Consent (1 photocopy)Extrajudicial Settlement (1 photocopy)		City Registry of Deeds - Window D Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant		
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant being represented Client/Applicant being represented		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land (1 photocopy)		City Assessor Office - Window # 1, 2, 3		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land (1 photocopy)		City Treasury Office - Window # 3		
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)Homeowner's Clearance (1 original)National Agencies Clearances (1 original, 1 photocopy)Affidavit of Undertaking (1 original)		OBO - Window # 4 HOA - Admin Office DPWH OBO - Window # 1,2, 3		
Application Forms <ul style="list-style-type: none">Application Form for Building Permit (5 original)Fencing Permit Form (5 original)Locational Clearance Application Form (1 original)Contractor's Temporary Business Permit Application Form (1 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 OBO - Window # 1, 2, 3		
<ul style="list-style-type: none">Relocation Survey Report and Certification for vacant lot (1 original, 3 photocopy)		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none">Lot Plan with Vicinity Map (4 original blueprint)		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none">Fencing Plan (4 original blueprint)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Project Specification (2 copies)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Bill of Material (3 copies)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">PRC ID & PTR of Engineer's & Architect (1 photocopy)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes 20 minutes	Zoning Personnel - Zoning Department BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	15 minutes	Plan Evaluators - OBO

	1.4 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	15 minutes	Building Official - OBO
	1.7 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury Office
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificates from Zoning & BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	10 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 3hrs, 40 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
FENCING PERMIT FEE	
A. Made of masonry, metal & concrete up to 1.80 in height	₱ 3.00
- in excess of 1.80 in height	4.00
B. Made of indigenous materials, barbed, chicken or hog wires per linear meter	2.40
LINE AND GRADE	
C. Establishment of line & grade, all sides fronting or abutting streets, esteros, rivers, creeks, first 10m	24.00
- Every meter or fraction thereof in excess to 10m	2.40
Construction Of Pavement	
Construction of pavement up to 20m²	₱ 24.00
*In excess of 20% or fraction intended for commercial/industrial/institutional use such as parking, gasoline station, skating rinks, pelota, tennis and basketball courts and the like	3.00

STRUCTURAL AND EXCAVATION PERMIT FEE		
Ground Preparation & Excavation Fee		
Inspection & Verification Fee		₱ 200.00
Issuance of GP & EP		50.00
Excavation per cubic meter		3.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

6. Application for Mechanical Permit (Permit to Install)

A mechanical permit is required when any mechanical system/equipment is installed within the jurisdiction of City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Mechanical Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Mechanical Plan (4 original blueprint)		Client/Applicant's Mechanical Engineer		
• Bill of Material (3 original)		Client/Applicant's Mechanical Engineer		
• PRC ID & PTR of Engineer (1 photocopy)		Client/Applicant's Mechanical Engineer		
Representative				
• Corporate Secretary's Certificate (1 photocopy)		Client/Applicant being represented		
• Authorization Letter (1 original)		Client/Applicant being represented		
• Special Power of Attorney (1 photocopy)		Client/Applicant being represented		
• Barangay Clearance (1 original)		OBO - Window # 4		
• Picture of site/location (1 colored original)		Client/Applicant		
• Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Evaluate the application	None	15 minutes	Plan Evaluators - OBO
	1.3 Review the evaluation report/compliance checklist If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	15 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.4 Sort, stamp & record the permit number	None	10 minutes	Record Clerk (Backroom) - OBO
	3.5 Sign the approved	None	5 minutes	Building Official - OBO

	permit			
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 2hrs, 50 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES		
MECHANICAL PERMIT FEE		
ACU (window type)		₱ 60.00/unit
ACU (package type)		90.00/ton
Sprinkler		4.00/head
Gas meter		100.00/unit
Elevator		
Dumbwaiter		₱ 600.00/unit
Construction Elevator		2,000.00/unit
Passenger/Freight		5,000.00/unit
Car Elevator		5,000.00/unit
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

7. Application for Electrical Permit (Upgrading / Solar Net Metering)

An electrical permit is secured first before the installation of electrical connection of a certain building/structure within the City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Application for Electrical Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
<ul style="list-style-type: none">Electrical Plan (4 original blueprint)		Client/Applicant's Engineer		
<ul style="list-style-type: none">Bill of Material (3 original)		Client/Applicant's Engineer		
<ul style="list-style-type: none">PRC ID & PTR of Engineer (1 photocopy)		Client/Applicant's Engineer		
<ul style="list-style-type: none">PCAB Contractor's License (1 colored photocopy)		Client/Applicant's Electrical Contractor		
Representative <ul style="list-style-type: none">Corporate Secretary's Certificate (1 photocopy)		Client/Applicant being represented		
<ul style="list-style-type: none">Authorization Letter (1 original)		Client/Applicant being represented		
<ul style="list-style-type: none">Special Power of Attorney (1 photocopy)		Client/Applicant being represented		
<ul style="list-style-type: none">Barangay Clearance (1 original)		OBO - Window # 4		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Evaluate the application	None	15 minutes	Plan Evaluators - OBO
	1.3 Review the evaluation report/compliance checklist If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/compliance checklist	None	15 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.4 Sort, stamp & record the permit number	None	10 minutes	Record Clerk (Backroom) - OBO
	3.5 Sign the approved	None	5 minutes	Building Official - OBO

	permit				
4	Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
		4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
		4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL				1 day, 2hrs, 50 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES		
ELECTRICAL PERMIT FEE		
Total Connected Load		
5 kVA or less		₱ 200.00
Over 5 kVA – 50 kVA		200.00 + 20.00/kVA
Over 50 kVA – 300 kVA		1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA		3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA		9,600.00 + 2.50/kVA
Over 6,000 kVA		20,850.00 +1.50/kVA
Miscellaneous Fees		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

8. Application for Electronic Permit

A permit is required before the installation of electronic devices within the City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Electronic Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
• Electronic Plan (4 original blueprint)		Client/Applicant's Electronic Engineer		
• Bill of Material (3 original)		Client/Applicant's Electronic Engineer		
• PRC ID & PTR of Engineer (1 photocopy)		Client/Applicant's Electronic Engineer		
Representative		Client/Applicant being represented		
• Corporate Secretary's Certificate (1 photocopy)		Client/Applicant being represented		
• Authorization Letter (1 original)		Client/Applicant being represented		
• Special Power of Attorney (1 photocopy)		Client/Applicant being represented		
• Barangay Clearance (1 original)		OBO - Window # 4		
• Picture of site/location (1 colored original)		Client/Applicant		
• Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Evaluate the application	None	15 minutes	Plan Evaluators - OBO
	1.3 Review the evaluation report/compliance checklist If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/compliance checklist	None	15 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.4 Sort, stamp & record the permit number	None	10 minutes	Record Clerk (Backroom) - OBO
	3.5 Sign the approved permit	None	5 minutes	Building Official - OBO
4 Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 2hrs, 50 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES		
ELECTRONIC FEES		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio & TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending & Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection & Termination of Voice & Data Computer		2.40/outlet
E. Station/Terminal/Control Point Port/Central or Remote Panels/Outlets for Security & Alarms System		2.40/termination
F. Studios, Auditoriums, Theaters and Similar Structures for Radio & TV Broadcast		1,000.00/location
G. Antenna Towers/Masts for Installation of any Electronic and/or Communications Transmissions Reception		1,000.00/location
H. Electronic or Electronically Controlled Indoor & Outdoor Signages		50.00/unit
Construction/Erection Of Towers		
	Self-Supporting	Trilon (Guyed)
1. Residential	₱ 150.00	₱ 150.00
2. Commercial & Industrial up to 10 m. height	2,400.00	240.00
*Every fraction in excess of 10 m.	120.00	20.00
3. Institutional	1,800.00	120.00
*Every fraction in excess of 10 m.	120.00	20.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

9. Application for Demolition Permit

A permit is required before a property owner can legally demolish a structure within the City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is a lessee or TCT is in the name of a corporation <ul style="list-style-type: none">Lease Contract (1 photocopy)Corporate Secretary's Certificate (1 photocopy) Applicant is not the registered owner or with co-owner of the land <ul style="list-style-type: none">Land Owner's Affidavit of Consent (1 photocopy)Extrajudicial Settlement (1 photocopy)		City Registry of Deeds - Window D		
		Client/Applicant		
		Client/Applicant		
		Client/Applicant		
		Client/Applicant		
		Client/Applicant		
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant being represented		
		Client/Applicant being represented		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land (1 photocopy)		City Assessor Office - Window # 1, 2, 3		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land (1 photocopy)		City Treasury Office - Window # 3		
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)Homeowner's Clearance (1 original)Affidavit of Undertaking (1 original)		OBO - Window # 4		
		HOA - Admin Office		
		OBO - Window # 2		
<ul style="list-style-type: none">Demolition Permit Form (5 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website		
<ul style="list-style-type: none">Floor Plan and Elevations (4 original blueprint)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">PRC ID & PTR of Engineer's/Architect (1 photocopy)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Evaluate the application	None	15 minutes	Plan Evaluators - OBO
	1.3 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.4 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.5 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	15 minutes	Building Official - OBO
	1.6 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.7 Sign the order of payment	None	5 minutes	Building Official - OBO

2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury Office
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.4 Sort, stamp & record the permit number	None	10 minutes	Record Clerk (Backroom) - OBO
	3.5 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 2hrs, 55 minutes	

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TABLE OF FEES		
DEMOLITION PERMIT FEE		
Demolition Permit		₱ 3.00/m ²
*Structures of up to 10.00 m. height		800.00
*Every meter in excess of 10.00 m.		50.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

10. Application for Sign Permit (Business Sign & Billboard/Signboard)

A permit is required before the construction of a signage within the City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Sign				
<ul style="list-style-type: none">Sign Permit Form (5 original)Signage Plan (4 original blueprint)Bill of Material (3 original)PRC ID & PTR of Engineer's (1 photocopy)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect		
Billboard/Signboard (Wall Mounted)				
<ul style="list-style-type: none">Sign Permit Form (5 original)Contractor's Temporary Business Permit Application Form (1 original)Signage Plan (4 original blueprint)Bill of Material (3 original)Certificate of Structural Stability of Steel Framing and its AnchoragesPRC ID & PTR of Engineer's (1 photocopy)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1,2, 3 Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect		
Billboard/Signboard (Free Standing/Pylon)				
<ul style="list-style-type: none">Application Form for Building Permit (5 original)Architectural Permit Form (5 original)Civil/Structural Permit Form (5 original)Sign Permit Form (5 original)Locational Clearance Application Form (1 original)Contractor's Temporary Business Permit Application Form (1 original)Relocation Survey Report and Certification (1 original, 3 photocopy)Lot Plan with Vicinity Map (4 original blueprint)Architectural, Structural & Signage Plan (4 original blueprint)Project Specification (2 original)Bill of Material (3 original)Structural Design Analysis & Computation (1 original)Seimic Analysis (1 original)PRC ID & PTR of Engineer's & Architect (1 photocopy)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 OBO Window # 1, 2, 3 Client/Applicant's Geodetic Engineer Client/Applicant's Geodetic Engineer Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Civil Engineer Client/Applicant's Civil Engineer Client/Applicant's Engineer/Architect		
Legal and Supplementary Documents				
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is a lessee or TCT is in the name of a corporation <ul style="list-style-type: none">Lease Contract (1 photocopy)Corporate Secretary's Certificate (1 photocopy)		City Registry of Deeds - Window D Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant		
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant being represented Client/Applicant being represented		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land and Building (1 photocopy)		City Assessor Office - Window # 1, 2, 3		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land and Building (1 photocopy)		City Treasury Office - Window # 3		
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)National Agencies Clearances (1 original, 1 photocopy)Affidavit of Undertaking (1 original)		OBO - Window # 4 DPWH OBO - Window # 1, 2, 3		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished	1.1 Check, receive & encode the	None	15 minutes	Frontline Personnel - OBO

application forms along with other requirements	application documents and issue the follow-up slip			
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes 20 minutes 20 minutes	Zoning Personnel - Zoning Department BFP Assessor - Fire Department BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OBO
	1.4 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	15 minutes	Building Official - OBO
	1.7 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes 10 minutes	Cashier – Treasury BFP CRO - FIRE Department
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificates from Zoning, Fire & BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	15 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 4hrs, 30 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES
SIGN PERMIT FEE

Type Of Sign Display	Business Sign	Advertising
Neon	₱ 36.00	₱ 52.00
Illuminate	24.00	36.00
Others	15.00	24.00
Painted on	9.60	18.00
SIGN/SIGNBOARD STRUCTURE BUILDING PERMIT FEE		
Structure		
1. First 10.00m in height		₱ 2,400.00
2. Additional: Every meter or fraction thereof		120.00/m
Excavation		
1. Per cu.m of excavation for foundation		4.00/cu.m
Sign Permit Fee		
A. Erection/Anchorage of display area (single face) up to 4.00 sq.meters signboard area		₱ 120.00/m²
Additional: Every sq. meter or fraction thereof in excess of 4.00sq. meters		24.00/m²
B. Installation, per sq. meter or fraction thereof of display area		36.00/m²
Note: Excluding Electrical & Other Accessory Fee/s		
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00
Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

11. Application for Excavation and Ground Preparation Permit (Commercial Complex Application)

A permit is secured prior to the actual ground preparation and excavation after the building line is established.

Office or Division:	Office of the Building Official			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of ownership <ul style="list-style-type: none">Certified true copy of Transfer Certificate of Title (1 original) TCT is not yet in the name of applicant <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Deed of Assignment/Donation or any equivalent (1 photocopy) Applicant is a lessee or TCT is in the name of a corporation <ul style="list-style-type: none">Lease Contract (1 photocopy)Corporate Secretary's Certificate (1 photocopy) Applicant is not the registered owner or with co-owner of the land <ul style="list-style-type: none">Land Owner's Affidavit of Consent (1 photocopy)Extrajudicial Settlement (1 photocopy)		City Registry of Deeds - Window D Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant		
Representative <ul style="list-style-type: none">Authorization Letter (1 original)Special Power of Attorney (1 photocopy)		Client/Applicant being represented Client/Applicant being represented		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land and Building (1 photocopy)		City Assessor Office - Window # 1, 2, 3		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land and Building (1 photocopy)		City Treasury Office - Window # 3		
Local and National Agency Clearances <ul style="list-style-type: none">Barangay Clearance (1 original)National Agencies Clearances (1 original, 1 photocopy)Affidavit of Undertaking (1 original)		OBO - Window # 4 DPWH OBO - Window # 2		
Application Forms <ul style="list-style-type: none">Excavation and Ground Preparation Permit Form (5 original)Locational Clearance Application Form (1 original)Contractor's Temporary Business Permit Application Form (1 original)		OBO - Window # 1, 2, 3 or Bacoor.gov.ph website OBO - Window # 1, 2, 3 OBO - Window # 1, 2, 3		
<ul style="list-style-type: none">Relocation Survey Report and Certification (1 original, 3 photocopy)		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none">Lot Plan with Vicinity Map (4 original blueprint)		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none">Site Development and Foundation Plan (4 original blueprint)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Project Specification (1 original)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Bill of Material (2 original)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">PRC ID & PTR of Engineer's & Architect (1 photocopy)		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Picture of site/location (1 colored original)		Client/Applicant		
<ul style="list-style-type: none">Expanding yellow plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Verify the documents & print order of payment or notice of disapproval	None	20 minutes 20 minutes	Zoning Personnel - Zoning Department BPLO Personnel – Business Permit Office
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OBO
	1.4 Schedule for inspection the following day	None	5 minutes	Frontline Personnel - OBO
	1.5 Site Inspection &	None	1 day	Site Inspector - OBO

	prepare inspection report			
	1.6 Review the evaluation report/ compliance checklist If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.7 Compute & print the order of payment	None	15 minutes	Permit Assessor - OBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury Office
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the certificate from BPLO	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue permit number & print BPAS	None	10 minutes	Frontline Personnel - OBO
	3.5 Sort, stamp & record the permit number	None	15 minutes	Record Clerk (Backroom) - OBO
	3.6 Sign the approved permit	None	5 minutes	Building Official - OBO
4. Claim the permit & sign logbook for acknowledgement	4.1 Release the approved permit	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 4hrs, 10 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES		
STRUCTURAL AND EXCAVATION PERMIT FEE		
Ground Preparation & Excavation Fee		
Inspection & Verification Fee		₱ 200.00
Issuance of GP & EP		50.00
Excavation per cubic meter		3.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
Residential, Educational, Recreational & Institutional Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 100.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	200.00
Costing more than ₱ 1,000,000.00	100.00	300.00
Business, Merchantile, Industrial, Assembly Buildings		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 300.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	400.00

Costing more than ₱ 1,000,000.00	100.00	500.00
Accessories		
Costing less than ₱ 250,000.00	₱ 100.00	₱ 50.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	100.00	100.00
Costing more than ₱ 1,000,000.00	100.00	200.00
STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
SURCHARGES		
Excavation for foundation		10% of the BP fees
Construction of foundation (including pile driving and laying of reinforcing bars)		25% of the BP fees
Construction of superstructure up to 2.00 meters above established grade		50% of the BP fees
Construction of superstructure above 2.00 meters		100% of the BP fees
SECURITY SEAL		
Security Seal Fee		₱ 50.00

12. Processing of Certificate of Occupancy/Use

A certificate is issued before the actual use or occupancy of a building to determine that the building was completed in accordance with the approved plans. Accompanying a COO is the Certificate of Final Electrical Inspection.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Sketch or key plan of site/location (1 original)		Client/Applicant		
Pictures <ul style="list-style-type: none">Completed structure/building/house (1 colored original)On-going construction of the three(3) chamber septic tank (1 colored original)Machineries installed with proper label (1 colored original)		Building/House/Structure of the Client/Applicant		
• Authorization Letter (1 photocopy)		Building/House/Structure of the Client/Applicant		
• Tax Clearance of Real Property for Land and Building (1 photocopy)		Building/House/Structure of the Client/Applicant		
• Application Form for Certificate of Occupancy		Client/Applicant being represented		
• Certificate of Completion Form		City Treasury Office - Window # 3		
• Approved Building Permit and Ancillary Permit Forms (1 photocopy)		OBO - Window # 5		
• Approved Building Plans (1 original)		OBO - Window # 5		
• Fire Safety Checklist and its corresponding FSEC (1 photocopy)		Client/Applicant		
• PRC ID & PTR of Engineer's & Architect (1 photocopy)		Client/Applicant		
Certifications of Engineers <ul style="list-style-type: none">Certificate of Structural Stability (3 original)Mechanical Certificate (3 original)		Client/Applicant's Engineer/Architect		
With revisions or changes on approved plan <ul style="list-style-type: none">As-built Floor Plan & Site Development Plan (2 original)As-built Electrical Plan (2 original)Short Circuit and Voltage Drop Calculation (2 original)Certificate of Final Electrical Inspection/Completion (3 original)		Client/Applicant's Civil Engineer		
• National Agencies Clearances (1 original, 1 photocopy)		Client/Applicant's Mechanical Engineer		
• Approved Yellow Card from MERALCO (1 original)		Client/Applicant's Engineer/Architect		
• Expanding green plastic envelope color green & long folder (1 pc)		Client/Applicant's Electrical Engineer		
• Expanding green plastic envelope color green & long folder (1 pc)		Client/Applicant's Electrical Engineer		
• Expanding green plastic envelope color green & long folder (1 pc)		DPWH, DENR, CAAP		
• Expanding green plastic envelope color green & long folder (1 pc)		MERALCO		
• Expanding green plastic envelope color green & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application, schedule the on-site inspection and issue the follow-up slip	None	15 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO BFP Inspector - FIRE Department Assessor Inspector – Assessor Office
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/	None	20 minutes 20 minutes	Plan Evaluator - OBO Building Official - OBO

	compliance checklist			
	1.4 Compute & print the order of payment	None	10 minutes	Permit Assessor - OBO
			10 minutes	BFP Assessor - FIRE Department
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/ compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
			10 minutes	BFP CRO - FIRE Department
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Check the FSIC from FIRE	None	5 minutes	Frontline Personnel - OBO
	3.4 Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.5 Sign the approved certificate	None	5 minutes	Building Official - OBO
4. Claim the certificate & sign logbook for acknowledgement	4.1 Release the approved certificate	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved certificate	None	30 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved certificate in GIS	None	30 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 3hrs, 15 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
CERTIFICATE OF OCCUPANCY OR USE	
Residential	
Costing up to ₱ 150,000	₱ 100.00
More than ₱ 150,000 – ₱ 400,000	200
More than ₱ 400,000 – ₱ 850,000	400
More than ₱ 850,000 – ₱ 1,200,000	800
Every million or portion thereof in excess of ₱ 1,200,000	800
Commercial	
Costing up to ₱ 150,000	₱ 200.00
More than ₱ 150,000 – ₱ 400,000	400
More than ₱ 400,000 – ₱ 850,000	800
More than ₱ 850,000 – ₱ 1,200,000	1,000.00
Every million or in portion in excess of ₱ 1,200,000	1,000.00
Institutional	
Costing up to ₱ 150,000	₱ 150.00
More than ₱ 150,000 – ₱ 400,000	250.00
More than ₱ 400,000 – ₱ 850,000	600.00
More than ₱ 850,000 – ₱ 1,200,000	900.00
Every million or portion thereof in excess of ₱ 1,200,000	900.00
Miscellaneous Fees	
Inspection	₱ 600.00
Succeeding inspection	600.00
Change in Occupancy	5.00/m ²
ADMINISTRATIVE FINES	
Light Violations	₱ 5,000.00

Less Grave Violations	8,000.00
Grave Violations	10,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

13. Processing of Certificate of Final Electrical Inspection
(New Building with COO within 1 year of Issuance)

A permit is needed when installing electrical power in any building/structure within the jurisdiction of Bacoor City.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Information Sheet & Inspection Report Form for CFEI application (1 original)		OBO - Window # 8		
<ul style="list-style-type: none">Approved Electrical Plan or As-Built Electrical Plan (1 original blueprint)		Client/Applicant		
<ul style="list-style-type: none">PRC ID's & PTR of Electrical Engineer (1 photocopy)		Client/Applicant's Electrical Engineer		
<ul style="list-style-type: none">Approved Yellow Card from MERALCO (1 original)		MERALCO		
<ul style="list-style-type: none">Full view picture of the building (1 original)		Building/House of Client/Applicant		
<ul style="list-style-type: none">Certificate of Occupancy (1 photocopy)		Client/Applicant		
Proof of ownership <ul style="list-style-type: none">Transfer Certificate of Title (1 photocopy)Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Lease Contract (1 photocopy)Land Owner's Affidavit of Consent (1 photocopy)		Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Review the application If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.3 Compute & print the order of payment	None	5 minutes	Permit Assessor - OBO
	1.4 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.4 Sign the approved certificate	None	5 minutes	Building Official - OBO
	3.5 Scan & archive the approved certificate	None	10 minutes	Record Clerk (Backroom) - OBO

	3.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	5 minutes	Record Clerk (Backroom) - OBO
	3.7 Encode the approved certificate in GIS	None	20 minutes	Record Clerk (Backroom) - OBO
TOTAL			1hrs, 50 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
ELECTRICAL PERMIT FEE	
Total Connected Load	
5 kVA or less	₱ 200.00
Over 5 kVA – 50 kVA	200.00 + 20.00/kVA
Over 50 kVA – 300 kVA	1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA	3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA	9,600.00 + 2.50/kVA
Over 6,000 kVA	20,850.00 + 1.50/kVA
Miscellaneous Fees	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE	
Total Electrical Permit Fees x 110%	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

**14. Processing of Certificate of Final Electrical Inspection
(Old Building New Connection/ Reconnection/ Burnout/
Relocation of Meter)**

A permit is needed when installing electrical power in any building/structure within the jurisdiction of Bacoor City.

Office or Division:	Office of the Building Official	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Old buildings with main circuit breaker 200 amperes and ABOVE		
Proof of ownership <ul style="list-style-type: none"> Transfer Certificate of Title (1 photocopy) Applicant is not the registered owner of the land <ul style="list-style-type: none"> Deed of Absolute Sale (1 photocopy) Contract to Sell (1 photocopy) Lease Contract (1 photocopy) Land Owner’s Affidavit of Consent (1 photocopy) 		Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant
<ul style="list-style-type: none"> Tax Declaration of Real Property for Land & Building (1 photocopy) Building is not yet declared <ul style="list-style-type: none"> Acknowledgement Receipt for Appraisal & Assessment (1 photocopy) 		City Assessor Office – Window # 1, 2, 3 City Assessor Office – Window # 1, 2, 3
<ul style="list-style-type: none"> Tax Clearance of Real Property for Land & Building (1 photocopy) 		City Treasury Office – Window # 3
Application Forms <ul style="list-style-type: none"> Information Sheet & Inspection Report Form for CFEI application (1 original) Application for Electrical Permit Form (5 original) Certificate of Final Electrical Inspection/Completion Form (5 original) 		OBO - Window # 8 OBO - Window # 8 OBO - Window # 8
<ul style="list-style-type: none"> Electrical Plan (4 original) 		Client/Applicant’s Electrical Engineer
<ul style="list-style-type: none"> Short Circuit Calculations and Voltage Drop (4 original) 		Client/Applicant’s Electrical Engineer
<ul style="list-style-type: none"> PRC ID’s & PTR of Electrical Engineer (1 photocopy) 		Client/Applicant’s Electrical Engineer
<ul style="list-style-type: none"> Approved Yellow Card from MERALCO (1 original) 		MERALCO
<ul style="list-style-type: none"> Full view picture of the building (1 original) 		Building/House of Client/Applicant
Old buildings with main circuit breaker 200 amperes and BELOW		
Proof of ownership <ul style="list-style-type: none"> Transfer Certificate of Title (1 photocopy) Applicant is not the registered owner of the land <ul style="list-style-type: none"> Deed of Absolute Sale (1 photocopy) Contract to Sell (1 photocopy) Lease Contract (1 photocopy) Land Owner’s Affidavit of Consent (1 photocopy) 		Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant
<ul style="list-style-type: none"> Tax Declaration of Real Property for Land & Building (1 photocopy) Building is not yet declared <ul style="list-style-type: none"> Acknowledgement Receipt for Appraisal & Assessment (1 photocopy) 		City Assessor Office – Window # 1, 2, 3 City Assessor Office – Window # 1, 2, 3
<ul style="list-style-type: none"> Tax Clearance of Real Property for Land & Building (1 photocopy) 		City Treasury Office – Window # 3
Application Forms <ul style="list-style-type: none"> Information Sheet & Inspection Report Form for CFEI application (1 original) Electrical Permit Form (5 original) Certification Form (5 original) 		OBO - Window # 8 OBO - Window # 8 OBO - Window # 8
<ul style="list-style-type: none"> PRC ID’s & PTR of Electrical Engineer (1 photocopy) 		Client/Applicant’s Electrical Engineer
<ul style="list-style-type: none"> Approved Yellow Card from MERALCO (1 original) 		MERALCO
<ul style="list-style-type: none"> Full view picture of the building (1 original) 		Building/House of Client/Applicant
Supplementary Documents (maybe required depending on the result of the inspection)		
<ul style="list-style-type: none"> Building Permit / Extension Permit / Renovation Permit (1 photocopy) Certificate of Occupancy (1 photocopy) Schedule of Loads (1 photocopy) Correction of violations (if any) 		Client/Applicant Client/Applicant Client/Applicant Client/Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	5 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1. Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2. Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3. Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.4. Sign the approved certificate	None	5 minutes	Building Official - OBO
	3.5 Scan & archive the approved certificate	None	10 minutes	Record Clerk (Backroom) - OBO
	3.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	5 minutes	Record Clerk (Backroom) - OBO
	3.7 Encode the approved certificate in GIS	None	20 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 1hr, 50 minutes	

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TABLE OF FEES	
ELECTRICAL PERMIT FEE	
Total Connected Load	
5 kVA or less	₱ 200.00
Over 5 kVA – 50 kVA	200.00 + 20.00/kVA
Over 50 kVA – 300 kVA	1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA	3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA	9,600.00 + 2.50/kVA
Over 6,000 kVA	20,850.00 + 1.50/kVA
Miscellaneous Fees	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00

CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE	
Total Electrical Permit Fees x 110%	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

15. Processing of Certificate of Final Electrical Inspection
(Solar Net Metering)

A permit is needed when installing electrical power in any building/structure within the jurisdiction of Bacoor City.				
Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of ownership <ul style="list-style-type: none">Transfer Certificate of Title (1 photocopy) Applicant is not the registered owner of the land <ul style="list-style-type: none">Deed of Absolute Sale (1 photocopy)Contract to Sell (1 photocopy)Lease Contract (1 photocopy)Land Owner's Affidavit of Consent (1 photocopy)		Client/Applicant		
<ul style="list-style-type: none">Tax Declaration of Real Property for Land & Building (1 photocopy) Building is not yet declared <ul style="list-style-type: none">Acknowledgement Receipt for Appraisal & Assessment (1 photocopy)		City Assessor Office – Window # 1, 2, 3		
<ul style="list-style-type: none">Tax Clearance of Real Property for Land & Building (1 photocopy)		City Assessor Office – Window # 1, 2, 3		
Application Forms <ul style="list-style-type: none">Information Sheet & Inspection Report Form for CFEI application (1 original)Certificate of Final Electrical Inspection/Completion Form (5 original)		City Treasury Office – Window # 3		
<ul style="list-style-type: none">Approved Application for Electrical Permit (1 photocopy)		OBO - Window # 8		
<ul style="list-style-type: none">Approved Electrical Plan (1 original blueprint)		OBO - Window # 8		
<ul style="list-style-type: none">PRC ID's & PTR of Electrical Engineer (1 photocopy)		Client/Applicant		
<ul style="list-style-type: none">Approved Yellow Card from MERALCO (1 original)		Client/Applicant's Electrical Engineer		
<ul style="list-style-type: none">Full view picture of the building (1 original)		MERALCO		
Supplementary Documents (maybe required depending on the result of the inspection)		Building/House of Client/Applicant		
<ul style="list-style-type: none">Building Permit / Extension Permit / Renovation Permit (1 photocopy)Certificate of Occupancy (1 photocopy)Schedule of Loads (1 photocopy)Correction of violations (if any)		Client/Applicant		
		Client/Applicant Client/Applicant Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	5 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO

3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.4 Sign the approved certificate	None	5 minutes	Building Official - OBO
	3.5 Scan & archive the approved certificate	None	10 minutes	Record Clerk (Backroom) - OBO
	3.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	5 minutes	Record Clerk (Backroom) - OBO
	3.7 Encode the approved certificate in GIS	None	20 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 1hrs, 50 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
ELECTRICAL PERMIT FEE	
Total Connected Load	
5 kVA or less	₱ 200.00
Over 5 kVA – 50 kVA	200.00 + 20.00/kVA
Over 50 kVA – 300 kVA	1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA	3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA	9,600.00 + 2.50/kVA
Over 6,000 kVA	20,850.00 + 1.50/kVA
Miscellaneous Fees	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE	
Total Electrical Permit Fees x 110%	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

16. Processing of Certificate of Final Electrical Inspection
(Temporary Service Connection)

A permit is needed when installing electrical power in any building/structure within the jurisdiction of Bacoor City.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
On-going construction with Building Permit				
Application Forms				
• Information Sheet & Inspection Report Form for CFEI application (1 original)		OBO - Window # 8		
• Permit for Temporary Service Connection Form (5 original)		OBO - Window # 8		
• PRC ID's & PTR of Electrical Engineer (1 photocopy)		Client/Applicant's Electrical Engineer		
• Approved Building Plans (1 original blueprint)		Client/Applicant		
• Approved Yellow Card from MERALCO (1 original)		MERALCO		
• Meter Base		MERALCO		
• Full view picture of the building (1 original)		Building/House of Client/Applicant		
Informal Settler Families				
Application Forms				
• Information Sheet & Inspection Report Form for CFEI application (1 original)		OBO - Window # 8		
• Permit for Temporary Service Connection Form (5 original)		OBO - Window # 8		
• Sinumpaang Salaysay Form (1 original)		Urban Poor Affairs Office – Window # 1		
• PRC ID's & PTR of Electrical Engineer (1 photocopy)		Client/Applicant's Electrical Engineer		
• Endorsement Letter		Urban Poor Affairs Office – Window # 1		
• Barangay Clearance		OBO - Window # 4		
• Government issued Identification Card (ID)		SSS, GSIS, PRC, Driver's License		
• Approved Yellow Card from MERALCO (1 original)		MERALCO		
• Full view picture of the building (1 original)		Building/House of Client/Applicant		
Supplementary Documents (maybe required depending on the result of the inspection)				
• Revised Plans (1 original)		Client/Applicant's Electrical Engineer		
• Correction of violations (if any)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	5 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury

	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.4 Sign the approved certificate	None	5 minutes	Building Official - OBO
	3.5 Scan & archive the approved certificate	None	10 minutes	Record Clerk (Backroom) - OBO
	3.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	5 minutes	Record Clerk (Backroom) - OBO
	3.7 Encode the approved certificate in GIS	None	20 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 1hrs, 50 minutes	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
ELECTRICAL PERMIT FEE	
Total Connected Load	
5 kVA or less	₱ 200.00
Over 5 kVA – 50 kVA	200.00 + 20.00/kVA
Over 50 kVA – 300 kVA	1,100.00 + 10.00/kVA
Over 300 kVA – 1,500 kVA	3,600.00 + 5/kVA
Over 1,500 kVA – 6,000 kVA	9,600.00 + 2.50/kVA
Over 6,000 kVA	20,850.00 + 1.50/kVA
Miscellaneous Fees	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE	
Total Electrical Permit Fees x 110%	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

17. Processing of Certificate of Operation
(Mechanical Permit to Operate)

A certificate is issued and required annually thereafter the installation, removal or alteration of machinery within the jurisdiction of City of Bacoor.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New with COO within 1 year of issuance				
<ul style="list-style-type: none">Information Sheet & Inspection Report for Certificate of Operation Form (1 original)		OBO - Window # 3		
<ul style="list-style-type: none">Mechanical Certificate (2 original)		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none">PRC ID's & PTR of Mechanical Engineer (1 photocopy)		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none">Pictures of machineries installed with proper label (1 colored original)		Building of Client/Applicant		
<ul style="list-style-type: none">Approved Mechanical Permit Form (1 photocopy)		Client/Applicant		
<ul style="list-style-type: none">Approved Mechanical Plan (1 original blueprint)		Client/Applicant		
If there are Changes or Revisions on actual construction				
<ul style="list-style-type: none">As Built Plan (2 original blueprint)		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none">COO Progress Sheet (1 photocopy)		Client/Applicant		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Expanding pink plastic envelope & long folder (1 pc)		Client/Applicant		
Renewal				
<ul style="list-style-type: none">Information Sheet & Inspection Report for Certificate of Operation Form (1 original)		OBO - Window # 3		
<ul style="list-style-type: none">Mechanical Certificate (2 original)		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none">PRC ID's & PTR of Mechanical Engineer (1 photocopy)		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none">Approved Mechanical Plan and As-built Plan (1 original blueprint)		Client/Applicant		
<ul style="list-style-type: none">Previous Certificate of Operation (1 photocopy)		Client/Applicant		
<ul style="list-style-type: none">Sketch of site/location (1 original)		Client/Applicant		
<ul style="list-style-type: none">Expanding pink plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	5 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the	None	5 minutes	Frontline Personnel -

	official receipts			OBO
	3.3 Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.4 Sign the approved certificate	None	5 minutes	Building Official - OBO
4. Claim the certificate & sign logbook for acknowledgement	4.1 Release the approved certificate	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved certificate	None	20 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the approved certificate in GIS	None	20 minutes	Record Clerk (Backroom) - OBO
TOTAL			1 day, 2hrs*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
ANNUAL MECHANICAL INSPECTION FEES	
Refrigeration and Ice Pant, per ton	
a. Up to 100 tons capacity	₱ 25.00
b. Above 100 tons up to 150 tons	20.00
c. Above 150 tons up to 300 tons	15.00
d. Above 300 tons up to 500 tons	10.00
e. Every ton or fraction thereof above 500 tons	5.00
Air Conditioning Systems	
Window type air conditioners, per unit	₱ 40.00
Packaged or centralized air conditioning systems	
a. First 100 tons, per ton	₱ 25.00
b. Above 100 tons up to 150 tons per ton	20.00
c. Every ton or fraction thereof above 500 tons	8.00
Mechanical Ventilation, per unit, per kW	
a. Up to 1kW	₱ 10.00
b. Above 1kW to 7.5kW	50.00
c. Every kW above 7.5kW	20.00
Escalators and Moving Walks, Funiculars and the like	
a. Escalator and Moving Walks, per unit	₱ 120.00
b. Funicular, per kW or fraction thereof	50.00
c. Per linear meter or fraction thereof of travel	10.00
d. Cable Car, per kW or fraction thereof	25.00
e. Per linear meter of travel	2.00
Elevator, per unit	
a. Passenger elevators	₱ 500.00
b. Freight elevators	400.00
c. Motor driven dumbwaiter	50.00
d. Construction elevators for materials	400.00
e. Car elevators	500.00
f. Every landing above first five (5) landings for all the above elevators	50.00
Boilers, per unit	
a. Up to 7.5kW	₱ 400.00
b. 7.5kW up to 22kW	550.00
c. 22kW up to 37kW	600.00
d. 37kW up to 52kW	650.00
e. 52kW up to 67kW	800.00
f. 67kW up to 74kW	900.00
g. Every kW or fraction thereof above 74kW	4.00
Pressurized Water Heaters, per unit	
Pressurized Water Heaters, per unit	₱ 120.00
Automatic Fire Extinguishers, per sprinkler head	
Automatic Fire Extinguishers, per sprinkler head	₱ 2.00
Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW	
a. Up to 5kW	₱ 55.00
b. Above 5kW to 10kW	90.00
c. Every kW or fraction thereof above 10kW	2.00
Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW	
a. Per kW, up to 50kW	₱ 15.00
b. Above 50kW to 100kW	10.00
c. Every kW or fraction thereof above 100kW	2.40
Compressed air, vacuum, commercial/institutional/industrial gases, per outlet	
Compressed air, vacuum, commercial/institutional/industrial gases, per outlet	₱ 10.00
Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher	
Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher	₱ 2.00

Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like	
a. Per unit, up to 10kW	₱ 100.00
b. Every kW above 10kW	3.00
Other machineries and/or equipment for commercial/industrial/institutional use not elsewhere specified, per unit	
a. Up to 1/2 kW	₱ 8.00
b. Above 1/2kW up to 1kW	23.00
c. Above 1kW up to 3kW	39.00
d. Above 3kW up to 5kW	55.00
e. Above 5kW up to 10kW	80.00
f. Every kW above 10kW or fraction thereof	4.00
Pressure Vessels, per cu. Meter or fraction thereof	
Pressure Vessels, per cu. Meter or fraction thereof	₱ 40.00
Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof	
Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof	₱ 2.40
Weighing Scale Structure, per ton or fraction thereof	
Weighing Scale Structure, per ton or fraction thereof	₱ 30.00
Testing/Calibration of pressure gauge, per unit	
a. Each gas meter, tested, proved and sealed, per gas meter	₱ 24.00
	30.00
Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit	
Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit	₱ 30.00
ADMINISTRATIVE FINES	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

18. Processing of Sign Permit Renewal (Annual Billboard/Signboard)

A renewal of certificate is required annually after the installation & inspection of billboard/signboard.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Information Sheet & Inspection Report for Certificate of Use (Billboard/Signboard Renewal) Form (1 original)		OBO - Window # 3		
• Sign Permit Form (5 original)		OBO - Window # 3		
• Certificate of Structural Stability of Steel Framing & its Anchorages (2 original)		Client/Applicant's Civil Engineer		
• PRC ID's & PTR of Civil Engineer (1 photocopy)		Client/Applicant's Civil Engineer		
• Insurance Coverage and Policy (1 photocopy)		Client/Applicant		
• Previous Certificate of Use (1 photocopy)		Client/Applicant		
• Tax Declaration of Real Property for Billboard/Signboard and Land (1 photocopy)		City Assesor Office - Window # 1, 2, 3		
• Tax Clearance of Real Property for Billboard/Signboard and Land (1 photocopy)		City Treasury Office - Window # 3		
• Sketch of site/location (1 original)		Client/Applicant		
• Picture of Billboard/Signboard (1 original)		Client/Applicant		
• Expanding violet plastic envelope & long folder (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Compute & print the order of payment	None	5 minutes	Permit Assessor - OBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OBO
2. Claim the order of payments or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment or the evaluation report/compliance checklist	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	See table of fees	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts, issue & print the certificate	None	10 minutes	Frontline Personnel - OBO
	3.4 Sign the approved certificate	None	5 minutes	Building Official - OBO
4. Claim the certificate & sign logbook for acknowledgement	4.1 Release the approved certificate	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved certificate	None	20 minutes	Record Clerk (Backroom) - OBO
	4.3 Encode the	None	20 minutes	Record Clerk

	approved certificate in GIS			(Backroom) - OBO
TOTAL			1 day, 2hrs	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
CERTIFICATE OF USE	
50% of Building Permit Fee, excluding Excavation	
Annual Inspection Fee (Structure)	
100% of Building Permit Fee, excluding Excavation	
Annual Inspection Fee (Structure)	
Annual Inspection Fee	₱ 7,500.00
Signboard Inventory Fee	
One-time Signboard Inventory Fee	₱ 2,500.00
Annual Renewal Fee	
Per sq. meter of display area	₱ 38.00/m²
ADMINISTRATIVE FINES	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
SECURITY SEAL	
Security Seal Fee	₱ 50.00

19. Processing of Building Assessment

A building assessment is necessary for the application of Business Permit subject to verification by the evaluation section and for renewal of business permit annually.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New Business				
Application Forms				
• New Business Inspection Summary Form (1 original)		OBO - Window # 7		
• Annual Inspection Assessment (1 original)		OBO - Window # 7		
• Business Permit Form (1 original)		BPLO - Window # 3		
New Construction/Renovation business establishment				
• Picture of business establishment (1 original)		Business Establishment Client/Applicant		
• Certificate of Occupancy (1 photocopy)		Client/Applicant		
• Approved Building Plan or As-Built Plan		Client/Applicant		
Renewal				
Application Forms				
• Building Assessment Renewal Form (1 original)		OBO - Window # 7		
• Notice of Annual Inspection of Building/Establishment (1 original)		OBO - Window # 7		
• Business Permit Form (1 original)		BPLO - Window # 3		
• Certificate of Annual Inspection (1 photocopy)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Assess the amount of fees	None	5 minutes	Permit Assessor - OBO
2. Claim the assessed business permit form or receive the evaluation report/compliance checklist and sign logbook for acknowledgement (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the assessed business permit form or the evaluation report/ compliance checklist	See table of fees	5 minutes	Frontline Personnel - OBO
TOTAL			1 day, 40 minutes*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

TABLE OF FEES	
BUILDING	
Divisions B-1/D-1,2,3/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4 and I-1, Commercial, Industrial, Institutional buildings and appendages:	
Appendages of up to 3.00 cu.m/unit	₱ 150.00
Floor area to 100.00 sq.m	120.00
Above 100 sq.m up to 200sq.m	240.00
Above 200 sq.m up to 350sq.m	480.00

Above 350 sq.m up to 500sq.m	720.00
Above 500 sq.m up to 750sq.m	960.00
Above 750 sq.m up to 1000sq.m	1,200.00
Every 1000 sq.m or its portion in excess of 1000 sq.m	1,200.00
Divisions C-1,2, Amusement Houses, Gymnasias and the like:	
First class cinematographs or theaters	₱ 1,200.00
Second class cinematographs or theaters	720.00
Third class cinematographs	520.00
Grandstand/Bleachers, Gymnasias and the like	720.00
PLUMBING	
Annual Plumbing Inspection Fees	
Each plumbing unit	₱ 60.00
SIGNAGE	
Annual Renewal Fees	
Per sq.m of display surface or fraction thereof	
1. Neon Signs (business sign)	₱ 124.00
Neon Signs (advertising sign)	200.00
2. Illuminated Signs (business sign)	72.00
Illuminated Signs (advertising sign)	150.00
3. Others (business sign)	40.00
Others (advertising sign)	110.00
4. Painted-on (business signs)	30.00
Painted-on (advertising signs)	100.00
ELECTRICAL	
Electrical Fees (The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures)	
Total Connected Load	
5 kVA or less	₱ 200.00
Over 5 kVA – 50 kVA	200.00
Over 50 kVA – 300 kVA	1,100.00
Over 300 kVA – 1,500 kVA	3,600.00
Over 1,500 kVA – 6,000 kVA	9,600.00
Over 6,000 kVA	20,850.00
Total Transformer/Uninterrupted Power Supply (UPS) Generator Capacity (kVA)	
5kVA or less	₱ 40.00
Over 5 kVA to 50 kVA	40.00
Over 50 kVA to 300 kVA	220.00
Over 300 kVA to 1500 kVA	720.00
Over 1500 kVA to 6000 kVA	1,920.00
Over 6000 kVA	4,170.00
Pole/Attachment Location Plan Permit	
Power Supply Pole Location	₱ 30.00
Guying Attachment	30.00
Miscellaneous Fees (Electric meter for union separation, alteration, reconnection or relocation)	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
MECHANICAL	
Annual Mechanical Inspection Fees	
Refrigeration and Ice Pant, per ton	
a. Up to 100 tons capacity	₱ 25.00
b. Above 100 tons up to 150 tons	20.00
c. Above 150 tons up to 300 tons	15.00
d. Above 300 tons up to 500 tons	10.00
e. Every ton or fraction thereof above 500 tons	5.00
Air Conditioning Systems	
Window type air conditioners, per unit	₱ 40.00
Packaged or centralized air conditioning systems	
a. First 100 tons, per ton	₱ 25.00
b. Above 100 tons up to 150 tons per ton	20.00
c. Every ton or fraction thereof above 500 tons	8.00
Mechanical Ventilation, per unit, per kW	
a. Up to 1kW	₱ 10.00
b. Above 1kW to 7.5kW	50.00
c. Every kW above 7.5kW	20.00
Escalators and Moving Walks, Funiculars and the like	
a. Escalator and Moving Walks, per unit	₱ 120.00
b. Funicular, per kW or fraction thereof	50.00
c. Per linear meter or fraction thereof of travel	10.00
d. Cable Car, per kW or fraction thereof	25.00
e. Per linear meter of travel	2.00
Elevator, per unit	
a. Passenger elevators	₱ 500.00
b. Freight elevators	400.00
c. Motor driven dumbwaiter	50.00
d. Construction elevators for materials	400.00
e. Car elevators	500.00
f. Every landing above first five (5) landings for all the above elevators	50.00
Boilers, per unit	
a. Up to 7.5kW	₱ 400.00

b. 7.5kW up to 22kW		550.00
c. 22kW up to 37kW		600.00
d. 37kW up to 52kW		650.00
e. 52kW up to 67kW		800.00
f. 67kW up to 74kW		900.00
g. Every kW or fraction thereof above 74kW		4.00
Pressurized Water Heaters, per unit		
Pressurized Water Heaters, per unit		₱ 120.00
Automatic Fire Extinguishers, per sprinkler head		
Automatic Fire Extinguishers, per sprinkler head		₱ 2.00
Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW		
a. Up to 5kW		₱ 55.00
b. Above 5kW to 10kW		90.00
c. Every kW or fraction thereof above 10kW		2.00
Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW		
a. Per kW, up to 50kW		₱ 15.00
b. Above 50kW to 100kW		10.00
b. Every kW or fraction thereof above 100kW		2.40
Compressed air, vacuum, commercial/institutional/industrial gases, per outlet		
Compressed air, vacuum, commercial/institutional/industrial gases, per outlet		₱ 10.00
Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher		
Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher		₱ 2.00
Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like		
a. Per unit, up to 10kW		₱ 100.00
b. Every kW above 10kW		3.00
Other machineries and/or equipment for commercial/industrial/institutional use not elsewhere specified, per unit		
a. Up to 1/2 kW		₱ 8.00
b. Above 1/2kW up to 1kW		23.00
c. Above 1kW up to 3kW		39.00
d. Above 3kW up to 5kW		55.00
e. Above 5kW up to 10kW		80.00
f. Every kW above 10kW or fraction thereof		4.00
Pressure Vessels, per cu. Meter or fraction thereof		
Pressure Vessels, per cu. Meter or fraction thereof		₱ 40.00
Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof		
Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof		₱ 2.40
Weighing Scale Structure, per ton or fraction thereof		
Weighing Scale Structure, per ton or fraction thereof		₱ 30.00
Testing/Calibration of pressure gauge, per unit		
a. Each gas meter, tested, proved and sealed, per gas meter		₱ 24.00
		30.00
Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit		
Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit		₱ 30.00
ELECTRONIC		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio & TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending & Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection & Termination of Voice & Data Computer		2.40/outlet
E. Station/Terminal/Control Point Port/Central or Remote Panels/Outlets for Security & Alarms System		2.40/termination
F. Studios, Auditoriums, Theaters and Similar Structures for Radio & TV Broadcast		1,000.00/location
G. Antenna Towers/Masts for Installation of any Electronic and/or Communications Transmissions Reception		1,000.00/location
H. Electronic or Electronically Controlled Indoor & Outdoor Signages		50.00/unit
Construction/Erection Of Towers		
	Self-Supporting	Trilon (Guyed)
1. Residential	₱ 150.00	₱ 150.00
2. Commercial & Industrial up to 10 m. height	2,400.00	240.00
*Every fraction in excess of 10 m.	120.00	20.00
3. Institutional	1,800.00	120.00
*Every fraction in excess of 10 m.	120.00	20.00
ADMINISTRATIVE FINES		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00

20. Processing of Certificate of Annual Inspection

A certification is issued to business establishment certifying that the building/structure is architecturally presentable, structurally safe, the electrical/electronic/mechanical/ plumbing/sanitary installations are in order.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Annual Inspection Report & Recommendation Form (1 original)		OBO - Window # 7		
• Certification Form (5 original)		OBO - Window # 7		
• Approved Building Plan (1 original blueprint) If there are Changes or Revisions on actual construction <ul style="list-style-type: none">As-Built Floor Plan (1 original blueprint)As-Built Site Development Plan (1 original blueprint)As-Built Electrical Plan (1 original blueprint)		Client/Applicant Client/Applicant's Engineer Client/Applicant's Engineer Client/Applicant's Engineer		
• Certificate of Occupancy (1 photocopy)		Client/Applicant		
• Mayor's Permit & Business License with Official Receipt (1 photocopy)		Client/Applicant		
• Picture of business establishment (1 original)		Business establishment of Client/Applicant		
For Lessor <ul style="list-style-type: none">Transfer Certificate of Title (1 photocopy)Tax Declaration of Real Property Land & Building (1 photocopy)Tax Clearance of Real Property Land and Building (1 photocopy)		City Registry of Deeds – Window D City Assessor Office – Window # 1, 2, 3 City Treasury Office – Window # 3		
For Lessee <ul style="list-style-type: none">Contract of Lease (1 photocopy)		Client/Applicant		
• Expanding blue plastic envelope (1 pc)		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out & submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application and issue the follow-up slip	None	10 minutes	Frontline Personnel - OBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OBO
	1.3 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	20 minutes	Building Official - OBO
	1.4 Issue & print the certificate & order of payment for security seal	None	10 minutes	Frontline Personnel - OBO
	1.5 Sign the approved certificate	None	5 minutes	Building Official - OBO
2. Claim the order of payment or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2. Release the order of payment	None	5 minutes	Frontline Personnel - OBO
3. Pay the required fees	3.1 Receive payment & issue official receipt	Security Seal Fee - ₱ 50.00	10 minutes	Cashier - Treasury
	3.2 Receive the official receipts	None	5 minutes	Frontline Personnel - OBO
	3.3 Post the official receipts	None	5 minutes	Frontline Personnel - OBO
4. Claim the certificate & sign logbook for acknowledgement	4.1 Release the approved certificate	None	5 minutes	Frontline Personnel - OBO
	4.2 Scan & archive the approved	None	20 minutes	Record Clerk (Backroom) - OBO

	certificate			
	4.3 Encode the approved certificate in GIS	None	20 minutes	Record Clerk (Backroom) - OBO
TOTAL		₱ 50.00	1 day, 55 min*	

** Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 date January 4, 2018 the standard in processing of simple application for Building Permits & Certificate of Occupancy is within a maximum of 5 working days. Rest assured that we will do our best to meet the minimum processing time set by our department.*

**OFFICE OF THE
SENIOR CITIZENS AFFAIRS
(External Services)**

The Office of the Senior Citizens Affairs maintains up-to- date list of senior citizens and issue national uniform identification cards and purchase booklets free of charge which shall be valid anywhere in the country.

RA 9994, an act granting additional benefits and privileges to senior citizens. Further amending Republic Act No. 7432, as amended otherwise known as "An act to maximize the contribution of senior citizens to nation building, grant benefits and special privileges and for other purposes".

1. ISSUANCE OF SENIOR CITIZEN ID AND PURCHASE BOOKLET

A national card issued to elderly persons aged sixty (60) and above entitling to numerous benefits and privileges such as 20% discount from all establishments relative to utilization of transportation services, hotel, and similar lodging, establishments, restaurants and recreation center, and on purchase of medicine anywhere in the country; free admission to movie houses at SM Bacoor and SM Molino, 20% discount on admission fees charged by concert halls, circuses and carnival and other similar places of culture, leisure and amusement.

Office or Division:	Office of the Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonafide Senior Citizen residents in the City of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Application form 			OSCA Office/Frontliners	
<ul style="list-style-type: none"> Original and readable photocopy of any of the following: PSA Birth Certificate, Baptismal, SSS, UMID Card, TIN ID, Philhealth ID, Driver's License, Voter's ID, Passport (not expired), PRC, Passport, Barangay ID 			PSA, Civil Registrar Office, SSS, BIR, Philhealth Office, LTO, Comelec, DFA, PRC, Office of the Barangay Chairman	
<ul style="list-style-type: none"> 1X1 ID picture (latest) 			Any available photo shop outlet	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out application form	1. Assist clients in filling out application form (as needed) and have it signed by senior citizen applicant	None	2 minutes	Joel K. Eusebio Catherine L. Almonte <i>OSCA Staff</i>
2. Submit duly filled out application form with complete requirements	2. Ensure documents presented are valid and complete	None	2 minutes	Grace D. Fernandez Rina Lynn L. Manacsa <i>OSCA Staff</i>
3. Wait for the release	3.1 Typing of required data in the OSCA ID	None	3 minutes	Grace D. Fernandez <i>OSCA Staff</i>
	3.2 Record IDs in their respective record book per barangay	None	1 minute	Rina Lynn L. Manacsa <i>OSCA Staff</i>
4. Receive processed OSCA ID	4. Release processed ID and signed by the receiving senior citizens as received	None	1 minute	Grace D. Fernandez Rina Lynn L. Manacsa <i>OSCA Staff</i>
5. Receive processed discount booklet	5. Release booklet signed by the receiving senior citizens as received	None	1 minute	Eleanor V. Latorre Emelita D. Miranda <i>OSCA Staff</i>
Total:		None	10 minutes	

2. ISSUANCE OF OSCA CERTIFICATIONS

Issuance of OSCA Certifications as requirements of senior citizens' application to Philippine Statistics Authority (PSA) for Delayed Registration of Birth.

Office or Division:	Office of the Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Bonafide Senior Citizen residents in the City of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of Payment / Official Receipt • Certificate of OSCA Record P100.00			Office of the City Treasurer	
• Senior Citizen ID (Original and Photocopy)			In the possession of requesting Senior Citizen	
• Original and photocopy of Negative Record of Birth Certificate			PSA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present original and photocopy of Senior Citizens ID	1. Check and ensure the authenticity of the OSCA ID being presented	P100.00	2 minutes	Antonio A. Gayangos, Jr. <i>Admin. Aide 1</i> Grace D. Fernandez <i>OSCA Staff</i>
2. Secure and fill out Certification Slip Request	2. Process and type required data in the certification	None	3 minutes	Antonio A. Gayangos, Jr. <i>Admin. Aide 1</i> Grace D. Fernandez <i>OSCA Staff</i>
3. Wait for the release	3.1 Check and sign Certification	None	1 minute	Atty. Venus D. de Castro <i>OSCA Head</i> Gloria A. Chiong <i>OSCA Staff</i>
	3.2 Release signed Certification by the receiving senior citizens as received	None	1 minute	Antonio A. Gayangos, Jr. <i>Admin. Aide 1</i> Grace D. Fernandez <i>OSCA Staff</i>
4. Receive Certification	4. Receiving copy for proper filing	None	1 minute	Grace D. Fernandez <i>OSCA Staff</i>
Total:		P 100.00	8 minutes	

3. PHILHEALTH APPLICATION

Lifetime Free Membership for Senior Citizens under RA 10645

Office or Division:	Office of the Senior Citizens Affairs			
Classification:	Complex / Highly Technical			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	Bonafide and registered Senior Citizens of City of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Senior Citizen ID (Original and Photocopy) 			Office of the Senior Citizens Affairs (OSCA)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out Philhealth Membership Registration Form (PMRF)	1. Assist senior citizen in filling out PMRF (as needed) by the assigned OSCA employees	None	2 minutes	Luzviminda G. Acuña Leoven R. Atienza Mary Ann D. Pardo <i>OSCA Staff</i>
2. Submit duly filled out PMRF with attached photocopy of OSCA ID and recent 1x1 ID picture (1 copy)	2. Check PMRF and requirement submitted by senior applicant	None	2 minutes	Luzviminda G. Acuña <i>OSCA Staff</i>
3. Secure acknowledgement receipt and follow-up slip	3.1 Issue Acknowledge-ment receipt and follow-up slip with contact number of person responsible	None	2 minutes	Luzviminda G. Acuña <i>OSCA Staff</i>
	3.2 Encode data based on submitted duly accomplished PMRF	None	2 minutes	Luzviminda G. Acuña <i>OSCA Staff</i>
	3.3 Prepare and print transmittal of applicants within a week	None	Depends on the number of PMRFs received	Antonio A. Gayangos, Jr. <i>Admin. Aide 1</i>
	3.4 Review and sign transmittal by OSCA Head	None	2 minutes	Atty. Venus D. De Castro <i>OSCA Head</i>
	3.5 Submit transmittal and PMRFs to Philhealth Office, Dasmariñas, Cavite for their screening	None	Depends on the number of PMRFs and how they screen each forms	Luzviminda G. Acuña <i>OSCA Staff</i>
	3.6 Pick-up newly released Philhealth ID/Member's Data Record upon continuous submission of PMRFs	None	Depends on the number of PMRFs transmitted to receiving assigned employee	Luzviminda G. Acuña <i>OSCA Staff</i>

4. Follow-up Philhealth ID/MDR as available	4. Locate and release ID/MDR signed by the receiving senior citizen as received	None	3 minutes	Luzviminda G. Acuña <i>OSCA Staff</i>
	Total:	None	Depends on the approved application by Philhealth	

4. PROVINCIAL BURIAL ASSISTANCE

P2,000.00 burial assistance given by Provincial Government of Cavite thru Provincial Social Welfare and Development Office (PSWDO)

Office or Division:	Office of the Senior Citizens Affairs			
Classification:	Simple			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	Bonafide and Registered Senior Citizens of City of Bacoor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Senior Citizen ID of deceased senior citizen (Original and Photocopy) 			In the possession of bereaved family member/client	
<ul style="list-style-type: none"> Original or Certified True Copy of Death Certificate 			City Civil Registrar	
<ul style="list-style-type: none"> Original Barangay Clearance of claimant with original hand signature of Barangay Captain 			Office of the Barangay Captain	
<ul style="list-style-type: none"> Photocopy of Valid ID of claimant (e.g. Voter's ID, NBI Clearance, Police Clearance) 			Comelec Office, NBI, PNP	
<ul style="list-style-type: none"> Client's Personal Letter addressed to Gov. Jonvic Remulla 			Provided by the client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure intake form for deceased senior citizen's beneficiary to fill out	1. Record data gathered from duly accomplished intake form	None	3 minutes	Mercy L. Manzanida <i>OSCA Staff</i>
2. Show up required documents for validation	2. Ensure documents presented are complete to submit by the client to the Provincial Social Welfare and Development Office (PSWDO) Trese Martires, Cavite	None	2 minutes	Mercy L. Manzanida <i>OSCA Staff</i>
3. Surrender OSCA ID of deceased senior citizen by claimant of burial assistance	3. Receive surrendered OSCA ID for proper safekeeping	None	1 minute	Mercy L. Manzanida <i>OSCA Staff r</i>
From OSCA Bacoor	Total:	None	6 minutes	
4. Go to the Provincial Social Welfare and Development Office (PSWDO) Trece Martires, Cavite to submit validated requirements and wait for the schedule of burial assistance released by PSWDO	4. Receive requirements for burial assistance	None	Depends on PSWDO	PSWDO Staff

CITY AGRICULTURE OFFICE

(External Services)

The City Agriculture Office is a local government office mandated to carry out sincere reforms and genuine transformation that would improve the lives of the City's registered farmers and fisherfolks as well as our agricultural entrepreneurs, consumers and the citizenry. It conducts forecasting, development, management and administration of programs to offer agricultural extension services to registered farmers/fisherfolks, ordinary citizens, and youth.

It upholds connection and coordination with the National, Regional, Provincial Agencies as well as Local Government units, and other Civil Clubs/ Organizations in the City for countless services and effectiveness in the production and administration of agro-fishery resources, and in the conservation and management of Mangrove forest. Republic Act No. 7160 otherwise known as The Local Government Code of the Philippines was approved by the year 1991. The extension workers and some of the properties of the National Government Agencies (NGAs) were devolved to the Local Government Units (LGUs) all over the country by the year 1993. One of the purposes of devolution is to prepare the manpower requirement to deliver the basic services punctually and aptly to the clientele.

As of now, the City Agriculture Office is administering seventy three (73) barangays. 10 Barangays are dedicated for the fishery and aquaculture propagation and management while 5 Barangays are dedicate for the agriculture propagation, management and resources.

- 1. FARMERS INFORMATION AND TECHNOLOGY SERVICE (FITS)** Farmers Information & Technology Service is an information and technology delivery service facility which is aimed at improving access of farmers, fisherfolks, traders, processors, entrepreneurs and other stakeholders to information & technologies in agriculture, fisheries and natural resources.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen G2G Government to Government		
Who may avail		Farmers, Fisherfolks. Traders, Processors, Entrepreneurs and Citizen of Bacoar City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
This will depend on the concerns presented by the client.			Agriculture Office / FITS Center	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come to City Agriculture Office regarding their concerns.	1.1 Interview by City Agriculture personnel 1.2 Provision of technology information in various formats. 1.3 Access to global information through the internet 1.4 Technology clinics and trainings 1.5 Production, dissemination of IEC materials 1.6 Technical advisory and consultancy 1.7 Linking clients to agricultural experts	None	30 minutes to one hour	Allan G. Chua <i>OIC-City Agriculture Office</i> Abigail Peñalba <i>Agri -Tech Palay</i> Delaiza Rabanes <i>Agri -Tech Organic</i> Luvina Dualan <i>Agri -Tech Fisheries</i> Joshua Francoise Clark Ener Villaluz <i>Agri Tech Fishery Law Enforcement</i> Marlon Cabornay <i>Clerk/ Fishery Law Enforcement</i> Angelu Delos Santos <i>Clerk</i> Gerald Matthew Giron <i>Clerk</i>
2. Client must sign in at the record book for their personal information (Name, address and contact number).	2. Record purposes and monitoring	None	1 minute	
		Total:	1 hour maximum	

2. DISTRIBUTION OF VEGETABLE AND PALAY SEEDS

City Agriculture office is responsible for the distribution of free palay and vegetable seeds.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail	Farmers, Fisherfolks. 4P's, and Citizen of Bacoor City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Area to be planted What crops Location of Farm 		Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personal appearance	1. Interview by City Agriculture personnel	None	10 minutes	Agriculture Office Staff
2. Client must sign in at the record book for their personal information (Name, address and contact number).	2.1 Releasing of palay seeds	None	15 minutes	Agriculture Office Staff
	2.2 Releasing of vegetable seeds		2 minutes	
Total:			27 minutes	

3. DEPURATION FACILITY

It is a new technology for the mussel grower to improve the quality of their product. Depuration lower the content of coli form and focal coli of the mussel product.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen		
Who may avail		Mussel growers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Mussel and oyster 			Aquaculture Farm	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Mussel grower must bring their product to the depuration facility on a limited volume	1.1 Interview by City Agriculture personnel	None	5 minutes	Allan G. Chua OIC-City Agriculture Office Luvina Dualan Agri-Tech Fisheries Joshua Francoise Clark Ener Villaluz Agri Tech Fishery Law Enforcement
	1.2 Sorting	None	15 minutes	Luvina Dualan Agri-Tech Fisheries Joshua Francoise Clark Ener Villaluz Agri -Tech Fishery Law Enforcement
	1.3 Depuration process	None	3 hours	Joshua Francoise Clark Ener Villaluz Agri Tech Fishery Law Enforcement Luvina Dualan Agri -Tech
	1.4 Releasing	None	5 minutes	Joshua Francoise Clark Ener Villaluz Agri Tech Fishery Law Enforcement Luvina Dualan Agri -Tech
		Total:	3 hours and 25 minutes	

4. COMMUNITY FISH LANDING CENTER (CFLC)

The establishment of fisheries post-harvest infrastructure and facilities, particularly Community Fish Landing centers (CFLCs) is a part of the on-going collaboration between the Bureau of Fisheries And Aquatic Resources (BFAR), Philippines Fisheries development Authority (PFDA) and the Local Government units (LGUs) and other partner government agencies in line with the fisheries poverty reduction framework.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of transaction:	G2C Government to Citizen			
Who may avail	Fisherfolks and Citizen of Bacoar City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Must be a registered fisherfolks 		Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Allow fisherfolks to sell Bacoar City aquaculture primary commodity fish/mussel/oyster and other marine product	1. Monitoring of daily production	None	1-2 hours	Allan G. Chua <i>OIC-City Agriculture Office</i> Luvina Dualan <i>Agri-Tech</i> Joshua Francoise Clark Ener Villaluz <i>Agri-Tech</i>
		Total:	1-2 hours	

5. BANTAY DAGAT/FISH EXAMINER OPERATION

Is a Fishery Law Enforcement group that implement city ordinances and are task to deter, prevent and eliminate illegal, unreported and unregulated fishing activities in municipal waters.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of transaction:	G2C Government to Citizen			
Who may avail	Fisherfolks and Citizen of Bacoar City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> This will depend on the concerns presented by the client. Must be a registered fisherfolks 		Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come to City Agriculture Office regarding their concerns.	1.1 Interview by City Agriculture personnel 1.2 Data information Reviewed by Agricultural Technician 1.3 Conduct fishery information campaign against all form of illegal fishing 1.4 Act as government witness in court for the speedy prosecution of criminal complaints against fishery violators	None	30 minutes	Allan G. Chua <i>OIC-City Agriculture Office</i> Luvina Dualan <i>Agri-Tech</i> Joshua Francoise Clark Ener Villaluz <i>Agri-Tech Fishery Law Enforcer</i> Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i> Bantay Dagat Operatives
Total:			30 minutes	

6. REGISTRATION OF FISHERFOLK (FishR)

Process of enlisting fisherfolks for the purpose of determining priorities among them, of limiting entry into municipal waters and monitoring activities and or other purposes.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen		
Who may avail		Fisherfolks		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> People directly or personally and physically engaged in taking and or culture and processing fishery and or aquatic resources 			Agriculture Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come to City Agriculture Office regarding their concerns.	1. Interview by City Agriculture personnel	None	30 minutes	Allan G. Chua <i>OIC-City Agriculture Office</i> Joshua Francoise Clark Ener Villaluz <i>Agri-Tech Fishery Law Enforcer</i> Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i>
2. Fill-out of Registration form	2. Data Information Review	None	10 minutes	Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i>
3. Certification by applicant and date accomplished, thumb mark	3.1 Approved by M/CAO	None	3 minutes	Allan G. Chua <i>OIC-City Agriculture Office</i>
	3.2 Data encoding at FishR data system of Central Office BFAR for the fisherfolk registration Issuance of Fisherfolk I.D.	None	5 minutes	Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i> Angelu Delos Santos <i>Clerk</i>
		Total:	48 minutes	

7. REGISTRATION OF FISHING VESSEL 3 GROSS TONAGE & BELOW AND ISSUANCE OF PERMIT TO OPERATE

Issued by the City of Bacoor, Cavite under provision of Executive Order No. 305 by the President of the Philippines and Municipal Ordinance No. 02 Series of 2006.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen		
Who may avail		Fisherfolks		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Must bring admeasurements of fishing vessel 3 gross tonnage below with color coding apple green and signed by the admeasuring officer BFARMC Certificate Barangay Clearance 5R picture 		Bantay Dagat Barangay Fisheries Aquatic Resources Management Council (BFARMC) Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must secure Fisherfolks registration, BFARMC certificate and Barangay clearance that he/she is registered Fisherfolks certified by Brgy. Captain for the registration of fishing boat	1.1 Inspection Revising/checking of documents 1.2 Approval of document	None	5 minutes	Allan G. Chua <i>OIC-City Agriculture Office</i> Joshua Francoise Clark Ener Villaluz <i>Agri-Tech Fishery Law Enforcer</i> Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i>
2. Proceed to registration upon approve	2. Issuance of Annex A, Annex B, Annex C and signing of Annexes	None	10 minutes	Allan G. Chua <i>OIC-City Agriculture Office</i>
3. Payment of Registration fee and Mayor's permit to Treasurer's office	3.1 Upon payment issuance of permit to operate	₱ 300 Registration & mayors permit	5 minutes	Treasury Office
4.	3.2 Issuance of Plate number (CN number), sticker	₱ 50.00 for the sticker ₱120.00 for the plate number	5 minutes	Joshua Francoise Clark Ener Villaluz <i>Agri-Tech Fishery Law Enforcer</i> Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i> Gerald Matthew Giron <i>Clerk</i> Angelu Delos Santos <i>Clerk</i>
5. Sign to record book	4. Releasing	None	2 minutes	Marlon P. Cabornay <i>Clerk</i> Gerald Matthew Giron <i>Clerk</i> Angelu Delos Santos <i>Clerk</i>
Total:		P 470.00	27 minutes	

8. ISSUANCE OF MOTORBOAT OPERATOR LICENSE (MBOL)

Issued by LGU of Bacoor under E.O. no. 305 dated April 2, 2006. This License must be carried when operating a motorboat vessel below three (3) gross tons. The holder of this license is authorized to operate municipal fishing vessel.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen		
Who may avail		Fisherfolks		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Renewed Registered Fishing Boat			City Agriculture Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must secure the registration of Fishing Boat	1.1 Inspection Revising/checking of documents 1.2 Approval of document	None	5 minutes	Joshua Francoise Clark Ener Villaluz <i>Agri-Tech Fishery Law Enforcer</i> Angelu Delos Santos <i>Clerk</i>
2. Sign the Record Book	2. Releasing	None	1 minute	Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i>
Total:			6 minutes	

9. REGISTRATION OF AQUACULTURE

As per City ordinance No. 2013-033 an ordinance regulating the operation of oyster/mussel farms and other similar structure and businesses within Bacoor Bay

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of transaction:	G2C Government to Citizen			
Who may avail	Mussel Farm Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • BFARMC Certificate • Barangay Clearance • Valid I.D (Voters I.D) • Admeasurement 		City Agriculture Office Barangay Hall National Government Agencies City Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to City Agriculture Office for the application of Aquaculture	1.1 Inspection Revising/ checking of documents 1.2 Approval of document	None	5 minutes	Allan G. Chua <i>OIC-City Agriculture Office</i> Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i>
2. Must present documents required and Admeasurements of Aquaculture w/ corresponding date as Latitude & Longitude	2. Processing of application	None	1 minute	Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i>
3. Payment of Registration fee and Mayor's permit to Treasurer's office	3.1 Upon payment issuance of permit to operate 3.2 Issuance of Plate number (CN number), sticker 3.3 Encoding 3.4 Approval of the Mayor's office	.50 cent per square meter	10 minutes	Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i> Gerald Matthew Giron <i>Clerk</i> Angelu Delos Santos <i>Clerk</i>
4. Signed to record book	4. Releasing	None	2 minutes	Marlon P. Cabornay <i>Clerk Fishery Law Enforcer</i> Gerald Matthew Giron <i>Clerk</i> Angelu Delos Santos <i>Clerk</i>
Total:			18 minutes	

10. BOATR REGISTRATION

The National Program BoatR aims to assist local government unit (LGU) to fast-track enhance and complete the municipal registration of municipal fishing vessel three (3) gross tons and below and fishing gears as required under the E.O. No. 305. Its represent the second level of technical support to LGU's following the year-long completion of the Municipal Registration Program (FishR).

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen G2G Government to Government		
Who may avail		Fishing Boat Owner		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Fishing Boat Registration of Fishing Boat 			Motor Boat Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Motor Boat owner should present their boat and fishing gear to the inspecting officer	1. On-site Inspection	None	5 - 10 minutes	Luvina Dualan <i>Agri-Tech</i> Joshua Francoise Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Angelu Delos Santos <i>Clerk</i>
2. Pictures of the owner on the boat with complete identification of the vessel along with the fishing gear	2.1 Data gathering 2.2 Encoding direct to Central office Data Base	None	5 - 10 minutes	Luvina Dualan <i>Agri-Tech</i> Angelu Delos Santos <i>Clerk</i>
Total:			20 minutes	

11.ASSISTANCE TO BACoor AGRICULTURAL – MPC (BAMPC)

To provide credit assistance which caters to the basic needs of farmer member especially farm inputs.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen		
Who may avail		Farmers' Cooperative Member		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Loan Application Form • Complete payment of Share Capital 			Agriculture Office or Bacoor Agricultural MPC Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personal Appearance to City Agriculture Office	1. Interview of farmer regarding their loans	None	30 minutes	Abigail Peñalba <i>Agri -Tech Palay</i> Delaiza Rabanes <i>Agri Tech Organic</i>
2. Secure application for Production Loan (Vegetables or Rice)	2. Sign by Coop Board of Directors and Coop Treasurer as witness	None	1 hour	Client
3. Sign by wife/ husband as co-maker	3.1. Sign by Committee on Credit, Chairman of the Committee and Bookkeeper	None	1 hour	Client
	3.2. Approved by the BOD Chairman	None	1 hour	Client
	3.3. Release of Loan	Service fee 1.5% of the loan	1 hour	Abigail Peñalba <i>Agri –Tech Palay</i>
Total:			4 hours 30 minutes	

12. ASSISTANCE TO MAMAMAYAN PARA SA LAMBAT AT DAGAT-MPC

To provide credit assistance which caters to the basic needs of Fisherfolks member especially mussel farm inputs.

Office or Division:		City Agriculture Office		
Classification:		Simple		
Type of transaction:		G2C Government to Citizen		
Who may avail		Fisherfolks Cooperative Member		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">• Loan Application Form• Complete payment of Share Capital		Agriculture Office or Maynilad MPC Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personal Appearance to City Agriculture Office	1. Interview of fisherfolks regarding their loans	None	30 minutes	Luvina Dualan <i>Agri-Tech Fisheries</i>
2. Secure application for Production Loan	2. Sign by Coop Board of Directors and Coop Treasurer as witness	None	1 hour	Client
3. Sign by wife/ husband as co-maker	3. 1. Sign by Committee on Credit, Chairman of the Committee and Bookkeeper	None	1 hour	Luvina Dualan <i>Agri-Tech Fisheries</i>
	3.2. Approved by the BOD Chairman	None	1 hour	Client
	3.3. Release of Loan	Service fee 1.5% of the loan	1 hour	Luvina Dualan <i>Agri-Tech Fisheries</i>
Total:			4 hours and 30 minutes	

13. ASSISTANCE TO CITY AGRICULTURE AND FISHERIES COUNCIL (CAFC) / CITY FISHERIES AQUATIC RESOURCES MANAGEMENT COUNCIL (CFARMC)

To pursue a functional and holistic approach in dealing with agricultural and fisheries issue and concern.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of transaction:	G2C Government to Citizen			
Who may avail	Farmers and Fisherfolks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> This will depend on the concerns presented by the client. 		City Agriculture Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come to City Agriculture Office regarding their concerns.	1.1 Interview by City Agriculture personnel 1.2 Technical advisory and consultancy 1.3 Provision of technology information in various formats. 1.4 Linking clients to agricultural experts	None	30 minutes to 1 hour	Agriculture Office Staff
2. Sign to record book	Record purposes and monitoring	None	1 minute	Agriculture Office Staff
Total:			1 hour maximum	

14. DA-PHILIPPINE CROP INSURANCE CORPORATION (PCIC) ISURANCE POLICY ASSISTANCE

The PCIC also provides protection against damage to/loss of non-crop agricultural assets including but not limited to machineries, equipment, transport facilities and other related infrastructures due to peril/s insured against. Philippines is vulnerable to natural disasters which cause devastation on crops and miseries to agricultural producers and lenders of agricultural credit.

Office or Division:	City Agriculture Office			
Classification:	Highly Technical			
Type of transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail	Farmers and Fisherfolks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Xerox of Valid I.D. • Application form • Barangay clearance 			Client City Agriculture Office Barangay Hall	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come to City Agriculture Office regarding their concerns.	1.1 Interview by City Agriculture personnel 1.2 Technical advisory and consultancy	None	30 minutes to 1 hour	Joshua Francoise Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Abigail Peñalba <i>Agri -Tech Palay</i>
2. For Fisherfolk, Must bring photo copy of boat registration, permit to operate valid I.D., brgy clearance picture of Banca - For farmer Application form and I.D.	2.1. Review by Agricultural Technician	None	10 minutes	Joshua Francoise Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Abigail Peñalba <i>Agri -Tech Palay</i>
	2.2. Submitted to Phil. Crop insurance Laguna	None	1 Day	Joshua Francoise Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Abigail Peñalba <i>Agri -Tech Palay</i>
	2.3. For Approval	None	Processing time depends upon the PCIC office	DA-Philippine Crop Insurance Corporation Officer
Total processing time of client			1 hour and 10 minutes	
Total processing time of agency to agency			1 day	
Total processing time of DA-Philippine Crop Insurance Corporation Office			Processing time depends upon the PCIC officer	

15. REGISTRY SYSTEM FOR BASIC SECTOR IN AGRICULTURE (RSBSA)

The **RSBSA** serves as a requirement and basis for providing financial assistance, subsidiary funding and insurance services for farmers and fisherfolks such that those registered in the electronic database by government agencies are given priority in the targeting and implementation of their respective programs.

Office or Division:	City Agriculture Office			
Classification:	Simple			
Type of transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail	Farmers and Fisherfolks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Registration Form One 2x2 i.d. picture 		City Agriculture Office Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client may directly come to City Agriculture Office for the registration of farmers and Fisherfolk	1.1 Interview by City Agriculture personnel 1.2 Technical advisory and consultancy	None	30 minutes to 1 hour	Joshua Francoise Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Abigail Peñalba <i>Agri -Tech Palay</i>
2. Fill out form and submit to assigned technician	2.1 Review by Agricultural Technician	None	10 minutes	Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Abigail Peñalba <i>Agri -Tech Palay</i>
	2.2 Submit to Department of Agriculture RFO-IVA CALABARZON	None	1 day	Clark Ener Villaluz <i>Agri-Tech</i> <i>Fishery Law Enforcer</i> Abigail Peñalba <i>Agri -Tech Palay</i>
Total:			1 day, 1 hour, 10 minutes	

OFFICE OF THE VICE MAYOR
(Internal and External Services)

I. Mandate:

The City Vice Mayor, pursuant to Section 11 of RA 10160 shall be the Presiding Officer of the Sangguniang Panlungsod;

Signs all warrants drawn on the City Treasury for all expenditures appropriated for the operation of the Sangguniang Panlungsod;

Subject to civil service law, rules & regulations, appoints all officials and employees of the Sangguniang Panlungsod, except those whose manner of appointment is specifically provided in R.A No. 7610;

Assumes the office of the City Mayor for the unexpired term of the latter in the event of permanent vacancy as provided for in R.A. No. 7160;

Exercise the powers and perform the duties and functions of the City Mayor in case of temporary vacancy as provided for in R.A. No. 7160; and

Exercise such other powers and perform such other duties & functions as may be prescribed by law or ordinance.

II. Vision:

Provide public service at its best through excellent, efficient and viable legislative measures that will continuously uplift the way of life of every Bacooreño.

III. Mission:

To serve as a policy- making body of the city government and assist the Local Chief Executive in the efficient implementation of policies and programs adopted in line with the objectives of the national government.

To actively take action as Vice Chairman of Bacoor City Peace and Order Council (CPOC).

Assistance to Individuals with their Inquiries, Requests and Complaints addressed to the Office of the Vice Mayor.

Office or Division:		Office of the Vice Mayor		
Classification:		Simple		
Type of Transaction:		G2C- Government to Client		
Who may avail:		Bacooreños		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Barangay Certificate Medical Abstract Letter request addressed to the Vice Mayor 			<ul style="list-style-type: none"> Respective Barangay 	
			<ul style="list-style-type: none"> Respective Hospital 	
			<ul style="list-style-type: none"> Person requesting assistance 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements	1.1 Receive request letter	None	1 day (2 days max)	Office of the Vice Mayor Staff
	1.2 Check all the needed requirements			
	1.3 Prepare Letter/ Endorsement for Signature of the Vice Mayor			
2. Person requesting assistance receives needed letter/ Endorsement/ Medical help	2.1 Approved /signed letter 2.2. Endorsement release to requesting individual.			
	Total	None	1 day (2 days max)	

2. SOLICITATIONS/REQUEST LETTER

COMPLAINTS/ INQUIRIES

Office or Division:		Office of the Vice Mayor		
Classification:		Simple		
Type of Transaction:		G2C-Government to Client		
Who may Avail:		Constituents/ Organizations		
CHECKLIST OF REQUIREMENTS <ul style="list-style-type: none"> Personal Letter Addressed to the Vice Mayor 			WHERE TO SECURE <ul style="list-style-type: none"> Requesting Person/ Organization 	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit letter of request/ solicitations/ complaints/ inquiries	1.1 Receive the letter and identify the nature of the documents submitted -Solicitations/ request letters -Complaints/ Inquiries	None	2 minutes	Office of the Vice Mayor Staff
	1.2 Letters/ request with other concerns will be forwarded to SP Secretariat for inclusion to the weekly agenda	None	2 minutes	
	1.3 Release of action on the request of the client Solicitations/ requests	None	1-3 working days	
	Total:	None	3 days and 4 minutes	

INTERNAL SERVICES

1. AUTHORITY TO TRAVEL

Office or Division:		Office of the Vice Mayor		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government		
Who may Avail:		OVM/SP Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Leave Form 			<ul style="list-style-type: none"> • HRDMD 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly furnished leave form	1.1 Form checked and received	None	1 minute	OVM Staff
	1.2 Authority to Travel prepared for signature of the Vice Mayor.		1 minute	OVM Staff Vice Mayor for signature
	1.3 Release to requesting individual/employee	None	Released after the signature of the Vice Mayor (1 day)	OVM Staff
	Total	None	1day and 2 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Send us questions/comments/follow-up at the Office of the Vice Mayor, Bacoar Government Center, Bayanan, Bacoar Blvd., Bacoar City, Cavite Tel. no. (046) 481-41-34
How feedbacks are processed	<p>Feedbacks requiring response/action are forwarded to the staff concerned.</p> <p>Response/action of the office is then relayed to the requesting person/ party.</p> <p>Vice Mayor/SP Secretary monitors the manner in which feedbacks are handled by the staff.</p>
How to file a complaint	<p>Send or submit to the Office of the Vice Mayor written complaint/s addressed to the Vice Mayor.</p> <p>The complainant can also call tel.no. (046) 481-41-34/ (046) 481-41-00 loc. 212-213 to report complaints/ issues/ concerns.</p> <p>The complainant can also send an email to the SP Website (www.bacoarcitysp.com) which is monitored daily by SP personnel assigned to perform the said task.</p>
How complaints are processed	<ol style="list-style-type: none"> 1. The complaint is assessed by Ms. Flor Dagdag or Ms. Shiela Lazo to determine if the complaint should be handled by the OVM or by the SP. 2. If the complaint is within the exclusive jurisdiction of the Vice Mayor, the complaint shall be investigated by the OVM and shall be acted upon immediately. <p>If the complaint is within the exclusive jurisdiction of the SP (such as complaints against elected barangay officials, etc), it shall be referred to the SP Secretariat.</p> <ol style="list-style-type: none"> 3. The SP Secretariat shall include the complaint in the weekly agenda (order of business) of the SP for appropriate action.

PUBLIC EMPLOYMENT SERVICE OFFICE
(External Services)

The Public Employment Service Office or PESO is a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8750 otherwise known as the PESO ACT of 1999 as amended by R.A. No. 10691 and is linked to the regional offices of the Department of Labor and Employment (DOLE) for coordination and technical supervision and to the DOLE central office, to constitute the national employment service network.

The PESO also manages and supervises the OFW Help Desk Office of the City. The office endeavors to help facilitate claims and other benefits that an OFW is entitled to as mandated by Overseas Workers Welfare Administration. It also endeavors to provide enhancement programs to help OFW's improve their skills and status in life.

1. JOB REFERRAL AND PLACEMENT

All PESO clientele looking for work undergo job referral and placement activities for possible job placement to further enhance their economic status in the community provided that they meet all the qualifications set by partner companies of the PESO. Job Vacancies are posted on the PESO Bulletin and Facebook Account.

Office or Division:		Public Employment Service Office (PESO)		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen G2B Government to Business Entity		
Who may avail:		Job seekers, students, out of school youth, migratory workers, persons with disabilities, returning overseas Filipino workers and displaced workers.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Updated resume of applicant with 2x2 picture (2pcs.) Filled up National Skills Registration Program form (NSRP) which is provided by the BLE and the PESO Office for free. (1 piece only) 			<ul style="list-style-type: none"> Resume is to be provided by the interested applicant NSRP Form is provided for free by the PESO Office 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Refer to the PESO Bulletin Board or PESO Facebook Account for Vacant Job Positions.	1. Publication & Posting of vacant job positions in private accredited companies of PESO in PESO Bacoar Bulletin Board or official PESO Facebook Account	None	5 minutes	Cheryl A. Gaspar Julieta C. Macarayo Joram A. Teneza
2. Present resume, log into Applicant's Registration Book and fill-up the National Skills Registration Program Form.	2. Accept resume, & see to it that request applicant has logged in at Applicant's Registration Book & properly completed the NSRP form	None	3 minutes per applicant	Cheryl A. Gaspar Julieta C. Macarayo Joram A. Teneza
3. Applicant shall be interviewed and assessed for possible job match from among the accredited PESO companies.	3.1. Conduct preliminary interview, provide occupational counseling & find possible job placement that best suits the applicant based on his credentials or previous work.	None	10 minutes per applicant	Dr. Abraham D. De Castro PESO Department Head 1 Josefina G. Dayrit Roxann A. San Pedro (for pwd applicants)
	3.2. Call company and secure appointment for applicant's interview	None	5 minutes per applicant	Dr. Abraham D. De Castro PESO Department Head 1 Josefina G. Dayrit
	3.3. Prepare referral slip and secure appointment for the applicants interview in the prospective PESO accredited company	None	3 minutes per applicant	Juliet D. Macarayo Cheryl A. Gaspar

	Encode applicant's NSRP to Phil-Job.net	None	4 minutes per applicant	Joram A. Teneza Roxan A. San Pedro
	Total:	None	30 minutes	

Due to the pandemic brought about by the COVID-19, the **PESO Bacoor launched its **Online Job Portal** for each Bacooreño to be able to find a job in these trying times in the comfort of their own homes.**

2. EMPLOYMENT PROGRAMS

Job Fairs

An employment strategy to fast-track the meeting of jobseekers and the employers in one venue wherein jobseekers can select vacancies suited for their qualifications and employers could interview and hire on the spot qualified

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Complex			
Type of Transaction:	G2G Government to Government G2C Government to Citizen G2B Government to Business Entity			
Who may avail:	<p>I. Jobseekers who are:</p> <ul style="list-style-type: none"> a. Unemployed b. Skilled and unskilled workers c. Newly graduates d. Graduates who have no work e. Displaced Workers f. Employees seeking advancement <p>II. Employers and Agencies</p> <p>Any companies, licensed private recruitment agencies, licensed overseas employment agencies and contractors/subcontractors who will be joining the job fair for purposes of recruitment that are accredited by PESO with complete legal documents.</p>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>I. For Jobseekers</p> <ul style="list-style-type: none"> • 2 pcs. Resume/Biodata/Curriculum Vitae • 2 pcs. Picture 2x2 • Copy of Certificate of Employment • Copy of Diploma/Transcript of Records • Authenticated Birth Certificate <p>II. Employers and Agencies</p> <ul style="list-style-type: none"> • For private recruitment agencies must have a valid PRPA License/Authority from DOLE. • For overseas employment agencies must have a valid POEA License, Provincial Recruitment Authority and available job orders. • For contractors/subcontractors must be registered with the DOLE • Certificate of No Pending Case • Company Profile 			<p>From applicant From applicant From previous company of applicant From school/college/university From PSA</p> <p>From DOLE</p> <p>From POEA</p> <p>From DOLE</p> <p>From DOLE From Interested Company</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. For new Jobseekers,				
1. Proceed to the registration area and fill up the necessary information on the NSRP form.	1. PESO Staff tells the applicant to fill up the NSRP form.	None	5 minutes	Ms. Cheryl A. Gaspar Ms. Julieta C. Macarayo Ms. Roxan San Pedro (for PWD's)
2. 1. After filling up the NSRP completely, jobseekers may	2. PESO Staff leads the applicant to	None	Depends on the interview	Ms. Cheryl A. Gaspar Ms. Julieta C. Macarayo

<p>proceed to the Job Section Area.</p> <p>2.2. Choose the position that best fits qualification & take note of the company's name.</p> <p>2.3. Listen carefully to the instructions of the Interviewer.</p> <p>2.4. Get the referral slip from interviewer</p>	<p>the area of prospective employers.</p>	<p>None</p>	<p>Depends on the interview</p>	<p>Ms. Roxan San Pedro (for PWD's)</p>
<p>II. Employers and agencies</p> <p>1. All requesting party shall file a request for the conduct of job fair, in writing, with the PESO-Bacoor at least ten (10) working days before the scheduled date of the Job Fair enclosing the list of employers and agencies,</p> <p>2. Employers/ Agencies shall furnish PESO-Bacoor a job placement report or deployment report 120 days after the conduct of Job Fair.</p>	<p>Total:</p> <p>1. The PESO Staff facilitates the request from companies</p> <p>2. The PESO Staff records the number of successful applicants who were hired.</p>	<p>None</p>	<p>Depends on the interview</p>	<p>The HR Manager The Employer</p>
		None	Depends on the interview	The HR Manager The Employer The Applicant
		None	Depends on the interview	The HR Manager The Employer The Applicant
		None	Depends on the interview	
		None	Depends on submission of documents by company	The HR Manager The Employer The PESO Staff
		None	Depends on submission of documents by company	Ms. Cheryl A. Gaspar Ms. Julieta Macarayo Ms. Roxan San Pedro
	Total:	None	Depends on submission of documents by company	

Employment Programs

- Local Recruitment Activity (LRA)
- Special Recruitment Activity (SRA)

An all year round activity done at the PESO-Bacoor office wherein local and overseas employment opportunities are brought closer to jobseekers which minimizes them the costs of transportation to areas where the companies are located.

Office or Division:	Public Employment Service Office (PESO)
Classification:	Complex/Highly Technical
Type of Transaction:	G2G Government to Government G2C Government to Citizen G2B Government to Business Entity
Who may avail:	<p>I. Jobseekers who are:</p> <ul style="list-style-type: none"> a. Unemployed b. Skilled and unskilled workers c. Newly graduates d. Graduates who have no work e. Displaced Workers f. Employees seeking advancement <p>II. Employers and Agencies</p> <p>Any companies, licensed private recruitment agencies, licensed employment agencies and contractors/subcontractors who will be joining the local recruitment activity for purposes of recruitment that are accredited by PESO with complete legal documents.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Jobseekers</p> <ul style="list-style-type: none"> • 2 pcs. Resume/Biodata/Curriculum Vitae • 2 pcs. Picture 2x2 • Copy of Certificate of Employment • Copy of Diploma/Transcript of Records • Authenticated Birth Certificate <p>Employers and Agencies</p> <ul style="list-style-type: none"> • For private recruitment agencies must have a valid PRPA License/Authority from DOLE. • For overseas employment agencies must have a valid POEA License, Provincial Recruitment Authority and available job orders. • For contractors/subcontractors must be registered with the DOLE • Certificate of No Pending Case • Company Profile 	<p>From applicant From applicant From previous company of applicant From school/college/university From PSA</p> <p>From DOLE</p> <p>From POEA</p> <p>From DOLE</p> <p>From DOLE From Interested Company</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. For new Jobseekers				
1. Proceed to the registration area and fill up the necessary information on the NSRP form.	1. PESO Staff tells the applicant to fill up the NSRP form.	None	5 minutes	Ms. Cheryl Gaspar Ms. Julieta Macarayo Ms. Roxan San Pedro (for PWD's)
2.1. After filling up the NSRP completely,	2. PESO Staff leads	None	Depends on the interview	Ms. Cheryl Gaspar Ms. Julieta Macarayo

<p>jobseekers may proceed to the interview area.</p> <p>2.2. Choose the position that best fits qualification & take note of the company's name.</p> <p>2.3. Listen carefully to the instructions of the Interviewer.</p> <p>2.4. Get the referral slip from interviewer</p>	<p>the applicant to the area of prospective employers.</p>	<p>None</p>	<p>Depends on the interview</p>	<p>Ms. Roxan San Pedro (for PWD's)</p> <p>The HR Manager The Employer</p>
<p>2.3. Listen carefully to the instructions of the Interviewer.</p>		<p>None</p>	<p>Depends on the interview</p>	<p>The HR Manager The Employer The Applicant</p>
<p>2.4. Get the referral slip from interviewer</p>		<p>None</p>	<p>Depends on the interview</p>	<p>The HR Manager The Employer The Applicant</p>
<p>II. Employers and agencies</p>	<p>Total:</p>	<p>None</p>	<p>Depends on the interview</p>	
<p>1. All requesting party shall file a request for the conduct of job fair, in writing, with the PESO-Bacoor at least ten (10) working days before the scheduled date of the Job Fair enclosing the list of employers and agencies,</p>	<p>1. The PESO Staff facilitates the request from companies</p>	<p>None</p>	<p>Depends on submission of documents by company</p>	<p>The HR Manager The Employer The PESO Staff</p>
<p>2. Employers/ Agencies shall furnish PESO-Bacoor a job placement report or deployment report 120 days after the conduct of Job Fair.</p>	<p>2. The PESO Staff records the number of successful applicants who were hired.</p>	<p>None</p>	<p>Depends on submission of documents by company</p>	<p>Ms. Cheryl Gaspar Ms. Julieta Macarayo Ms. Roxan San Pedro</p>
	<p>Total:</p>	<p>None</p>	<p>Depends on submission of documents by company</p>	

The Special Program for Employment of Students is mandated under Republic Act No. 9547 otherwise known as "An Act To Help Poor But Deserving Students Pursue Their Education By Encouraging Their Employment During Summer and/or Christmas Vacations, Through Incentives Granted to Employers, Allowing Them to Pay Only Sixty Per Centum of Their Salaries or Wages and The Forty Per Centum Through Education Vouchers To Be Paid By the Government, Prohibiting and Penalizing The Filing of Fraudulent and Fictitious Claims.

Office or Division:	Public Employment Service Office (PESO)
Classification:	Complex/Highly Technical
Type of Transaction:	G2G Government to Government G2C Government to Citizen G2B Government to Business Entity
Who may avail:	<p>Jobseekers</p> <p>Students/Out of School Youths</p> <ul style="list-style-type: none"> • 15 to 30 years old • enrolled during the present school year/term during the school year/term immediately preceding the summer vacation, or an out of school youth who intends to continue his/her education. • parent's net income after tax does not exceed P36,000 per annum • obtained a passing school grade.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. For Jobseekers	
<ul style="list-style-type: none"> Duly filled Registration form 01 (3 copies) with ID pictures attached and attested by the school principal or registrar. Any of the following to attest his/her age: <ul style="list-style-type: none"> birth/baptismal certificate form 138 where age is specified joint affidavit of two disinterested parties re age of students Any of the following to attest the students rating: <ul style="list-style-type: none"> form 138 certification by School Registrar that the students has a passing school grade during the previous semester/school year <ul style="list-style-type: none"> certified true copy of the student's class card where his/her passing could be determined. Latest income Tax Return of the parent/or a certification from the employer/union president that the parent of the Jobseeker is to be displaced or have been displaced 	<p>From school/college/university</p> <p>From PSA From school/college/university From concerned parties</p> <p>From school/college/university From school/college/university</p> <p>From school/college/university</p> <p>Parent of student Employer</p>
II. For Employers	
<ul style="list-style-type: none"> Signed Pledge of Commitment 	From Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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I. Jobseekers 1. Students who have complied with the documentary requirements and are found to be eligible to join the program shall be referred by the PESO to the employers who signified their intention to participate in the program. 2. Students who will be accepted by these employers are deemed placed and are officially enrolled in the program. 3. An employment contract signed by the employer and the student and attested by the representative of DOLE shall be submitted to the DOLE Regional office within one week after the start of employment of the student. II. Employers 1. Employers may signify their intention to hire students by signing a Pledge of Commitment and submitting it to the nearest PESO/DOLE Regional Offices.	1. PESO Staff tells the applicant to fill up the NSRP /SPESform.	None	5 minutes	Dr. Abraham de Castro Ms. Josefina Dayrit
	2. PESO Staff encodes names of qualified student applicants	None	5 minutes	Dr. Abraham de Castro Ms. Josefina Dayrit
	3. PESO staff prepares and secures necessary employment contract and submit to DOLE	None	Depends on Partner companies compliance	The HR Manager The Employer Dr. Abraham de Castro Ms. Josefina Dayrit
	Total:		Depends on Partner companies compliance	
	1. The PESO staff facilitates the document from companies and delivers it to DOLE	None	Depends on submission of documents by company	The HR Manager The Employer Dr. Abraham de Castro Ms. Josefina Dayrit
	Total:	None	Depends on submission of documents by company	

SERVICE OF THE PESO - OFW Help Desk in coordination with OWWA

OWWA Reintegration Program

1 . BALIK PINAS! BALIK HANAP BUHAY PROGRAM (BPBH)

THE BALIK PINAS! BALIK HANAPBUHAY! PROGRAM is a livelihood support/assistance intended to provide immediate relief to returning member-OFWs, active or inactive, who were displaced from their jobs due to wars/political conflict in host countries, or policy reforms, control and changes by the host government; or were victims of illegal recruitment and/or human trafficking or other distressful situations. This can be availed only once by eligible OFWs within three (3) years after return to the Philippines.

Office or Division:	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor				
Classification:	Complex/Highly Technical				
Type of Transaction:	G2G Government to Government G2C Government to Citizen				
Who may avail:	Repatriated Returning Overseas Filipino Workers who wish to stay for good in the country and venture permanently into business.				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%; text-align: center;">CHECKLIST OF REQUIREMENTS</th><th style="width: 50%; text-align: center;">WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Proof of OWWA membership • Proof of repatriation • Passport or travel documents. • Written Declaration • 1pc. 2x2 picture • Sketch of business site/ home address • Photocopy of two (2) government issued ids • Barangay Clearance </td><td> OWWA, OFW and OFW HD Staff OWWA and OFW OFW OFW OFW OFW OFW OFW </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<ul style="list-style-type: none"> • Proof of OWWA membership • Proof of repatriation • Passport or travel documents. • Written Declaration • 1pc. 2x2 picture • Sketch of business site/ home address • Photocopy of two (2) government issued ids • Barangay Clearance 	OWWA, OFW and OFW HD Staff OWWA and OFW OFW OFW OFW OFW OFW OFW
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
<ul style="list-style-type: none"> • Proof of OWWA membership • Proof of repatriation • Passport or travel documents. • Written Declaration • 1pc. 2x2 picture • Sketch of business site/ home address • Photocopy of two (2) government issued ids • Barangay Clearance 	OWWA, OFW and OFW HD Staff OWWA and OFW OFW OFW OFW OFW OFW OFW				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OFW presents his/her documents to PESO – OFW Help Staff for assessment	1.1 PESO – OFW HD Staff assess the documents of the OFW	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.2 PESO – OFW Staff checks the membership of the OFW in the OWWA database	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.3 PESO – OFW staff then informs the OFW of his/her status of contribution based from the OWWA database and informs the OFW of his/her privileges.	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.4 PESO-OFW HD staff informs the OFW of schedule for seminar regarding loan preparation and training for business paper preparation	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	Total:	None	20 minutes	

OWWA WELFARE ASSISTANCE AND SOCIAL ASSISTANCE PROGRAM

2. MEDICAL AND DISABILITY ASSISTANCE

Office or Division:	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	Returning Overseas Filipino Workers who are active members wish to avail of medical assistance			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Accomplished application form Proof of OWWA membership Passport/ Seaman's book Medical certificate with PTR number Supporting documents (record of operation, clinical abstract, discharge summary) Photocopy of two (2) government issued ID's 	<p>OFW HD Staff OWWA - OFW OFW OFW / Hospital OFW</p> <p>OFW</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OFW presents his/her documents to PESO – OFW Help Staff for assessment	1.1. PESO – OFW HD Staff assess the documents of the OFW	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.2. PESO – OFW Staff checks the membership of the OFW in the OWWA database	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.3 PESO – OFW staff then informs the OFW of his/her status of contribution based fro the OWWA database and inform the OFW of his/her privileges.	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	Total:	None	15 minutes	

OWWA EDUCATION AND TRAINING PROGRAM

3. OFW DEPENDENT SCHOLARSHIP PROGRAM (ODSP)

-A scholarship assistance program for dependents of OFWs whose basic monthly salary is not more \$600 US Dollars.

-It offers any 4 – 5 year baccalaureate/ any associate courses in any CHED accredited school.

-A financial assistance of 20, 000.00 per year

-First come, first serve basis only

-13 slots per province

Office or Division:	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor
Classification:	Complex/Highly Technical
Type of Transaction:	G2G Government to Government G2C Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • OFW's who are still abroad whose qualified beneficiaries are in the Philippines. • Returning Overseas Filipino Workers who wish to avail of educational assistance to qualified dependents. • Legal dependent of an active OWWA member. • Single, not more than 21 years of age. • Be a Filipino citizen • Must be a grade 12 graduate. • Must not be a recipient of other scholarship grant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Proof of latest OWWA membership • Accomplished application form • 3. 2pcs. Passport size picture • Certified true copy of form 137 or form 138 in Grade 12. • PSA birth certificate of applicant • PSA issued CENOMAR and Birth certificate of single OFW if applicant is his/her sibling. • Original medical Certificate • Original Certificate good moral character from the school • Parents Certification • Copy of OFWs employment contract. • Course curriculum (College) 	<p>OWWA, OFW – OFW HD Staff OFW HD Staff OFW School, Colleges, University of beneficiary</p> <p>PSA PSA</p> <p>OFW – Beneficiary OFW – Beneficiary</p> <p>Parents of beneficiary OFW Schools, Colleges, University of Beneficiary</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OFW presents his/her documents to PESO – OFW Help Desk Staff for assessment	1.1 PESO – OFW HD Staff assess the documents of the OFW	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.2 PESO – OFW Staff checks the membership of the OFW in the OWWA database	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.3 PESO – OFW staff then informs the OFW of his/her status and contribution based from the OWWA database and informs the OFW of his/her privileges.	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	Total:	None	15 minutes	

4. EDUCATION FOR DEVELOPMENT SCHOLARSHIP PROGRAM (EDSP)

-Scholarship Program that offers financial assistance to qualified dependents of active members, who would enroll in any 4 – 5 years baccalaureate course in any preferred colleges/ universities.

-A financial assistance of 60,000.00 per year.

Office or Division:	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoar			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G Government to Government G2C Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> • Legal dependent of an active OWWA member. • Single, not more than 21 years of age. • Be a Filipino citizen • Grade 12 graduating student. • With a GWA of 80% and belongs to top 20% of grade 11/ graduating class • Must belong to the top 400 passers of the DOST qualifying examination • Must not be a recipient of other scholarship grant. 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Proof of latest OWWA membership • Accomplished application form • 2pcs. Passport size picture • Certified true copy of form 137 or form 138 in Grade 10 and Grade 11. • Certificate of enrolment/ registration form as Grade 12. • Original cert. from the school principal that the applicant obtained of GWA of at least 80% or higher and that he/she belongs to the upper 20% of the Grade11. • PSA birth certificate of applicant • PSA issued CENOMAR and Birth certificate of single OFW if applicant is his/her sibling. • Original medical Certificate • Original Certificate good moral character from the school • Applicants Certification • Parents Certification on application for Immigration/ Dual citizenship of applicant. 		OWWA, OFW and OFW HD Staff OFW OFW School, College, University of OFW Beneficiary School, College, University of OFW Beneficiary School, College, University of OFW Beneficiary PSA – OFW PSA – OFW OFW School, College, University of OFW Beneficiary OFW OFW		
CLIENT STEPS	AGENCY ACTIONS	FEES TO B PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. OFW presents his/her documents to PESO – OFW Help Staff for assessment	1.1. PESO – OFW HD Staff assess the documents of the OFW	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.2. PESO – OFW Staff checks the membership of the OFW in the OWWA database	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.3. PESO – OFW staff then informs the OFW of his/her status of contribution based from the OWWA database and informs the OFW of his/her privileges.	None	5 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	Total:	None	15 minutes	

5. SKILLS FOR EMPLOYMENT SCHOLARSHIP PROGRAM (SESP)

-Financial Assistance, not to exceed 14,500.00

-COURSE/SCHOOL: May be allowed to enroll up to two year technical/vocational programs/ courses registered with TESDA/ DOST/ MTC and/or other institution.

Office or Division:	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor
Classification:	Complex/Highly Technical
Type of Transaction:	G2G Government to Government G2C Government to Citizen
Who may avail:	Active OWWA member or beneficiary/dependent (Spouse and children below 21 years of married OFWs, while single brother or sister 21 years old and below for unmarried OFWs) <ul style="list-style-type: none"> 1. Atleast elementary Graduate 2. Filipino Citizen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Accomplished application form 2x2 pictures (2 copies) Form 137/ high school report card/ transcript of record Proof of relationship to OWWA member (Copy of marriage contract for spouse) or birth certificate (for child of OFW) – duly authenticated by PSA/ birth certificate of both applicant and OFW if sibling of OFW and certificate of no marriage by PSA for applicant and OFW. Proof of OWWA membership Certificate of no marriage for child of OFW 18 years old and below. <p>Other SESP Requirements</p> <ul style="list-style-type: none"> Copy of TESDA certificate program registration Copy of BIR certificate of registration 	<p>OFW – OFW HD Staff</p> <p>Beneficiary of OFW</p> <p>School, Colleg, University of OFW Beneficiary</p> <p>OFW Beneficiary of OFW PSA</p> <p>OFW – OFW HD Staff</p> <p>Beneficiary of OFW</p> <p>Beneficiary of OFW</p> <p>Beneficiary of OFW</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OFW presents his/her documents to PESO – OFW Help Staff for assessment	1.1. PESO – OFW HD Staff assess the documents the OFW	None	5 minutes	Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.2. PESO – OFW Staff checks the membership of the OFW in the OWWA database	None	5 minutes	Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala
	1.3 PESO – OFW staff then informs the OFW of his/her status of contribution based fro	None	5 minutes	Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala

	the OWWA database and informs the OFW of his/her privileges.			
	Total:	None	15 minutes	

Note: *Due to the pandemic brought about by the COVID-19, the **OFW-Help Desk** launched its **OFW HELPLINE** to assist OFWs and OFW Family Members around the province of Cavite with their concerns and to avail services they are entitled to through **Hotline**.



FOR OFW BACOOOREÑOS COVID-19 CONCERNS

CITY OF BACOOR

PESO - OFW HELP DESK HOTLINE

0943-311-3920
0965-315-5904

OWWA Regional Office & Cavite

0917-628-9010
0926-026-8407

#StaySafe
#StayAtHome
#BeatCOVID19



POLITICAL AFFAIRS OFFICE
(Internal and External Services)

The Political Affairs Office is the designated arm of the local government of Bacoar that primarily attends to the concerns, queries and even complaints, of the different non– government organizations, barangays and various departments.

1. LMR 45 Days Program (Lingap Mapagkalingang Rehabilitasyon)

CBD RP-LMR is a Community Based Rehabilitation Program for Drug Dependence with light to moderate condition.

Office or Division:	Political Affairs Office			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	PWUD's (Person Who Used Drug)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Endorsement from Barangay Captains, Philippine National Police (PNP)BJMP, Private Individual and Volunteer Drug assessment from City Health Office, Medical Certificate. Organized LMR 60days Program After Care Program (LMR Program Graduates, TRC Bicutan and Tagaytay, Mega Rehab, BJMP Monitoring of LMR Program Livelihood Project. Endorse Client for in –house rehab (TRC Tagaytay, Bicutan and Mega Rehab) 		Barangay, PNP (Philippine National Police, Private Individual and Volunteer. City Health Office CHO, LMR Staff/PNP LMR Program Graduates, Treatment and Rehabilitation Center (Bicutan, Tagaytay and MEGA Rehab}. LMR Project. Treatment and Rehabilitation Center (Bicutan, Tagaytay and MEGA Rehab}.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay will submit the list of names who will participate on CBD RP – LMR Program.	1. Upon checking CBD RP – LMR Staff will call the Barangay who submit the list to check if the person is still visible in their area.	None	1 hour	Ana Florita Z. Flores <i>Political Staff</i>
2. Client must attend on the set schedule for assessment.	2. CHO and CBD RP – LMR Staff will conduct assessment on clients with PNP as security.	None	1 day	Ana Florita Z. Flores <i>Political Staff</i>
3. Clients who passed the assessment must undergo CBD RP – LMR Program for 60 days	3. CBD RP – LMR Staff will call the Barangay to inform who passed the assessment and the date of CBD RP program will start.	None	2 months	Ana Florita Z. Flores <i>Political Staff</i>
4. CBD RP – LMR Program Graduates	4. Monitor the CBD RP – LMR Graduates by checking on their respective Barangays.	None	Every 3 months	Ana Florita Z. Flores <i>Political Staff</i>
5. Client ask for rehabilitation assistance	5. CBD RP – LMR Staff will give the client a requirement for the following Treatment and Rehabilitation Center. (TRC Tagaytay / TRC Bicutan / MEGA Rehab)	None	6months 12months 18months	Ana Florita Z. Flores <i>Political Staff</i>
6. Client will submit all necessary documents needed for Treatment and Rehabilitation Center	6. Process Endorsement for In-House Rehabilitation TRC Tagaytay/ TRC Bicutan/ MEGA Rehab	None	1 week	Ana Florita Z. Flores <i>Political Staff</i>
7. Client who graduated on CBD RP-LMR will undergo training of LMR Project Livelihood Program	7. CBD RP – LMR Staff supervise LMR Project Livelihood Program (Sustainable Livelihood Program for Drug Surrenderers)	None	6 days	Ana Florita Z. Flores <i>Political Staff</i>
	Total:	None	2 months	

2. Various Concerns

Takes part on different complaints, queries and requests.

Office or Division:		Political Affairs Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Different Individuals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter Letter of Complaints Other requirements that will be needed 		From different Individuals		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Client may directly come to 3 rd floor Political Affairs Office regarding their queries, complaints and other barangay concerns. 1.2. When physical communication is not necessarily needed, it is advised to contact Political Affair staff's thru phone calls.	1. Attends to queries, complaints, activities & other barangay concerns.	None	15 mins. to 1 day	Marla Dinesy R.Moneda Arnel A. Reyes <i>Political Staff</i>
2.1. Submit letter regarding his concern	2.1. Upon receiving the letters/ reports, initial evaluation will be done.	None	15 mins. to 1 day	Shayne Marie V. Javier <i>Political Staff</i>
2.2. Receive answer or action regarding his concern.	2.2. Review and follow up.	None	15 mins. to 1 day	Shayne Marie V. Javier <i>Political Staff</i>
	2.3. Encodes action taken and file	None	15 mins. to 1 day	Shayne Marie V. Javier <i>Political Staff</i>
Total:		None	1 day	



LIST OF SERVICES

City Population Office

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Profile , Vision, Mission	33.1
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External Services	
Pre Marriage Orientation and Counseling (PMOC)	33.3 – 33.5
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Adolescent Health and Youth Development Program	33.8 – 33.10



CITY POPULATION OFFICE

(External Services)

The City Population Office is committed to ensuring continuing high quality professional development Programs on Population, Responsible Parenthood and Reproductive Health, which enhance the competence and strengthen the capabilities of local government unit and partners and enabling men, women, couples and families to make responsible decisions to meet their expressed needs in the timing, spacing and number of children.

Basic Policy

Responsible Parenthood for Sustainable Development
1987 Constitution Article XV, Section 3.1

“The state shall defend the right of spouses to found a family in accordance with their religious convictions and demands of responsible parenthood”.



Vision

Responsible individuals, well-planned, prosperous healthy and happy families, empowered communities, guided by the Divine Providence living harmoniously and equitability in a sustainable environment.

Mission

We are a technical and information resource agency, working in partnership with national and local government policy and decision makers, program implementers, community leaders and civil society.

We will be the leading strategic partners, policy and program advocates for the population program.

We will create a favorable and enabling policy environment for Population, Responsible Parenthood and Reproductive Health.



CITY POPULATION OFFICE THRUST



The PPMP is being implemented through its main program components:

1. Responsible Parenthood and Family Planning (RP/FP)

- Continuation of FDS barangay classes
- Conduct of training for FDS resource persons among our new local partners
- Walk through of FDS using flipchart
- Increase of FP acceptors through referral system
- Mapping of RHUs & Hospitals for FP Services
- House to House/Couple Reached/Usapang Serye
- Attaining and Sustaining Zero Unmet Need for Modern FP

2. Adolescent Health and Youth Development (AHYD)

- Peer educators' training on Interpersonal Communication Skills and Peer Facilitating
- Conduct of Adolescent Sexuality and Reproductive Health (ASHR) Classes cum Teenage Pregnancy Symposium (TPS)
- Conduct of Parent Teen Talk (PTT)/Breaking the Barrier Sessions (BTBS)

3. Population and Development (POPDEV) integration

- Establishment of barangay Migration Information Center (MIC)
- POPDEV Mentoring/Coaching

4. Gender and Development

- Mr. GAD KATROPA



1. PRE-MARRIAGE ORIENTATION AND COUNSELING (PMOC) SEMINAR:

In accordance with Section 15 of RA 10354 and Article 16 of the New Family Code, all would-be couples are required to undergo information and counseling on responsible parenthood and family planning for the issuance of their marriage license from the City Civil Registrar Office after ten (10) days publication period.

Office or Division	City Population Office			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may avail	would be couples applying for marriage license			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Official Receipt (O.R.) payment for PMOC fee			Office of the City Treasurer GSIS, SSS, Post Office, DFA, BIR, PSA,Pag-ibig, Brgy ID	
2.One (1) xerox copy of any valid government issued ID for would be couples				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Apply for Marriage License at the City Civil Registrar Office				Civil Registrar Office
1.2. Pay the PMOC fee at the Cashier		P50.00		Office of the City Treasurer
1.3. Proceed to City Population Office and register (fill up the information form and log book)	1.1. Interview and assist applicants in the registration and 1.2. Set their schedule date and time (every Tuesday and Thursday, two (2) sessions: morning and afternoon sessions) for the orientation and counseling		10 mins	Emilie D. De Castro City Gov't Dept. Head I Freddie R. Malayao Admin. Officer III Rowena R. Santiago Population Program Officer I



2. Undergo Pre-Marriage Orientation & Counseling on the schedule date specified on their follow up slip	2. Conduct and facilitate Pre-Marriage Orientation & Counseling on schedule date and time		4 hours	Emilie D. De Castro <i>City Gov't Dept. Head I</i> Rowena R. Santiago <i>Population Program Officer I</i> Faith Fajutagana <i>Social Welfare Officer III</i> Crisphina M. Castillo <i>Social Welfare Officer IV</i> Jennifer R. Mopera <i>Nurse II</i> Sylvia D. Maglalang <i>Nurse I</i> Pastor Joey M. Leona Jr. Pastor Manny
3. Wait for the processing of PMOC Certificate	3.1. Prepare Certificate of Compliance (would be couples);		5 mins./ certificate	Kent Mabini Clerk
	3.2 Prepare Certificate of Counseling (would be couples ages 18 years old and 25 below		5 mins/ certificate	Emilie D. De Castro <i>City Gov't Dept. Head I</i> Rowena R. Santiago <i>Population Program Officer I</i> Freddie R. Malayao <i>Admin. Officer III</i>
	3.3 Sign Certificate of Counseling		5 mins/ certificate	Faith Fajutagana <i>Social Welfare Officer III</i> Crisphina M. Castillo <i>Social Welfare Officer IV</i> Pastor Joey M. Leona Jr. Pastor Manny



	3.4 Sign Certificate of Compliance		*2 days (Due to AWA-Alternative Work Arrangement Scheme)	Emilie D. De Castro <i>City Gov't Dept. Head I</i> Rowena R. Santiago <i>Population Program Officer I</i> Dra Ivy Marie Yrastorza <i>City Health Officer</i> Faith Fajutagana <i>Social Welfare Officer III</i> Crisphina M. Castillo <i>Social Welfare Officer IV</i>
	3.5 Issue Certificate of Compliance for would be couples attended on the said date		5 min.	Freddie R. Malayao Admin. Officer III
4.Applicants will proceed to CCR Office to submit their PMOC Certificate	4. Release Marriage License (for complete requirements			Office of the Civil Registrar
	Total:	P50.00	2 days, 4 hours 30 minutes	



2. RESPONSIBLE PARENTING MOVEMENT AND FAMILY PLANNING CLASS

It is a response to the directive of the President to formulate and carry out an aggressive and systematic strategy to promote Responsible Parenting and Family Planning.

Office or Division	City Population Office			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may Avail	Couples of child bearing age who wants to practice birth spacing through family planning			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> - Request Letter address to Local Chief Executive thru City Population Office - Venue (will fit in 10-20 participants) as we observed physical distancing - Provide Number of Participants (10-20) as per required by the IATF 			Requesting Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Letter address to LCE	1. Coordinate with Barangay Captains, Partner Agencies; NGO's	None	1 hour	Emilie D. De Castro City Gov't Dept Head I Rowena R. Santiago Population Program Officer I Freddie R. Malayao Admin. Officer III
2. Participants will gather at the assigned venue and register (fill up information and attendance sheet	2.1. Assist participants in the registration	None	30 mins	Rowena R. Santiago Population Program Officer I Freddie R. Malayao Administrative Officer III



	2.2. Conduct and facilitate the lecture	None	*2 hours	Emilie D. De Castro City Gov't Dept Head I Rowena R. Santiago Population Program Officer I Angie Lambating Population Representative-RO IV Popcom
3. Receive Certificate of Attendance/ Participation	3.1 Issue Certificate of Attendance/Participation	None	5 mins.	Emilie D. De Castro City Gov't Dept Head I Rowena R. Santiago Population Program Officer I
	3.2 Monitoring; schedule home visitation and follow up	None	* 1 day	Freddie R. Malayao Administrative Officer III
	Total:	None	1 day, 3 hours and 35 minutes	

**** Due to Covid Pandemic, we observe proper health protocol***

Time of training/workshop for the program can be extended depending on the modules needed by the participants



3. ADOLESCENT HEALTH AND YOUTH DEVELOPMENT PROGRAM

To improve and promote the total well-being (physical, mental, spiritual and social development including self-esteem) and to reduce the incidence of reproductive health problems (premarital sex, teenage pregnancies, abortion, early marriage, ST/HIV/AIDS) and other teenage problems such as gambling, alcohol and drug abuse) among the youth.

Office or Division	City Population Office			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen G2G – Government to Government			
Who may avail	Youth between the ages 10-24 years old			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> - Venue (will fit in 10-20 participants) as we observed physical distancing (if F2F) - Provide identified number of participants (10-20) as per required by the IATF 			Identified Schools /Principals	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive request letter	1.1. Prepare request letter address to identified schools (public and private) for the conduct of the AHD activities; 1.2. Prepare request letter address to all Barangay Captains/Sk Chairman for the conduct of OSY-AHD activities in their barangays.	None	30 mins	Emilie D. De Castro City Gov't Dept. Head I



2. Approve/ conforme of school Superintendent/ Principal	2. Coordinate with the Heads of the identified schools (Public and Private);	None	1 day	<p>Emilie D. De Castro City Gov't Dept Head I</p> <p>Rowena R. Santiago Population Program Officer I</p> <p>Freddie R. Malayao Admin. Officer III</p> <p>Angie Lambating Population Representative- RO IV Popcom</p>
3. Approve letter request from the Barangay Captains/SK Chairman, Partner Agencies; other sectors of the community	3. Coordinate with the Barangay Captains/SK Chairman, Partner Agencies; other sectors of the community	None	1 day	<p>Emilie D. De Castro City Gov't Dept Head I</p> <p>Rowena R. Santiago Population Program Officer I</p> <p>Freddie R. Malayao Admin. Officer III</p> <p>Angie Lambating Population Representative- RO IV Popcom</p>



4. Gather the youths in the assigned venue and register (fill up information and attendance sheet)	4. Assist in the registration of the youth	None	30 mins	Rowena R. Santiago Population Program Officer I Freddie R. Malayao Admin. Officer III
5. Undergo training/ workshop on the AHD Program	5. Conduct and facilitate the lecture	None	2 hours	Emilie D. De Castro City Gov't Dept Head I Angie Lambating Population Representative- RO IV Popcom
6. Receive Certificate of Attendance/ Participation	6. Issue Certificate of Attendance/ Participation to all the attendees	None	5 mins	Rowena R. Santiago Population Program Officer I Freddie R. Malayao Admin. Officer III
	Total:	None	2 days, 3 hours, 5 minutes	

Note: Thru zoom meeting, if face to face transaction is not possible (will depend on the IATF protocol)

Time of training/workshop for the AHD Program can be extended depending on the modules needed by the participants

PERSONS WITH DISABILITY AFFAIRS OFFICE
(Internal Services)

The PDAO aims to promote services to all types of PWDs 0-59 years of age and are members of the City Government of Bacoar. The program focuses on areas of disability prevention, rehabilitation and equalization of opportunities. Moreover, it is intended to enhance PWDs capacity to attain a more meaningful, productive and satisfying way of life and ultimately become self-reliant, productive and contributing members of society.

1. APPLICATION FOR PWD ID

All citizens in the City of Bacoor with disability are open for application and must meet all the requirements needed for the assessment.

Office or Division:		Persons With Disability Affairs Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Citizens in the City of Bacoor		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application Form			PDAO Office	
Clinical Abstract			Attending Physician	
Barangay Clearance			Designated Barangay	
3pcs 1x1 ID Picture				
Assessment for qualification for Medical problem			Barangay City Health per cluster	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire regarding PWD ID Application	1. Advise PWD or his/her caregiver to bring the application with requirements to the designated Barangay City Health Officer per cluster.	None	2 mins	Noemi Tediong Gina Abuan
2. Secure and fill up application form	2. Assist PWD or his/her caregiver in filling out form (when needed)	None	5 mins	Noemi Tediong Gina Abuan
3. Submit application form with requirements	3.1 Review submitted requirements (fully filled out form with assessment from the City Health Officer)	None	5 mins	Noemi Tediong
	3.2. Check if membership is new or renewal	None	3 mins	Melody Tubice
	3.3. Encode required data at the ID card	None	5 mins	Noemi Tediong
	3.4 Endorse ID to the City Social Welfare Development Office for countersign.	None	10 mins	Ms. Liliane DR. Ugalde, RSW
	3.5 Endorse ID to the Office of the Mayor	None	10 mins	Office of the Mayor
	3.6 Approval and signatory of the City Mayor	None	10 mins	Hon. Lani Mercado - Revilla
4. Receive Issued ID and Booklet	4. Record and Release PWD ID and Booklet	None	10 mins	Gina Abuan
	Total:	None	1 hour	

SCHOLARSHIP UNIT
(External Services)

The Scholarship Unit thru Scholarship Program provided financial assistance for the under privileged deserving students of Junior, Senior High School and Colleges for residents of Bacoor City. We endorsed qualified and deserving students to Colleges and Universities for Educational Assistance on Semestral Basis. We envision the youth to recognize the importance of educational attainment and assures positive educational outcome, regardless of their status and economic circumstances.

1. ONLINE APPLICATION OF SCHOLARSHIP FOR HIGH SCHOOL, SENIOR HIGH SCHOOL AND COLLEGE

All students are open for application at Scholarship Program provided that they meet the qualification and required documents, as a city resident of Bacoor. Online application are posted on the City Government of Bacoor FB page.

Office or Division:	Scholarship Unit		
Classification:	Complex		
Type of Transaction:	G2C Government to Citizen		
Who may avail:	Qualified Students of Bacoor		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
➤ Photocopy of Registration Card and Enrollment Receipt	School		
➤ Photocopy of latest report card or class cards			
➤ 1x1 ID picture	School		
➤ Barangay Certificate of Residency or Indigency			
➤ Photocopy of Birth Certificate	Issued by Barangay		
➤ Photocopy of Parent's or Student's Voter's ID, Comelec Verification or Comelec certificate	PSA/Local Civil Registrar		
➤ Letter of intent addressed to Mayor Lani M. Revilla	Issued by Comelec		

1. Refer to the City Government of Bacoor FB page for the announcement of Scholarship Application for the students of Bacoor	1. Posting of Online Application for Scholarship Program in City Government of Bacoor FB Page.	None	1 day	Remedios V. Santero <i>OIC – Scholarship Unit</i>
2. Online Application based on the schedule posted in City Government Bacoor FB Page. **Interested and qualified applicant may submit their requirements via mail at scholarship_bacoory@yahoo.com	2. Receive Application; Check, Screen and Review Requirements. Assessment and Evaluation to be conducted by the concerned Scholarship Personnel.	None	Depends on the volume of applications received / 1 min / student	Remedios V. Santero <i>OIC – Scholarship Unit</i> Armida S. Abellanosa Marilyn F. Diasanta Jonathan V. Dapitan <i>Scholarship Staff</i>

3. Submit online application form together with requirements via mail.	3.1. Inform applicants about the status of their application through reply messages or texting	None	Depends on the number of submission of applicants/ 2 mins.	Remedios V. Santero <i>OIC – Sholarship Unit</i> Armida S. Abellanos Marilyn F. Diasanta <i>Scholarship Staff</i>
	3.2. Forward the result of assessment to the Unit Head	None	1 day	Armida S. Abellanos <i>Scholarship Staff</i>
	3.3 Encodes successful applicants name and data	None	1 day	Armida S. Abellanos <i>Scholarship Staff</i>
	Total:	None	3 days and depends on the number of applicants	

2. PROCESSING OF BUDGETARY REQUIREMENTS

Preparing Disbursement voucher and Obligation Request for financial assistance to the qualified students under the City of Bacoor Scholarship Program.

Office or Division:	Scholarship Unit			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Qualified Students of Bacoor City. High School, Senior High School and College			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Disbursement Voucher Obligation Request 			Budget Office Accounting Office Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online application form together with the requirements via e-mail.	1.1. Prepare Disbursement Voucher and Obligation Request for financial assistance granted to deserving HS, SHS and College Students 1.2. Transmit document to City Budget Office for the approval	None	1 min. 1 min.	Armida S. Abellanos <i>Scholarship Staff</i> Armida S. Abellanos <i>Scholarship Staff</i>
	Total:	None	2 minutes per student	

3. RELEASING OF FINANCIAL ASSISTANCE TO QUALIFIED STUDENTS

Financial Assistance granted to deserving High School, Senior High School and College students under the City of Bacoor Scholarship Program per School Year.

Office or Division:	Scholarship Unit			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Qualified Students of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Final Listing of Qualified Students		Scholarship Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application for qualified students	1.1. Process financial assistance for deserving HS, SHS and College students under the City of Bacoor Scholarship Program	None	15 minutes	City Treasurer's Office
	1.2. Approval of City Mayor	None	1 day	Office of the Mayor
	Total:	None	1 day and 15 minutes	

OFFICE OF THE SANGGUNIANG PANLUNGSOD
(Internal and External Services)

I. Mandate:

- a) Approve ordinances, and pass resolutions necessary for an efficient and effective city government;
- b) Review all ordinances approved by the Sangguniang Barangay and executive orders issued by the Punong Barangay to determine whether these are within the scope of the prescribed powers of the Sanggunian and of the Punong Barangay; and
- c) Perform other tasks as may be mandated by law or by ordinance.

II. Vision:

The Office of Sangguniang Panlungsod of the City of Bacoor is the legislative branch of the city's local government unit guided by the principles of decentralization and the separation of powers, which also upholds fiscal autonomy and authority to come up with local policies aimed at promoting the common good of all its constituents and endeavors to attain social justice in all phases of policy making, and commits itself to forever respect freedom and democracy in all its processes or procedures.

III. Mission:

In pursuit of this Vision, we, the Sanggunian, shall be the leading, independent, exclusive, accountable, and distinct resource of all sovereign local policies which are appropriate and necessary toward local governance, which include:

- Generating and maximizing the use of resources and revenues for the city's development plans, program objectives and priorities;
- Granting franchises and authorizing the issuance of licenses upon such conditions and for such purposes intended to promote the general welfare;
- Regulating activities relative to the use of land, buildings, and structures found within the city;
- Enacting ordinances which shall ensure the efficient and effective delivery of basic services and facilities to the people; and
- Exercising such other powers and performing such other duties and functions as may be prescribed by law or ordinance.

With an organization comprised of elected officials and civil servants, we shall readily offer total quality service through policy making, and build a community of government workers who seek positive change within the perspective of democracy, justice, and religion.

In a local government unit permeated by dynamism and diversity, we pledge to develop ourselves to become great leaders, competent professionals, scholars, researchers, and workers who will participate actively in putting forth effective local legislation for the City of Bacoor.

IV. Service Pledge:

- a) To maintain peace and order by enacting measures to prevent and suppress lawlessness, disorder, riot, violence, rebellion or sedition and impose penalties for the violation of said ordinances;
- b) To adopt measures to protect the inhabitants of the city from the harmful effects of manmade or natural disasters and calamities and to provide relief services and assistance for victims during and in the aftermath of said disasters or calamities and their return to production livelihood following said events;

- c) To enact ordinances intended to prevent, suppress and impose appropriate penalties for habitual drunkenness in public places, vagrancy, mendicancy, prostitution, establishment and maintenance of houses of ill-repute, gambling and other prohibited games of chance, fraudulent devices and ways to obtain money or property, drug addiction, maintenance of drug dens. Drug Pushing, juvenile delinquency, the printing, distribution or exhibition of obscene or pornographic materials or publications and such other activities inimical to the welfare and morals of the inhabitants of the city;
- d). To protect the environment and impose appropriate penalties for acts which endanger the environment, such as dynamite fishing and other forms of destructive fishing, illegal logging and smuggling of logs. Smuggling of natural resources products and of endangered species of floral and fauna, slash and burn farming, and such other activities which result in pollution, acceleration of eutrophication of rivers and lakes, or of ecological imbalance;
- d) To provide a mechanism and the appropriate funds therefore, to ensure the safety and protection of all city government property, public documents or records such as those relating to property inventory, land ownership, records of births, and such other records and documents of public interest in the offices and departments of the city government;
- e) To provide for legal assistance to barangay officials who, in the performance of their official duties or in the occasion thereof, have to initiate judicial proceedings or defend themselves against legal action;
- f) To generate and maximize the use of resources and revenue for the development of plans, programs, objectives and priorities of the city as provided for under Section 18 of the Code with particular attention to agro-industrial development and countryside growth and progress;
- g) To approve the annual and supplemental budgets of the city government and appropriate funds for other purposes not contrary to law, in order to promote the general welfare of the city and its inhabitants;
- i.) To prescribe reasonable limits and restraints on the use of property within the jurisdiction of the city;
- j) To adopt a comprehensive land use plan of the city: provided, That the formulation, adoption, or modification of said plan shall be in coordination with the approved provincial comprehensive land use plan;
- k) To regulate activities relative to the use of land, buildings and structures within the city in order to promote the general welfare of the public;
- l) To approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities;
- m) To provide for an efficient and effective system of solid waste and garbage collection and disposal and prohibit littering and the placing or throwing of garbage, refuse and other filth and wastes; and
- n) To approve measures and adopt quarantine regulations to prevent the introduction and spread of diseases.

1. ISSUANCE OF CERTIFIED TRUE COPIES OF VARIOUS DOCUMENTS

Client requests for copies duly signed by the Members of the Council for various purposes

Office or Division:	Office of the Sangguniang Panlungsod
Classification:	Simple
Type of Transaction:	G2C Government to Citizen

	G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Filled-up request form Letter of requesting client or agency. Other supporting documents, if necessary. 			Sangguniang Panlungsod of Bacoor From client/agency's documents	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client's letter of request for Certified True Copies of documents such as resolutions, ordinances, committee reports, agenda/minutes and other documents to the receiving/reception staff.	1.1 Reception Staff gives request form to client.	None	1 minute	Mark Maliksi Raymond Felizardo Thelma Ramos <i>Clerk</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.2 Reception Staff makes initial assess-ment on the request of the client.	None	1 minute	Mark Maliksi Raymond Felizardo Thelma Ramos <i>Clerk</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.3 Reception Staff forwards the request to the SP Secretariat	None	1 minute	Mark Maliksi Raymond Felizardo Thelma Ramos <i>Clerk</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.4 Reviews documents from Records Section and Sanggunian Information Systems Records	None	2 to 4 minutes	Wally Gonzales <i>Computer Programmer II</i> Ma. Cristina Malawig <i>Admin. Officer V</i> Maricris Leynes <i>Admin. Asst. IV</i>
	1.5 Review and proof read the documents	None	2 minutes	Shiela Lazo <i>Supervising Admin. Officer</i>
	1.6 Payment of fees for documents if necessary	P 100.00	Depends on the number of clients being served by the Treasurer's Office	Treasurer's Office
	1.7 SP Secretariat prepares the document for release with authority of the SP	None	2-4 minutes	Rachel Alagar <i>Admin. Officer III</i> Cristina Malawig <i>Admin. Officer V</i>

	Secretary.			Maricris Leynes <i>Bookbinder IV</i>
	1.8 SP Secretariat signs the certified document.	None	1 minute	Atty. Khalid Atega Jr. <i>SP Secretary</i> Shiela Lazo <i>Supervising Admin. Officer</i> Rachel Alagar <i>Admin. Officer III</i>
2.Client receives the requested certified true copy of document needed.	2. SP Secretariat releases the Certified True Copy to the requesting client.	None	1 minute	Sherrilyn Cardenas <i>Bookbinder IV</i> Lyn Ainza <i>Clerk</i> Rachel Alagar <i>Admin. Officer III</i>
	Total:	P 100.00	15 Minutes	

2. ISSUANCE OF CERTIFICATIONS AND RECORDS

Securing copies of records such as Notice of Approval, Certifications, and others for various purposes.

Office or Division:	Office of the Sangguniang Panlungsod	
Classification:	Simple	
Type of Transaction:	G2G Government to Government	
Who may avail:	Barangay and City Officials, People’s Organizations, National Agencies and Ordinary Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• Filled-up request form• Letter of requesting client or agency.• Other supporting documents, if necessary.		Office of the Sangguniang Panlungsod

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for Certification	1.1 Prepare document as requested based on official record as approved by the Council, the Vice-Mayor and the SP Secretary.	None	10 minutes	Marissa Ignacio <i>Admin. Officer III</i>
-Certificate of Approval				Rufithar Sarreal <i>Admin.Asst. III</i>
-Notice of Approval				
-other types of certifications	1.2. Sign Certification	None	1 minute	Atty. Khalid Atega Jr. <i>SP Secretary</i> Shiela Lazo <i>Supervising Administrative Officer</i>
2.Client receives signed certification	2. SP Secretariat releases the signed certification.	None	1 minute	Sherrilyn Cardenas <i>Bookbinder IV</i> Lyn Ainza <i>Clerk</i>
	Total:	None	12 minutes	

3. ISSUANCE OF CERTIFIED TRUE COPIES OF VARIOUS DOCUMENTS

Client requests for copies of committee reports/committee minutes.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Filled-up request form Letter of requesting client or agency. Other supporting documents, if necessary. 			Sangguniang Panlungsod of Bacoor	
			From client/agency's documents	
CLIENT STEPS	AGENCY ACTION:	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits letter of request for Certified True Copies of committee reports, agenda/minutes and other documents to the receiving/reception staff.	1.1 Reception Staff gives request form to client.	None	1 minute	Mark Maliksi Raymond Felizardo Thelma Ramos <i>Clerk</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.2 Reception Staff makes initial assessment on the request of the client.	None	1 minute	Mark Maliksi Raymond Felizardo Thelma Ramos <i>Clerk</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.3 Reception Staff forwards the request to the SP Secretariat	None	1 minute	Mark Maliksi Raymond Felizardo Thelma Ramos <i>Clerk</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.4 Reviews documents from Records Section and Sanggunian Information Systems Records	None	2-4 minutes	Wally Gonzales <i>Computer Programmer II</i> Ma. Cristina Malawig <i>Admin. Officer V</i> Maricris Leynes <i>Admin. Asst. IV</i>
	1.5 Review and proof read the documents	None	2-3 minutes	Shiela Lazo <i>Supervising Admin. Office</i>
	1.6 Payment of fees for documents if necessary	P 100.00	Depends on the number of clients being served by the	Treasurer's Office

			Treasurer's Office	
	1.7 SP Secretariat prepares the document for release with authority of the SP Secretary.	None	2-3 minutes	Rachel Alagar <i>Admin. Officer III</i> Cristina Malawig <i>Admin. Officer V</i> Maricris Leynes <i>Admin. Asst. IV</i>
	1.8 SP Secretariat signs the certified document.	None	1 minute	Atty. Khalid Atega Jr. <i>SP Secretary</i> Shiela Lazo <i>Supervising Admin. Office</i> Rachel Alagar <i>Admin. Officer III</i>
2. Client receives the requested certified true copy of document needed.	2. SP Secretariat releases the Certified True Copy to the requesting client.	None	1 minute	Sherrilyn Cardenas <i>Admin. Asst. IV</i> Lyn Ainza <i>Clerk</i> Rachel Alagar <i>Admin. Officer III</i>
	Total:	P 100.00	15 minutes	

4. INCLUSION OF VARIOUS MATTERS IN THE WEEKLY AGENDA OF THE SANGGUNIANG PANLUNGSOD

Client requests for action of the Members of the Sanggunian for various purposes.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of requesting client or agency. Other supporting documents, if necessary for inclusion in the agenda or next order of business 			Sangguniang Panlungsod of Bacoor From client/agency's documents	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for inclusion of various matters in the weekly agenda	1.1 Staff receives and reviews the document/letter of request for inclusion in the agenda	None	2 minutes	Rachel Alagar <i>Admin. Officer II</i> Sherrilyn Cardenas <i>Admin. Asst. IV</i> Sangguniang Panlungsod Staff on duty during the day.
	1.3 Secretariat prepare and scan attachments	None	5 to 8 minutes	Maricris Leynes <i>Admin. Asst. IV</i> Wally Gonzales <i>Computer Programmer II</i>
	1.4 The SP Secretariat drafts agenda to include the documents supporting the request	None	40 minutes	Shiela Lazo <i>Supervising Admin. Officer</i> Marissa Ignacio <i>Admin. Officer III</i>
	1.5 Review and proof read the correctness of the prepared agenda	None	5 minutes	Atty. Khalid A. Atega Jr. <i>SP Secretary</i> Shiela Lazo <i>Supervising Admin. Officer</i>
	1.6 Approval of Agenda	None	5 minutes	Hon. Catherine Evaristo <i>City Vice-Mayor</i> Atty. Khalid A. Atega Jr. <i>SP Secretary</i>
	1.7 Printing of Agenda	None	3 to 5 minutes	Shiela Lazo <i>Supervising Admin. Officer</i> Marissa Ignacio <i>Admin. Officer III</i>
	1.8 Signing of Agenda.	None	1 minute	Hon. Catherine Evaristo <i>City Vice-Mayor</i>
2. Uploading of files	2.1 Conversion of agenda to PDF	None	10 minutes	Maricris Leynes <i>Admin. Asst. IV</i>
	2.2 Uploading of agenda in tablets,	None	2 minutes	Maricris Leynes <i>Admin. Asst. IV</i>

	laptops and sending them to emails of the members of the council and their staff.			
3. Various matters included in the agenda shall be taken up in the next session.	3.1 All matters shall be taken up on the First Reading and shall be referred to the proper committee.	None	1 to 2 hours	SP Council
	3.2 Subjects referred to the proper committee shall conduct committee hearings	None	2 to 3 days	Committee-in- Charge
	3.3 Subjects shall be approved or disapproved depending on the action/recommendation of the committee and on the results of votes on the next session.	None	3 to 5 days	SP Council
	3.4 SP Council shall issue a resolution on the decision made on the subject.	None	20 minutes	SP Secretariat Atty. Khalid Atega Jr. <i>SP Secretary</i>
	3.5 Council Members shall sign the resolution upon receipt of print out	None	10 minutes	Digital Signatures of Councilors will appear with the authorization.
	3.6 Resolution will be sent to the Office of the City Mayor for signature but will still need the counter signature of the City Legal Office.	None	(2 to 3 days)	Hon. Lani Revilla <i>City Mayor</i> Atty. Bernadette Carrasco <i>City Legal Officer</i>
4. Client receives the resolution or a letter regarding the matter	4. Upon receipt from the Office of the Mayor, SP Secretariat sends the copies of resolution to the Client.	None	2 minutes	<i>Rufithar Sarreal Admin. Asst. III</i>
	Total	None	8 days, 2 hours and 5 minutes	

5. ASSIST INDIVIDUALS WITH THEIR INQUIRIES, REQUESTS ADDRESSED TO THE OFFICE OF THE SANGGUNIANG PANLUNGSOD.

Client requests for action on their inquiries, requests and complaints.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of requesting client or agency. Other supporting documents, if necessary for inclusion in the agenda or next order of business 			Sangguniang Panlungsod of Bacoor From client/agency's documents	
CLIENT STEP	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Guests / visitor fills up visitor's slip or logbook	1.1 Screen and interview to know the purpose of coming to the office	None	3 to 5 minutes	<i>Public Assistance and Complaint Desk Staff Sangguniang Panlungsod Staff on duty during the day.</i>
	1.2 Receive and identify the nature of the documents submitted such as invitations/ solicitations/inquiries to be forwarded to the SP Secretariat if needed to be included in the weekly agenda	None	3 minutes	Miriam Banas Sherilyn Cardenas Mylynn Ambat Janice Maybelle Gayeta Lynn Ainza <i>Sangguniang Panlungsod Staff on duty during the day</i>
	1.3 Releasing of the requested documents/ Disapproval of request	None	1 minute	Sherrilyn Cardenas <i>Admin. Asst. IV</i> Lyn Ainza <i>Clerk</i> Rachel Alagar <i>Admin. Officer III</i>
	Total:	None	9 minutes	

6. ASSIST INDIVIDUALS WITH THEIR REQUESTS/COMPLAINTS/FEEDBACKS ADDRESSED TO THE OFFICE OF THE SANGGUNIAN PANLUNGSOD.

Client requests for action on their requests/complaints/feedbacks.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of requesting client or agency. Other supporting documents, if necessary for inclusion in the agenda or next order of business 			Sangguniang Panlungsod of Bacoor From client/agency's documents	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills up the Client Feedback form and put it in the box available at the reception area or they can call the hotline number 481-4100 loc. 320/310.	1.1 Every Friday, the Public Assistance and Feedback/ Complaints Desk Staff opens the drop box and compiles and records the complaints, and all feed backs submitted.	None	3 to 5 minutes	<i>Public Assistance and Complaint Desk Staff</i> <i>Sangguniang Panlungsod Staff on duty during the day.</i>
	1.2 Feedback requiring answers are forwarded to the SP Secretary/ Supervising Admin. Officer who will act on the complaint.	None	3 to 5 minutes	Miriam Banas Sherrilyn Cardenas Mylynn Ambat Janice Maybelle Gayeta Lynn Ainza <i>Sangguniang Panlungsod Staff on duty during the day</i>
	1.3 The answer of the office is then relayed and sent to the client.	None	within the day	Sherrilyn Cardenas <i>Admin. Asst. IV</i> Lyn Ainza <i>Clerk</i> Rachel Alagar <i>Admin. Officer III</i>
	Total:	None	within the day	

7. ACCESS TO WEBSITE FOR SENDING OF FEEDBACKS AND COMPLAINTS VIA ONLINE

Respond to feedbacks and complaints via online through SP Website. (www.bacoorcitysp.com)

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Visit SP Website through www.bacoorcitysp.com 			www.bacoorcitysp.com	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client visits website for feedbacks and filing of complaints.	1. Every day, all feedbacks posted at the SP website are reviewed	None	2 to 3 minutes	Mr. Wally Gonzales <i>Computer Programmer I</i> Atty. Khalid Atega Jr. SP <i>Secretary</i>
2. Clients may post feedbacks on the official SP website (www.bacoorcitysp.com) by clicking the "MAY REKLAMO?" portal and filling up the digital complaints form found therein.	2.1 Complaints filed online that pertain to offices directly under the Office of the Mayor are referred to the appropriate city government offices/officials within the same business day as the complaint was posted.	None	3 to 5 minutes	Mr. Wally Gonzales <i>Computer Programmer I</i> Atty. Khalid Atega Jr. SP <i>Secretary</i> Shiela Lazo <i>Supervising Admin. Officer</i>
	2.2 Complaints against elected barangay officials, SP/OVM personnel, or city government personnel are referred to the SP for appropriate action.	None	Same day	Mr. Wally Gonzales <i>Computer Programmer I</i> Atty. Khalid Atega Jr. SP <i>Secretary</i> Shiela Lazo <i>Supervising Admin. Officer</i>
	2.1 Questions are answered within the same working day as they were filed, if possible.	None	Same day	Mr. Wally Gonzales <i>Computer Programmer I</i> Atty. Khalid Atega Jr. SP <i>Secretary</i> Shiela Lazo <i>Supervising Admin. Officer</i>
	Total:	None	Same day	

8. ACCESS TO WEBSITE FOR RECORDS VIA ONLINE

Securing copies of records and other pertinent details for various purposes.

Office or Division:	Office of the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Visit SP website (www.bacoorcitysp.com) 			www.bacoorcitysp.com	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client visits website for: -Downloading Online Copies of Approved Ordinances/ Resolutions -Access to Schedule of Online Sessions/Hearings -Attendance in Online Hearings -Others.	1.1. Every day, SP website is available for access and client may download swiftly all available data they need from the SP Website. 1.2 Questions are answered within the same working day if there is any or if needed	None	2 to 3 minutes	Mr. Wally Gonzales <i>Computer Programmer II</i> Atty. Khalid Atega Jr. <i>SP Secretary</i>
		None	Same day	Mr. Wally Gonzales <i>Computer Programmer II</i> Atty. Khalid Atega Jr. <i>SP Secretary</i>
	Total:	None	Same day	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Client fills up the Client Feedback form and put it in the box available at the reception area or they can call the hotline number (046) 481-4100 loc. 320/310.</p> <p>Clients may also post feedbacks on the official SP website (www.bacoorcitysp.com) by clicking the "MAY REKLAMO?" portal and filling up the digital complaints form found therein.</p>
How feedbacks are processed	<p>Every Friday, the Public Assistance and Feedback/Complaints Desk Staff opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the SP Secretary/Supervising Admin. Officer who will act on the feedback. The answer of the office is then relayed to the citizen.</p> <p>Every day, all feedbacks posted at the SP website are reviewed by Mr. Wally Gonzales (Computer Programmer II) and by Atty. Khalid Atega Jr. (SP Secretary). Questions are answered within the same working day as they were filed, if possible.</p>
How to file a complaint	<p>Client submits complaint letter and put it in the box available at the reception area or they can call hotline number 481-4100 loc. 320/310.</p> <p>Complaints may also be filed online through the official SP website (www.bacoorcitysp.com) by clicking the "MAY REKLAMO?" portal and filling up the digital complaints form found therein.</p>
How complaints are processed	<p>Every Friday, the Public Assistance and Complaints Desk Staff opens the drop box and compiles and records all complaints submitted. Feedback requiring answers are forwarded to the SP Secretary/Supervising Admin. Officer who will act on the feedback. The answer of the office is then relayed to the citizen.</p> <p>Complaints filed online that pertain to offices directly under the Office of the Mayor are referred to the appropriate city government offices/officials within the same business day as the complaint was posted. Complaints against elected barangay officials, SP/OVM personnel, or city government personnel are referred to the SP for appropriate action.</p>

SPORTS UNIT

(Internal and External Services)

The Sports Unit Office under the Office of the Mayor is primarily responsible in the development of the sports programs of the City Government and implementation of prestigious sports tournament in the local community as well as in the Province of Cavite.

In view of the existing pandemic situation, the Sports Office, under a new normal , imposes compliance with IATF health protocols, contact tracing, temperature reading, use of face shields and face masks in the use of sports facilities like the Gymnasium (30% attendance) and the Fitness Center.

1 .PROVISION OF CITY REFEREES SERVICES

The city government provide free referee services to the local community.

Office or Division	Sports Unit			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who May Avail	City residents (barangays)			
Checklist of Requirements			Where to Secure	
1.Request letter from client addressed to the Office of the Mayor 2.Barangay clearance of client			Client Barangay of client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to the Office of the Mayor		None	1 day	Front desk Mayor's Office
	1.1. Receipt of approved request letter	None	5 minutes	Randall Toledo/Cecilia Almoro
	1.2. Scheduling of city referees assignment	None	5 minutes	Hilario dela Pena/Noel Sabino
	Total:	None	1 day 10 minutes	

2. PROVISION OF UNITY BAND SERVICES

The city government provide free Unity Band services to the local community in various social events like baptism, wedding, funeral march, events launching and the like.

Office or Division		Sports Unit		
Classification		Simple		
Type of transaction		Government to Citizen		
Who may avail		City residents (barangays)		
Checklist of Requirements			Where to Secure	
1.Request letter from client addressed to the Office of the Mayor 2.Barangay clearance of client			Client Barangay of client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to the Office of the Mayor		None	1 day	Front desk Mayor's Office
	1.1. Receipt of approved request letter	None	5 minutes	Randall Toledo/Cecilia Almor
	1.2. Scheduling of Unity Band Services	None	5 minutes	Cecilia Almor Randall Toledo Sidney Solis
	1.3. Conduct of Unity Band Services	None	5 minutes	Avelino Mendoza
	Total:	None	1 day 15 minutes	

3. ISSUANCES OF TROPHIES, MEDALS AND SPORTS EQUIPMENT

The City Government as facilitated by the Sports Unit usually gives free trophies, medals and sports equipment to barangays, HOAS and other clients. This has been a practice since then and has indeed fortified the sports programs implementation of the city government.

Office or Division		Sports Unit		
Classification		Simple		
Type of transaction		Government to Citizen		
Who may avail		City residents (barangays)		
Checklist of Requirements			Where to Secure	
1.Request letter from client addressed to the Office of the Mayor			Client	
2.Barangay clearance of client			Barangay of client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to the Office of the Mayor		None	1 day	Front desk Mayor's Office
	1.1. Receipt of approved request letter	None	3 minutes	Randall Toledo/ Cecilia Almoró
	1.2. Issuances of items requested	None	3 minutes	Randall Toledo/Sidney Solis
	Total:	None	1 day 6 minutes	

4. CONDUCT OF SPORTS PROGRAMS IN BARANGAYS

Annually, the Sports Office implements its sports programs , basketball and volleyball, at most in 73 barangays of the city government.

Office or Division		City Sports Unit Office		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who May Avail		City residents (barangays)		
Checklist of Requirements			Where to Secure	
1.Request letter from client addressed to the Office of the Mayor			Client	
2.Barangay clearance of client			Barangay of client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to the Office of the Mayor		None	1 day	Front desk Mayor's Office
2	1.1. Receipt of approved request letter	None	3 minutes	Cecilia Almoro Randall Toledo
3	1.2. Scheduling of barangays sports activities	None	5 minutes	Sidney Solis Cecilia Almoro
4	1.3.Conduct of sports events	None	5 minutes	Sidney Solis/Cecilia Almoro
	Total:	None	1 day 13 minutes	

5. ACCOMODATION OF SPORTS EVENTS IN STRIKE GYM

The Sports Office usually accepts use of Gym Facilities by private sector. Fees are collected to cover up maintenance costs, electricity and water.

Office or Division		Sports Unit		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who May Avail		City residents (barangays)		
Checklist of Requirements				Where to Secure
1.Request letter from client addressed to the Office of the Mayor 2.Barangay clearance of client				Client Barangay of client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request letter to the Office of the Mayor		None	1 day	Front desk Mayor's Office
	1.1. Receipt of approved request letter	None	5 minutes	Randall Toledo/Cecilia Almoró
	1.2. Scheduling of events in STRIKE Gym	None	5 minutes	Cecilia Almoró/Sidney Solis
	1.3. Issuance of payment form for rental of gym facilities	None	5 minutes	Cecilia Almoró
2. Client pays certain fees for the rental of gym facilities	2. Receives payment for the rental of gym facilities	Php10,000.00 for Sports event, 4 hour usage with aircon Php 5,000.00 for sports events, 4 hours , no aircon Php 16,000.00 for social events, 4 hours with aircon Php 8,000.00 for social events without aircon	15 minutes	Treasury Department
	Total:	Php 5,000.00 to 16,000.00 depending on use or non-use of aircon	1 day 30 minutes	

6. USE OF STRIKE FITNESS GYM

STRIKE Fitness gym can be used as per schedule by sports enthusiasts. There is a schedule of usage of the fitness facility. The schedule of Fitness Gym is from Monday to Saturday, 8am to 8pm. City employees and SBR card holders can avail of free usage whereas private individuals pay Php 50 per day of usage.

Office or Division		City Sports Unit Office		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who May Avail		City residents (barangays)		
Checklist of Requirements			Where to Secure	
1.Request letter from client addressed to the Office of the Mayor			Client	
2.Barangay clearance of client			Barangay of Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration in use of Fitness gym	1. Assist client upon registration	None	3 minutes	Cecilia Almor
2. Use of Fitness gym	2. Assist client in using the fitness gym equipment	City employees and SBR free Private individuals pay Php 50 per day	1-2 hours approx.	Bim Barrentes
	Total:	Php 50 per day for private individual	2 hours and 3 minutes	

7. CONDUCT OF SPORTS EVENTS

The STRIKE gym can be used as scheduled for various events.

Office or Division		City Sports Unit Office		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who May Avail		City residents (barangays)		
Checklist of Requirements			Where to Secure	
1.Request letter from client addressed to the Office of the Mayor			Client	
2.Barangay clearance of client			Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of approved request on the use of Strike Gym	1. Receive approved request on use of Gym	None	3 minutes	Cecilia Almoró
2. Use of Strike Gym	2. Assistance on the use of Strike Gym	None	As scheduled	Sidney Solis/Cecilia Almoró
	Total	None	As scheduled	

OFFICE OF THE CITY MAYOR
TOURISM OPERATIONS
(Internal and External Services)

The Tourism Operations Unit of the Office of the City Mayor provides the public with access to local tourism and historical data, tour guiding services, and assistance on Department of Tourism (DOT) Accreditation applications. It is also mandated to organize programs and events related to tourism-building as well as maintain local government-owned recreational parks and cultural properties. Furthermore, this office handles the City of Bacoor Special Program for the Arts (SPA), a program designed for local elementary and high school students who want to enhance their talents in performing arts. In addition, this office manages the Tourism Information and Assistance Center, the front office of Tourism Operations Unit that serves as the receiving area for visitors and guests requesting assistance and services on local tourism and cultural activities. This office also promotes historical tourism through free distribution of tourism brochures and magazines, historical books, and other related print materials.

1. PROVISION OF TOURISM AND HISTORICAL DATA

Tourism and historical data such as tourist arrivals record, local cultural properties information, and interviews related to tourism industry and local culture and arts, public records, and other related documents.

Office or Division:	Office of the City Mayor - Tourism Operations			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Interested Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written request addressed to the City Mayor specifying the intent to acquire service; <p>Other supporting documents, if necessary.</p>			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request	1. Receive letter; conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto <i>Supervising Tourism Operations Officer</i>
2. Wait for the approval of request	2. Provide tourism and historical data	None	***Depends on the nature and volume of requests received	Gabriel Mark B. Martinez <i>Tourism Operations Officer I</i> Melvin A. Miranda <i>Clerk</i>
	Total:	None	***1 hour	

2. DELIVERY OF TOUR GUIDING SERVICES ***

Bacoor Tourism circuits consist of two or more tourism attraction sites located closely enough that they can be grouped together for a visit, development, and/or marketing purposes depending on the needs and objectives of visitors.

Office or Division:	Office of the City Mayor - Tourism Operations			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Interested Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Written request addressed to the City Mayor specifying the intent to acquire service; Other supporting documents, if necessary.			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request	1. Receive letter; conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto <i>Supervising Tourism Operations Officer</i>
2. Wait for the approval of request	2. Provide tour guiding services	None	***Depends on the number of places to be visited	Karen Joy F. Torres <i>Administrative Assistant II</i> Reden C. Tumala <i>Tourism Staff</i>
	Total:	None	***2 hours	

*** Due to the ongoing global health crisis brought by COVID-19, this service is unavailable.

3. UTILIZATION OF LOCAL PARKS AND CULTURAL PROPERTIES ***

Local government-managed recreational parks and cultural properties may be utilized by the public as long as they are coordinated with the office. According to Republic Act No. 10066, "cultural property" shall refer to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.

Office or Division:		Office of the City Mayor - Tourism Operations		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen G2G Government to Government		
Who may avail:		Interested Individuals		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written request addressed to the City Mayor specifying the intent to acquire service; Proof of Payment / Official Receipt (for Bacoor Eco-Park only) Other supporting documents, if necessary. 			Client Bacoor Eco-Park Admin Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request	1. Receive letter; conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto <i>Supervising Tourism Operations Officer</i>
2. Wait for the approval of request	2. Utilize local park and cultural properties	Varies	***Depends on the request	Jesben P. Lansangan Larry M. Quina Jesus I. Trinidad Jr. Mery Joy Carpeso <i>Tourism Staff</i>
	Total:	Please see attached list of fees	***1 hour	

*** Due to the ongoing global health crisis brought by COVID-19, this service may be delivered in accordance with the community quarantine guidelines and health and safety protocols set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases.

LIST OF FEES

BACoor ECO-PARK

	Rental Fees	Reservation Fees
Basketball Court	P50.00 per hour without electricity usage (8:00AM – 5:59PM) P100.00 per hour with electricity usage (8:00AM – 5:59PM) P200.00 per hour with electricity usage (6:00PM – 10:00PM)	P100.00 (regardless of reserved schedule)
Gazebo	P300.00 per hour with electricity usage (8:00AM – 5:59PM) P500.00 per hour with electricity usage (6:00PM – 10:00PM)	50% of total reserved hours

4. SPECIAL PROGRAM FOR THE ARTS CONCERNS

City of Bacoor Special Program for the Arts is a culture and arts program launched in 2017 designed to educate young members of the community of their strong musical heritage. It is where Bacooreño students can flourish and sharpen their innate talents in creativity and artistry.

Office or Division:	Office of the City Mayor - Tourism Operations			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Interested Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written request addressed to the City Mayor specifying the intent to acquire service; <p>Other supporting documents, if necessary.</p>			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request	1. Receive letter; conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto <i>Supervising Tourism Operations Officer</i>
2. Wait for the approval of request	2. Settle engagement of Special Program for the Arts scholars	None	15 minutes	Surelan Jay A. Coquilla Bernard Dominic A. Martin <i>Tourism Staff</i>
	Total:	None	25 minutes	

5. DISTRIBUTION OF TOURISM AND CULTURAL MATERIALS

Individuals may request tourism and cultural materials such as brochures, fliers, magazines, books, newspapers, leaflets, journals, and other consumable items for free.

Office or Division:	Office of the City Mayor - Tourism Operations			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government			
Who may avail:	Interested Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Written request addressed to the City Mayor specifying the intent to acquire service; <p>Other supporting documents, if necessary.</p>			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request	1. Receive letter; conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto <i>Supervising Tourism Operations Officer</i>
2. Wait for the approval of request	2. Distribute tourism and cultural materials	None	5 minutes	Cyrus B. Acosta Susan G. Reyes <i>Tourism Staff</i>
Total:		None	15 minutes	

6. ASSISTANCE ON DOT ACCREDITATION

DOT Accreditation is a Certification issued by the Department of Tourism (DOT) to a tourism enterprise that officially recognizes it as having complied with the minimum standards for the operation of tourism facilities and services. It is mandatory for all primary tourism-related establishments to secure DOT Accreditation before commencing operations.

Office or Division:		Office of the City Mayor - Tourism Operations		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Interested Individuals		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Written request addressed to the City Mayor specifying the intent to acquire service; <p>Other supporting documents, if necessary.</p>			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request	1. Receive letter; conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto <i>Supervising Tourism Operations Officer</i>
2. Wait for the approval of request	2. Provide assistance on DOT Accreditation	None	15 minutes	Virgie B. Ramos Edward Ely M. Ignacio <i>Tourism Staff</i>
	Total:	None	25 minutes	

7. ASSISTANCE ON ISSUANCE OF TRAVEL AUTHORITY ***

Travel Authority (TA) is the official endorsement of the concerned local COVID Task Force for locally stranded and other involved individuals permitting them to pass at specific Quarantine Control Points / Checkpoints, Seaports, and Airports in the country. This document indicates the traveler's details such as complete name, mode of transportation, place of origin, place of destination, zoning classification, and status of travel.

Office or Division:		Office of the City Mayor - Tourism Operations		
Classification:		Complex		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Locally Stranded Individuals (LSI), Authorized Persons Outside Residence (APOR), Domestic Tourists		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Application Form • Valid ID • Medical Certificate (latest and updated) • Barangay Certificate • Certificate of Acceptance • Coordination Letter • Other supporting documents, if necessary. 			City Tourism Development Office Client Barangay Health Center Originating Barangay Receiving LGU Receiving LGU	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit photocopies of requirements	1.1. Receive documents and evaluate the rationale of the concerned individual as to why he needs a Travel Authority	None	15 minutes	Ronald B. Ocampo Lamberto M. Galvez Carlos C. Tamayo <i>Tourism Staff</i>
	1.2. Encode traveler's details and sort out applications based on urgency and/or travel date	None	15 minutes	Brian Michael A. Gorospe Ronaldo J. Angeles <i>Tourism Staff</i>
	1.3. Submission of documents to Philippine National Police – Bacoar	None	15 minutes	Carlito E. Ungos Jr. Melody P. Intila <i>Tourism Staff</i>
2. Wait for the approval of request	2. Refer to Philippine National Police – Bacoar for the list of approved Travel Authority applications	None	***Depends on the volume of applications received	Robert V. Ferma <i>Tourism Staff</i>
	Total:	None	***7 hours	

*** This service is only accommodated during the COVID-19 community quarantine period.

OFFICE OF THE CITY TREASURER

(Internal and External Services)

The Office of the City Treasurer performs to collect all monies accruing to the City Government and disburse funds in accordance with the existing laws and regulations. CTO objects to establish systematic method regarding the collections of Real Property Tax (RPT), Community Tax Certificate (CTC), Business Tax and other related Miscellaneous Taxes. Further, Treasury Office exercise proper management of funds and extend satisfactory service to the public.

1. REAL PROPERTY TAX

This tax shall be imposed upon all real properties including, but not limited to lands, buildings, machineries and other improvements located in the City of Bacoar.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Real Property Tax Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declarations		Office of the City Assessor		
2. Latest Official Receipts		Last payment made by the tax payers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Walk-in taxpayers may request for Statement of Account (SOA) 1.2. Taxpayers may also create and register user account at boss.bacoar.gov.ph 1.3. Enroll the property to be paid. 1.4. Print online appointment/ schedule of payment.	1.1. Print Statement of Account (SOA). 1.2. CTO staff receives and reviews the Tax Declaration/ latest Official Receipt	None	2 minutes	Elisa M. Gregorio Alexander Alexis F. Cabias Ricky De Rosas Gianna Maree M. Padua Evelyn Abao Jenifer B. Maluto Bernalynne G. Limon Bill Chester D. Asas Rogelio L. Pagara Rona Grace G. Torrijos Patricia Mae Antenor
2. Verification of payments	2. Verifies the Official Receipt/ Statement of Account in the Abstract of RPT, One Doc. And/or RPTAR.	None	5 minutes	Elisa M. Gregorio Alexander Alexis F. Cabias Ricky De Rosas Gianna Maree M. Padua Evelyn Abao Jenifer B. Maluto Bernalynne G. Limon Bill Chester D. Asas Rogelio L. Pagara Rona Grace G. Torrijos Patricia Mae Antenor
3. Gives the corresponding amount as payment	3. Receives the corresponding amount as payment and issues Official Receipt	Fair Market Value (FMV) x Assessed Level (AL) = Assessed Value (AV) x 1% of AV (Basic) SEF = 1% of AV SHT = 0.5% of AV EPSF per year – P360.00 Penalty – 2% per month; maximum of 72% ***Refer on Tax Declaration from Assessor and Computed Value from SOWA	6 to 8 minutes	Elisa M. Gregorio Alexander Alexis F. Cabias Ricky De Rosas Gianna Maree M. Padua Evelyn Abao Jenifer B. Maluto Bernalynne G. Limon Bill Chester D. Asas Rogelio L. Pagara Rona Grace G. Torrijos Patricia Mae Antenor
		Total processing time:	5 minutes	

2. BUSINESS TAX

Business Taxes are those imposed by a local government unit on the privilege of engaging in business, occupation and other activities within its territorial jurisdiction.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Business Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment/ Assessment Form		Business Permit and Licensing Office (BPLO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Request Order of Payment/ Assessment Form	1. Verifies the Order of Payment/ Assessment Form as to its correctness.	None	2 minutes	AilynF.Inocentes
1.2. Taxpayers may also create and register user account at boss.bacoor.gov.ph				Normalyn T. Lim
1.3. Enroll the business establishment subject for approval of BPLO				Luz M.Tortona
2. Gives the corresponding amount as payment	2. Receives the corresponding amount and issues Official Receipt	Refer to BPLOs assessment of fees	3 minutes	AilynF.Inocentes
Total processing time:			5 minutes	Luz M.Tortona

3. COMMUNITY TAX CERTIFICATE (CTC)

Cities or municipalities may levy a community tax in lieu of the former residence tax.

Office or Division:	Office of the City Treasurer			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client's personal information: Name Address Birthdate and Birthplace Gender Nationality Gross Annual Income		Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-up of form as required in Community Tax Certificate	1. Computes the amount based on Gross Annual Income and encodes the information in the system	None	2 minutes	Maria DelaF. Cruz Maria Teresa D. Villareal LeesaM. Gorme
2. Gives the corresponding amount as payment	2. Receives payment and issues the Community Tax Certificate	Individual Income÷1000+ P10.00 (Basic) Penalty- 6% for the month of March and additional 2% per month thereafter.	1 minute	Maria Dela F. Cruz Maria Teresa D. Villareal Leesa M. Gorme
Total processing time:		3 minutes		

3. TRANSFER TAX

This tax shall be imposed on the sale, donation, barter or any other mode of transferring ownership or title of real property at the rate of fifty percent (50%) of one (1%) of the total consideration involved in the acquisition of the property or the fair market value in case the monetary consideration involved in the transfer is not substantial or the current zonal valuation prescribed by the Bureau of Internal Revenue, whichever is higher.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of Certificate Authorizing Registration (CAR)		Bureau of Internal Revenue (BIR)		
2. Photocopy of Deed of Sale/ Extra Judicial Affidavit/ Document of any Mode of Transfer				
3. Transfer Certificate of Title		Registry of Deeds (RD)		
4. Tax Declaration		Office of the City Assessor		
5. Tax Clearance		Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents for assessment and verification.	1. Assess and verifies the information in the documents submitted. 1.2. Issues Transfer Tax and Situs Tax assessment if applicable. 1.3. Prepares Certification of Transfer Tax	None	4 minutes	Rosandy E. De Leon Dominic Ramil H. Carolino Consolita G.Federis
2. Gives corresponding amount as payment	2. Receives payment and issues Transfer Tax Receipt	Please refer to amount and computations below: Tax Base=Zonal Value/Market Value/Selling Price (whichever is higher) 0.005 (½ of 1%) = Tax Base Mode of Transfer – 60 days upon notary date of the Deed of Sale and/ or from the Date of Death (for Extrajudicial) Penalty- 25% + 2% additional surcharge after 60 days; maximum of 72% Situs Tax- 70% of the Selling Price Processing Fee – P100.00 Certification Fee - P150.00	2 minutes	Rosandy E. De Leon Dominic Ramil H.Carolino Consolita G. Federis
Total Processing Time:			6 minutes	

5. MISCELLANEOUS PAYMENT

Payment of other local taxes, fees and other regulatory fees payable to the City Government of Bacoor.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Taxpayers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Order of Payment from various offices			Various offices	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Order of Payment from various offices to the assigned Cahier/ Collector	1. Encodes the information in the system from the Order of Payment	None	2 minutes	Ailyn F. Inocentes Luz M. Tortona RuelM. Pilapil Mikee Rose L. De Leon LeoniloA. Fabian CristyB. Garcia Emily D. Solidum Emilia T. Tonding Agnes M. Jaminal Herald C. Gamatan
2.Gives the corresponding amount as payment	Receives payment and issues the Official Receipt	Corresponding amount from various offices	1 minute	Ailyn F. Inocentes Luz M. Tortona Ruel M. Pilapil Mikee Rose L. De Leon Leonilo A. Fabian Cristy B. Garcia Emily D. Solidum Emilia T. Tonding Agnes M. Jaminal Herald C. Gamatan
Total Processing Time:			3 minutes	

6. TAX CLEARANCE

Tax Clearance is being issued to certify that a property is already paid.

Office or Division:	Office of the City Treasurer			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of latest Real Property Tax Receipt		Last payment made by the Tax Payer		
2. Tax Declaration if RPT OR is not available		City Assessor's Office		
3. Identification Card of the declared owner of the property.		Declared Owner of the property		
4. Authorization letter from the declared owner and photocopy of his/her ID and his/her authorized person, if the declared owner would not be able to appear before this office.		Declared Owner of the property		
5. Notarized Deed of Sale or any mode of Transfer, if the property is not yet under the name of the new owner		Notary Public		
6. Death Certificate, if the declared owner is already deceased.		Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all required documents	1.1. Assess and verify all the documents submitted. 1.2. Verify the payments of the Tax Payer from date of effectivity of assessment until the current year	None	10 to 12 minutes	Rachel L. Alba Roselyn A. Nervida Remia E. Adadzeh Ma. Florentina D. Cargullo
2. Gives the corresponding amount as payment	Receives payment and issues Official Receipt and Tax Clearance	Security Seal – P50.00 Verification Fee – P20.00 Tax Clearance – P50.00	3 minutes	Rachel L. Alba Roselyn A. Nervida Remia E. Adadzeh Ma. Florentina D. Cargullo
Total processing time:			15 minutes	

7. ISSUANCE OF CHECKS

Check is being issued as payment to different Contractors/Suppliers, Bills, Transfer of Funds.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Various Contractors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher		City Accounting Office		
2. Official Receipt		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher	1.1. Receives and reviews the disbursement voucher from the City Accounting Office	None	1 minute	Ria Lyn L. Colorado Lourdes C. De Vera
	1.2. Records vouchers in the logbook	None	1 minute	
	1.3. Prepares check/s to be signed by the duly authorized official.	None	2 minutes	
	1.4. Transmits check/sto City Accounting Office for preparation of Advice of Local Check Disbursement	None	5 minutes	
3. Present Official Receipt	Release of check/s	None	1 minute	Ria Lyn L. Colorado Lourdes C. De Vera
Total Processing Time:			10 minutes	

8. ISSUANCE OF ACCOUNTABLE FORM 51 AND FORM 16 (CTC INDIVIDUAL)

Office of the City Treasurer issues Accountable Forms and Cedula to bonded Barangay Captains/Treasurers.

Office or Division:		Office of the City Treasurer		
Classification:		Simple		
Type of Transaction:		G2G Government to Government		
Who may avail:		Barangay Captains and Treasurers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Copy of Fidelity Bond		Bureau of Treasury		
2.Identification Card				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present copy of Fidelity Bond	1.1. Receives and verifies bond	None	2 minutes	Florian M. Roxas
	1.2.Check balance of the last issued Accountable Forms		1 minute	Cristina Pajotagana
	1.3. Issue Requisition Issuance Slip (RIS)		2 minutes	Jeriz Angela Macalatan
2.Gives the corresponding amount as payment	2.1. Client will sign the CTO record book as proof of issuance	Accountable Form-051 (AF-51) - P130.00/booklet + 1% Handling Fee	1 minute	Florian M. Roxas
	2.2. Receives payment and issues Accountable Forms	Accountable Form-016 (AF-16) - P65.50 + 1% Handling Fee		Cristina Pajotagana
	2.3. Provide client a copy of RIS			Jeriz Angela Macalatan
Total Processing Time:			6 minutes	

9. DISBURSEMENT OF SALARIES AND ALLOWANCES

Disbursements covered by Disbursement Vouchers and/or Payrolls are usually paid either by check or in cash.

Office or Division:	Office of the City Treasurer			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	Job Order Employees, PNP, BFP and BJMP Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card		HRDMD		
2. Daily Time Record		Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Identification Card and Daily Time Record	1.1. Disbursement Voucher to be submitted to the City Accounting Office	None	3 minutes	Erwin J. Dela Cruz Nora T. Dela Cruz
	1.2. Encashment of Check to authorized bank	None	60 minutes	Erwin J. Dela Cruz Nora T. Dela Cruz
	1.3. Sorting of Salaries	None	300 minutes	Erwin J. Dela Cruz Nora T. Dela Cruz
	1.4. Release of Salaries	None	1 minute per employee	Erwin J. Dela Cruz Nora T. Dela Cruz
Total Processing Time:			1 day	

CITY ASSESSOR'S OFFICE
(External Services)

The Bacoar City Assessor's Office gives its services to all its constituents by assisting them in the application of Transfer of Ownership/Updating of Tax Declaration; Segregation/Partition /Subdivision of Tax Declaration from Mother Tax Declaration; Consolidation of Tax Declarations into One Tax Declaration; New Assessment/Declaration of Real Property (Land, Building and Other Improvement and Machinery); Reassessment of Real Property; Reclassification of Real Property as to its current actual use; Issuances of True Copy of Tax Declaration, Certificates such as No Improvement, Aggregate Land Holdings and No Property for Specific Purposes in the City of Bacoar.

1. TRANSFER OF OWNERSHIP/UPDATING OF TAX DECLARATION

New Tax Declaration (TD) is issued to new property owner

Department / Office:	CITY ASSESSOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail	Property Owner/Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ○ Certified True Copy of Title ○ Mode of Transfer <ul style="list-style-type: none"> Deed of Absolute Sale Deed of Donation/Assignment/Exchange/ Extra Judicial Settlement of Estate Certificate of Sale Affidavit of Consolidation, Deed of Final Sale ○ Certificate Authorizing Registration (CAR) Capital Gains Tax/Donors Tax/Estate Tax ○ Real Property Tax Receipt (Updated)/Certification ○ Transfer Tax Receipt/Certification ○ Photo (Building) if the Land is with Improvement ○ Processing Fee: 100.00 per RPU ○ SPA/Authorization ○ Others <ul style="list-style-type: none"> ➢ Technical Description/Approved Survey Plan ➢ Affidavit refers to one and the same property, ➢ Affidavit of Non-Tenancy, ➢ Affidavit of Adjoining Owners, ➢ Affidavit of 2 Disinterested Persons, ➢ Cancellation of Mortgage ➢ Other supporting documents, if necessary. 			Registry of Deeds Real Property Owner (Documents used and presented at the Bureau of Internal Revenue) Bureau of Internal Revenue City Treasurer's Office City Treasurer's Office Real Property Owner Real Property Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive, review/evaluate supporting documents 1.2. Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	30 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i>
	1.3. Tax Mapping Unit assigned PIN (Property Index Number), <i>if available</i>	None	15 minutes per RPU	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i>
	1.4. Conduct Ocular Field Inspection (<i>if real property is subject for reassessment</i>)	None	Scheduled on the next working day	Jacqueline A. Dumaran <i>LAOO II</i> Vicente M. Malinis <i>Tax Mapper I</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ferdinand Tortona <i>Tax Mapping Aide</i>

				Michael Sagala <i>Administrative Clerk</i>
	1.5. Preparation / encoding of Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture	None	15 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ian M. Aguilar <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.6. Assess/Appraise/ Review and Recommends Approval of the FAAS	None	10 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.7. Approval of FAAS	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.8. Encoding of data. Printing of Tax Declaration and Notice of Assessment	None	20 minutes per RPU	Elmine Dela Cruz <i>Assessment Clerk III</i> Noime P. Dagohoy <i>Assessment Clerk I</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.9. Cancellation of Previous FAAS and Tax Declaration by the New FAAS and Tax Declaration	None	10 minutes per RPU	Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i>

				Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i> Menandro Cristobal <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
	1.10. Review of Printed Tax Declaration and Notice of Assessment	None	10 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.11. Approval of Tax Declaration and Notice of Assessment	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.12. Recording, Sorting and Filing		4 minutes	Ian M. Aguilar <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
2. Receive Owner's Copy of TD with Notice of New Assessment	2.1. Releasing of Tax Declaration and Notice of Assessment 2.2. Mailing of Tax Declaration and Notice of Assessment		2 minutes	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Felix Bisnar <i>Assessment Clerk I</i>
	TOTAL per RPU	100.00 Processing Fee	120 minutes (2 hours)	<i>Maximun Time per RPU</i>

Note: Ocular inspection of land with improvement subject to reassessment is scheduled on the next working day

2. SUBDIVISION / CONSOLIDATION OF TAX DECLARATION

New Tax Declaration (TD) is issued to Subdivided/Consolidated Land

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail		Property Owner/Authorized Representative		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter Request/Request Form Certified True Copy of Title Real Property Tax Receipt (Updated)/Certification Technical Description Approved Subdivision/Consolidation Plan Notarized Sworn Statement Ocular Inspection Report Processing Fee: 100.00 per RPU SPA/Authorization 			Registry of Deeds City Treasurer's Office Geodetic Engineer Bureau of Lands Real Property Owner City Assessor's Office City Treasurer's Office Real Property Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive, review/evaluate supporting documents 1.2. Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	30 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i>
	1.3. Tax Mapping Unit assigned PIN (Property Index Number) <i>if available</i>	None	15 minutes per RPU	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i>
	1.4. Conduct Ocular Field Inspection (<i>if real property is subject for reassessment</i>)	None	Scheduled On the next working day	Jacqueline A. Dumaran <i>LAOO II</i> Vicente M. Malinis <i>Tax Mapper I</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ferdinand Tortona <i>Tax Mapping Aide</i> Michael Sagala <i>Administrative Clerk</i>
	1.5. Preparation / Encoding of Field	None	15 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i>

	Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture			Edwin G. Guerrero <i>Assessment Clerk III</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ian M. Aguilar <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.6. Assess/Appraise/ Review and Recommends Approval of the FAAS	None	10 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.7. Approval of FAAS	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.8. Encoding of data. Printing of Tax Declaration, FAAS, and Notice of Assessment	None	20 minutes per RPU	Elmine Dela Cruz <i>Assessment Clerk III</i> Noime P. Dagohoy <i>Assessment Clerk I</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.9. Cancellation of Previous FAAS and Tax Declaration by the New FAAS and New Tax Declaration	None	10 minutes per RPU	Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i>

				Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i> Menandro Cristobal <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
	1.10. Review of Printed Tax Declaration and Notice of Assessment	None	10 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.11. Approval of Tax Declaration and Notice of Assessment	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.12. Recording, Sorting and Filing	None	4 minutes	Ian M. Aguilar <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
2. Receive Owner's Copy of TD with Notice of New Assessment	2.1. Releasing of Tax Declaration and Notice of Assessment 2.2. Mailing of Tax Declaration and Notice of Assessment	None	2 minutes	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Felix Bisnar <i>Assessment Clerk I</i>
	TOTAL per RPU	100.00 Processing Fee	120 minutes (2 hours)	<i>Maximun Time per RPU</i>

Note: Ocular inspection of land subject for consolidation/subdivision is scheduled on the next working day

3. RECLASSIFICATION OF REAL PROPERTY (LAND)

New Tax Declaration (TD) is issued to Reclassified Land

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail		Property Owner/Authorized Representative		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter Request Certified True Copy of Title Real Property Tax Receipt (Updated)/Certification Certification from Zoning and Land Development Department Affidavit of Non-Tenancy Processing Fee: 100.00 per RPU SPA/Authorization <p>In Case of Subdivision:</p> <ul style="list-style-type: none"> Permit to Develop Approved Subdivision Plan Certificate of Registration 			<p>Registry of Deeds</p> <p>City Treasurer's Office</p> <p>Zoning and Land Development Department</p> <p>Real Property Owner</p> <p>City Treasurer's Office</p> <p>Real Property Owner</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive, review/evaluate supporting documents 1.2. Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	30 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i>
	1.3. Tax Mapping Unit assigned PIN (Property Index Number) <i>If available</i>	None	15 minutes per RPU	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i>
	1.4. Conduct Ocular Field Inspection 1.5. Prepare Inspection Report	None	Scheduled on the next working day 15 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i> Vicente M. Malinis <i>Tax Mapper I</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ferdinand Tortona <i>Tax Mapping Aide</i>

				Michael Sagala <i>Administrative Clerk</i>
	1.5. Preparation / Encoding of Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture	None	15 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ian M. Aguilar <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.6. Assess/Appraise/ Review and Recommends Approval of the FAAS	None	10 minutes per RPU	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.7. Approval of FAAS	None	2 minutes per RPU	Jose Lito M. Mallare <i>City Assessor</i>
	1.8. Encoding of data. Printing of Tax Declaration, FAAS and Notice of Assessment	None	20 minutes per RPU	Elmine Dela Cruz <i>Assessment Clerk III</i> Noime P. Dagohoy <i>Assessment Clerk I</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.9. Cancellation of Previous FAAS and Tax Declaration by the New FAAS and	None	10 minutes per RPU	Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera

	New Tax Declaration			<i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i> Menandro Cristobal <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
	1.10. Review of Printed Tax Declaration and Notice of Assessment	None	10 minutes per RPU	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.11. Approval of Tax Declaration and Notice of Assessment	None	2 minutes per RPU	Jose Lito M. Mallare <i>City Assessor</i>
	1.12. Recording, Sorting and Filing	None	4 minutes per RPU	Ian M. Aguilar <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
2. Receive Owner's Copy of TD with Notice of New Assessment	2.1 Releasing of Tax Declaration and Notice of Assessment 2.2 Mailing of Tax Declaration and Notice of Assessment	None	2 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Felix Bisnar <i>Assessment Clerk I</i>
	TOTAL per RPU	100.00 Processing Fee	135 minutes (2 hours & 15 minutes)	<i>Maximun Time per RPU</i>

Note: Ocular inspection of property subject for reclassification is scheduled on the next working day

4. NEW ASSESSMENT

Tax Declaration (TD) is issued to Newly Declared Real Property (Land, Building and Other Structures, Machinery)

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail		Property Owner/Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land: <i>(for Titled Property)</i> <ul style="list-style-type: none"> Letter Request Certified True Copy of Title Certification from the Registry of Deeds that Original Copy is intact and existing in the said Registry Approve Survey Plan Affidavit of Ownership stating how the property was acquired, length of possession, no adverse claim Certification from the Barangay Chairman that the declaration is the present possessor and occupant of the land Real Property Tax (Subject back taxes) SPA/Authorization <i>(for Untitled Property)</i> <ul style="list-style-type: none"> Approve Survey Plan/Technical Description Certification from CENRO stating among others, that the land is within the alienable and disposable Affidavit of Ownership stating how the property was acquired, length of possession, no adverse claim Certification from the Barangay Chairman that the declaration is the present possessor and occupant of the land Joint Affidavit of adjoining owners Real Property Tax (Subject back taxes) SPA/Authorization Building and Other Improvements: <ul style="list-style-type: none"> Blue Print Approved Building Plan/Floor Plan Xerox Copy of Certificate of Occupancy/Certificate of Completion Photo of the Building Tax Declaration of Land Certificate True Copy of Title/Xerox Copy Sworn Statement SPA/Authorization 		Real Property Owner Registry of Deeds Registry of Deeds Real property Owner Real Property Owner Barangay Chairman/Barangay where the Real Property is located City Treasurer's Office Registry of Deeds CENRO Real property Owner Barangay Chairman/Barangay where the Real Property is located Real Property Owner City Treasurer's Office Real Property Owner Office of the Building Official Real Property Owner City Assessor's Office Registry of Deeds Real property Owner Real Property Owner		
Machinery: <ul style="list-style-type: none"> List of Machineries Date of Acquisition, Cost, Freight Cost Tax Declaration of Building where the machinery is installed Tax Declaration of Land Notarized Sworn Statement Photo of the machinery SPA/Authorization 		Real property Owner Real property Owner City Assessor's Office City Assessor's Office Real Property Owner Real Property Owner Real Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive, review / evaluate	100.00 Processing	30 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i>

	supporting documents 1.2. Forward the documents to Unit concern for evaluation and examination	Fee		Jennifer T. Renomeron <i>Tax Mapping Aide</i>
	1.3. Tax Mapping Unit assigned PIN (Property Index Number)	None	15 minutes per RPU	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i>
	1.4. Conduct Ocular Field Inspection	None	Scheduled on the next working day	Jacqueline A. Dumaran <i>LAOO II</i> Vicente M. Malinis <i>Tax Mapper I</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Michael Sagala <i>Administrative Clerk</i>
	1.5. Preparation / Encoding of Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture	None	20 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Vicente R. Malinis <i>Tax Mapper I</i>
	1.6. Assess/Appraise/ Review and Recommends Approval of the FAAS	None	20 minutes per RPU	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.7. Approval of FAAS	None	20 minutes per RPU	Jose Lito M. Mallare <i>City Assessor</i>
	1.8. Encoding of data. Printing of Tax Declaration and Notice of Assessment	None	10 minutes per RPU	Elmine Dela Cruz <i>Assessment Clerk III</i> Noime P. Dagohoy <i>Assessment Clerk I</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.9. Review of Printed >Tax Declaration and >Notice of Assessment	None	15 minutes per RPU	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>

	1.10. Approval of Tax Declaration and Notice of Assessment	None	2 minutes per RPU	Jose Lito M. Mallare <i>City Assessor</i>
	1.11. Recording, Sorting and Filing	None	4 minutes per RPU	Ian M. Aguilar <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
2. Receive Owner's Copy of TD with Notice of New Assessment	2.1 Releasing of Tax Declaration and Notice of Assessment 2.2 Mail Owner's Copy of Tax Declaration and Notice of Assessment (unclaimed)	None	2 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Felix Bisnar <i>Assessment Clerk I</i>
	TOTAL per RPU	100.00 Processing Fee	120 minutes (2 hours)	<i>Maximun Time per RPU</i>

Note: Ocular inspection of property subject for assessment is scheduled on the next working day

5. REASSESSMENT

Tax Declaration (TD) is issued to Reassessed Land, Building and Other Structures, Machinery

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail		Property Owner/Authorized Representative		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Building and Other Improvements: <ul style="list-style-type: none"> Blue Print Approved Building Plan/Floor Plan Duplicate Copy of Certificate of Occupancy/Certificate of Completion Photo of the Building Tax Declaration of Building to be reassess Tax Declaration of Land Real Property Tax Receipt (Updated)/Certification Sworn Statement SPA/Authorization 			Real Property Owner Office of the Building Official Real Property Owner City Assessor's Office Registry of Deeds Real property Owner Real Property Owner	
Machinery: <ul style="list-style-type: none"> Request Letter for Reassessment Real Property Tax Receipt (Updated)/Certification Tax Declaration of Building where the machinery is installed Tax Declaration of Land Notarized Sworn Statement 			Real property Owner City Assessor's Office City Assessor's Office City Assessor's Office Real Property Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive and review the supporting documents 1.2. Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	30 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i>
	1.3. Evaluate supporting documents	None	15 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i>
	1.4. Tax Mapping Unit assigned PIN (Property Index Number)	None	15 minutes per RPU	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i>
	1.5. Conduct Ocular Field Inspection	None	Scheduled on the next working day	Jacqueline A. Dumaran <i>LAOO II</i> Vicente M. Malinis <i>Tax Mapper I</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ferdinand Tortona <i>Tax Mapping Aide</i> Michael Sagala <i>Administrative Clerk</i>

	1.6. Preparation/ Encoding of Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture	None	15 minutes per RPU	Jacqueline A. Dumaran <i>LAOO II</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Vicente R. Malinis <i>Tax Mapper I</i>
	1.7. Assess/Appraise/ Review and Recommends Approval of the FAAS	None	10 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.8. Approval of FAAS	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.9. Encoding of data. Printing of >Tax Declaration >FAAS and >Notice of Assessment	None	20 minutes per RPU	Elmine Dela Cruz <i>Assessment Clerk III</i> Noime P. Dagohoy <i>Assessment Clerk I</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.10. Cancellation of Previous FAAS and Tax Declaration by the New FAAS and New Tax Declaration	None	10 minutes per RPU	Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i> Menandro Cristobal <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
	1.11.			

	Review of >Printed Tax Declaration and >Notice of Assessment	None	10 minutes per RPU	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.12. Approval of >Tax Declaration and >Notice of Assessment	None	2 minutes per RPU	Jose Lito M. Mallare <i>City Assessor</i>
	1.13. Recording, Sorting and Filing	None	4 minutes per RPU	Ian M. Aguilar <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
2. Receive Owner's Copy of TD with Notice of Assessment	2.1. Release >Tax Declaration and >Notice of Assessment 2.2. Mail Owner's Copy of Tax Declaration and Notice of Assessment (unclaimed)	None	2 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Felix Bisnar <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Felix Bisnar <i>Assessment Clerk I</i>
	TOTAL per RPU	100.00 Processing Fee	120 minutes (2 hours)	<i>Maximun Time per RPU</i>

Note: Ocular inspection of property subject for reappraisal and reassessment is scheduled on the next working day

6. CANCELLATION OR CORRECTION TAX DECLARATION

This service is requested by real property owners when their real property does no longer exist or there are errors on the information entered in their Tax Declaration.

Department / Office:	CITY ASSESSOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail	Property Owner/Authorized Representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>FOR CANCELLATION OF TAX DECLARATION</p> <ul style="list-style-type: none"> Letter Request Real Property Tax Receipt (Updated)/Certification Affidavit of Demolition <p>FOR CORRECTION OF TAX DECLARATION</p> <ul style="list-style-type: none"> Certified True Copy of Title Latest Tax Declaration Real Property Tax Receipt (Updated)/Certification Affidavit SPA/Authorization 			<p>Real Property Owner City Treasurer's Office Real property Owner</p> <p>Registry of Deeds City Assessor's Office City Treasurer's Office Real Property Owner Real Property Owner</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive and review the supporting documents 1.2 Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	30 minutes per RPU	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i>
	1.3. Evaluate supporting documents	None	10 minutes per RPU	Vilma M. Cabrera <i>Assessment Clerk II</i>
	1.4. Tax Mapping Unit assigned PIN (Property Index Number)	None	15 minutes per RPU	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i>
	1.5. Conduct Ocular Field Inspection	None	Scheduled on the next working day	Vicente M. Malinis <i>Tax Mapper I</i> Edwin G. Guerrero <i>Assessment Clerk III</i> Ferdinand Tortona <i>Tax Mapping Aide</i> Michael Sagala <i>Administrative Clerk</i>

	1.6. Preparation/ Encoding of Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture 1.7. Prepare Notice of Cancellation	None	20 minutes per RPU	Vilma M. Cabrera <i>Assessment Clerk II</i>
	1.8. Assess/Appraise/ Review and Recommends Approval of the >FAAS >Notice of Cancellation	None	5 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.9. Approval of >FAAS >Notice of Cancellation	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.10. Encoding of data. Printing of >Tax Declaration >FAAS >Notice of Assessment	None	20 minutes per RPU	Elmine Dela Cruz <i>Assessment Clerk III</i> Noime P. Dagohoy <i>Assessment Clerk I</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>
	1.11. Cancellation of Previous >FAAS and >Tax Declaration	None	10 minutes per RPU	Edna Mabini <i>Assessment Clerk II</i> Vilma M. Cabrera <i>Assessment Clerk II</i> Gerard Bess Jaca <i>Tax Mapping Aide</i> Ma. Lanny Nolasco <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Ronato Reyes <i>Tax Mapping Aide</i> Nerida Sabino <i>Tax Mapping Aide</i> Sheila M. Ramirez <i>Tax Mapping Aide</i>

				Menandro Cristobal <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
	1.12. Review of >Printed Tax Declaration and >Notice of Assessment	None	10 minutes	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i>
	1.13. Approval of Tax Declaration and Notice of Assessment	None	2 minutes	Jose Lito M. Mallare <i>City Assessor</i>
	1.14. Recording, Sorting and Filing	None	4 minutes	Ian M. Aguilar <i>Tax Mapping Aide</i> Luningning Veluz <i>Casual Clerk</i>
2. Receive >Owner's Copy of TD with Notice of New Assessment >Notice of Cancellation	2. Releasing of >Tax Declaration and >Notice of Assessment >Notice of Cancellation	None	2 minutes	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Felix Bisnar <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Vilma M. Cabrera <i>Assessment Clerk II</i>
	TOTAL per RPU	100.00 Processing Fee	120 minutes (2 hours)	<i>Maximun Time per RPU</i>

Note: Ocular inspection of property subject for cancellation is scheduled on the next working day

7. ISSUANCES OF CERTIFICATIONS

This service is requested by property owner for the following certifications:

- Certified True Copy of Current and Existing Tax Declaration (TD)
- With/Without Improvement
- Property/Land Holdings
- No Property/Land Holding, etc.

Department / Office:		CITY ASSESSOR'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail		Property Owner/Authorized Representative		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certified True Copy of Tax Declaration <ul style="list-style-type: none"> ○ Request Letter ○ Certified True Copy of Title ○ Real Property Tax Receipt (Updated)/Certification ○ Certification Fee and Verification Fee ○ SPA/Authorization Certificate of No Improvement <ul style="list-style-type: none"> ○ Request Letter ○ Certified True Copy of Title ○ Tax Declaration ○ Sketch of Location of Property ○ Photo of Property ○ Certification Fee ○ SPA/Authorization Certification of Aggregate Land Holdings <ul style="list-style-type: none"> ○ Death Certificate ○ Extra Judicial Settlement ○ SPA of the Administrator ○ Title ○ Tax Declaration ○ Certification Fee ○ SPA/Authorization Certificate of No Property for Specific Purposes <ul style="list-style-type: none"> ○ Request Letter ○ Barangay Certification/Certificate of Indigence ○ Certification Fee ○ SPA/Authorization 			Registry of Deeds City Treasurer's Office City Treasurer's Office Real Property Owner Registry of Deeds City Assessor's Office Real property Owner Real Property Owner City Treasurer's Office Real property Owner Real property Owner Real property Owner Real property Owner Real property Owner City Assessor's Office City Treasurer's Office Real property Owner Requestor Barangay Office City Treasurer's office Requestor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive Letter Request and review the supporting documents	Please refer to the next page for the schedule of fees	10 minutes per RPU	Maria Cristina Parra <i>Clerk (J.O.)</i> Charita Balagasa <i>Clerk (J.O.)</i> Luningning M. Veluz <i>Casual Clerk</i>
	1.2. Prepare the Certified True Copy of Tax Declaration	Please refer to the next page for the schedule of fees	15 minutes per RPU	Luningning M. Veluz <i>Casual Clerk</i> Maria Cristina Parra <i>Clerk (J.O.)</i> Charita Balagasa <i>Clerk (J.O.)</i>
	1.3. Ocular Inspection for the Property subject for Certificate of No Improvement 1.4. Prepare Certificate	Please refer to the next page for the schedule of fees	Scheduled on the next working day	Vicente R. Malinis <i>Tax Mapper I</i> Ferdinand Tortona <i>Tax Mapping Aide</i> Ian M. Aguilar <i>Tax Mapping Aide</i>

	of No Improvement		15 minutes per RPU	
	1.5. Prepare Certificate of Land Holdings	Please refer to the next page for the schedule of fees	15 minutes per Certification	Gerard Bess Jaca <i>Tax Mapping Aide</i> Luningning M. Veluz <i>Casual Clerk</i>
	1.6. Prepare Certifications for specific purpose	Please refer below for the schedule of fees	15 minutes per Certification	Gerard Bess Jaca <i>Tax Mapping Aide</i> Luningning M. Veluz <i>Casual Clerk</i>
	1.7 Approval of Certified True Copy of Tax Declaration Certificate of No Improvement Certificate of Land Holdings Other Certifications	Please refer below for the schedule of fees	3 minutes per RPU Certification	Myrna C. Mendoza <i>LAOO III</i> Jacqueline A. Dumaran <i>LAOO II</i> Edwin G. Guerrero <i>Assessment Clerk III</i>
2. Receive Certification	2. Release/ Issuance of Certification	Please refer below for the schedule of fees	2 minutes per RPU/ Certification	Ma. Lanny Nolasco <i>Assessment Clerk I</i> Felix Bisnar <i>Assessment Clerk I</i> Jennifer T. Renomeron <i>Tax Mapping Aide</i> Luningning M. Veluz <i>Casual Clerk</i>
Total	Certified True Copy	100.00 per RPU	30 minutes	<i>Maximun Time per RPU</i>
	Certificate of No Improvement	50.00 per Certification	30 minutes	<i>Maximun Time per RPU</i>
	Certification of Aggregate Land Holdings	50.00 per Certification	30 minutes	<i>Maximun Time per RPU</i>
	Certificate of No Property for Specific Purposes	50.00 per Certification	30 minutes	<i>Maximun Time per RPU</i>

CITY VETERINARY SERVICES OFFICE

(External Services)

The City Veterinary Services Office is tasked to deliver veterinary public health services and animal health services. Our mandate is to

Implement Animal Welfare Laws/Ordinances. The City Veterinarian's Office is an organization dedicated to support and protect the welfare of animals; be a frontliner for public health concerns that will ensure a conducive environment for Bacoorenos to live in. To deliver quality veterinary services for a healthy animal population providing a safe haven for Bacoorenos. The City Veterinary Services Office aims to prevent the spread of zoonotic diseases such as Rabies, educate pet owners on Animal Welfare Laws & Ordances, lessen the population of stray animals and secure the delivery of disease free food from animal sources.

1. RABIES VACCINATION

The office conducts Rabies vaccination for dogs and cats. Due to the Covid-19 pandemic, Rabies vaccination per barangay is temporarily cancelled. Instead, we accept walk-in clients from different barangays. Clinic hours are Monday, Wednesday and Friday, 10am-3pm.

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoor City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">Valid ID showing Bacoor addressDog/cat should be 3 months old. In cases where owners wish their pet be vaccinated below 3 months, revaccination will be at 4 months of age, then vaccinated every year thereafter.The dog/cat should be in good physical condition.			National Government Agencies like SSS, LTO, PRC, etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in clients come to office with their dog/cat. Clients should wear face mask and face shield before entering.	1.1. Record client and pet information	None	2 minutes	Rosario de Gula
	1.2. Veterinarian physically examines dog/cat.	None	Depends on cooperation of animal	Dr. Ella Mae Gandia
	1.3. Dog/cat is vaccinated.	None	Depends on cooperation of animal	Dr. Ella Mae Gandia
	1.4. Issue Rabies Vaccination Card	None	2 minutes	Dr. Ella Mae Gandia
	Total:	None	1 hour	

2. REGISTRATION OF DOGS

Pet owners must register their dogs at the office.

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoor City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Valid ID showing Bacoor address Dog/cat should be 3 months old and above. 4R picture of owner with dog/cat. 			National Government Agencies like SSS, LTO, PRC, etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Walk-in clients come to office with their dog/cat. Clients should wear face mask and face shield before entering.	1. Accept walk-in clients with their dog/cat.	20.00/dog	2 minutes	Rosario de Gula
1.2. Fill up Registration Form		None	2 minutes	Rosario de Gula
2. Submit Registration Form with 4R picture	2.Receive filled-up Registration Form and 4R picture	None	2 minutes	Rosario de Gula
3. Pay Registration Fee	3.1. Issue Payment Form 3.2.Issue Acknowledgment Receipt	20.00/dog	2 minutes	Rosario de Gula
4. Present dog for vaccination	4.1. Administer Rabies vaccine 4.2. Issue Rabies Vaccination Card 4.3. Issue Rabies Registration Certificate	None	Depends on cooperation of dog	Dr. Ella Mae Gandia
5. Receive Official Receipt	6. Release Official Receipt	None	2 minutes	Rosario de Gula
Total:		P 20.00 /pet	1 hour	

3. REGISTRATION OF LIVESTOCK

The office conducts survey of livestock in the various barangays of the City.

Office or Division:	City Veterinary Services Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoor City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">• Proof of Ownership• Barangay Clearance• 2x2 picture of livestock owner			- Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure livestock registration form	1. Attends to client and give registration form	None	3 minutes	Rosario de Gula
2. Submit filled up registration form, with 2x2 picture of livestock owner	2. Receive filled-up Registration Form with 2x2 picture	None	5 minutes	Rosario de Gula
3. Pay registration fee	3.1. Issue payment form	P70.00/head	3 minutes	Rosario de Gula
	3.2. Issue Acknowledg-ment Receipt	None	2 minutes	Rosario de Gula
4. Receive Official Receipt	4. Release Official Receipt	None	2 minutes	Rosario de Gula
	Total:	P70.00/head	15 minutes	

4. REDEEMING IMPOUNDED DOG / CAT

Pet owners may redeem their impounded dog/cat.

Office or Division:	City Veterinary Services Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoor City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Proof of Ownership • Barangay Clearance 			- Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally check the identity of dog/cat in the City pound	1. Attends to client's inquiries	None	Depends on the client	Rosario de Gula
2. Secure impounding form 2.a. Secure dog registration form (if applicable) 2.b. Secure sterilization form (if applicable)	2. Issue impounding form to client	None	2 minutes	Rosario de Gula
3. Submit filled up forms	3. Receive filled-up forms	None	2 minutes	Rosario de Gula
4. Pay corresponding fees: a. Impounding fee b. Registration fee c. Sterilization fee d. Owner's penalty	4. Issue payment forms a. Impounding fee b. Registration fee c. Sterilization fee: castration/spay	Impounding Fee P200.00/day Registration Fee P20.00/dog Sterilization Fee Castration: Dog – P1,500.00 Cat – P1,000.00 Spay: Dog – P1,000.00 Cat – P500.00 Owner's penalty – P500.00	15 minutes 15 minutes	Rosario de Gula Rosario de Gula
5. Present receipts to Veterinarian	5.1. Schedule surgery for spay or castration. 5.2. Mandatory surgery for spay or castration on third impounding offense.	None List of Fees were stated above	5 minutes Depends on the surgeon	Dr. Ella Mae Gandia

6. Present dog to Veterinarian for rabies vaccination	6.1. Veterinarian will administer Rabies Vaccine	None	Depends on cooperation of animal	Dr. Ella Mae Gandia
	6.2. Issue rabies vaccination certificate		2 minutes	Rosario de Gula
	6.3. Issue registration certificate	Registration certificate fee – P20.00	5 minutes	Rosario de Gula
7. Present dog to Veterinarian on date of surgery (when applicable)	7.1. Issue Sterilization Certificate (when applicable)	None	5 minutes	Dr. Ella Mae Gandia
	7.2. Issue Release form			
	Total:	Fees may vary depending on the services given to client's pet	40 minutes to 1 hour (with sterilization process)	

5. REDEEMING IMPOUNDED LIVESTOCK

Impounded livestock may be redeemed at the City Pound

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoor City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Proof of Ownership • Barangay Clearance 			- Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally check the identity of livestock in the City Pound	1. Attend to client's inquiries	None	Depends on client	Caretaker
2. Present proof of ownership 2.a. Present Barangay clearance 2.b. Present written agreement	2. Receive required documents	None	15 minutes	City Legal Office or BPLO
3. Present above documents approved by the City Legal Office or BPLO	3.1. Receive documents 3.2. Issue payment form	None	15 minutes	Dr. Ella Mae Gandia
4. Pay Impounding fee at Cashier's (City Treasurer's Office)	4. Receives payment	Impounding Fee P200.00/head /day Branding Fee P50.00 Registration Fee P70.00 Owner's penalty P2500.00	15 minutes	Cashier (City Treasurer's Office)
5. Present Official receipts, Acknowledgement receipt, Written agreement to Veterinarian	5.1. Receive required documents 5.2. Issue Release form	None	5 minutes	Dr. Ella Mae Gandia
6. Submit copy of above documents and Release form to following offices: a. City Veterinarian's Office b. City Legal Office or BPLO c. Barangay concerned/ HOA concerned	6. Receive documents Upon receipt of Release form and other documents, impounded livestock may be released to owner.	None	20 minutes	a. City Veterinarian's Office - Dr. Ella Mae Gandia/ Lito Ruales b. HOA official concerned (when applicable)

	Total:	Fees may vary depending on the services, see list of fees above	1 hr and 30 min	
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6. AUCTION OF UNCLAIMED IMPOUNDED LIVESTOCK

(Municipal Ordinance No. 4D-S-2008 Article G Section GG.04)

Unclaimed impounded Livestock shall be subject for auction

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoar City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of Request Barangay Clearance 			- Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Highest bidder will be given the chance to purchase the livestock	1.2. Sell to highest bidder	Depends on the highest amount agreed upon	2 days after auction sale	City Treasurer's Office
1.2. Highest bidder pays poundage fees, cost of advertisement and conduct of sale		Poundage Fees Cost of advertisement and conduct of sale	15 minutes	a. City Veterinary Office for Poundage fees: Dr. Ella Mae Gandia b. City Treasurer's Office for other fees
2. Pay poundage fee	2. Issue Payment form	Poundage Fee P200.00/head /day	5 minutes	Dr. Ella Mae Gandia
3. Pay other required fees	3. Issue Official receipts	Depends on the cost of advertisement and conduct of sale	5 minutes	City Treasurer's Office
4. Present Official Receipts	4.1. Receive Official receipts 4.2. Issue Livestock Certificate 4.3. Issue Release Form 4.4. Upon receipt of Release papers, release livestock to auction winner	Depends on the corresponding fees stated above	20 minutes	Dr. Ella Mae Gandia/ Rosario de Gula
	Total:	Depends on the corresponding fees stated above	2 days and 45 minutes	

7. ADOPTION OF IMPOUNDED DOG/CAT

Impounded dogs/cats not claimed within 3 days will be put for adoption for 10 days

Office or Division:	City Veterinary Services Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoor City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Valid ID (Person to adopt should be of legal age. In case person is a minor, a written consent from parent/guardian is needed.)			National Government Agencies like SSS, LTO, PRC, etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Choose dog/cat to be adopted.	1. Assist client's on their inquiries	None	Depends on client	Lito Ruales Rosario de Gula
2. Secure and fill up the following forms: a. Adoption Form b. Registration Form c. Sterilization Form (if applicable)	2. Issue needed forms to client	None	15 minutes	Rosario de Gula
4. Pay required fees	4.1. Issue Payment form 4.2. Issue Acknowledgement receipt	Adoption Fee – P300.00 Registration Fee – P20.00 Sterilization Fee: Castration: Dog – P1,500.00 Cat – P1,000.00 Spay: Dog – P1,000.00 Cat – P500.00	5 minutes 2 minutes	Dr. Ella Mae Gandia Dr. Ella Mae Gandia
5. Present dog to Veterinarian on date of surgery (when applicable)	5. Issue Sterilization Certificate (when applicable)	None	5 minutes	Dr. Ella Mae Gandia
6. Receive Official Receipts	6. Release Official receipts and Issue the following Certificates: a. Certificate of Adoption b. Certificate of Registration c. Rabies Vaccination Certificate d. Release Form	None	15 minutes	Dr. Ella Mae Gandia/ Rosario de Gula
	Total:	List of Fees stated above	40 minutes to 1 hour (with sterilization process)	

8. DEWORMING

Dogs and cats are dewormed against intestinal worms.

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoor City		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> Puppies: 2 weeks old and above/ adult dogs Kittens: 1 month old and above/ adult cats 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill up Deworming form	1. Attends to client's inquiries	None	2 minutes	Rosario de Gula
2. Submit filled up Deworming form	2.1. Receive Deworming form 2.2. Issue Payment Form	None	2 minutes	Rosario de Gula Dr. Ella Mae Gandia
3. Pay Deworming fee	3.1. Receive Payment 3.2. Issue Acknowledgement Receipt	Deworming Fee: P150.00/10kgs Body Weight	2 minutes	Dr. Ella Mae Gandia
4. Present dog/cat for deworming	4.1. Administer Dewormer 4.2. Issue Deworming Certificate	Fees stated above	Depends on cooperation of animal	Dr. Ella Mae Gandia
5. Receive Official Receipts	5. Release Official receipts	None	2 minutes	Dr. Ella Mae Gandia
	Total:	Corresponding fees stated above	40 minutes	

9. IMMUNIZATION (5-in-1 VACCINE)

The office also services vaccination against common infectious diseases in dogs namely: Parvovirus, Distemper, Parainfluenza, Hepatitis, and Leptospirosis.

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoor City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none">• Puppies: 6 weeks old and above• Adult dogs				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Immunization form	1. Attends to client's inquiries	None	2 minutes	Rosario de Gula
2. Submit filled up Immunization form	2.1 Receive Immunization form 2.2. Issue Payment Form	None	2 minutes	Rosario de Gula / Dr. Ella Mae Gandia
3. Pay Immunization fee	3.1 Receive Payment 3.2. Issue Acknowledgement Receipt	Vaccination Fee: P500.00/(5in1 vaccine)	2 minutes	Dr. Ella Mae Gandia
4. Present dog/cat for vaccination	4.1. Administer vaccine 4.2. Issue Vaccination Certificate	Fees stated above	Depends on cooperation of animal 2 minutes	Dr. Ella Mae Gandia
5. Receive Official Receipts	5. Release Official receipts	None	2 minutes	Dr. Ella Mae Gandia
Total:		P 500.00	45 minutes	

10. STERILIZATION OF DOGS AND CATS

(City Ordinance No.19 Series of 2012 Section 9 & 10)

As part of the dog and cat population control program, the City Veterinary Services Office offers Castration and Spaying services to pet owners for a minimal fee.

Office or Division:	City Veterinary Services Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoor City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • CASTRATION <ul style="list-style-type: none"> - Dog: 6 months old - Cat: 6 months old • SPAYING <ul style="list-style-type: none"> - Dog: 6 months old - Cat: 6 months old <p>(Dogs/cats should be in good health. Older dogs and cats may be sterilized. The age listed above is the recommended age to perform surgery.)</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Sterilization Consent form	1. Attends to client's inquiries	None	2 minutes	Rosario de Gula
2. Submit filled up Sterilization Consent form	2. Receive Sterilization Consent form 2.1. Issue Payment Form	None	2 minutes	Rosario de Gula Dr. Ella Mae Gandia
3. Pay Sterilization fee	3.1. Receive Payment 3.2. Issue Acknowledgement Receipt 3.3. Schedule date of surgery	Sterilization Fee: Castration: Dog – 1,500.00 Cat – 1,000.00 Spaying: Dog – 1,000.00 Cat – 500.00	15 minutes	Dr. Ella Mae Gandia Dr. Ella Mae Gandia
4. Bring animal on date of scheduled surgery	4.1. Perform Surgery 4.2. Issue Certificate of Sterilization 4.3. Issue Prescription 4.4. Issue Release Papers	Fees stated above	Depends on surgeon	Dr. Ella Mae Gandia
5. Receive Official Receipts	5. Release Official receipts	None	2 minutes	Dr. Ella Mae Gandia
	Total:	Depends on the services given, fees are stated above	Approx. 1 hour and 40 minutes (includes surgery)	

11. EUTHANASIA SERVICE

(City Ordinance No.19 Series 2012 Section 9 & 11)

Pet owners may have their pets euthanized at the City Veterinary Services Office. Euthanasia, however, will be permitted under the conditions listed in Section 11 of the City Ordinance mentioned above and determined by a duly licensed veterinarian. Pet owners have the option of having their pet buried at the City Pound Compound for an additional fee.

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoar City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of Request Barangay Clearance (Conditions listed under Section 11 of City Ordinance No. 19)			- Barangay	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Euthanasia Consent form	1. Attends to client's inquiries	None	2 minutes	Rosario de Gula
2. Submit filled up Euthanasia Consent form	2.1. Receive Euthanasia consent form 2.2. Issue Payment Form	None	2 minutes	Rosario de Gula / Dr. Ella Mae Gandia
3. Pay Euthanasia fee	3.1. Receive Payment 3.2. Issue Acknowledgement Receipt 3.3. Schedule Euthanasia procedure	Euthanasia Fee: PHP 1,000.00	15 minutes	Dr. Ella Mae Gandia
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Bring animal to be euthanized on scheduled date	4. Perform Euthanasia 4.1. Issue Euthanasia Certificate 4.2. Release Carcass to Owner	Fees stated above	40 minutes	Dr. Ella Mae Gandia
5. Receive Official Receipts	5. Give Official receipts	None	1 minute	Dr. Ella Mae Gandia/ Rosario de Gula
Total:		P 1,000.00	60 minutes	

12. BURIAL SERVICE

(City Ordinance No. 19 Series 2012 Section 9)

The carcass of animals euthanized with the consent of its owners may have their pets buried at the burial plot of the City Pound Compound. A simple marker shall be placed on the grave of the animal.

Office or Division:	City Veterinary Services Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Residents of Bacoor City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Pet owners must sign a written agreement allowing the exhumation of their pet's bones on the third year after burial to be donated to Medical or Veterinary School for study A written consent from the City Veterinarian or City Mayor stating the same <p>NOTE: Refusal to sign written agreement shall bar the burial of their pet within the City Pound Compound</p>			<p>- City Veterinarian's Office or City Mayor's Office</p>	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Burial Consent form	1. Attend to client's inquiries	None	2 minutes	Rosario de Gula
2. Submit filled up Burial Consent form	2.1. Receive form 2.2. Issue Payment Form	None	3 minutes	Rosario de Gula / Dr. Ella Mae Gandia
3. Pay Burial fee	3.1. Receive Payment 3.2. Issue Acknowledgement Receipt 3.3. Issue Burial Certificate	Burial Fee: a. small sized animals PHP 150.00 b. medium sized animals P350.00 c. large sized animals P500.00	15 minutes	Dr. Ella Mae Gandia
4. Bring animal to be buried on scheduled date	4. Burial of Animal	Fees stated above	1 hour	Lito Ruales
	Total:	Depends on the size of animal, fees are stated above	1 hr and 20 minutes	

13. TRAVEL PERMITS FOR DOGS AND CATS

Pet owners who wish to travel with their pets may request for travel permits

Office or Division:		City Veterinary Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Residents of Bacoor City		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Dogs should be 4 months old and above. Cats should be 4 months old and above. Pets should be vaccinated against rabies. Pets should be in good health. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill up Information sheet	1. Attends to client's inquiries	None	2 minutes	Rosario de Gula
2. Submit filled up Information sheet	2. Receive Information sheet	None	1 minute	Rosario de Gula
3. Submit Vaccination certificate (if applicable)	3. Issue Veterinary Health Certificate (if vaccination certificate is current)	None	5 minutes	Dr. Ella Mae Gandia
4. If Vaccination certificate is not available	4.1. Veterinarian administers Rabies vaccine	FREE	Depends on animal	Dr. Ella Mae Gandia
	4.2. Issuance of Veterinary Health Certificate will be 14 days after vaccination	FREE	5 minutes	Dr. Ella Mae Gandia
5. Apply online for Shipping Permit from National Veterinary Quarantine Services Division: baiquarantineph@gmail.com 09183963807 09154794649	5. Online Application c/o National Veterinary Quarantine Services Division	FREE	35 minutes (online application by the client not included)	Personnel in-charge at National Veterinary Quarantine Services Division, Bureau of Animal Industry
Total:		None	40 minutes	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<ul style="list-style-type: none"> - They can message the facebook account. Facebook Account: Bacoar City Veterinary Services Office - They can also call or text 0917-523-0564 0906-732-1690 - They can also email bacoarcityvet@gmail.com
How feedbacks are processed	Feedbacks are read and answered by the Veterinarian and addressed accordingly.
How to file a complaint	- They can personally visit the Office to file a complaint.
How complaints are processed	- Complaints will be investigated and resolved accordingly.
Contact Information of CCB, PCC, ARTA	

ZONING AND LAND DEVELOPMENT DEPARTMENT

(Internal and External Services)

The Bacoor Zoning and Land Development Department assures the implementation of various zoning policies and regulations of the City of Bacoor which will ensure compliance by developers, owners or contractors and impose such fines and penalties as may be authorized by law or ordinance against any person (natural or judicial) who may found violating the various zoning policies, regulations and ordinances of the City of Bacoor and of the National Government.

To assist all applicants in undertaking all necessary documents to provide the immediate services to all.

1. LAND SURVEY OF CITY OF BACOR PROPERTIES

Land survey of City of Bacor properties as requested by the City Mayor and other departments concerned.

Office or Division	Zoning and Land Development Department			
Classification	Complex			
Type of Transaction	G2G – Government to Government			
Who may avail	Internal Clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Certified true copy of title/s • Approved plan/s and • Technical Descriptions 			<ul style="list-style-type: none"> • Register of Deeds • Bureau of Lands / Land Registration Authority 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents at the window (Window transaction only) (Certified true copy of title/s, Approved plan/s and Technical Descriptions)	1.1 Accept and validate documents (Certified true copy of title/s, Approved plan/s and Technical Descriptions)	none	5 minutes per lot	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Enrique S. Santos <i>Zoning Staff</i>
	1.2 Data gathering of other pertinent documents / Land Management Bureau (Los Baños, Laguna) / Land Registration Authority Quezon City	none	Approximately 2 days	Engr. Arthur S. San Jose <i>Department Head</i> Ferdie S. Javier Luisito P. Tiglaog <i>Zoning Staff</i>
	1.3 Plotting of data gathered	none	Approximately 20 minutes per lot	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Enrique S. Santos <i>Zoning Staff</i>
	1.4 Actual land survey	none	Approximately 2 days per survey	Engr. Arthur S. San Jose <i>Department Head</i> Ferdie S. Javier Luisito P. Tiglaog Jaime M. Largo Jr. <i>Zoning Staff</i>

	1.5 Uploading of data from field survey	none	Approximately 2 hours per survey	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jaime M. Largo Jr. <i>Zoning Staff</i>
	1.6 Marking and putting of monuments	none	Approximately 1 day per survey	Ferdie S. Javier Luisito P. Tiglao Jaime M. Largo Jr. <i>Zoning Staff</i>
	1.7 Preparation and printing of Plan (Signed and Sealed)	none	Approximately 1 day	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Enrique S. Santos <i>Zoning Staff</i>
	1.8 Issuance / Release of Survey Plan (Signed and Sealed)	none	1 minute	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Ferdie S. Javier <i>Zoning Staff</i>
Maximum Duration of Process: Approximately 6 working days, 2 hours and 26 minutes (complete requirements)				

2. SPECIAL SURVEY PERMIT (CHECKING AND APPROVAL)

Checking and approval of Relocation plan and certificate for the application of Building Permit.

Office or Division		Zoning and Land Development Department		
Classification		Simple		
Type of Transaction		G2C – Government to Citizen		
Who may avail		Land owner, Interested party		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Updated relocation plan and certificate photocopy of title covering the subject lot, latest tax declaration proof of updated real property tax payments photocopy of the updated Professional Regulations Commission (PRC) and PTR License of the geodetic engineer who surveyed the said lot. 			<ul style="list-style-type: none"> Geodetic Engineer Register of Deeds/ Assessors Office City of Treasurers Office Geodetic Engineer 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present the required documents at the window (Window transaction only)	1.1 Accept and validate documents	none	5 minutes per lot	Kimberly Joyce R. Sotto Mary Charm P. Dasco Christy G. Baring Gianette C. Agcambert <i>Zoning Staff</i>
	1.2 Checking of relocation plan and certificate based from the technical description of the title	none	15 minutes per lot	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome L. Velasquez <i>Clerk II</i> Jerome D. Renomeron <i>Zoning Staff</i>
	1.3 Issuance of order of payment and inform requesting party to pay corresponding fee	none	2 minutes	Kimberly Joyce R. Sotto <i>Zoning Staff</i>

2. Pay special survey permit fee at the City Treasurer's Office	2.1 Recording of data Signing/Approval of relocation plan and certificate	P 100.00 / lot	7 Minutes	Cashier Kimberly Joyce R. Sotto <i>Zoning Staff</i> Engr. Arthur S. San Jose <i>Department Head</i>
	2.2 Releasing of relocation plan and certificate with approval	none	1 minute	Christy G. Baring Mary Charm P. Dasco <i>Zoning Staff</i>
	Total:	P 100.00		
Maximum Duration of Process: 30 minutes (complete requirements)				

3. ZONING INSPECTION FEE (FOR BUSINESS PERMIT)

Checking and assessment of Business Permit Form for Zoning Inspection Fee.

Office or Division	Zoning and Land Development Department			
Classification	Complex			
Type of Transassection	G2C - Government to Citizen			
Who may avail	Business owner, interested party			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<p>For New Business: Original and Xerox Copy of (Barangay Business Clearance, DTI or SEC Registration Sketch of business location, front full view of business establishment, Real Property Tax Payment, Contract of Lease/Authorization letter for the use of the property with rental fees.</p> <p>For Renewal: Original and Xerox Copy of (Barangay Business Clearance, Latest business permit, 2015 audited financial statement w/ proof of payment/2015 ITR(1701)/2016 monthly percentage return (BIR 2551 M) or quarterly value-added tax return (BIR 2550Q) or quarterly income tax return (1701Q) w/ monthly or quarterly sales summary.</p>				<ul style="list-style-type: none"> Brgy. Hall, DTI, City Treasurers office, Lessor Brgy Hall, BPLO, BIR
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents at the window (Window transaction only)	1.1 Accept and validate documents	none	5 minutes per application	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome L. Velasquez <i>Clerk II</i> Jerome D. Renomeron Kimberly Joyce R. Sotto <i>Zoning Staff</i>
	1.2 Assessment / Computation of Zoning Inspection Fee (Checking as per CLUP)	none	10 minutes per application	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome L. Velasquez <i>Clerk II</i> Jerome D. Renomeron <i>Zoning Staff</i>

	1.3 Signing / Approval of Zoning Inspection Fee	none	5 minutes per application	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs</i> <i>Asst. I</i> Jerome L. Velasquez <i>Clerk II</i> Jerome D. Renomeron <i>Zoning Staff</i>
	1.4 Encoding and Recording of data	none	5 minutes per application	Mary Charm P. Dasco Kimberly Joyce R. Sotto <i>Zoning Staff</i>
	1.5 Releasing of Business Permit Form	none	2 minutes	Christy G. Baring Gianette C. Agcambert <i>Zoning Staff</i>
Maximum Duration of Process: 32 minutes (complete requirements)				

4. ZONING CLASSIFICATION / CERTIFICATE (FOR TRUCKING/GARAGE –LTFRB RENEWAL, FUNERAL HOME, CHAPEL, CREMATORIUM, GAS STATION)

Issuance of Zoning Classification / Certificate.

Office or Division	Zoning and Land Development Department			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail?	Lot / Business owner, interested party			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Letter from the Owner of the property, • Photocopy of: Title, • Tax Declaration • Updated Official Receipt of Real Property Tax • Payment/Tax Clearance, • Certificate Of No Improvement (if land only), • Lot/Survey Plan with vicinity map, • Barangay Clearance for Business, • Sketch and picture of business location, • Deed of Sale • Contract of Lease, • Homeowners Association Clearance 			<ul style="list-style-type: none"> • Lot Owner • Register of Deeds • Assessors Office • City Treasurers Office • Assessors Office • Geodetic Engineer • Brgy Hall • Owner • Owner • Lessor • Home Owners Association 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents at the window (Window transaction only)	1.1. Accept and validate documents	None	5 minutes per application	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome D. Renomeron <i>Zoning Staff</i>
	1.2 Assessment and Evaluation of the property	None	15 minutes per application	Jerome L. Velasquez <i>Clerk II</i> Enrique S. Santos <i>Zoning Staff</i>
	1.3 Inspection	none	as scheduled	Jerome D. Renomeron Ferdie S. Javier <i>Zoning Staff</i>

2. Pay the required fee at the City Treasurer's Office	2.1 Inform the requesting party to pay the corresponding fee	₱ 500 per certificate ₱ 50 per Security Seal	Approximately 10 minutes Per application	Cashier Jerome L. Velasquez <i>Clerk II</i> Kimberly Joyce R. Sotto <i>Zoning Staff</i>
	2.2 Preparation of Zoning Classification / Certificate	none	15 minutes per application	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome D. Renomeron <i>Zoning Staff</i>
	2.3 Signing / Approval of Zoning Classification / Certificate	none	3 minutes Per application	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4 Recording of data Releasing of Zoning Classification / Certificate	none	2 minutes	Kimberly Joyce R. Sotto Mary Charm P. Dasco Christy P. Baring Gianette C. Agcambert <i>Zoning Staff</i>
	Total:	P 550.00		
Maximum Duration Process : Approximately 1 day and 50 minutes (complete requirements)				

5. LAND USE AND ZONING/LOCATIONAL CLEARANCE (FOR BUILDING PERMIT)

Assessment and approval of zoning and land use for Building Permit Approval and issuance of Zoning/Locational Clearance.

Office or Division		Zoning and Land Development Department		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail		Lot owner, interested party		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Authorization Letter (Notarized)/ID of Owner and Representative • Bill of Materials/Cost Estimates and Building/Structural Plan • Transfer Certificate of Title/Deed of Sale • Tax Declaration (Land and Building) • Picture of Location of Construction 			<ul style="list-style-type: none"> • Lot Owner • Architect/ Civil Engineer • Register of Deeds/ Lot Owner • Assessors Office • Lot Owner 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents to One Stop Shop for Construction Permit (OSCP) at the window (Window transaction only)	1.1 Accept and validate documents	none	10 minutes per application	Jerome D. Renomeron Kimberly Joyce R. Sotto Enrique S. Santos <i>Zoning Staff</i>
	1.2 Partial / Temporary Assessment / Computation of Zoning / Locational Clearance Fee	none	Approximately 30 minutes per application	Jerome D. Renomeron Kimberly Joyce R. Sotto Enrique S. Santos <i>Zoning Staff</i>
	1.3 Inspection	none	as scheduled	Ferdie S. Javier Jerome D. Renomeron <i>Zoning Staff</i>
	1.4 Final Assessment / Computation of Zoning / Locational Clearance Fee	none	Approximately 30 minutes per application	Jerome D. Renomeron <i>Zoning Staff</i>
	1.5 Encoding of Zoning / Locational Clearance Fee on Zoning Administration System	none	Approximately 45 minutes Per application	Kimberly Joyce R. Sotto Mary Charm P. Dasco <i>Zoning Staff</i>
	1.6 Inform requesting party to pay	Depending on the zoning	Approximately 45 minutes Per application	Christy G. Baring Gianette C. Agcambert

	corresponding fee	classification, floor area and bill of material		<i>Zoning Staff</i>
2. Pay Zoning fee at the City Treasurer's Office	Encode OR # & Printing of Locational Clearance & Certificate	none	Approximately 45 minutes Per application	Cashier Gianette C. Agcambert <i>Zoning Staff</i>
	2.2 Signing / Approval of Zoning and Locational Clearance and Building Plan.	none	5 minutes per application	Engr. Arthur S. San Jose <i>Department Head</i>
	2.3 Recording / releasing of Locational Clearance and Zoning Certificate	none	5 minutes	Mary Charm P. Dasco / Christy G. Baring <i>Zoning Staff</i>
Maximum Duration of Process: Approximately 1 day, 3 hours and 35 minutes (complete requirements)				

6. DEVELOPMENT PERMIT

Approval and Issuance of Development Permit

Office or Division		Zoning and Land Development Department		
Classification		Complex		
Type of Transaction		G2C - Government to Citizen		
Who may avail		Developer/Contractor, interested party		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Required documents as per P.D. 957 or B.P. 220 		<ul style="list-style-type: none"> Developer/ Contractor 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents at the window (Window transaction only) (Required documents as per P.D. 957 or B.P. 220)	1.1 Accept and validate documents (Required documents as per P.D. 957 or B.P. 220)	none	5 minutes per application	Mary Charm P. Dasco Gianette C. Agcambert <i>Zoning Staff</i>
	1.2 Assessment and Evaluation of documents	none	Approximately 20 minutes per application	Engr. Arthur S. San Jose <i>Department Head</i> Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Assistant I</i> Jerome D. Renomeron <i>Zoning Staff</i>
	1.3 Inspection	as scheduled	as scheduled	Ferdie S. Javier Jerome D. Renomeron <i>Zoning Staff</i>
	1.4 Indorsement to sangguniang Panlungsod for Resolution	none	As per SP public hearing	Engr. Arthur S. San Jose <i>Department Head</i>
	1.5 Inform requesting party to pay correspond-ing fee	₱ 10 per square meter ₱ 1,250 per hectare	Approximately 20 minutes Per application	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Assistant I</i>
2. Pay Zoning fee at the City Treasurer's Office	2.1. Record Official Receipt No.	Same as above	Approximately 20 minutes Per application	Cashier
	2.2. Preparation and printing of Development Permit	none	Approximately 10 minutes Per Development Permit	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Assistant I</i>

	2.3. Signing of Development Permit form and Plan/s	none	Approximately 10 minutes Per Development Permit	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4. Recording of data Releasing of Development Permit and Locational Clearance	none	5 minutes	Kimberly Joyce R. Sotto Christy G. Baring <i>Zoning Staff</i>
Maximum Duration of Process: Approximately 7 working days 1 hour and 30 minutes (complete requirements)				

BACoor DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

(External Services)

City of Bacoor Disaster Risk Reduction and Management Office is responsible for setting the direction, development, implementation and coordination of disaster risk reduction and management program.

1. EMERGENCY MEDICAL SERVICES

The purpose of this service is to provide emergency medical care.

Office or Division:	Bacoor Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bona fide residents of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Hospital to hospital coordination for transfer of patients		Hospital		
Patients for discharge must be billed out before dispatch of EMS		Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for emergency medical services thru phone, walk-in or social media and give pertinent information.	1.1 Receive request from client and gather data	None	2-3 minutes	<i>Radio/Telephone Operator</i> BDRRMO
	1.2 Dispatch available teams to the scene		1 minute	<i>Emergency Dispatcher</i> BDRRMO
	1.3 Proceed to the scene		5-10 minutes	<i>EMS Teams</i> BDRRMO
		Total:	8-14 minutes	

2. PROVISION OF STANDBY EMERGENCY MEDICAL SERVICES

The purpose of this service is to provide standby emergency medical services during the conduct of events, especially those with high risk of accidents, within the jurisdiction of Bacoor.

Office or Division:	Bacoor Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All events organizers permitted to conduct activities within Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request addressed to the City Mayor (thru the City DRRM Office)		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request and secure approval in the City Mayor's Office.	1. Written request will be reviewed for approval.	None	Request must be submitted 2 weeks before the schedule	<i>City Mayor's Office</i>
2. Upon receipt of the approved request, proceed to the Bacoor DRRM Office for confirmation of schedule.	2.1 Receive the copy of the approved written request and endorse it to the Administration and Training Division.	None	3-5 minutes	<i>Reception Clerk BDRMO</i>
	2.2 Verify and confirm the schedule.		3-5 minutes	<i>Admin and Training Staff BDRMO Operations and Warning Staff BDRMO</i>
	2.3 Assign EMS Team.		3-5 minutes	
		Total:	2 weeks	

3. PROVISION OF PNP/BFP ASSISTANCE

The purpose of this service is to provide immediate PNP/BFP assistance to citizens in distress.

Office or Division:	Bacoor Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bona fide residents of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for PNP/BFP assistance thru phone, walk-in or social media and give pertinent information.	1.1 Receive request from client and gather data	None	2-3 minutes	<i>Radio/Telephone Operator</i> BDRMO
	1.2 Coordinate the concern to the Emergency Dispatcher		2 minutes	<i>Emergency Dispatcher</i> BDRMO
	1.3 Proceed to the scene		5-10 minutes	<i>PNP/BFP Response Teams</i>
		Total:	8-14 minutes	

4. PROVISION OF TRAFFIC INFORMATION ASSISTANCE

The purpose of this service is to provide immediate and accurate information regarding traffic situations within the jurisdiction of Bacoor.

Office or Division:	Bacoor Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bona fide residents of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for traffic information assistance by phone, walk-in, or social media and give pertinent information.	1.1 Receive request from client and gather data	None	1 minute	<i>Radio/Telephone Operator</i> BDRRMO
	1.2 Coordinate with Emergency Dispatcher		2 minutes	<i>Emergency Dispatcher</i> BDRRMO
	1.3 Provide accurate traffic information		2 minutes	<i>Emergency Dispatcher</i> BDRRMO
		Total:	5 minutes	

5. PROVISION OF WEATHER MONITORING ADVISORY

The purpose of this service is to provide immediate and accurate weather advisories to all residents of Bacoar as well as to issue warnings to flood prone areas of the impending danger caused by weather hazards.

Office or Division:	Bacoar Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bona fide residents of Bacoar			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for weather advisory by phone, walk-in, or social media	1.1 Receive request from client and gather data	None	1 minute	<i>Radio/Telephone Operator</i> BDRRMO
	1.2 Coordinate with Emergency Dispatcher		2 minutes	<i>Emergency Dispatcher</i> BDRRMO
	1.3 Provide accurate traffic information		2-3 minutes	<i>Emergency Dispatcher</i> BDRRMO
		Total:	5-6 minutes	

6. PROVISION OF UTILITIES COMPLAINTS ASSISTANCE

The purpose of this service is to assist the residents of Bacoar in forwarding complaints to our utility providers.

Office or Division:	Bacoar Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bonafide residents of Bacoar			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for utilities complaints assistance by phone, walk-in, or social media	1.1 Receive request from client and gather data	None	1 minute	<i>Radio/Telephone Operator</i> BDRMO
	1.2 Coordinate with Emergency Dispatcher		2 minutes	<i>Emergency Dispatcher</i> BDRMO
	1.3 Coordinate the complaint to the concerned agency		2-3 minutes	<i>Emergency Dispatcher</i> BDRMO
		Total:	5 minutes	

7. PROVISION OF TRAININGS AND SEMINARS

The purpose of this service is to provide trainings and seminars on Disaster Risk Reduction and Management, including Basic First Aid, CPR, Weather Hazards, and Building Emergency Evacuation Planning.

Office or Division:	Bacoor Disaster Risk Reduction and Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bona fide residents of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request addressed to the City Mayor (thru the City DRRM Office)		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request and secure approval in the City Mayor's Office.	1. Written request will be reviewed for approval	None	Request must be submitted 2 weeks before the schedule	City Mayor's Office
1. Upon receipt of the approved request, proceed to the Bacoor DRRM Office for confirmation of schedule.	2.1 Receive the copy of the approved written request and endorse it to the Administration and Training Division.	None	3-5 minutes	<i>Reception Clerk BDRRMO</i>
	2.2 Verify and confirm the schedule.		3-5 minutes	<i>Administration and Training Staff BDRRMO</i>
		Total:	2 weeks	

8. PROVISION OF DISASTER RESPONSE AND MANAGEMENT OPERATIONS

The purpose of this service is to provide Disaster Management Operations as may be required.

This service includes Incident Command System, Mass Casualty Incident and Emergency Rescue & Transfer.

Office or Division:	Bacoor Disaster Risk Reduction and Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C Government to Citizen G2G Government to Government Employee			
Who may avail:	All bona fide residents of Bacoor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for disaster response and management operations by phone, walk-in, or social media and give pertinent information.	1.1 Receive request from client and gather data.	None	3-5 minutes	<i>Radio/Telephone Operator</i> BDRRMO
	1.2 Dispatch available teams to the scene.		1 minute	<i>Emergency Dispatcher</i> BDRRMO
	1.3 Coordinate with other concerned agencies.		2 minutes	<i>Emergency Dispatcher</i> BDRRMO
	1.4 Proceed to the scene.		5-10 minutes	<i>Disaster Response Teams</i> BDRRMO/PNP/ BFP
		Total:	10-15 minutes	

BARANGAY AFFAIRS OFFICE

(External Services)

The Barangay Affairs Office provides Technical Assistance to the City Mayor in the exercise of his/her supervisory function over the Barangays and to serve as the City's coordinating body with the Liga ng mga Barangay and the Barangays primarily in areas of Planning and Operations, subject to all laws and existing legal rules and regulations.

1. VARIOUS CONCERNS

Assist in the preparation and finalization of pertinent documents necessary to comply with the requirements of the DILG and other agencies.

Office or Division:	Barangay Affairs Office			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Punong Barangay, Council and different individuals.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">• Request Letter• Letter of ComplaintsOther requirements that will be needed		From different Individuals and agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay submits the necessary documentary requirements needed.	1.1. Receive, review and discuss the requirements. 1.2. Prepare and finalize the documents 1.3. Coordination meeting to discuss the documents and finalization 1.4. Finalization of documents 1.5. Release of documents to the Barangay	None	4 days and 30 minutes	Elmer G. Jimenez

2. BARANGAY VISITATION

On a regular basis we visit the 73 barangays for updates.

Office or Division:	Barangay Affairs Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Different Individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">• Request Letter• Letter of Complaints• Other requirements that will be needed		From different Individuals and agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter complaints to the Barangay Affairs Office	1. Schedule barangay visitation on a monthly basis.	None	1 week	Elmer G. Jimenez



LIST OF SERVICES

Business Permit and Licensing Office

External Services	Page Number
I. Issuance of Mayor's Permit and Business License (Permit)	7.2 – 7.3
A. Face to Face Business Permit Application	7.3 – 7.6
B. Online Business Permit Application Thru boss.bacoor.gov.ph	7.6 – 7.9
II. Issuance of Certificate of Business Retirement / Surrender / Closure of Business	7.9 – 7.10
III. Issuance of Certificate of No Business or No Registration	7.11 – 7.12
IV. Issuance of Certificate of Business Registration or Verification of Business Permit Thru E-Mail	7.13 – 7.14
V. Issuance of Certificate of Additional Line of Business	7.14 – 7.16
VI. Issuance of Certificate of Change in Business Location / Business Name	7.16 – 7.17
VII. Business Establishment Inspection	7.18 – 7.19
VIII. Delivery of Payment Notice	7.19
IX. Filing of Complaints	7.20 – 7.21
List of Fees	7.22 – 7.24



BUSINESS PERMIT AND LICENSING OFFICE

(External Services)

The Business Permit and Licensing Office provides effective systems, procedures and practices in the issuance of new and renewal of business permits. It regulates the nature and the operations of different activities, monitor and enforce existing laws, ordinances, policies, rules and regulations in the operation of business within the City.



I. ISSUANCE OF MAYOR'S PERMIT AND BUSINESS LICENSE (PERMIT)

In general, all business should apply for a Mayor's Permit and Business License before operation. Mayor's Permit and Business License must be renewed annually in order to legalize the business operation. A Business One-Stop Shop (BOSS) is established wherein all concerned offices involved in the issuance are located in one place to facilitate processing and make it business-friendly. An on-line system is now on trial and will be enhanced little by little from business permit application, payment, until releasing/delivery of business permit.

Office or Division:	Business Permit and Licensing Office (BPLO)
Classification:	Complex
Type of Transaction:	G2C Government to Citizen
Who may avail:	Businessmen / Establishment Owners or even Representatives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For New Business Registration</u>	
1. Proof of business registration, incorporation, or legal personality DTI SEC Cooperative Development Authority (CDA) registration including basis for computing taxes, fees, and charges (e.g. business capitalization). For Franchisee, please bring a copy of Franchise Agreement.	Department of Trade and Industry Securities and Exchange Commission Cooperative Development Authority
2. Occupancy Permit, if required by national laws (e.g. Building Code) and local laws. Note: For those without Occupancy Permit, sketch of business location including front full view picture of establishment.	Office of the Building Official Client
3. Contract of Lease (if Lessee)	Lessor



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>For Renewal Applications, please bring your latest business permit if readily available for faster processing</u></p> <p>Basis for computing taxes, 2020 BIR Income Tax Return (1701Q or 1701A) or 2020 BIR 2550M / 2550Q / 2551Q or the Audited Financial Statement.</p> <p>Note: a. Itemized gross sales of all branches for business establishments with multiple locations.</p> <p>b. Please bring 2019 BIR 1701 (ITR) if possible.</p>	<p>Client copies filed with the Bureau of Internal Revenue</p> <p>Client</p> <p>Client copies filed with the Bureau of Internal Revenue</p>

A. FACE TO FACE BUSINESS PERMIT APPLICATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. First Step Filing of Application Form	1.1 Evaluation of Filled-up Application Form	None	5 mins.	Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i>
	1.2 Review of filled-up application form	None	5 mins.	Christian Gawaran <i>Licensing Officer III</i> Ferdinand Paredes <i>Admin. Aide III</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i>
	1.3 Zoning Clearance including assessment	Zoning Fee New – Php 1,285.00 Renewal – Php 530.00	5 mins.	Zoning and Land Development Officer In-Charge



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 OBO Clearance including assessment	Building Permit Fee Electrical Fee Plumbing Permit Fee Sign Board Fee Mechanical Fee (Depends on the size and complexity or built of the stall or building)	5 mins.	Office of the Building Official Personnel In-Charge
	1.5 Encoding which includes details of taxpayer, summing-up of taxes and fees as well as printing of business permit	Business Tax Mayor's Permit Fee Environmental Fee Business Plate Fee Medical Fee Business Processing Fee Security Seal Fee Sanitary Fee Barangay Business Clearance Fire Safety Inspection Fee Zoning Fee	10 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Jose Il Chua <i>License Inspector I</i> Laarnie Jolipas <i>Admin. Aide III</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Review and Approval of all documents from Business line to assessments	Building Permit Fee Electrical Fee Plumbing Permit Fee Sign Board Fee Mechanical Fee None	10 mins.	Francisco Ocampo <i>BPLO Head</i>
2. Second Step One-Time Payment	2. Payment of Business Tax and Fees (including Barangay Business Clearance and Bureau of Fire Protection Fee)	Refer to prior assessment	10 mins.	City Treasurer's Office
3. Third Step Business Permit Releasing and Other documents	3.1. Mayor's final approval 3.2. Releasing of a. Business Permit b. Original Application c. Business Plate	None None	10 mins. 15 mins.	Office of the Mayor Dina Dumali <i>License Inspector II</i> Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	d. Other documents including Barangay Business Clearance			
Total Processing Time			1 hour and 15 minutes (75 minutes)	

B. ONLINE BUSINESS PERMIT APPLICATION THRU BOSS.BACOR.GOV.PH

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. First Step Filling-up all the details required on the screen and uploading all the necessary requirements stated	1.1 Evaluation of the submitted application including uploaded documents	None	10 mins.	Francisco Ocampo <i>BPLO Head</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2 Zoning Clearance including assessment	Zoning Fee New – Php 1,285.00 Renewal – Php 530.00	10 mins.	Zoning and Land Development Officer In-Charge
	1.3 OBO Clearance including assessment	Building Permit Fee Electrical Fee Plumbing Permit Fee Sign Board Fee Mechanical Fee	10 mins.	Office of the Building Official Personnel In-Charge



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(Depends on the size and complexity or built of the stall or building)		
	1.4. Encoding which includes summing-up of taxes and fees as well as printing of business permit	Business Tax Mayor's Permit Fee Environmental Fee Business Plate Fee Medical Fee Business Processing Fee Security Seal Fee Sanitary Fee Barangay Business Clearance Fire Safety Inspection Fee Zoning Fee Building Permit Fee Electrical Fee Plumbing Permit Fee Sign Board Fee Mechanical Fee	10 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarnie Jolipas <i>Admin. Aide III</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Review and Approval of all documents and Business line including assessments	None	5 mins.	Francisco Ocampo <i>BPLO Head</i>
2. Second Step 2.1 Claim the printed unified application form including assessment and other documents 2.2 One-Time Payment	2.1 Issuance of printed unified application form including assessment and other documents 2.1.1 For personal payment 2.1.2 For online payment 2.2 Payment of Business Tax and Fees (including Barangay Business Clearance and Bureau of Fire Protection Fee) 2.2.1 If payment will be made to the City Treasurer's Office 2.2.2 If payment will be made online	None Refer to prior assessment	5 mins. 10 mins 1 day	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarnie Jolipas <i>Admin. Aide II</i> City Treasurer's Office Thru Online Payment Partners
3. Third Step Business Permit Releasing	3.1 Mayor's final approval 3.2 Releasing of a. Business	None	10 mins.	Office of the Mayor Dina Dumali <i>License Inspector II</i>



and Other documents	Permit b. Original Application c. Business Plate d. Other documents including Barangay Business Clearance			Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2.1 Walk-in applicant	None	15 mins.	Client
	3.2.1 Courier Service	Depends on the distance where the documents will be delivered	1 day	Courier Partner
Total Processing Time			1 hour and 25 minutes to 2 days and 1 hour depending on the choice of service	

II. ISSUANCE OF CERTIFICATE OF BUSINESS RETIREMENT / SURRENDER / CLOSURE OF BUSINESS

Office or Division	Business Permit and Licensing Office (BPLO)
Classification:	Simple
Type of Transaction	G2C Government to Citizen
Who may avail:	Business Establishment Owners or even Representatives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Last Business Permit 2. Business Plate 3. Certification of Gross Sales before closure 4. Affidavit of Closure	Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	10 mins.	Francisco Ocampo <i>BPLO Head</i>
	1.2. Scheduling of business permit for inspection	None	2 days	Francisco Ocampo <i>BPLO Head</i> Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose Il Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i> Alvin Alcantara <i>Clerk</i>
	1.3. Inspection of the business establishment being surrendered	None	10 mins.	Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose Il Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i> Alvin Alcantara <i>Clerk</i>
	1.4. Assessment of Surrender Fee	None Basis – City Ordinance No. 2013-060 Series of 2013, Article 11, Sections 37, 38 & 39	10 mins.	Francisco Ocampo <i>BPLO Head</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
2. Payment	2.1. Receiving of Surrender Fee and Issuance of Official Receipt	Refer to assessment fee	5 mins.	Client City Treasurer's Office



	2.2. Preparation and encoding of certificate of business closure	None	10 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarni Jolipas <i>Admin. Aide III</i>
	2.3. Approval of certificate of business closure	None	5 mins.	Francisco Ocampo <i>BPLO Head</i>
	2.4. Release of certificate of business closure	None	5 mins.	Dina Dumali <i>License Inspector II</i> Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
Total Processing Time			2 days and 55 minutes	

III. ISSUANCE OF CERTIFICATE OF NO BUSINESS OR NO REGISTRATION

Office or Division		Business Permit and Licensing Office (BPLO)		
Classification:		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Applicant		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Indigency or Barangay Clearance		Office of the Barangay Captain		
Request letter from National Agencies		National Agency Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1. Receiving and evaluation of requirements	None	3 mins.	Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i> Ramil Asto <i>Clerk</i>



				Jeonard Merilo <i>Clerk</i>
	1.2. Issuance of Assessment for Certification	None	2 mins.	Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
2. Payment	2.1. Receiving of Certification Fee and Issuance of Official Receipt	Certification Fee Php 100.00 Security Seal Php 50.00 Documentary Stamp Php 30.00 – Total Php 180.00	5 mins.	City Treasurer's Office
	2.2. Preparation of certificate of no business or no registration	None	5 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarni Jolipas <i>Admin. Aide III</i>
	2.3. Approval of certificate of no business or no registration	None	5 mins.	Francisco Ocampo <i>BPLO Head</i>
	2.4. Release of certificate of no business or no registration	None	5 mins.	Dina Dumali <i>License Inspector II</i> Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
Total:		Php 180.00	25 minutes	



IV. ISSUANCE OF CERTIFICATE OF BUSINESS REGISTRATION OR VERIFICATION OF BUSINESS PERMIT THRU E-MAIL

Office or Division		Business Permit and Licensing Office (BPLO)		
Classification:		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		Business Establishment Owners or even Representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Business Permit or Account No. 2. Request letter from National Agencies		Client National Agency Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements or e-mail request	1.1. Receiving and evaluation of requirements or e-mail request	None	5 mins.	Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Bei Jhay Bombita <i>Clerk</i>
	1.2. a. Issuance of Assessment for Certification (Hard Copy) b. Verification of business establishment requested thru e-mail	None	30 mins.	Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Bei Jhay Bombita <i>Clerk</i>



2. Payment	2.1. Receiving of Certification Fee and Issuance of Official Receipt	Certification Fee Php 100.00 Security Seal Php 50.00 Documentary Stamp Php 30.00 – Total Php 180.00	5 mins.	City Treasurer's Office
	2.2. a. Preparation of certificate of business registration b. E-mail reply	None	5 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarnie Jolipas <i>Admin. Aide III</i>
	2.3. Approval of certificate of business registration	None	5 mins.	Francisco Ocampo <i>BPLO Head</i>
	2.4. Release of certificate of business registration	None	5 mins.	Dina Dumali <i>License Inspector II</i> Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
Total:		Php 180.00	55 minutes	

V. ISSUANCE OF CERTIFICATE OF ADDITIONAL LINE OF BUSINESS

Office or Division	Business Permit and Licensing Office (BPLO)
Classification:	Simple
Type of Transaction	G2C Government to Citizen
Who may avail:	Business Establishment Owners or even Representatives



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Copy of Business Permit 2. Request letter			} Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	3 mins.	Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i>
	1.2. Issuance of Assessment for Certification	None	2 mins.	Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
2. Payment	2.1. Receiving of Certification Fee and Issuance of Official Receipt	Amount of business tax and environmental fee depends on the type of business line/s to be added plus Certification Fee Php 100.00 Security Seal Php 50.00 Documentary Stamp Php 30.00	5 mins.	City Treasurer's Office
	2.2. Preparation of certificate of additional line of business	None	5 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i>



				Laarnie Jolipas <i>Admin. Aide III</i>
	2.3. Approval of certificate of additional line of business	None	5 mins.	Francisco J. Ocampo <i>BPLO Head</i>
	2.4. Release of certificate of additional line of business	None	5 mins.	Dina Dumali <i>License Inspector II</i> Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
Total Processing Time			25 minutes	

VI. ISSUANCE OF CERTIFICATE OF CHANGE IN BUSINESS LOCATION / BUSINESS NAME

Office or Division		Business Permit and Licensing Office (BPLO)		
Classification:		Simple		
Type of Transaction		G2C Government to Citizen		
Who may avail:		Business Establishment Owners or even Representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Business Permit 2. Certificate of Occupancy / Front full view picture of business establishment if there is change in business location 4. DTI Certificate of Registration or SEC Registration if there is change in business name 5. Request letter		Client Office of the Building Official Client Department of Trade and Industry Securities and Exchange Commission Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements	1.1. Receiving and evaluation of requirements	None	3 mins.	Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu



				<i>Clerk</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i>
	1.2. Issuance of Assessment for Certification	None	2 mins.	Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
2.Payment	2.1. Receiving of Certification Fee and Issuance of Official Receipt	Certification Fee Php 100.00 Security Seal Php 50.00 Documentary Stamp Php 30.00 – Total Php 180.00	5 mins.	City Treasurer's Office
	2.2. Preparation of certificate	None	5 mins.	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarnie Jolipas <i>Admin. Aide III</i>
	2.3. Approval of certificate	None	5 mins.	Francisco Ocampo <i>BPLO Head</i>
	2.4. Release of certificate	None	5 mins.	Dina Dumali <i>License Inspector II</i> Alvin Alcantara <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
Total		Php 180.00	25 minutes	



VII. BUSINESS ESTABLISHMENT INSPECTION

Office or Division		Business Permit and Licensing Office (BPLO)		
Classification:		Simple		
Type of Transaction		G2C Government to Citizen		
Who may avail:		Business Establishment scheduled for inspection by the Business Permit and Licensing Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of business within the City 2. Final warning form 3. Cease and Desist Order 4. Complaint Declaration 5. Copy of business permit to be inspected for surrender		Business Permit and Licensing Office Business Permit and Licensing Office Business Permit and Licensing Office Complainant Business Permit and Licensing Office / Taxpayer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Actual business establishment inspection a. with permit b. without permit c. with violation	None	5 mins. 10 mins. 10 mins.	Christian Gawaran <i>Licensing Officer III</i> Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose Il Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i> Alvin Alcantara <i>Clerk</i>
	2. Preparation of Inspection Report	None	15 mins.	Christian Gawaran <i>Licensing Officer III</i> Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i>



Total:		None	20 minutes to 25 minutes depending on the status of business	
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VIII. DELIVERY OF PAYMENT NOTICE

Office or Division		Business Permit and Licensing Office (BPLO)		
Classification:		Simple		
Type of Transaction		G2C Government to Citizen		
Who may avail:		Business Establishment Owners or even Representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Quarterly / Semi Payment Advice		Business Permit and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Delivery of payment (Quarterly/Semi) notices Original – Taxpayer Duplicate – BPLO	None	10 mins.	Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i> Alvin Alcantara <i>Clerk</i>
	2. Preparation of the Required Report	None	15 mins.	Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i>
	3. Filing of payment notices	None	10 mins.	Jeonard Merilo <i>Clerk</i>
Total:		None	35 minutes	



IX. FILING OF COMPLAINTS

Office or Division		Business Permit and Licensing Office (BPLO)		
Classification:		Simple		
Type of Transaction		G2C Government to Citizen G2G Government to Government		
Who may avail:		All concerned citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint Form		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-up of Complaint Form	1.1. Receiving and evaluation of complaint	None	10 mins.	Hernan Alhambra <i>License Inspector II</i> Marc Erick Espiritu <i>Clerk</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i>
	1.2. Coordination with both parties, the barangay concerned, and Homeowner's Association (HOA) (if there's any)	None	30 mins.	Francisco Ocampo <i>BPLO Head</i> Ramil Asto <i>Clerk</i> Jeonard Merilo <i>Clerk</i> Bei Jhay Bombita <i>Clerk</i>
2. Inspection and Report	2.1. Site inspection	None	2 hours	Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Preparation and submission of report.	None	20 mins.	Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i>
3. Final Evaluation and Decision	3.1. Enforcement of decision	None	30 mins.	Francisco Ocampo <i>BPLO Head</i> Ferdinand Paredes <i>Admin. Aide III</i> Hernan Alhambra <i>License Inspector II</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i> Barangay Representative HOA Representative
Total:		None	3 hours and 30 minutes	



MAYOR'S PERMIT, ENVIRONMENTAL AND SANITARY FEES

CLASSIFICATION		MAYOR'S PERMIT FEE	ENVIRONMENTAL FEE	SANITARY FEE
1.	Bar, Videoke	5,000	6,600	500 - 700
2.	Restaurant	500	6,600	500 - 700
3.	Carinderia, Eatery	500	1,200 - 2,640	500 - 700
4.	Food Outlet	500	1,200	200
5.	Sari-Sari Store / Retailer	500	240	200
6.	Bakery/Bakeshop	500	3,960	200
7.	Mini Bakery / Hot Pandesal	500	1,800	200
8.	Drug Store	500	1,200 - 1,980	200
9.	Water Station	500	see no. 55	300
10.	BPM Stalls	500	1,800	200
11.	Wholesaler/Dealer - Small (below 3M)	500	4,800	700
	Medium (3M to 14.99M)	700	6,000	700
	Large (15M to 100M)	1,100	7,200	700
12.	Manufacturers - less than 100 sqm	500	1,200	700
	100 but less than 300	1,000	1,980	700
	300 but less than 600	2,500	3,960	700
	600 but less than 1,000	4,000	3,960	700
	1,000 or more	5,000	6,600	700
13.	Warehouse - principal office inside Bacoor	500	see no. 55	700
	- principal office outside Bacoor	1,000	see no. 55	700
14.	Importer / Exporter	500	1,200	700
15.	Coliseum, Cockpit	10,000	see no. 55	700
16.	Fun House, Carnival Rides (indoor)	5,000	see no. 55	500
17.	Offtrack Betting Station	3,000	see no. 55	500
18.	Other pleasurable and amusement places	1,000	see no. 55	500
19.	Posting of Security Guards/Security Agency	2,000	see no. 55	100
20.	Gymnasium/Sports physical fitness	1,000	see no. 55	500
21.	Bowling Establishment	4,000	see no. 55	700
22.	Computer Rentals	100/Computer	see no. 55	100
23.	Billiard Table	100/Table	see no. 55	500



MAYOR'S PERMIT, ENVIRONMENTAL AND SANITARY FEES

	CLASSIFICATION	MAYOR'S PERMIT FEE	ENVIRONMENTAL FEE	SANITARY FEE
24.	Junkshop	1,000	see no. 55	300
25.	Contractor, Services, Office	500	see no. 55	100
26.	Media Facilities	500	2,400	250
27.	Gas Station	700	2,400	475
28.	Auto Repair Shop, Carwash	500	2,400	450
29.	Welding, Vulcanizing, Printing, Publishing, Tailoring	500	see no. 55	450
30.	Funeral Parlor	500	see no. 55	500
31.	Beauty Parlor/Barber Shop	500	1,980	450
32.	Telephone, Electric - main	500	3,960	400
	- branch	500	3,960	250
33.	Telecomm, Cable	500	3,960	250
34.	Bank - Main Office	2,000	1,980	325
	- Branch	2,000	1,980	250
35.	ATM (in banks) and the like, per machine	500	1,980	250
36.	Pawnshop, Moneyshop, Insurance Co. Bayad Center, Money Transfer, Money Changer - Main	1,000	1,980	325
	- Branch	1,000	1,980	250
37.	Lending Investor	1,000	1,980	250
38.	Hospital - less than 50 beds	500	6,000	700
	50 to 100	500	9,600	700
	101 to 199	500	12,000	700
	200 or more	500	18,000	700
39.	Medical Clinic, Lying-in, Veterinary Clinic	500	2,640	325
40.	Laboratories	500	2,640	700
41.	Massage Clinic / Spa	500	2,640	700
42.	Subdivision Operators/Real Estate Developer	10,000	6,600	200
43.	Hotel - more than 150 rooms	500	1,200 - 7,800	700
	- 100 - 149 rooms	500	1,200 - 7,800	550
	- 50 - 99 rooms	500	1,200 - 7,800	400
	- 25 - 49 rooms	500	1,200 - 7,800	300
	- less than 25 rooms	500	1,200 - 7,800	250



MAYOR'S PERMIT, ENVIRONMENTAL AND SANITARY FEES

CLASSIFICATION		MAYOR'S PERMIT FEE	ENVIRONMENTAL FEE	SANITARY FEE
44.	Lessor	500	1,200 - 7,800	475
45.	Apartment	500	1,200 - 7,800	50 / door
46.	House for rent	500	1,200 - 7,800	1 / sqm
47.	Memorial park or private cemetery	3,000	see no. 55	200
48.	School - NKP	1,000	<500 students 2,640	550
	Vocational Schools	3,000	500 to 999 3,600	550
	Other Private Schools	5,000	1,000 or more 6,600	550
49.	Swimming Pool, Resort	1,000	4,600	200
50.	Movie House	5,000	4,600	700
51.	Department Store	1,100	4.20 / sq.m.	700
52.	Stalls on Malls - Small	500	3,600	700
	Medium	700	6,000	700
	Large	1,100	8,400	700
53.	Hardware/Super/Commercial Stores	900	6,000	200
54.	Supermarket	1,100	18,000	700
55.	Other Types of Business - less than 100 sq.m.	500	1,200	
	100 but less than 299	500	1,980	
	300 but less than 599	700	3,960	
	600 but less than 999	900	3,960	
	1,000 sqm or more	1,100	6,600	

BACOR PUBLIC SAFETY UNIT

(Internal Services)

The Baco Public Safety Unit (BPSU) performs its task in coordination with the Provincial Public Safety Unit, and shall assist the local Philippine National Police in conducting local peacekeeping activities as the need arises. In coordination with other relevant department and units within the City of Baco, it may likewise render security assistance in conducting inspection and closure of illegally-built structures and businesses operating underground, and in other activities requiring assistance. It is also BPSU's task to secure and make sure event and activity areas are safe for the benefit of city officials, most especially the Honorable City Mayor, and other important guests.

We aim to discipline, train, and supervise all personnel under its authority subject to the approval of the Honorable Mayor.

This unit shall be responsible for setting the direction, development, implementation and coordination of the various peace and order programs within the territorial jurisdiction of the City Government of Baco.

Security and safety at all cost

1. MAYOR'S SECURITY AND OTHER VIP'S

Protects and secure safety of our City Mayor, Congressman and other VIP's

Office or Division:	Office of the Mayor-Bacoor Public Safety Unit			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Event Schedule			Requesting Personnel	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.The Department concern will pass down the event Schedule	1.1 Secure location of the event 1.2 Deployment of personnel 1.3 Protect and secure safety	None	Depends on the accumulated time of the scheduled event	BPSU Personnel

2. HALFWAY HOUSE, GIRLS' HOME, CIUDAD MALASAKIT, BACOR COLISEUM AND VEHICLE SERVICE AND MAINTENANCE UNIT SECURITY

Guards and Protects

Office or Division:	Office of the Mayor-Bacoor Public Safety Unit			
Classification:	Simple			
Type of Transaction:	G2G Government to Government			
Who may avail:	City Employees, NGO's			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Request				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.The Department concern will submit letter of request for service of our personnel	1.1 Check and secure the perimeter 1.2 Deployment of personnel to each houses 1.3 Attend to the security and protection of the establishment	None	24 hours	BPSU Personnel

BACOR TRAFFIC MANAGEMENT DEPARTMENT
(Internal and External Services)

The Bacor Traffic Management Department shall ensure fast, accurate and friendly manner in releasing and receiving of traffic ordinance violation receipts, licenses and motor vehicle plate numbers.

The Department shall safeguard the proper security and safety of motorists, pedestrians and the riding public in general. The Department shall likewise create a culture of shared accountability and responsibility among traffic enforcers, motorist, pedestrians and commercial establishment in proper road use parking of vehicles and in the enforcement of traffic rules and regulations.

1. REDEMPTION OF DRIVER'S LICENSE AND PAYMENT OF PENALTY

Driver's licenses and / or plate number's that are confiscated shall immediately be brought to the BTMD office, and may be claimed between **8:00 a.m. to 5:00 p.m. from Mondays to Fridays**, after the payment of the fine, as evidenced by an Official Receipt.

Office or Division:	Bacoor Traffic Management Department
Classification:	Simple
Type of Transaction:	G2C Government to Citizen G2G Government to Government
Who may avail:	Owner of driver's license and / or plate number's and duly authorized representative
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> Duplicate copy of ordinance violation receipt; Official receipt/s as a proof of payment of the prescribed fines; 	WHERE TO SECURE BTMD windows 1 to 3 BTMD cashier/ Treasury Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duplicate copy of 'Ordinance Violation Receipt'.	1.1 Check if driver's license is already forwarded by the apprehending Traffic Enforcer.	None	1 minute	BTMD Staff
	1.2 Check database for any outstanding and unsettled violation/s.	None	1 minute	BTMD Staff
	1.3. Check database for any outstanding and unsettled violation/s.	None	1 minute	BTMD Staff
	1.4. Prepare order of payment.	None	1 minute	BTMD Staff
2. Proceed to the Treasury Department for payment.	2. Accept payment and issue Official Receipt.	<i>*Please see attached list of fees.</i>	5 minutes	BTMD Cashier / Treasury Department
3. Present the 'Official Receipt' as a proof of payment of the prescribed fines.	3. Validate the receipt then photocopy the Official receipt.	None	1 minute	BTMD Staff
4. Sign the 'Receive Driver's License' portion on the order of payment.	4. Release the license together with the Original Official Receipt.	None	1 minute	BTMD Staff
		Total:	11 minutes	

2. ISSUANCE OF TRAFFIC CLEARANCE

A Traffic Clearance may be obtained at the BTMD office. The following requirements listed below must be provided by the requesting party:

Office or Division:	Bacoor Traffic Management Department
Classification:	Complex
Type of Transaction:	G2C Government to Citizen G2G Government to Government
Who may avail:	Individual or Organization
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> Form from Business Permit and Licensing Office; DTI Business Permit; Barangay Business Clearance; Photo of the establishment. Letter of Request 	WHERE TO SECURE BPLO DTI Barangay where the business is located Client Home/Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter.	1. Receive request letter.	None	1 minute	<i>City Gov't Asst. Dept. Head I</i> Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
2. Submission of requirements.	2.1 Receive requirements if complete.	None	Five (5) days before the activity or event.	<i>City Gov't Asst. Dept. Head I</i> Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
	2.2 Approval or denial of the request letter.	None	2 days	<i>City Gov't Asst. Dept. Head I</i> City Gov't Dept. Head I
	2.3 Prepare order of payment.	None	1 minute	Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
3. Proceed to the Treasury Department for payment.	3. Accept payment and issue 'Official Receipt'.	*Please see attached list of fees.	4 minutes	BTMD Cashier / Treasury Department
4. Receive Traffic Clearance	4. Release of Traffic Clearance.	None	3 minutes	Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
		Total:	7 days	

3. ISSUANCE OF EXCAVATION PERMIT

An Excavation Permit may be obtained at the BTMD office. The following requirements listed below must be provided by the requesting party:

Office or Division:	Bacoor Traffic Management Department		
Classification:	Complex		
Type of Transaction:	G2C Government to Citizen G2G Government to Government		
Who may avail:	Contractors and Homeowners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none">• Permit from DPWH;• Request for Excavation Permit (Maynilad-for water service connection;• Clearance from City Engineer Office;• Site Inspection;• Time Frame;• Methodology;• Barangay Business Clearance.• Letter of Request		DPWH - Engineering Office - - - Barangay where the business is located Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request Letter.	Receive request letter.	None	1 minute	Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
2. Submission of requirements.	2.1 Receive requirements if complete.	None	Five (5) days before the excavation.	Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
	2.2 Approval or denial of the request letter.	None	2 days	City Gov't Asst. Dept. Head I City Gov't Dept. Head I
	2.3 Prepare order of payment.	None	1 minute	Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
3. Proceed to the Treasury Department for payment.	3. Accept payment and issue 'Official Receipt'.	*Please see attached list of fees.	4 minutes	BTMD Cashier/ Treasury Department
4. Receive Excavation Permit	4. Release of 'Excavation Permit'.	None	3 minutes	City Gov't Asst. Dept. Head I Ricca Mae L. Diamante / Randolph B. Hernandez <i>Clerk</i>
		Total:	7 days	

4. LIST OF FEES:

SECTION	VIOLATION	PENALTY
49	Illegal Terminal	Php2,500.00 fine
64	Driving Tricycle/E-trike/Pedi cab along National Roads & Highways	Php3000 + impounding fee of Php200.00 fine
65	Disobedience to Traffic Authorities	Php1,500.00 fine
66	Violation of Pedestrian Right of Way	Php500.00 fine
67	Jaywalking	Php500.00 fine
68	A. Waiting for/flagging down vehicle outside loading zone B. Boarding moving vehicle C. Alighting from vehicle outside unloading zone D. Linger on pedestrian crossing E. Clinging to any part of moving vehicle F. Boarding fully-loaded vehicle G. Littering H. Spitting/urinating in public places Not using overpass/pedestrian lanes	Php100.00 fine for each act of violation (If offender is a minor, the fine shall be paid by his/her parents or guardians)
69	Operation of Unregistered Bicycles, Animal-drawn Carriage or Sidecar	Php100.00 fine and confiscation
70	Operating Bicycle on the Center Lane	Php100.00 fine
71	Operating Bike w/o at least one hand on the handlebar & Clinging to Vehicle by a Bike Rider	Php150.00 fine
72	Operating bicycles more than two (2) abreast	Php100.00 fine per bike in excess of two
73	Reckless Driving of Bicycles on Sidewalks, Public pathways or Bicycle lanes	Php100.00 fine
74	Overloading bicycles	Php100.00 fine
75	Illegal/Improper Parking of Bicycle	Php100.00 fine
76 A	Driving without license	
76 B	Refusal to Surrender Driver's license	Php500.00 fine
76 C	Failure to Use Seatbelt	Php500.00 fine
76 E	Driving without OR/CR	Php500.00 fine
76 F	Refusal to Surrender OR/CR	Php500.00 fine
76 G	Use of Cell phone while driving	Php500.00 fine
76 H	Wearing sleeveless shirts and slippers while driving	Php300.00 fine
77	Driving using student permit w/o accompanying licensed driver	Php500.00 fine
78	Driving motor vehicle that is not road worthy	Php500.00 fine
86	Reckless driving	Php1,500.00 fine
87.1	Trip Cutting	Php1,000.00 fine
87.2	Out of Line	Php6,000.00 fine
87.3	Colorum Operation of Vehicle	1st Offense: Php1,000.00 fine 2nd Offense: Php3,000.00 fine 3rd Offense: Php5,000.00 fine
87.4	Unregistered Vehicle	Php1,000.00 fine
87.5	Defective/Non-Use of Vehicle Lighting	Php500.00 fine
88	Hitching to a Vehicle	Php500.00 fine
E.O.	(Executive Order) Social Distancing	Php2,000.00 fine
CO-117-2020	No Facemask	Php2,000.00 fine
CO-68-2020	No Faceshield	Php3,000 fine
89	Not stopping on Pedestrian Crossing Not giving way to Pedestrians Encroaching on Pedestrian Crossing	Php300.00 fine
89-1	Driving Under the Influence of Drugs or Alcoholic Substance	1st Offense: Php5,000.00 + 5 days imprisonment

		<i>2nd Offense: Php5,000.00 + 10 days imprisonment</i> <i>3rd Offense: Php5,000.00 + fine 10 days imprisonment + cancellation of driver's license</i>
90	Overloading of motorcycle not designed to carry more than one passenger	Php500.00 fine
91	Operation of motorcycle w/o and/or busted side mirrors/tail lights	Php500.00 fine - without Php300.00 fine - busted
92	Operation of motorcycle w/o crash helmet Riding on motorcycle w/o crash helmet	Php500.00 fine
93	Smoke-belching	Php1,000.00 fine
94	Truck Ban	Php2,500.00 fine
95	Smoking cigarettes/cigars in PUVs	Php500.00 fine
96 & 97	Over-speeding/under speeding	Php500.00 fine
98	Illegal entry on one-way road	Php700.00 fine
99	Unjustified Abandonment of a Motor accident Victim	Php5,000.00 fine
100	Traffic Obstruction	<i>1st Offense: Php500.00 fine</i> <i>2nd Offense: Php1,000.00 fine</i> <i>3rd Offense: Php1,500.00 fine</i>
113	Overloading of passengers	Php500.00 fine
117 & 118	Illegal Parking /Improper Parking	<i>Vehicles with a gross weight capacity of 4,500 kilograms or more: Php3,000.00 fine</i> <i>Tricycles and motorcycles: Php500.00 fine</i> <i>Cars, sedans, jeeps, vans: Php1,000.00 fine</i> <i>Vehicles with a gross weight capacity of 4,500 kilograms or more: Php3,000.00 fine</i> <i>Tricycles and motorcycles: Php500.00 fine</i> <i>Cars, sedans, jeeps, vans: Php1,000.00 fine</i>
135	No Loading & Unloading	<i>Vehicles with a gross weight capacity of 4,500 kilograms or more: Php3,000 fine</i> <i>Tricycles & motorcycles: Php500.00 fine</i> <i>Cars, sedans, jeeps, vans, others: Php1,000 fine</i>
135-1	Digging w/o BTMD Permit	Php5,000.00
137	Failure to place warning signs at excavation sites	Php2,500.00 fine
138	Unaccredited/Illegal Towing	Php3,000.00 + impound
140	Impounding Fees	<i>Class A-Light vehicles: Php1500.00 fine</i> <i>Class B-Van/Truck less than 4000 kilos: Php2000.00 fine</i> <i>Class C-Truck/Van/Bus more than 4000 kilos: Php2,500.00</i>
156	Structures concealing traffic signs	Php500.00 fine
008-1	Noise Pollution	<i>1st Offense: Php2,500.00 fine</i> <i>2nd Offense: Php3,500.00 fine</i> <i>3rd Offense: Php5,000.00 fine</i> <i>4th Offense: Php5,000 or imprisonment not more than 10 days or both</i>
###	PERMIT	FEES

	Traffic Clearance and Security Seal	Php2,050.00
	RECORIDA Permit and Security Seal	Php1,050.00
	Excavation Permit and Security Seal	Php2,000.00 to Php10,000.00 depending on the scope of work plus Php50.00 for Security Seal

5. FILING OF COMPLAINT FOR ADJUDICATION

Any person apprehended and issued a ticket for violation of the Bacoor City Traffic Ordinance may contest the same before a committee of the Bacoor City Traffic Adjudication Board (BCTAB) consisting of the City Administrator, as Chairperson; the City Legal Officer, as Vice-Chairperson; the City Councilor who is also the Chair of Barangay Affairs Committee; the Chairperson of the Committee on Public Transportation and Management of the Sangguniang Panlungsod or of the Committee on Government Enterprises and Privatization and Public Franchises; the Head of the BTMD; and Representative from the Office of the City Mayor.

Office or Division:	Bacoor Traffic Management Department	
Classification:	Complex	
Type of Transaction:	G2C Government to Citizen G2G Government to Government	
Who may avail:	Alleged Traffic Violators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> Complaint Form; Original copy of the ordinance violation receipt/s. 		Bacoor Traffic Management Department Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the complaint form.	1.1 Receive the complaint form.	None	1 minute	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i> Ricca Mae L. Diamante <i>Clerk</i>
	1.2 Schedule the 'Adjudication Board' meeting.	None	1 minute	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i> Ricca Mae L. Diamante <i>Clerk</i>
	1.3 Inform the complainants and the apprehension officer for the adjudication schedule.	None	Day before the scheduled adjudication.	Rommel A. Bunag <i>Assistant Traffic Operations Officer</i> Ricca Mae L. Diamante <i>Clerk</i>
2. Complainant attends the Adjudication Meeting	2. Adjudication Meeting.	None	2 hours	Adel I. Udarbe <i>City Gov't Asst. Dept. Head I</i> Ricca Mae Diamante <i>Clerk</i> Bacoor Traffic Adjudication Board <i>BTAB</i>
		Total:	2 days	

6. TRAFFIC ENFORCERS SURRENDER OF ORDINANCE VIOLATION RECEIPT (OVR) AND CONFISCATED LICENSE.

Driver's licenses and/or plate numbers that are confiscated shall immediately be brought to the BTMD office by the apprehending traffic officers and deputized PNP personnel for documentation and filing.

Office or Division:	Bacoor Traffic Management Department				
Classification:	Simple				
Type of Transaction:	G2G Government to Government				
Who may avail:	Traffic enforcers and deputized PNP Personnel				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Original copy of the Ordinance Violation Receipt (OVR); Confiscated Driver's License and/or vehicle plates. </td><td>Bacoor Traffic Management Department Office</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<ul style="list-style-type: none"> Original copy of the Ordinance Violation Receipt (OVR); Confiscated Driver's License and/or vehicle plates. 	Bacoor Traffic Management Department Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
<ul style="list-style-type: none"> Original copy of the Ordinance Violation Receipt (OVR); Confiscated Driver's License and/or vehicle plates. 	Bacoor Traffic Management Department Office				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender the Original Copy of OVR as well as the confiscated 'Driver's License/Plate Number'.	1.1 Receive the Original Copy of 'OVR' as well as the confiscated 'Driver's License/Plate Number'.	None	1 minute	BTMD Staff
	1.2 Sign Transmittal form based on the surrendered number of 'OVR's as well as the confiscated 'Driver's License/Plate Number'.	None	1 minute	BTMD Staff
	1.3 Check the number series of the 'OVR' assigned to the traffic enforcer and the chronological surrender of the 'OVR' in series.	None	2 minutes	
		Total:	4 minutes	