



# **CITY GOVERNMENT OF BACCOOR**

## **CITIZEN'S CHARTER**

### **2024 (1<sup>st</sup> Edition)**

# **CITY GOVERNMENT OF BACCOOR**

## **Citizen's Charter 2024**

**(Book 1)**

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### **OFW Help Desk Office**

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### **Office of the Sangguniang Panlungsod**

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35.1 - 35.2

#### **Internal and External Services**

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35.5

Inclusion of Various Matters in the Weekly Agenda of The Sangguniang Panlungsod

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5. Deworming	38.10 – 38.11
6. Immunization (5-in-1 vaccines)	38.11 – 38.12
7. Sterilization for Dogs and Cats	38.12 – 38.14
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#### **Internal Services**

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39.7 – 39.8

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Garage, Funeral Home, Chapel, Crematorium, Gas Station)

39.9 – 39.11

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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: A model first class city, home of resilient, empowered, environment-friendly citizens, proud of their rich history and culture ably led by people-centered public servants united and guided by the rule of law, love of country and 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 "S-T-R-I-K-E" Program 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 (6) areas:

- (1) Social, Health and Integrated Services
- (2) Transformative Administration and E-Governance
- (3) Revenue, Financial and Economic Enterprise Management
- (4) Infrastructure and City Development Management
- (5) Key Facilities, Property and Engineering
- (6) Environmental and Sanitation, Security, Peace and Order



## LIST OF SERVICES

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# **OFFICE OF THE ACCOUNTING AND INTERNAL AUDIT SERVICES**

## **(Internal and External Services)**

**The Office of the City Accounting and Internal Audit Services 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)

<b>Office or Division:</b>	Office of the Accounting and Internal Audit Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Government			
<b>Who may avail:</b>	City Officers and Employees (Permanently Appointed)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>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</li> </ul>			City Officers and Employees (Permanent)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present / submit Liquidation Report with complete supporting documents	1.1 Accepts and receives 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	1-3 days for AICS, PCSO and other Trust Fund.  10 minutes for Individual Liquidation	Edna Eugenio <i>Admin Asst I</i> (Gen Fund)  Victor Contawe <i>Clerk</i> (SEF)



<b>CLIENT STEP</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.3 Prepares Journal Entry Voucher	None	10 minutes	Edna Eugenio <i>Admin Asst I</i> (Gen Fund/Trust Fund)  Victor Contawe <i>Clerk</i> (SEF)
	1.4 Reviews and signs the Journal Entry Voucher	None	10 minutes	Atty. Marvie Kate Encarnado <i>Officer In-Charge</i>
	<b>Total</b>	<b>None</b>	<b>3 days and 25 minutes</b>	



## 2. PROCESSING OF DISBURSEMENTS

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

<b>Office or Division:</b>	Office of the Accounting and Internal Audit Services	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	City Officers and Employees – Permanent Contractors, Suppliers and Service Providers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>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)</li> </ul>		Contractors, Suppliers and End Users

CLIENT STEPS	AGENCY ACTIONS	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 voucher with complete documents submitted for payment.	None	5 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>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	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	15-45 Minutes - Infrastructure Projects / Goods / PPE 15 Minutes - Utilities and Financial Assistance 10 Minutes - Seminar and Transportation 20-45 Minutes - Payroll (Permanent / Casual and Job Order Personnel)	Floren Pama <i>Admin Officer V</i>  Rosemarie Pardilla <i>Admin Officer IV</i>  Ma. Cristina Conte <i>Admin Asst. III</i>  Edna Eugenio <i>Admin Asst I</i>  Sheila Naig <i>Admin Aide VI</i>  Bill Chester Asas <i>Clerk</i>
	1.4 Records and assigns DV numbers	None	5 minutes	Roland Ablang <i>Admin Aide VI</i>  Prencisa Mercado <i>Admin Aide IV</i>  Oliver Novio <i>Clerk</i>
	1.6 Prepares Journal Entry Vouchers	None	10 minutes	Judy Barron <i>Admin Asst VI</i>  Wilfredo Calinisan <i>Admin Asst V</i>  Ricky C. De Rosas <i>Clerk</i>
	1.7 Reviews and approves DV and JEV	None	10 minutes	Atty. Marvie Kate Encarnado <i>Officer In-Charge</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.8 Logs and transmits the signed DV and JEV to Treasury Office for check preparation	None	5 minutes	Victor Contawe <i>Clerk</i>
2. Treasury Office forwards the prepared check 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 check and posts the Disbursement Voucher to Summary Check Issued File	None	15 minutes	Judy Barron <i>Admin Asst VI</i>
	2.2 Prepares Accountant's Advice	None	10 minutes	Edna Eugenio <i>Admin Asst I</i>  Sheila Naig <i>Admin Aide VI</i>
	2.4 Signs Accountant's Advice	None	5 minute	Atty. Marvie Kate Encarnado <i>Officer In-Charge</i>
	2.5 Releasing of the Accountant's Advice	None	5 minutes	Sheila A. Naig <i>Admin Aide VI</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Forwarding of Accountant's Advice to the banks (DBP and LBP)	None	60 minutes	Sheila A. Naig <i>Admin Aide VI</i>  Rolan M. Padua <i>Driver/Clerk</i>  Bill Chester Asas <i>Clerk</i>
	<b>Total</b>	<b>None</b>	<b>3 hours</b>	



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

<b>Office or Division:</b>	Office of the Accounting and Internal Audit Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen			
<b>Who may avail:</b>	City Officers and Employees – Permanent Contractors, Suppliers and Service Providers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Request for the issuance of Creditable Tax BIR Forms 2306 &amp; 2307 and F2316 as prescribed under Revenue Memorandum Circular 24-2015; BIR Revenue Regulation (RR No. 2-2015)</li> </ul>			Office of the Accounting and Internal Audit Services	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	5 minutes	Edilyn Francisco <i>Admin Asst VI</i>
	1.2 Prepares the Creditable Tax BIR Forms 2306 and 2307 upon request of the creditors (contractors, suppliers and bills). Annually prepares the BIR Form 2316 for the city employees	None	5 - 10 minutes for the Creditable BIR Form 2306 and 2307;  10 minutes for BIR Form 2316 for the city employees	Edilyn Francisco <i>Admin Asst VI</i>  Judy Barron <i>Admin Asst VI</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.3 Reviews and signs the BIR Forms 2306 and 2307 and for the city employees	None	2 - 5 minutes	Atty. Marvie Kate Encarnado <i>Officer In-Charge</i>
	1.4 Releasing of the BIR Forms 2306 and 2307 and F2316	None	1 – 2 minutes	Edilyn Francisco <i>Admin Asst VI</i>  Judy Barron <i>Admin Asst VI</i>
	<b>Total</b>	<b>None</b>	<b>22 minutes</b>	



#### 4. PROCESSING OF BARANGAY DISBURSEMENTS

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

<b>Office or Division:</b>	Office of the Accounting and Internal Audit Services – Barangay Bookkeeping Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government
<b>Who may avail:</b>	Barangay Captains and Treasurers Contractors, Suppliers and Service Providers
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>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)</li> </ul>	Contractors, Suppliers and Barangay End Users

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Receive from barangay personnel disbursement voucher with complete supporting documents	1.1 Accepts the disbursement voucher with complete documents submitted for payment	None	5 minutes	Barangay Bookkeepers -  Jovita Diola <i>Senior Admin Asst. VI</i>  Edilyn Francisco <i>Admin Asst VI</i>  Mark Manuel <i>Admin Asst III</i>  Jhobien Mariano <i>Admin Asst III</i>
	1.2 Verifies and Reviews the voucher as to the completeness of supporting documents	None	30 minutes	Barangay Bookkeepers



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.3 Prepares Journal Entry Voucher	None	10 minutes	Barangay Bookkeepers
	1.4 Logs and records the verified Disbursement Vouchers	None	5 minutes	Nerissa R. Guinto <i>Admin Asst I</i>
	1.5 Reviews and approves DV and JEV	None	10 minutes	Atty. Marvie Kate Encarnado <i>Officer In-Charge</i>
	1.6 Releases the signed journal entry vouchers and the disbursement vouchers	None	5 minutes	Nerissa R. Guinto <i>Admin Asst I</i>
	<b>Total</b>	<b>None</b>	<b>1 hour and 5 minutes</b>	



## LIST OF SERVICES

### **City Administrator's Office**

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Approval of Leave of Absences, Travel Orders, DTRs, Obligation Requests, and other Internal Transaction Documents	2.4
<b>External Services</b>	
Approval of City Permits (BOSS)	2.5
Approval of Agricultural Permit	2.6
Approval of Tricycle Franchise Renewal	2.7
Approval of Contractor's Tax	2.8





# **CITY ADMINISTRATOR'S OFFICE**

## **(Internal and External Services)**

### **MANDATE**

Article X, Section 480 of Republic Act 7160 (The Local Government Code of 1991), as amended, provides that the administrator shall take charge of the office of the administrator and shall:

1. Develop plans and strategies and upon approval thereof by the governor or mayor, as the case maybe, implement the same particularly those which have to do with the management and administration-related programs and projects which the governor or mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide for under this Code;
2. In addition to the foregoing duties and functions, the administrator shall:
  - a) Assist in the coordination of the work of all the officials of the local government unit, under the supervision, direction and control of the governor or mayor, and for this purpose, he may convene the chiefs of offices and other officials of the local government unit;
  - b) Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service;
  - c) c. Conduct a continuing organizational development of the local government unit with the end in view of instituting effective administrative reforms.
3. Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of manmade and natural disasters and calamities.
4. Recommend to the Sangguniang Panlungsod and advise the governor and mayor, as the case may be, on all other matters relative to the management and administration of the local government unit and;
5. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Republic Act No. 10160, otherwise known as "The Charter of the City of Bacor" further provided that the City Administrator's Office shall be 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.

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Department/unit heads, managers, supervisory employees of the City Government of Bacoor, including the City Mayor, Vice Mayor and the Sangguniang Panlungsod.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Endorsement, together with the attached letter of inquiry, request or report that needs administrative action;		Concerned offices endorsing the query, request, or report.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Concerned department/ office/ unit Forwards the concern with attachments	1.1. Receives the letter-endorsement, encode the details in the records	None	1 minute	Admin Staff
	1.2. Prepares the response letter and/or contacts the concerned officer of the action taken	None	1 day	City Administrator
2. The requesting office is notified of the action taken	2. Notify the requesting department/ office/ unit	None	1 minute	Admin Staff
	<b>Total</b>	<b>None</b>	<b>1 day and 2 minutes</b>	



## 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.

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Department/unit heads, managers, supervisory employees of the City Government of Bacoor, including the City Mayor, Vice Mayor and the Sangguniang Panlungsod.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter addressed or endorsed to CAO: <ul style="list-style-type: none"> <li>Identifying a particular policy or strategy</li> <li>The arising issues and/or controversies</li> </ul>			City Government of Bacoor: Department or unit concerned	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting office 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
2. The endorsing office receives the policy memo	2. The policy memo is released to endorsing department/office/ unit	None	1 minute	Admin Staff
	<b>Total</b>	<b>None</b>	<b>5 days and 2 minutes</b>	



### 3. APPROVAL OF LEAVE OF ABSENCES, TRAVEL ORDERS, DTRs, 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.

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	All city officers and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documents endorsed for signature by the City Administrator		City Government of Bacoor: Department or unit concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forwards the Leave of Absences, Travel Orders, DTRs, Obligations Requests, and other internal transaction documents with all of relevant and applicable attachments	1.1. Receives and reviews the internal transaction document	None	2 minutes	Admin Staff
	1.2. The City Administrator signs or rejects the document	None	4 hours	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
	<b>Total</b>	<b>None</b>	<b>4 hours and 3 minutes</b>	



#### 4. APPROVAL OF CITY PERMITS (BOSS) BUSINESS ONE STOP SHOP

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

- Mayor's Permit for Business and Contractor's Permit – Business Permit and Licensing Department
- Building, Demolition, Mechanical, Electrical, Fencing, and Excavation Permits – Office of the Building Official
- Certificates of Annual Inspection, Operation, and Use – Office of the Building Official

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government (inter-office)			
<b>Who may avail:</b>	Regulatory offices under the Local Chief Executive, general public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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> )		Business Permit and Licensing Dept. Office of the Building Official		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Review of the Permit application for permit and if the appropriate fees are paid	None	15 minutes	Admin Staff
	1.3. The City Administrator approves/disapproves the permit (Subject for Inspection)	None	1 day	City Administrator
2. The endorsing office receives the approved/disapproved application	2. The approved/disapproved application is released to endorsing department/ office/ unit for turnover to the client	None	1 minute	Admin Staff
	<b>Total</b>	<b>None</b>	<b>1 day and 17 minutes</b>	



## 5. APPROVAL OF AGRICULTURAL PERMITS

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

- Permit to Operate Fishing Vessels
- Fishing Gear Registration Permit

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government (inter-office)			
<b>Who may avail:</b>	Regulatory offices under the Local Chief Executive, general public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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> )		City Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Review of the Permit application for permit and if the appropriate fees are paid	None	15 minutes	Admin Staff
	1.3. The City Administrator approves/ disapproves the permit (Subject for Inspection)	None	1 day	City Administrator
2. The endorsing office receives the approved/ disapproved application	2. The approved/ disapproved application is released to endorsing department/ office/ unit for turnover to the client	None	1 minute	Admin Staff
	<b>Total</b>	<b>None</b>	<b>1 day and 17 minutes</b>	



## 6. TRICYCLE FRANCHISE RENEWAL

This is for the delegated ministerial approval (or disapproval) of permits pertaining to applications for Tricycle Franchise Renewal.

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government (inter-office)			
<b>Who may avail:</b>	Regulatory offices under the Local Chief Executive, general public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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> )		Bacoor City Transport and Franchising Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Review of the Permit application for permit and if the appropriate fees are paid	None	15 minutes	Admin Staff
	1.3. The City Administrator approves/ disapproves the permit (Subject for Inspection)	None	1 day	City Administrator
2. The endorsing office receives the approved/ disapproved application	2. The approved/ disapproved application is released to endorsing department/ office/ unit for turnover to the client	None	1 minute	Admin Staff
	<b>Total</b>	<b>None</b>	<b>1 day and 17 minutes</b>	



## 7. APPROVAL OF CONTRACTOR'S TAX

This is for the delegated ministerial approval (or disapproval) of permits pertaining to applications for Contractor's Tax.

<b>Office or Division:</b>	City Administrator's Office (CAO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government (inter-office)			
<b>Who may avail:</b>	Regulatory offices under the Local Chief Executive, general public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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> )		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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. Review of the Permit application for permit and if the appropriate fees are paid	None	15 minutes	Admin Staff
	1.3. The City Administrator approves/ disapproves the permit (Subject for Inspection)	None	1 day	City Administrator
2. The endorsing office receives the approved/ disapproved application	2. The approved/ disapproved application is released to endorsing department/ office/ unit for turnover to the client	None	1 minute	Admin Staff
	<b>Total</b>	<b>None</b>	<b>1 day and 17 minutes</b>	





## LIST OF SERVICES

### Office of the City Agricultural Services

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# **OFFICE OF THE CITY AGRICULTURAL SERVICES (External Services)**

**The *Office of the City Agricultural Services* 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 fisher folks 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 Office of the City Agricultural Services* is administering seventy three (73) barangays. 10 Barangays are dedicated for the fishery and aquaculture propagation and management while 5 Barangays are dedicated for the agriculture propagation, management and resources.**



## 1. DISTRIBUTION OF PALAY SEEDS

The **Office of the City Agricultural Services** is responsible for the regular distribution of palay seeds. The program is intended to improve the productivity, income and competitiveness of local rice farmers through the provision of agricultural inputs, promotion of modern rice technology and expanded rice extension services.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Gardeners and other Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• RSBSA / FFRS Number</li> <li>• Valid I.D.</li> <li>• Authorization Letter (for representatives)</li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attendance to Rice Farmers Technical Briefing.	1.1 Discuss program updates and characteristics of rice variety delivered.	None	30 minutes	Allan G. Chua <i><b>OIC-Office of the City Agricultural Services</b></i>  Abigail Peñalba <i>Agricultural Technologist</i>
	1.2 Presentation of videos about Palay Check System.	None	1 hour	Abigail Peñalba <i>Agricultural Technologist</i>
2. Present RSBSA / FFRS number, valid I.D. and authorization letter (for farmers' representative).	2. Checking of farmer records on Registration System.	None	3 minutes	Abigail Peñalba <i>Agricultural Technologist</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Fill-out information on the Distribution list	3. Encode farmers' information and production area on the previous season.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
4. Sign the Distribution list	4. Release palay seeds based on the area declared to be planted.	None	3 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>1 hour and 41 minutes</b>	



## 2. DISTRIBUTION OF SYNTHETIC FERTILIZERS

This is a regular program of the Office of the Agricultural Services for rice farmers. The office is distributing 1 sack of urea and 1 sack of complete fertilizer for each farmer.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Gardeners and other Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• RSBSA / FFRS Number</li> <li>• Valid I.D.</li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at the <b>Office of the City Agricultural Services</b>	1. Checking of farmer records on Farmers Registration System.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
2. Sign the list of farmer beneficiaries.	2. Releasing of Fertilizers.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>10 minutes</b>	



### 3. DISTRIBUTION OF RICE FINANCIAL ASSISTANCE (RFFA)

RFFA is distributed as direct cash transfer primarily to compensate for the income loss of rice farmers due to the drop of palay prices.

<b>Office or Division:</b>		Office of the City Agricultural Services		
<b>Classification:</b>		Simple		
<b>Type of transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail</b>		Farmers, Gardeners and other Clients		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• RSBSA / FFRS Number</li> <li>• Valid I.D.</li> <li>• Endorsement from the <b>Office of the City Agricultural Services</b></li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at the Office of the Agricultural Services	1.1. Check the funded list of farmers from the Department of Agriculture – Regional Field Office (DA-RFO).	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
	1.2. Prepare endorsement letter to Universal Storefront Services Crop. (USSC)	None	10 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
	1.3. Approval from the OIC of the Office of the Agricultural Services	None	2 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>
2. Sign the list of farmer-beneficiaries	2. Releasing of documents.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>15 minutes</b>	



#### 4. DISTRIBUTION OF VEGETABLE SEEDS

This is a regular program of the Office of the City Agricultural Services for farmers, gardeners and other individuals interested in farming and gardening. The office is distributing assorted vegetable seeds through a small paper package.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Gardeners and other Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at the Office of the City Agricultural Services and signing the office log book	1. Provide the office logbook and assist.	None	5 minutes	Office of the City Agricultural Services
2. Accomplishment of Clients' Information Sheet	2.1 Provide the Clients' Information Sheet	None	1 minute	Office of the City Agricultural Services Staff
	2.2 Review and encode the accomplished Clients' Information Sheet	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
3. Receive the assorted vegetable seed package	3. Release the assorted vegetable seed package	None	1 minute	Office of the Agricultural Services Staff
<b>Total</b>		<b>None</b>	<b>12 minutes</b>	



## 5. DISTRIBUTION OF ORGANIC FERTILIZER

Distribution of organic fertilizers such as compost and vermicast is part of the City Government of Bacoor compliance to the Organic Agriculture Act of 2010 or Republic Act No. 10068 otherwise known as the “Act providing for the development and promotion of organic agriculture in the Philippines and for other purposes”.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Vegetable farmers, Gardeners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter of Request</li> <li>Existing area for farming or gardening</li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at Office of the City Agricultural Services and signing the office log book.	1.1. Provide the office logbook and assist.	None	5 minutes	Office of the City Agricultural Services
2. Submission of letter of request	2.1. Review the letter of request.	None	2 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.2. Interview the client regarding the existing garden.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.3. Approval of request.	None	1 minute	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>





<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Accomplishment of Clients' Information Sheet	3. Provide the Clients' Information Sheet	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
4. Receive the organic fertilizer.	4. Release the organic fertilizer.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>23 minutes</b>	



## 6. DISTRIBUTION OF AGRICULTURAL TOOLS

The distribution of agricultural tools is one of the components of the promotion of National Urban and Peri-urban Agriculture Program (NUPAP) in the city as stated in Section 5 in the Department of Agriculture's Memorandum Order No. 27, also known as the Supplemental Guidelines on the Implementation of the NUPAP.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Beneficiaries of HVCDP or NUPAP Projects			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter of Request</li> <li>• Existing area for farming or gardening</li> <li>• RSBSA / FFRS Number</li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at the Office of the City Agricultural Services and signing the office log book	1. Provide the office logbook and assist.	None	1 minute	Office of the City Agricultural Services
2. Submission of letter of request	2.1. Prepare endorsement letter to DA-RFO.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.2. Approval of the endorsement letter.	None	1 minute	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>
3. Accomplishment of Clients' Information Sheet	3. Provide the Clients' Information Sheet	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for a notice from the Office of the City Agricultural Services through SMS or email.	4. Submit the letter of request with the office' endorsement to the DA – Agricultural Program Coordinating Office (APCO).	None	1 day	Delaiza Rabanes <i>Agricultural Technologist</i>
2. Sign the list of farmer-beneficiaries.	5. Releasing of documents.	None	1 minute	Abigail Peñalba <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>1 day and 13 minutes</b>	



## 7. DISTRIBUTION OF FARM MACHINERIES

The provision of farm machinery units depends on the request of Farmers' Cooperative and Associations (FCAs). The main purpose of this provision is to help farmers, especially rice farmers, in farm operations.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	FCAs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter of Intent addressed to City Mayor, Hon. Strike B. Revilla</li> </ul>			Office of the City Agricultural Services / FITS Center	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit your letter of intent to the Office of the City Agricultural Services	1.1 Evaluate the letter of intent.	None	1 minute	Allan G. Chua <i>OIC- Office of the City Agricultural Services</i>  Abigail Peñalba <i>Agricultural Technologist</i>
	1.2 Prepare an endorsement letter to Mayor Strike B. Revilla.	None	1 minute	Abigail Peñalba <i>Agricultural Technologist</i>
	1.3 Approval of the endorsement letter.	None	1 minute	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>
	1.4 Submit the endorsement letter with the attached letter of intent to the Office of the City Mayor.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2 Signing of Memorandum of Agreement (MOA)	2.1 Preparation of MOA	None	1 hour	Abigail Peñalba <i>Agricultural Technologist</i>
	2.2 Assistance in the signing of MOA	None	5 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>  Abigail Peñalba <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>1 hour and 13 minutes</b>	



## 8. COMMUNAL GARDEN, GREENHOUSE, AND MUSHROOM GROWING HOUSE PROJECT ASSISTANCE

The construction of communal garden, greenhouse, and mushroom house is one of the components of the promotion of National Urban and Peri-Urban Agriculture Program (NUPAP) in the city as stated in Section 5 in the Department of Agriculture's Memorandum Order No. 27, also known as the Supplemental Guidelines on the Implementation of the NUPAP.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers' Cooperative and Associations (FCAs), Homeowners' Association (HOA), Barangay Council, and other Associations registered to DOLE or SEC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter of Intent</li> <li>• Association Profile</li> <li>• Existing area for gardening</li> <li>• RSBSA / FFRS Number</li> <li>• Land Ownership Title</li> </ul>		Office of the Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit your letter of intent to the Office of City Agricultural Services	1.1 Evaluate of letter of intent.	None	1 minute	Allan G. Chua <i>OIC-Office of the Agricultural Services</i> Delaiza Rabanes <i>Agricultural Technologist</i>
	1.2 Prepare the endorsement letter to the DA-RFO.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
	1.3 Approval of the endorsement letter.	None	1 minute	Allan G. Chua <i>OIC-Office of the Agricultural Services</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Prepare the necessary requirements for the request.	2.1 Checking of requirements	None	5 minutes	Delaiza Rabanes
	2.2 Submit the requirements to the DA-APCO.	None	1 day	<i>Agricultural Technologist</i>
3. Site Validation	3.1 Initial site validation.	None	4 hours	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i> Delaiza Rabanes <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Gerald Matthew Giron <i>Clerk</i>
	3.2 Final site validation with the DA-RFO staff.	None	4 hours	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>  Delaiza Rabanes <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Gerald Matthew Giron <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for a notice from the Office of the Office of the City Agricultural Services through SMS or email.	1.1 Follow-up the request status to the DA-RFO staff.	None	7 days	Delaiza Rabanes <i>Agricultural Technologist</i>
	1.2 Send notice to the client through SMS or email.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
2. MOA Signing	2.1 Preparation of MOA	None	1 hour	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.2 Assistance in MOA signing	None	5 minutes	Allan G. Chua <i>OIC-Office of the Agricultural Services</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>8 days, 9 hours and 57 minutes</b>	





## 9. COMPOSTING FACILITY FOR BIODEGRADABLE WASTE PROJECT APPLICATION ASSISTANCE

The Office of the Agricultural Services through the support of the Department of Agriculture – Regional Field Office (DA-RFO) and attached agencies including Bureau of Soil and Water Management (BSWM) provides assistance to active associations with existing gardens. With this, the recipient-association can receive a unit of CFBW consisting of one (1) rotary composter and one (1) shredder for the purpose of converting biodegradable waste into more useful product: compost.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers' Cooperative and Associations (FCAs), Homeowners' Association (HOA), Barangay Council, and other Associations registered to DOLE or SEC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter of Intent</li> <li>• Association Profile</li> <li>• Existing area for gardening</li> <li>• RSBSA / FFRS Number</li> <li>• Land Ownership Title</li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit your letter of intent to the Office of City Agricultural Services	1.1 Evaluate of letter of intent.	None	5 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>
	1.2 Prepare the endorsement letter to the DA-RFO.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.3 Approval of the endorsement letter.	None	5 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>
2. Prepare the necessary requirements for the request.	2.1 Checking of requirements	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.2 Submit the requirements to the DA-APCO.	None	1 day	Delaiza Rabanes <i>Agricultural Technologist</i>
3 Site Validation	3.1 Initial site validation.	None	4 hours	Allan G. Chua <i>OIC-Office of the Agricultural Services</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	3.2 Final site validation with the DA-RFO staff.	None	4 hours	Abigail Peñalba <i>Agricultural Technologist</i>  Gerald Matthew Giron <i>Clerk</i>
4 Wait for a notice from the Office of the Office of the City Agricultural Services through SMS or email.	4.1 Follow-up the request status to the DA-RFO staff.	None	7 days	Delaiza Rabanes <i>Agricultural Technologist</i>
	4.2 Send notice to the client through SMS or email.	None	5 minutes	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2 MOA Signing	2.1 Preparation of MOA	None	1 hour	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.2 Assistance in MOA signing	None	5 minutes	Allan G. Chua <i>OIC-Office of the Agricultural Services</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>8 days, 9 hours and 57 minutes</b>	



## 10. PROVISION OF LECTURES, TRAININGS AND SEMINARS for FARMERS AND FISHERFOLKS

The provision of lectures, trainings and seminars is part of Farmers' Information and Technology Services (FITS) in compliance to the Executive Order No. 801, series of 2009, also known as the "Encouraging Local Government Units (LGUs) to Adopt the Techno Gabay in their Agricultural Extension Programs and the Concerned Government Agencies to Provide the Required Assistance for the Purpose".

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Gardeners, Farmers' Cooperative and Associations (FCAs), Homeowners' Association (HOA), Barangay Council, and other Associations registered to DOLE or SEC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter of Request</li> <li>1-15 Participants</li> </ul>		Office of the City Agricultural Services / FITS Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit your letter of intent to the Office of City Agricultural Services	1.1 Evaluate of letter of intent.	None	1 minute	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	1.2 Prepare the endorsement letter to the DA-RFO.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
	1.3 Approval of the endorsement letter.	None	1 minute	Allan G. Chua <i>OIC-Office of the Agricultural Services</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Wait for a notice from the Office of the Office of the City Agricultural Services through SMS or email.	2.1 Prepare training tools and set schedule for the requested training.	None	7 days	Delaiza Rabanes <i>Agricultural Technologist</i>
	2.2 Send notice to the client through SMS or email.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
3. Attendance to lecture, trainings and seminars	3. Facilitation lecture, trainings and seminars	None	8 hours	Office of the City Agricultural Services Staff / Personnel
<b>Total</b>		<b>None</b>	<b>7 days, 8 hours and 12 minutes</b>	



## 11. TECHNICAL CONSULTANCY

The provision of lectures, trainings and seminars is part of Farmers' Information and Technology Services (FITS) in compliance to the Executive Order No. 801, series of 2009, also known as the "Encouraging Local Government Units (LGUs) to Adopt the Techno Gabay in their Agricultural Extension Programs and the Concerned Government Agencies to Provide the Required Assistance for the Purpose".

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Fisherfolks. Traders, Processors, Entrepreneurs, Students, and Citizens of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at the Office of the Agricultural Services	1. Provide the office logbook and assist.	None	5 minute	Office of the City Agricultural Services Staff
2. Accomplishment of Clients' Information Sheet	2. Provide the Clients' Information Sheet	None	15 minutes	Office of the City Agricultural Services Staff
3. Ask the staff regarding your inquiry.	3. Provide technical assistance.	None	10 minutes	Office of the City Agricultural Services Staff
<b>Total</b>		<b>None</b>	<b>16 minutes</b>	



## 12. DISSEMINATION OF INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS

The provision of lectures, trainings and seminars is part of Farmers' Information and Technology Services (FITS) in compliance to the Executive Order No. 801, series of 2009, also known as the "Encouraging Local Government Units (LGUs) to Adopt the Techno Gabay in their Agricultural Extension Programs and the Concerned Government Agencies to Provide the Required Assistance for the Purpose".

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Fisherfolks. 4P's, and Citizen of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Area to be planted</li> <li>• Crops to be planted</li> <li>• Location of Farm</li> </ul>		Office of the Agricultural Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal appearance at the Office of the City Agricultural Services	1.1 Provide the office logbook and assist.	None	1 minute	Office of the City Agricultural Services Staff
2. Accomplishment of Clients' Information Sheet	2.1 Provide the Clients' Information Sheet	None	5 minutes	Office of the City Agricultural Services Staff
3. Tell the personnel the topics you are interested with.	3.1 Provide IEC materials relative to the topics the client is interested.	None	5 minutes	Office of the City Agricultural Services Staff
<b>Total</b>		<b>None</b>	<b>11 minutes</b>	



### 13. 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.

<b>Office or Division:</b>		Office of the City Agricultural Services		
<b>Classification:</b>		Simple		
<b>Type of transaction:</b>		G2C Government to Citizen		
<b>Who may avail</b>		Mussel growers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Mussel and oyster</li> </ul>		Aquaculture Farm		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Mussel grower must bring their product to the depuration facility on a limited volume	1.1 Interview by <b>Office of the City Agricultural Services</b> personnel	None	5 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i> Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>
	1.2 Sorting	None	15 minutes	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>
	1.3 Depuration process	None	3 hours	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>
	1.4 Releasing	None	5 minutes	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>4 hours and 25 minutes</b>	





#### 14. 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 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.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Fisherfolks and Citizen of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Must be a registered fisherfolks</li> </ul>		Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Allow fisherfolks to sell Bacoor 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-Office of the City Agricultural Services</i> Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>1-2 hours</b>	



### 15. 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.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Fisherfolks and Citizen of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>This will depend on the concerns presented by the client.</li> <li>Must be a registered fisherfolks</li> </ul>		Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client may directly come to City Agriculture Office regarding their concerns.	1.1 Interview by <i>OIC-Office of the City Agricultural Services</i> 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-Office of the City Agricultural Services</i>  Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>  Marlon P. Cabornay <i>Clerk</i>  Bantay Dagat Operatives
<b>Total</b>		<b>None</b>	<b>30 minutes</b>	



## 16. REGISTRATION OF FISHERFOLKS (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.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Fisherfolks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>People directly or personally and physically engaged in taking and or culture and processing fishery and or aquatic resources</li> </ul>		Office of the City Agricultural Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client may directly come to Office of the City Agricultural Services regarding their concerns.	1. Interview by Office of the City Agricultural Services Staff / Personnel	None	30 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>  Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i> Marlon P. Cabornay <i>Clerk</i>
2. Fill-out of Registration form	2. Data Information Review	None	10 minutes	Marlon P. Cabornay <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FESS TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Certification by applicant and date accomplished, thumb mark	3.1 Approved by M/CAO	None	3 minutes	Allan G. Chua <i>OIC-Office of the City Agricultural Services</i>
	3.2 Data encoding at FishR data system of Central Office BFAR for the fisherfolk registration  3.3 Issuance of Fisherfolk I.D.	None	5 minutes	Office of the City Agricultural Services Staff / Personnel
<b>Total</b>		<b>None</b>	<b>48 minutes</b>	



## 17. REGISTRATION OF FISHING VESSEL 3 GROSS TONNAGE & 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.

<b>Office or Division:</b>	<b>Office of the City Agricultural Services</b>			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Fisherfolks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Must bring admeasurements/measuring form of fishing vessel 3 gross tonnage below with color coding apple green and signed by the admeasuring officer</li> <li>• BFARMC Certificate</li> <li>• Barangay Clearance</li> <li>• 5R picture</li> </ul>		Bantay Dagat  Barangay Fisheries Aquatic Resources Management Council (BFARMC)  Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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-Office of the City Agricultural Services</i>  Office of the City Agricultural Services Staff / Personnel



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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-Office of the City Agricultural Services</i>
3. Payment of Registration fee and Mayor's permit to Treasurer's office	3.1 Issuance of Order of Payment. Upon payment issuance of permit to operate	₱ 300 Registration including Mayor's Permit		Treasury Office
	3.2 Issuance of Plate number (CN number), sticker Note: Temporary permit are issued to fisherfolk upon waiting for the signature of Permit to Operate	None	5 minutes	Office of the City Agricultural Services Staff / Personnel
4. Sign to record book	4. Releasing	None	Within the day	Office of the City Agricultural Services Staff / Personnel
<b>Total</b>		<b>₱ 300.00</b>	<b>Within the day</b>	



## 18. 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.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Fisherfolks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Renewed Registered Fishing Boat</li> </ul>		Office of the City Agricultural Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client must secure the registration of Fishing Boat	1.1 Inspection Revising/ checking of documents  1.2 Approval of document (ID)	None	20 minutes	Office of the City Agricultural Services Staff / Personnel
2. Sign the Record Book	2. Releasing	None	5 minutes	Office of the City Agricultural Services Staff / Personnel
<b>Total</b>		<b>None</b>	<b>25 minutes</b>	



## 19. 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

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Mussel Farm Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• BFARMC Certificate</li> <li>• Barangay Clearance</li> <li>• Valid I.D (Voters I.D)</li> <li>• Admeasurement</li> </ul>		City Agriculture Office Barangay Hall National Government Agencies City Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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-Office of the Agricultural Services</i> Office of the City Agricultural Services Staff
2. Must present documents required and Admeasurements of Aquaculture w/ corresponding date as Latitude and Longitude	2. Processing of application	None	30 minute	Office of the City Agricultural Services Staff





<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Payment of Registration fee and Mayor's permit to Treasurer's office	3.1 Issuance of Order of Payment 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	Office of the City Agricultural Services Staff
4. Sign the record book	4. Releasing	None	2 minutes	Office of the City Agricultural Services Staff
<b>Total</b>		<b>Depends on the measurement</b>	<b>47 minutes</b>	



## 20. BOAT REGISTRATION (BoatR)

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).

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Fishing Boat Owner			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Fishing Boat</li> <li>Registration of Fishing Boat</li> </ul>			Motor Boat Owner	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Motor Boat owner should present their boat and fishing gear to the inspecting officer	1. On-site Inspection	None	5 - 10 minutes	Office of the City Agricultural Services
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	Office of the City Agricultural Services Staff
<b>Total</b>		<b>None</b>	<b>20 minutes</b>	



## 21. ASSISTANCE TO BACOOR AGRICULTURAL – MPC (BAMPC)

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

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Farmers' Cooperative Member			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Loan Application Form</li> <li>• Complete payment of Share Capital</li> </ul>		Office of the City Agricultural Services or Bacoor Agricultural MPC Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal Appearance to Office of the Agricultural Services	1. Interview loan/farmer applicants	None	30 minutes	Abigail Peñalba Delaiza Rabanes
2. Fill-out loan application form and submits to credit committee	2. Credit Review and Investigation	None	1 day	Credit Committee/ Abigail Peñalba Delaiza Rabanes
3. Submission of Complete requirements for Production or Emergency Loan	3.1. Review and Approval of application from the Board of Directors (BOD) and Treasurer	None	1 day	BOD/ Abigail Peñalba
	3.2. Timely and accurate disbursement	None	15 mins	Abigail Peñalba
	3.3. Releasing of Funds	Service fee 1.5% of the loan	15 mins	Abigail Peñalba
<b>Total</b>		<b>Depends on the computation</b>	<b>2 days and 1 hour</b>	



## 22. 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.

<b>Office or Division:</b>		<b>Office of the City Agricultural Services</b>		
<b>Classification:</b>		Simple		
<b>Type of transaction:</b>		G2C Government to Citizen		
<b>Who may avail</b>		Fisherfolks Cooperative Member		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Loan Application Form</li> <li>• Complete payment of Share Capital</li> </ul>		Agriculture Office or Maynilad MPC Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personal Appearance to Office of the City Agricultural Services	1. Interview of fisherfolks regarding their loans	None	30 minutes	Allan G. Chua <i>OIC-Office of the Agricultural Services</i> Gerald Matthew Giron <i>Clerk</i>
2. Secure application for Production Loan	2. Sign by Coop Board of Directors and Coop Treasurer as witness	None	1 hour	Client
3. Signed by wife/husband as co-maker	3. 1. Sign by Committee on Credit, Chairman of the Committee and Bookkeeper	None	1 hour	Gerald Matthew Giron <i>Clerk</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	Gerald Matthew Giron <i>Clerk</i>
<b>Total</b>		<b>Depends on the computation</b>	<b>4 hours and 30 minutes</b>	



### 23. ASSISTANCE TO CITY AGRICULTURE AND FISHERIES COUNCIL (CAFC)

The CAFC, in consultation with the Office of the Agricultural Services, shall tackle issues and concerns affecting the agriculture and fishery sector in the City of Bacoor. Issues and concerns which are not resolved by the council may be elevated to the higher-level AFCs. Additionally, the CAFC shall set strategic directions of the agency with regards to Agri-fisheries.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Representative member of a bonafide agriculture and fisheries-related organizations, and allied industries and services.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Duly Accomplished AFC Membership Form</li> <li>2x2 ID picture</li> </ul>		<b>Office of the City Agricultural Services</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the AFC Membership	1.1 Provide the AFC membership form	None	1 minute	Delaiza Rabanes <i>Agricultural Technologist (CAFC Coordinator)</i>
	1.2 Review and check if the submitted membership form is duly accomplished	None	5 minutes	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit the necessary requirements.	2.1 Review and check if the submitted requirements are completed.	None	5 minutes	Delaiza Rabanes <i>Agricultural Technologist</i>
3. Wait for a notice from the <b>Office of the City Agricultural Services</b> through SMS or email.	3.1 Submit the membership requirements at the Provincial AFC.	None	1 day	Delaiza Rabanes <i>Agricultural Technologist</i>
	3.2 Follow-up the status of membership.	None	7 days	Delaiza Rabanes <i>Agricultural Technologist</i>
<b>Total</b>		<b>Depends on the computation</b>	<b>7 days and 12 minutes</b>	



**24. ASSISTANCE TO CITY FISHERIES AQUATIC RESOURCES MANAGEMENT COUNCIL (CFARMC)**

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Simple			
<b>Type of transaction:</b>	G2C Government to Citizen			
<b>Who may avail</b>	Farmers, Fisherfolks and other Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>This will depend on the concerns presented by the client.</li> </ul>		Office of the City Agricultural Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client may directly come at the Office of the City Agricultural Services 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	Office of the City Agricultural Services Staff
2. Sign to record book for attendance.	Record purposes and monitoring	None	1 minute	Office of the City Agricultural Services Staff
<b>Total</b>		<b>None</b>	<b>1 hour maximum</b>	



## 25. DA-PHILIPPINE CROP INSURANCE CORPORATION (PCIC) INSURANCE APPLICATION ASSISTANCE

The PCIC provide insurance protection to farmers against losses arising from natural calamities, plant diseases and pest infestations of their palay and corn crops as well as other crops.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Complex			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers and Fisherfolks			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For crops: <ul style="list-style-type: none"> <li>• Photocopy of 1 valid I.D.</li> <li>• RSBSA slip</li> </ul> For fisheries: <ul style="list-style-type: none"> <li>• Barangay clearance</li> <li>• Photocopy of 1 valid I.D.</li> <li>• Boat registration</li> <li>• Permit to operate</li> <li>• Picture of banca</li> </ul>		Client Office of the City Agricultural Services Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Crop Insurance Form	1.1 Provide the respective crop insurance form.	None	1 minute	Joshua Franchoise Clark Ener Villaluz <i>Agricultural Technologist (Fisheries)</i>
	1.2 Review and check if the forms are duly accomplished.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist (Rice Crop)</i>  Delaiza Rabanes <i>Agricultural Technologist (Vegetable Crop)</i>





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Wait for a notice from the Office of the Agricultural Services through SMS or email.	2. Submission of duly accomplished crop insurance form to the PCIC Insurance Underwriter.	None	3 days	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
3. In case of damage caused by calamity or pest and diseases, report it immediately to the personnel who assisted you in the application.  <i>Note: The PCIC adjuster will visit the damaged area and decide if the case will be covered by the insurance or not. If the case is denied, a Denial Letter will be sent after 7 working days prior to adjustment.</i>	3.1 Preparation and submission of Notice of Loss via email.  <i>Note: The PCIC adjuster will visit the damaged area and decide if the case will be covered by the insurance or not. If the case is denied, a Denial Letter will be sent after 7 working days prior to adjustment.</i>	None	4 hours	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim indemnity check at the Office of the City Agricultural Services	4.1 Coordinate with the PCIC underwriter regarding the release of the indemnity check of the clients.	None	8 hours	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	4.2 Claim the client's indemnity check from the PCIC underwriter.	None	8 hours	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	4.3 Release the indemnity check.	None	5 minutes	Joshua Francoise Clark Ener Villaluz <i>Agricultural Technologist</i>  Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
<b>Total</b>		None	<b>4 days, 4 hours and 11 minutes</b>	



## 26. REGISTRY SYSTEM FOR BASIC SECTOR IN AGRICULTURE (RSBSA) ENROLLMENT ASSISTANCE

The **RSBSA** is a registry of farmers, fisherfolk, and farm laborers that serves as a targeting mechanism for the identification of beneficiaries for different agri-related programs and services of the government.

<b>Office or Division:</b>	Office of the City Agricultural Services			
<b>Classification:</b>	Highly Technical			
<b>Type of transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Farmers, Fisherfolks and Farm Laborers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Registration Form</li> <li>• One 2x2 I.D. picture</li> <li>• Photocopy of 1 valid government-issued I.D.</li> <li>• Copy of land title, tax declaration, barangay certificate</li> </ul>		Office of the City Agricultural Services		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the RSBSA Enrollment Form	3.1 Distribution of RSBSA Enrollment Form	None	1 minute	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	3.2 Review and check if the form is duly accomplished	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
4. Submit the necessary requirements.	4.1 Review and check if the requirements are complete.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Wait for a notice from the Office of the City Agricultural Services through SMS or email.	5.1 Encode of enrollee's information in the RSBSA enhanced transmittal (spreadsheet from the DA-RFO)	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	5.2 Submit the all the requirements at DA-APCO.	None	1 day	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	5.3 Regularly visit the enhanced RSBSA transmittal to check if the clients' FFRS number is already generated.	None	30 days	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	5.4 Prepare the clients' RSBSA slip.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
	5.5 Send notice to the client via SMS or email to claim their RSBSA slip.	None	5 minutes	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Claim your RSBSA slip.	6.1 Release the RSBSA slip.	None	1 minute	Abigail Peñalba <i>Agricultural Technologist</i>  Delaiza Rabanes <i>Agricultural Technologist</i>
<b>Total</b>		<b>None</b>	<b>31 days and 27 minutes</b>	



## LIST OF SERVICES

### City Assessor's Department

<b>External Services</b>	<b>Page Number</b>
Transfer of Ownership of Real Property	4.2 – 4.5
Subdivision/Consolidation of Real Property	4.6 – 4.9
Reclassification of Real Property	4.10 – 4.13
New Assessment of Real Property	4.14 – 4.18
Reassessment of Real Property	4.19 – 4.22
Cancellation or Correction of Tax Declaration	4.23 – 4.26
Issuances of Certifications :	4.27 - 4.30
Certified True Copy	
Certificate of No Improvement	
Certification of Aggregate Land Holdings	
Certificate of No Property for Specific Purpose	



# **CITY ASSESSOR'S DEPARTMENT**

## **(External Services)**

**The Bacoor City Assessor's Department gives its services to all its clients 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 Bacoor.**



## 1. TRANSFER OF OWNERSHIP/UPDATING OF TAX DECLARATION

New Tax Declaration (TD) is issued to new property owner

Department / Office:	<b>CITY ASSESSOR'S DEPARTMENT</b>			
Classification:	Highly Technical			
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"> <li>○ Certified True Copy of Title (TCTS/CCTs)</li> <li>○ Mode of Transfer Deed of Absolute Sale Deed of Donation/Assignment/Exchange/ Extra Judicial Settlement of Estate Certificate of Sale Affidavit of Consolidation, Deed of Final Sale</li> <li>○ CTC Cancelled Title</li> <li>○ Electronic-Certificate Authorizing Registration (eCAR: Capital Gains Tax/Donors Tax/Estate Tax)</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Transfer Tax Receipt/Certification</li> <li>○ <b>Photo (Building) if the Land is with Improvement (3" x 5" colored) – frontage/facade showing full view of the structure</b></li> <li>○ <b>Notarized Sworn Statement of owner declaring the property</b></li> <li>○ Processing Fee: 100.00 per RPU.</li> <li>○ Zoning Certification for Untitled Property</li> </ul>			Registry of Deeds Real Property Owner (Documents used and presented at the Bureau of Internal Revenue)  Registry of Deeds 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	None	DAY 1  5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
2. Pay the required fee	2.1 Issue Acknowledgement Slip/Claiming Stub	100.00 Processing Fee	DAY 1  (5 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator / Job Order





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
	2.2 Forward the documents to Unit concern for evaluation and examination		DAY 1  Within the day (5 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide  Maricel M. Rodas Public Service Coordinator/ Job Order
	2.3 Evaluation of transaction/Appraisal and Assessment	None	DAY 2  Within the day (10 minutes per RPU)	Myrna C. Mendoza LAOO III Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I
	2.4 Schedule the ocular inspection	None	DAY 3 Within the day (10 minutes per RPU)	Engr. Christian Joseph D. Landicho Public Service Coordinator/ Job Order
	2.5 Inspect the site and prepare the computation of area	None	DAY 4  1 day	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Christian Joseph D. Landicho Public Service Coordinator/ Job Order Michael B. Sagala Administrative Clerk
	2.6 Tax Mapping Unit assigned PIN (Property Index Number) and Land Sketch	None	DAY 5  Within the day (10 minutes per RPU)	Engr. Ferdinand M. Torres Public Service Coordinator/ Job Order Alex Van Brian M. Bacolod Public Service Coordinator/ Job Order



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7 Preparation Field Appraisal and Assessment Sheet (FAAS)  2.8 Encoding and Printing of Field Appraisal and Assessment Sheet (FAAS)	None   None	DAY 5  Within the day (5 minutes per RPU)  Within the day (15 minutes per RPU)	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III  Elmine C. Dela Cruz LAOO I Ronato A. Reyes Sheila M. Ramirez Tax Mapping Aide Ma. Erica H. Garrido Christen Z. Bernaldo Administrative Aide/Clerk Clarissa Q. Joaquin Robi Jay Oscar B. Mallari Public Service Coordinator/ Job Order
	2.9 Assess/Appraise/ Review and Recommends Approval of the FAAS	None	DAY 6  Within the day (5 minutes per RPU)	Myrna C. Mendoza LAOO III  Jacqueline A. Dumaran LAOO II
	2.10 Approval of printed FAAS	None	DAY 7  Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.11 Approval of transaction on the System	None	DAY 8  Within the day  (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor Julie Ann P. Noriel Administrative Aide/Clerk Christen Z. Bernaldo Administrative Aide/Clerk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
	2.12 Printing of Tax Declaration and Notice of Assessment	None	DAY 9  Within the day (5 minutes per RPU)	Christian S. Castro Public Service Coordinator/ Job Order  Lorenzo A. Macalalad Public Service Coordinator/ Job Order
	2.13 Approval of Tax Declaration and Notice of Assessment	None	DAY 9  Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.14 Recording of Approved Tax Declaration and Notice of Assessment	None	DAY 10  Within the day (4 minutes per RPU)	Dianne M. Abad Administrative Aide/Clerk
3. Receive Owner's Copy of TD with Notice of New Assessment	3.1. Releasing of Approved Tax Declaration and Notice of Assessment  3.2. Mailing of Tax Declaration and Notice of Assessment	None	DAY 10  2 minutes per RPU	Dianne M. Abad Administrative Aide/Clerk Maricel M. Rodas Raquel A. Padilla Public Service Coordinator/ Job Order
	<b>Total Processing Fee and Time</b>	<b>PhP 100.00</b>		<b>10 working days</b>

*\* Processing Time of each transaction depends on the number of applications daily since we only have (2) reviewers out of (7) encoders.*



## 2. SUBDIVISION / CONSOLIDATION OF TAX DECLARATION

New Tax Declaration (TD) is issued to Subdivided/Consolidated Land

Department / Office:	<b>CITY ASSESSOR'S DEPARTMENT</b>
Classification:	Highly Technical
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"> <li>○ Letter Request/Request Form</li> <li>○ Certified True Copy of Title</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Technical Description</li> <li>○ Approved Subdivision/Consolidation Plan</li> <li>○ Notarized Sworn Statement</li> <li>○ Ocular Inspection Report</li> <li>○ Processing Fee: 100.00 per RPU</li> <li>○ SPA/Authorization</li> </ul>	<ul style="list-style-type: none"> <li>Registry of Deeds</li> <li>City Treasurer's Office</li>   <li>Geodetic Engineer</li> <li>Bureau of Lands</li> <li>Real Property Owner</li> <li>City Assessor's Department</li> <li>City Treasurer's Office</li> <li>Real Property Owner</li> </ul>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive, review/evaluate supporting documents	None	DAY 1  5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
2. Pay the required fee	2.1 Issue Acknowledgement Slip/Claiming Stub	100.00 Processing Fee	DAY 1  5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
	2.2 Forward the documents to Unit concern for evaluation and examination	None	DAY 1  Within the day (5 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
	2.3 Evaluation of transaction/Appraisal and Assessment	None	DAY 2  Within the day (10 minutes per RPU)	Myrna C. Mendoza LAOO III Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I
	2.4 Schedule the ocular inspection	None	DAY 3  Within the day (10 minutes per RPU)	Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order
	2.5 Conduct Ocular Field Inspection ( <i>if real property is subject for reassessment</i> )	None	DAY 4  1 working day	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order Michael B. Sagala Administrative Clerk
	2.6 Tax Mapping Unit assigned PIN (Property Index Number) and Land Sketch	None	DAY 5  Within the day (10 minutes per RPU)	Engr. Ferdinand M. Torres Alex Van Brian M. Bacolod Public Service Coordinator/Job Order
	2.7 Preparation Field Appraisal and Assessment Sheet (FAAS) 2.8 Encoding and Printing of Field Appraisal and Assessment Sheet (FAAS)	None  None	DAY 5  Within the day (5 minutes per RPU)  Within the day (15 minutes per RPU)	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I Ronato A. Reyes Sheila M. Ramirez Tax Mapping Aide Ma. Erica H. Garrido Christen Z. Bernaldo Administrative Aide/Clerk Clarissa Q. Joaquin Robi Jay Oscar B. Mallari



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
	2.9 Assess/Appraise/ Review and Recommends Approval of the FAAS	None	DAY 6 Within the day (5 minutes per RPU)  (5 minutes per RPU)	Myrna C. Mendoza <i>LAOO III</i>  Jacqueline A. Dumarán <i>LAOO II</i>
	2.10 Approval of printed FAAS	None	DAY 7 Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan <i>OIC-City Assessor</i>
	2.11 Approval of transaction on the System	None	DAY 8 Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan <i>OIC-City Assessor</i> Julie Ann P. Noriel <i>Administrative Aide/Clerk</i> Christen Z. Bernaldo <i>Administrative Aide/Clerk</i>
	2.12 Printing of Tax Declaration and Notice of Assessment	None	DAY 9 Within the day (5 minutes per RPU)	Christian S. Castro <i>Public Service Coordinator/JO</i> Lorenzo A. Macalalad <i>Public Service Coordinator/Job Order</i>
	2.13 Approval of Tax Declaration and Notice of Assessment	None	DAY 9 Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan <i>OIC-City Assessor</i>
	2.14 Recording of Approved Tax Declaration and Notice of Assessment	None	DAY 10 Within the day (4 minutes per RPU)	Dianne M. Abad <i>Administrative Aide/Clerk</i>



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
3. Receive Owner's Copy of TD with Notice of New Assessment	3.1 Releasing of Tax Declaration and Notice of Assessment  3.2 Mailing of Tax Declaration and Notice of Assessment	None	DAY 10  Within a day (2 minutes per RPU)	Dianne M. Abad Administrative Aide/Clerk Maricel M. Rodas Raquel A. Padilla Public Service Coordinator/Job Order
	<b>Total Processing Fee and Time</b>	<b>PhP 100.00</b>	<b>10 working days</b>	

*\* Processing Time of each transaction depends on the number of applications daily since we only have (2) reviewers out of (7) encoders.*



### 3. RECLASSIFICATION OF REAL PROPERTY (LAND)

New Tax Declaration (TD) is issued to Reclassified Land

Department / Office:	<b>CITY ASSESSOR'S DEPARTMENT</b>			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail	Property Owner/Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>○ Letter Request</li> <li>○ Certified True Copy of Title</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Certification from Zoning and Land Development Department</li> <li>○ Affidavit of Non-Tenancy</li> <li>○ Processing Fee: 100.00 per RPU</li> <li>○ SPA/Authorization</li> </ul> <p>In Case of Subdivision:</p> <ul style="list-style-type: none"> <li>○ Permit to Develop</li> <li>○ Approved Subdivision Plan</li> <li>○ Certificate of Registration</li> </ul>			<ul style="list-style-type: none"> <li>Registry of Deeds</li> <li>City Treasurer's Office</li> <li>Zoning and Land Development Department</li> <li>Real Property Owner</li> <li>City Treasurer's Office</li> <li>Real Property Owner</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present required supporting documents	1.1. Receive, review/evaluate supporting documents	None	DAY 1 5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
2. Pay for the required fee	2.1 Issue Acknowledgement Slip/Claiming Stub	100.00 Processing Fee	DAY 1 5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE
	2.2 Forward the documents to Unit concern for evaluation and examination	None	DAY 1  Within the day (5 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
	2.3 Evaluation of transaction/Appraisal and Assessment	None	DAY 2  Within the day (10 minutes per RPU)	Myrna C. Mendoza LAOO III Jacqueline A. Dumarán LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I
	2.4 Schedule the ocular inspection	None	DAY 3  Within a day (10 minutes per RPU)	Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order
	2.5.1 Conduct Ocular Field Inspection ( <i>if real property is subject for reassessment</i> )  2.5.2 Preparation of Inspection Report	None	DAY 4  1 day	Jacqueline A. Dumarán LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order Michael B. Sagala Administrative Clerk
	2.6 Tax Mapping Unit assigned PIN (Property Index Number) and Land Sketch	None	DAY 5  Within a day (10 minutes per RPU)	Engr. Ferdinand M. Torres Alex Van Brian M. Bacolod Public Service Coordinator/Job Order
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE



	<p>2.7 Preparation Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture</p> <p>2.8 Encoding and Printing of Field Appraisal and Assessment Sheet (FAAS)</p>	<p>None</p> <p>None</p>	<p>DAY 5</p> <p>Within the day (5 minutes per RPU)</p> <p>Within the day (15 minutes per RPU)</p>	<p>Jacqueline A. Dumarán LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I</p> <p>Ronato A. Reyes Sheila M. Ramirez Tax Mapping Aide Ma. Erica H. Garrido Christen Z. Bernaldo Administrative Aide/Clerk Clarissa Q. Joaquin Robi Jay Oscar B. Mallari Public Service Coordinator/ Job Order</p>
	<p>2.9 Assess/Appraise/ Review and Recommends Approval of the FAAS</p>	<p>None</p>	<p>DAY 6</p> <p>Within the day (5 minutes per RPU)</p> <p>(5 minutes per RPU)</p>	<p>Myrna C. Mendoza LAOO III</p> <p>Jacqueline A. Dumarán LAOO II</p>
	<p>2.10 Approval of printed FAAS</p>	<p>None</p>	<p>DAY 7</p> <p>Within the day (2 minutes per RPU)</p>	<p>Engr. Allan C. Quinatadcan OIC-City Assessor</p>
	<p>2.11 Approval of transaction on the System</p>	<p>None</p>	<p>DAY 8</p> <p>Within the day (2 minutes per RPU)</p>	<p>Engr. Allan C. Quinatadcan OIC-City Assessor Julie Ann P. Noriel Administrative Aide/Clerk Christen Z. Bernaldo Administrative Aide/Clerk</p>
	<p>2.12 Printing of Tax Declaration and Notice of Assessment</p>	<p>None</p>	<p>DAY 9</p> <p>Within the day (5 minutes per RPU)</p>	<p>Christian S. Castro Lorenzo A. Macalalad Public Service Coordinator/Job Order</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
	2.13 Approval of Tax Declaration and Notice of Assessment	None	DAY 9  Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.14 Recording of Approved Tax Declaration and Notice of Assessment	None	DAY 10  Within the day (4 minutes per RPU)	Dianne M. Abad Administrative Aide/Clerk
3. Receive Owner's Copy of TD with Notice of New Assessment	3.1 Releasing of Tax Declaration and Notice of Assessment  3.2 Mailing of Tax Declaration and Notice of Assessment	None	DAY 10  2 minutes per RPU	Maricel M. Rodas Raquel A. Padilla Public Service Coordinator/Job Order  Dianne M. Abad Administrative Aide/Clerk
	<b>Total Processing Fee and Time</b>	<b>PhP 100.00</b>		<b>10 working days</b>

***\* Processing Time of each transaction depends on the number of applications daily since we only have (2) reviewers out of (7) encoders.***



#### 4. NEW ASSESSMENT

Tax Declaration (TD) is issued to Newly Declared Real Property (Land, Building and Other Structures, Machinery)

Department / Office:	<b>CITY ASSESSOR'S DEPARTMENT</b>
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail	Property Owner/Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Land:</b> <b>(for Titled Property)</b></p> <ul style="list-style-type: none"> <li>○ Letter Request</li> <li>○ Certified True Copy of Title</li> <li>○ Certification from the Registry of Deeds that Original Copy is intact and existing in the said Registry</li> <li>○ Approve Survey Plan</li> <li>○ Affidavit of Ownership stating how the property was acquired, length of possession, no adverse claim</li> <li>○ Certification from the Barangay Chairman that the declaration is the present possessor and occupant of the land</li> <li>○ Real Property Tax (Subject back taxes)</li> <li>○ SPA/Authorization</li> </ul>	<p>Real Property Owner Registry of Deeds Registry of Deeds</p> <p>Real property Owner Real Property Owner</p> <p>Barangay Chairman/Barangay where the Real Property is located</p> <p>City Treasurer's Office</p>
<p><b>(for Untitled Property)</b></p> <ul style="list-style-type: none"> <li>○ Approve Survey Plan/Technical Description</li> <li>○ Certification from CENRO stating among others, that the land is within the alienable and disposable</li> <li>○ Affidavit of Ownership stating how the property was acquired, length of possession, no adverse claim</li> <li>○ Certification from the Barangay Chairman that the declaration is the present possessor and occupant of the land</li> <li>○ Joint Affidavit of adjoining owners</li> <li>○ Real Property Tax (Subject back taxes)</li> <li>○ Zoning Certificate</li> <li>○ SPA/Authorization</li> </ul>	<p>Registry of Deeds CENRO</p> <p>Real property Owner</p> <p>Barangay Chairman/Barangay where the Real Property is located</p> <p>Real Property Owner City Treasurer's Office</p>



<p><b>Building and Other Improvements:</b></p> <ul style="list-style-type: none"> <li>○ Blue Print Approved Building Plan/Floor Plan</li> <li>○ Xerox Copy of Certificate of Occupancy/Certificate of Completion</li> <li>○ Tax Declaration of Land</li> <li>○ Certificate True Copy of Title/Xerox Copy</li> <li>○ <b>Picture of Property/Building and Other Improvement (3” x 5” colored) – frontage/fçade showing full view of the structure</b></li> <li>○ <b>Notarized Sworn Statement of owner declaring the property</b></li> <li>○ SPA/Authorization</li> </ul>	<p>Real Property Owner Office of the Building Official</p> <p>Real Property Owner CITY ASSESSOR’S DEPARTMENT Registry of Deeds Real property Owner Real Property Owner</p>
<p><b>Machinery:</b></p> <ul style="list-style-type: none"> <li>○ List of Machineries</li> <li>○ Date of Acquisition, Cost, Freight Cost</li> <li>○ Tax Declaration of Building where the machinery is installed</li> <li>○ Tax Declaration of Land</li> <li>○ <b>Picture of Property/Machinery (3” x 5” colored) – frontage/façade showing full view of the structure</b></li> <li>○ Notarized Sworn Statement</li> <li>○ SPA/Authorization</li> </ul>	<p>Real property Owner Real property Owner CITY ASSESSOR’S DEPARTMENT</p> <p>CITY ASSESSOR’S DEPARTMENT Real Property Owner Real Property Owner Real Property Owner</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
1. Present required supporting documents	1.1. Receive, review / evaluate supporting documents	None	DAY 1 5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
2. Pay for the required fee	2.1 Issue Acknowledgement Slip/Claiming Stub	100.00 Processing Fee	DAY 1 5 minutes per RPU	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
	2.1 Forward the documents to Unit concern for evaluation and examination	None	DAY 1  Within the day (5 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
	2.2 Evaluation of transaction/Appraisal and Assessment	None	DAY 2  Within the day (10 minutes per RPU)	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Ferdinand M. Torres Public Service Coordinator/Job Order
	2.3 Schedule the ocular inspection	None	DAY 3  Within the day (10 minutes per RPU)	Engr. Christian Joseph D. Landicho Public Service Coordinator/ Job Order
	2.4 Conduct Ocular Field Inspection ( <i>if real property is subject for reassessment</i> )	None	DAY 4  1 day	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order Michael B. Sagala Administrative Clerk
	2.5 Tax Mapping Unit assigned PIN (Property Index Number) and Land Sketch	None	DAY 5  Within the day (10 minutes per RPU)	Engr. Ferdinand M. Torres Public Service Coordinator/Job Order Alex Van Brian M. Bacolod Public Service Coordinator/Job Order



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
	<p>2.6 Preparation Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture</p> <p>2.7 Encoding and Printing of Field Appraisal and Assessment Sheet (FAAS)</p>	<p>None</p> <p>None</p>	<p>DAY 5</p> <p>Within a day (5 minutes per RPU)</p> <p>Within a day  (15 minutes per RPU)</p>	<p>Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I</p> <p>Ronato A. Reyes Sheila M. Ramirez Tax Mapping Aide Ma. Erica H. Garrido Christen Z. Bernaldo Administrative Aide/Clerk Clarissa Q. Joaquin Robi Jay Oscar B. Mallari Public Service Coordinator/Job Order</p>
	<p>2.8 Assess/Appraise/ Review and Recommends Approval of the FAAS</p>	<p>None</p>	<p>DAY 6</p> <p>Within a day (5 minutes per RPU)</p> <p>(5 minutes per RPU)</p>	<p>Myrna C. Mendoza LAOO III</p> <p>Jacqueline A. Dumaran LAOO II</p>
	<p>2.9 Approval of printed FAAS</p>	<p>None</p>	<p>DAY 7</p> <p>Within a day (2 minutes per RPU)</p>	<p>Engr. Allan C. Quinatadcan OIC-City Assessor</p>
	<p>2.10 Approval of transaction on the System</p>	<p>None</p>	<p>DAY 8</p> <p>Within a day (2 minutes per RPU)</p>	<p>Engr. Allan C. Quinatadcan OIC-City Assessor Julie Ann P. Noriel Administrative Aide/Clerk Christen Z. Bernaldo Administrative Aide/Clerk</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
	2.12 Printing of Tax Declaration and Notice of Assessment	None	DAY 9 Within the day (5 minutes per RPU)	Christian S. Castro Public Service Coordinator/Job Order Lorenzo A. Macalalad Public Service Coordinator/Job Order
	2.13 Approval of Tax Declaration and Notice of Assessment	None	DAY 9 Within a day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.14 Recording of Approved Tax Declaration and Notice of Assessment	None	DAY 10 Within a day (4 minutes per RPU)	Dianne M. Abad Administrative Aide/Clerk
3. Receive Owner's Copy of TD with Notice of New Assessment	3.1 Releasing of Tax Declaration and Notice of Assessment  3.2 Mailing of Tax Declaration and Notice of Assessment	None	DAY 10  2 minutes per RPU	Dianne M. Abad Administrative Aide/Clerk Maricel M. Rodas Raquel A. Padilla Public Service Coordinator/Job Order
	<b>Total Processing Fee and Time</b>	<b>PhP 100.00</b>		<b>10 working days</b>

**\* Processing Time of each transaction depends on the number of applications daily since we only have (2) reviewers out of (7) encoders.**





## 5. REASSESSMENT

Tax Declaration (TD) is issued to Reassessed Land, Building and Other Structures, Machinery

Department / Office:	<b>CITY ASSESSOR'S DEPARTMENT</b>	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail	Property Owner/Authorized Representative	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Building and Other Improvements: <ul style="list-style-type: none"> <li>○ Blue Print Approved Building Plan/Floor Plan</li> <li>○ Duplicate Copy of Certificate of Occupancy/Certificate of Completion</li> <li>○ <b>Picture of Property/Building and Other Improvement (3" x 5" colored) – frontage/façade showing full view of the structure</b></li> <li>○ Tax Declaration of Building to be reassess</li> <li>○ Tax Declaration of Land</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Sworn Statement</li> <li>○ SPA/Authorization</li> </ul>		Real Property Owner Office of the Building Official  Real Property Owner CITY ASSESSOR'S DEPARTMENT Registry of Deeds Real property Owner Real Property Owner
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Machinery: <ul style="list-style-type: none"> <li>○ Request Letter for Reassessment</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Tax Declaration of Building where the machinery is installed</li> <li>○ Tax Declaration of Land</li> <li>○ <b>Picture of Property/Machinery (3" x 5" colored) – frontage/façade showing full view of the structure</b></li> <li>○ Notarized Sworn Statement</li> </ul>		Real property Owner CITY ASSESSOR'S DEPARTMENT  CITY ASSESSOR'S DEPARTMENT  CITY ASSESSOR'S DEPARTMENT Real Property Owner



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1. Receive and review the supporting documents	None	DAY 1  Within the day (5 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
2. Pay for the required fee	2.1 Issue Acknowledgement Slip/Claiming Stub	100.00 Processing Fee	DAY 1  Within the day (10 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
	2.2 Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	DAY 1  Within the day (10 minutes per RPU)	Gerard Bess C. Jaca Tax Mapping Aide Maricel M. Rodas Public Service Coordinator/Job Order
	2.3 Evaluation of transaction/Appraisal and Assessment	None	DAY 2  Within the day (10 minutes per RPU)	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Ferdinand M. Torres Public Service Coordinator/Job Order
	2.4 Schedule the ocular inspection	None	DAY 3  Within the day (10 minutes per RPU)	Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Conduct Ocular Field Inspection	None	DAY 4  1 day	Jacqueline A. Dumarán LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order Michael B. Sagala Administrative Clerk
	2.6 Tax Mapping Unit assigned PIN (Property Index Number) and Land Sketch	None	DAY 5  Within the day (10 minutes per RPU)	Engr. Ferdinand M. Torres Public Service Coordinator/Job Order Alex Van Brian M. Bacolod Public Service Coordinator/Job Order
	2.7 Preparation Field Appraisal and Assessment Sheet (FAAS)/ Field Sheet with picture 2.8 Encoding and Printing of Field Appraisal and Assessment Sheet (FAAS)	None  None	DAY 5  Within a day (5 minutes per RPU)   Within a day  (15 minutes per RPU)	Jacqueline A. Dumarán LAOO II Edwin G. Guerrero Assessment Clerk III Elmine C. Dela Cruz LAOO I  Ronato A. Reyes Sheila M. Ramirez Tax Mapping Aide Ma. Erica H. Garrido Christen Z. Bernaldo Administrative Aide/Clerk Clarissa Q. Joaquin Robi Jay Oscar B. Mallari Public Service Coordinator/Job Order
	2.9 Assess/Appraise/ Review and Recommends Approval of the FAAS	None	DAY 6  Within a day (5 minutes per RPU)  (5 minutes per RPU)	Myrna C. Mendoza LAOO III  Jacqueline A. Dumarán LAOO II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.10 Approval of printed FAAS	None	DAY 7 Within a day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.11 Approval of transaction on the System	None	DAY 8 Within a day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor Julie Ann P. Noriel Administrative Aide/Clerk Christen Z. Bernaldo Administrative Aide/Clerk
	2.12 Printing of Tax Declaration and Notice of Assessment	None	DAY 9 Within the day (5 minutes per RPU)	Christian S. Castro Public Service Coordinator/Job Order Lorenzo A. Macalalad Public Service Coordinator/ Job Order
	2.13 Approval of Tax Declaration and Notice of Assessment	None	DAY 9 Within a day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.14 Recording of Approved Tax Declaration and Notice of Assessment	None	DAY 10 Within a day (4 minutes per RPU)	Dianne M. Abad Administrative Aide/Clerk
3. Receive Owner's Copy of TD with Notice of New Assessment	3.1 Releasing of Tax Declaration and Notice of Assessment  3.2 Mailing of Tax Declaration and Notice of Assessment	None	DAY 10  2 minutes per RPU	Dianne M. Abad Administrative Aide/Clerk Maricel M. Rodas Raquel A. Padilla Public Service Coordinator/ Job Order
	<b>Total Processing Fee and Time</b>	<b>PhP 100.00</b>		<b>10 working days</b>

*\* Processing Time of each transaction depends on the number of applications daily since we only have (2) reviewers out of (7) encoders.*



## 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:	<b>CITY ASSESSOR'S DEPARTMENT</b>
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail	Property Owner/Authorized Representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>FOR CANCELLATION OF TAX DECLARATION</b></p> <ul style="list-style-type: none"> <li>○ Letter Request</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Affidavit of Demolition</li> </ul> <p><b>FOR CORRECTION OF TAX DECLARATION</b></p> <ul style="list-style-type: none"> <li>○ Certified True Copy of Title</li> <li>○ Latest Tax Declaration</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Affidavit</li> <li>○ SPA/Authorization</li> </ul>	<p>Real Property Owner City Treasurer's Office Real property Owner</p> <p>Registry of Deeds CITY ASSESSOR'S DEPARTMENT City Treasurer's Office</p> <p>Real Property Owner Real Property Owner</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Present required supporting documents	1. Receive and review the supporting documents	None	DAY 1 5 minutes per RPU	Raquel A. Padilla Public Service Coordinator/Job Order
2. Pay for the required fee	2.1. Issue Acknowledgement Slip/Claiming Stub	100.00 Processing Fee	DAY 1 5 minutes per RPU	Raquel A. Padilla Public Service Coordinator/Job Order



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Forward the documents to Unit concern for evaluation and examination	100.00 Processing Fee	DAY 1 Within the day (5 minutes per RPU)	Raquel A. Padilla Public Service Coordinator/Job Order
	2.3 Evaluation of transaction/Appraisal and Assessment	None	DAY 2 Within the day (5 minutes per RPU)	Elmine C. Dela Cruz LAOO I Vilma M. Cabrera Assessment Clerk II Ma. Erica H. Garrido Administrative Aide/Clerk
	2.4 Schedule the ocular inspection	None	DAY 3 Within the day (10 minutes per RPU)	Engr. Christian Joseph D. Landicho Public Service Coordinator/Job Order
	2.5 Conduct Ocular Field Inspection	None	DAY 4  1 day	Jacqueline A. Dumaran LAOO II Edwin G. Guerrero Assessment Clerk III Engr. Christian Joseph D. Landicho Public Service Coordinator/JO Michael B. Sagala Administrative Clerk
	2.6 Tax Mapping Unit assigned PIN (Property Index Number) and Land Sketch	None	DAY 5 Within the day (10 minutes per RPU)	Engr. Ferdinand M. Torres Alex Van Brian M. Bacolod Public Service Coordinator/JO
	2.7 Encoding and Printing Field Appraisal and Assessment Sheet (FAAS)	None	DAY 5  Within the day (15 minutes per RPU)	Elmine C. Dela Cruz LAOO I Ronato A. Reyes Sheila M. Ramirez Tax Mapping Aide Ma. Erica H. Garrido Christen Z. Bernaldo Administrative Aide/Clerk Clarissa Q. Joaquin Robi Jay Oscar B. Mallari



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.8 Preparation of Notice of Cancellation	None	DAY 5 Within the day (5 minutes per RPU)	Elmine C. Dela Cruz LAOO I Vilma M. Cabrera Assessment Clerk II Ma. Erica H. Garrido Administrative Aide/Clerk
	2.9 Assess/Appraise/ Review and Recommends Approval of the FAAS / Notice of Cancellation	None	DAY 6 Within the day (5 minutes per RPU)	Myrna C. Mendoza LAOO III Jacqueline A. Dumarán LAOO II
	2.10 Approval of printed FAAS / Notice of Cancellation	None	DAY 7 Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.11 Approval of transaction on the System	None	DAY 8 Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor Julie Ann P. Noriel Christen Z. Bernaldo Administrative Aide/Clerk
	2.12 Printing of Tax Declaration and Notice of Assessment	None	DAY 9 Within the day (2 minutes per RPU)	Christian S. Castro Lorenzo A. Macalalad Public Service Coordinator Job Order
	2.13 Approval of Tax Declaration and Notice of Assessment	None	DAY 9 Within the day (2 minutes per RPU)	Engr. Allan C. Quinatadcan OIC-City Assessor
	2.14 Recording of Approved Tax Declaration and Notice of Assessment	None	DAY 10 Within the day (4 minutes per RPU)	Dianne M. Abad Administrative Aide/Clerk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive Owner's Copy of TD with Notice of New Assessment	3.1 Releasing of Tax Declaration and Notice of Assessment / Notice of Cancellation  3.2 Mail Owner's Copy of Tax Declaration and Notice of Assessment (unclaimed)	None	DAY 10  2 minutes per RPU	Vilma M. Cabrera Assessment Clerk II  Maricel M. Rodas Raquel A. Padilla Public Service Coordinator/JO  Dianne M. Abad Administrative Aide/Clerk
	<b>Total Processing Fee and Time</b>	<b>PhP 100.00</b>		<b>10 working days</b>

*\* Processing Time of each transaction depends on the number of applications daily since we only have (2) reviewers out of (7) encoders.*





## 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:	<b>CITY ASSESSOR'S DEPARTMENT</b>
Classification:	<b>Simple</b>
Type of Transaction:	G2C – Government to Citizen
Who may avail	Property Owner/Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Certified True Copy of Tax Declaration</b> <ul style="list-style-type: none"> <li>○ Request Letter</li> <li>○ Certified True Copy of Title</li> <li>○ Real Property Tax Receipt (Updated)/Certification</li> <li>○ Certification Fee and Verification Fee</li> <li>○ SPA/Authorization</li> </ul>	Real Property Owner Registry of Deeds City Treasurer's Office  City Treasurer's Office Real Property Owner
<b>Certificate of No Improvement</b> <ul style="list-style-type: none"> <li>○ Request Letter</li> <li>○ Certified True Copy of Title</li> <li>○ Tax Declaration</li> <li>○ Sketch of Location of Property</li> <li>○ Photo of Property</li> <li>○ Certification Fee</li> <li>○ Idle Land Tax Receipt</li> <li>○ SPA/Authorization</li> </ul>	Real Property Owner Registry of Deeds <b>CITY ASSESSOR'S DEPARTMENT</b> Real property Owner Real Property Owner City Treasurer's Office City Treasurer's Office Real property Owner
<b>Certification of Aggregate Land Holdings</b> <ul style="list-style-type: none"> <li>○ Death Certificate</li> <li>○ Extra Judicial Settlement</li> <li>○ SPA of the Administrator</li> <li>○ Title</li> <li>○ Tax Declaration</li> <li>○ Certification Fee</li> <li>○ SPA/Authorization</li> </ul>	Real property Owner Real property Owner Real property Owner Real property Owner <b>CITY ASSESSOR'S DEPARTMENT</b> City Treasurer's Office Real property Owner
<b>Certificate of No Property for Specific Purposes</b> <ul style="list-style-type: none"> <li>○ Request Letter</li> <li>○ Barangay Certification/Certificate of Indigence</li> <li>○ Certification Fee</li> <li>○ SPA/Authorization</li> </ul>	Requestor Barangay Office City Treasurer's office Requestor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
<p>1. Fill up the request form for the issuance of copy of official records.</p> <p>Present required supporting documents</p>	<p>1.1. Receive Letter Request and review the supporting documents</p>	<p>None</p>	<p>5 minutes per RPU</p>	<p>Maria Lanny S. Nolasco Assessment Clerk I</p> <p>Menandro V. Cristobal Tax Mapping Aide</p> <p>Ma. Cristina G. Parra Administrative Aide/Clerk</p>
<p>2.1 Pay for the required fee</p>	<p>2.1 a) Certified True Copy of Tax Declaration</p>	<p><b>195.00/copy</b> (Cert. Fee=110.00; Doc Stamp=30.00 Sec. Seal=55.00)</p>		<p>City Treasurer's Office</p>
	<p>b) Certificate of No Improvement</p>	<p><b>135.00/copy</b> (Cert. Fee=110.00; Doc Stamp=30.00 Sec. Seal=55.00) or <b>385.00/copy</b> (Cert. Fee=300.00; Doc Stamp=30.00 Sec. Seal=55.00) + Idle Land Tax</p>		<p>City Treasurer's Office</p>
	<p>c) Certificate of Aggregate Land Holdings</p>	<p><b>195.00/copy</b> (Cert. Fee=110.00; Doc Stamp=30.00 Sec. Seal=55.00)</p>		<p>City Treasurer's Office</p>
	<p>d) Certificate of No Property</p>	<p><b>110.00/copy</b> (Cert. Fee=110.00;</p>		<p>City Treasurer's Office</p>
	<p>e) Other Certification</p>	<p><b>195.00/copy</b> (Cert. Fee=110.00; Doc Stamp=30.00 Sec. Seal=55.00)</p>		<p>City Treasurer's Office</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
2.2 Present the OR to the assigned personnel of the CITY ASSESSOR'S DEPARTMENT	2.2 <b>Preparation of :</b> a) Certified True Copy of Tax Declaration		10 minutes per RPU	Luningning M. Veluz Administrative Aide/Clerk
	b) Certificate of No Improvement  Ocular Inspection for the Property subject for Certificate of No Improvement  Verify the property using the QGIS (Quantum Geographical Information System) subject for Certificate of No Improvement		Scheduled on the next working day  15 minutes Per RPU	Ferdinand F. Tortona Tax Mapping Aide  Menandro V. Cristobal Tax Mapping Aide  Michael B. Sagala Administrative Clerk
	c) Certificate of Aggregate Land Holdings		10 minutes per Certification	Nerida S. Sabino Tax Mapping Aide
	d) Certificate of No Property		10 minutes per Certification	Nerida S. Sabino Tax Mapping Aide
	e) Other Certification		10 minutes per Certification	Nerida S. Sabino Tax Mapping Aide



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCES-SINGTIME	PERSON RESPONSIBLE
	<b>2.3. Approval of</b> a) Certified True Copy Of tax Declaration b) Certificate of No Improvement c) Certificate of Aggregate Land Holdings d) Certificate of No Property e) Other Certification		10 minutes per RPU/ Certification	Engr.Allan C. Quinatadcan OIC-City Assessor  Myrna C. Mendoza LAOO III  Jacqueline A.Dumaran LAOO II
3. Receive Certification	3. Release/ Issuance of Real Property Certification		5 minutes per RPU/ Certification	Maria Lanny S. Nolasco Assessment Clerk I Menandro V. Cristobal Tax Mapping Aide Ma. Cristina G. Parra Luningning M. Veluz Administrative Aide/Clerk Racquel A. Padilla Public Service Coordinator/Job Order
<b>Total</b>	<b>Certified True Copy Tax Declaration</b>	<b>195.00 per RPU</b>	<b>30 minutes</b>	<b>Maximum Time per RPU</b>
	<b>Certification of Aggregate Land Holdings</b>	<b>195.00 per Certification</b>	<b>30 minutes</b>	<b>Maximum Time per RPU</b>
	<b>Certificate of No Improvement</b>	<b>135.00/cert or 385.00 per Certification and Idle Land Tax</b>	<b>2 days</b>	<b>Maximum Time per RPU</b>
	<b>Certificate of No Property</b>	<b>110.00</b>	<b>30 minutes</b>	<b>Maximum Time per RPU</b>
	<b>Other Certification</b>	<b>195.00</b>	<b>30 minutes</b>	<b>Maximum Time per RPU</b>





## LIST OF SERVICES

### Bacoor Disaster Risk Reduction and Management Office

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# **BACOR DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

## **(External Services)**

**City of Bacoor Disaster Risk Reduction and Management Office is the department tasked to render and orchestrate disaster preparedness and mitigation activities as well as to spearhead the response operations in disaster-stricken areas of the locality.**



## 1. EMERGENCY MEDICAL SERVICES

The purpose of this service is to provide emergency medical care.

<b>Office or Division:</b>	Bacoor Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Hospital to hospital coordination for transfer of patients			Hospital	
Patients for discharge must be billed out before dispatch of EMS			Hospital	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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/ Social Media Operator BDRRMO</i>
	1.2 Dispatch available response to the scene		1 minute	<i>Emergency Dispatcher BDRRMO</i>
	1.3 Proceed to the scene		5-10 minutes	<i>EMS Teams BDRRMO</i>
<b>Total</b>		<b>None</b>	<b>8 – 14 minutes</b>	





## 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.

<b>Office or Division:</b>	BDRRMO Administration and Training Division & Operations and Warning Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All events organizers permitted to conduct activities within Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written/email request addressed to the City Mayor thru the City DRRM Officer		Office of the City Mayor Email: <a href="mailto:mayoroffice@bacoor.gov.ph">mayoroffice@bacoor.gov.ph</a> <a href="http://bdrmo.bacoor.gov.ph">bdrmo.bacoor.gov.ph</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a written request and/or write via email, furnish a copy to the City DRRM Office, and wait for further communication for the approval of the Office of the City Mayor	1.1 Request will be reviewed for approval.	None	Request must be submitted at least 1 week before the schedule.	Office of the City Mayor
	1.2. Endorse approved request to DRRM Office		1-2 minutes	Office of the City Mayor
	1.3. Receive the copy of the approved request		1-2 minutes	DRRM Office Receptionist/ Administration and Training Division staff
	1.2 Verify the availability of the schedule		1-3 minutes	Administration and Training Division staff
	1.3 Confirm the schedule		1-2 minutes	Administration and Training Division staff
1.4 Inform assigned personnel to assign EMS Team.		3-5 minutes	Administration and Training staff and Operations and Warning staff	
<b>Total</b>		<b>None</b>	<b>1 week</b>	



### 3. PROVISION OF PNP/BFP ASSISTANCE

The purpose of this service is to provide immediate PNP/BFP assistance to citizens in distress.

<b>Office or Division:</b>	Bacoor Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 /Social Media Operator BDRRMO</i>
	1.2 Coordinate the concern to the Emergency Dispatcher		2 minutes	<i>Emergency Dispatcher BDRRMO</i>
	1.3 Proceed to the scene		5-10 minutes	<i>PNP/BFP Response Teams</i>
<b>Total</b>		<b>None</b>	<b>9 – 14 minutes</b>	



#### 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.

<b>Office or Division:</b>	BDRRMO Operations and Warning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Visit the social media sites or Facebook Page of Bacoor Disaster Risk Reduction and Management Office or City Government of Bacoor ( <a href="https://www.facebook.com/bacoordrrmoffice/">https://www.facebook.com/bacoordrrmoffice/</a> / <a href="https://www.facebook.com/CityGovtBacoor">https://www.facebook.com/CityGovtBacoor</a> ).		None	1 minute	Client
1.2. If data unable to find, redirect request through phone and/or radio.	1.2.1 Receive request from client.		1 minute	Operations and Warning Division staff / City Government of Bacoor page operator
	1.2.2 Coordinate with CCTV and Communications Dispatcher		1-2 minutes	
	1.2.3 Provide accurate traffic information		1-2 minutes	
<b>Total</b>		<b>None</b>	<b>4 – 6 minutes</b>	



## 5. PROVISION OF WEATHER MONITORING ADVISORY

The purpose of this service is to provide immediate and accurate weather advisories to all residents of Bacoor as well as to issue warnings to flood prone areas of the impending danger caused by weather hazards.

<b>Office or Division:</b>	BDRRMO Operations and Warning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Visit the social media sites or Facebook Page of Bacoor Disaster Risk Reduction and Management Office ( <a href="https://www.facebook.com/bacoordrrmoffice">https://www.facebook.com/bacoordrrmoffice</a> ).		None	1 minute	Client
1.2. If data unable to find, redirect request through phone and/or radio.	1.1 Receive request from client.		1 minute	Operations and Warning Division Staff / Social Media Operator
	1.2 Coordinate with CCTV and Communications Dispatcher		1-2 minutes	
	1.3 Provide accurate traffic information		1-2 minutes	
<b>Total</b>		<b>None</b>	<b>4 – 6 minutes</b>	



## 6. PROVISION OF UTILITIES COMPLAINTS ASSISTANCE

The purpose of this service is to assist the residents of Bacoor in forwarding complaints to our utility providers.

<b>Office or Division:</b>	Bacoor Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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/ Social Media Operator BDRRMO</i>
	1.2 Coordinate with Emergency Dispatcher		2 minutes	<i>Emergency Dispatcher BDRRMO</i>
	1.3 Coordinate the complaint to the concerned agency		2-3 minutes	<i>Emergency Dispatcher BDRRMO</i>
<b>Total</b>		<b>None</b>	<b>5 – 6 minutes</b>	



## 7. PROVISION OF TRAININGS AND SEMINARS

The purpose of this service is to provide trainings and seminars on Disaster Risk Reduction and Management, including but not limited to Basic First Aid, CPR, Weather Hazards, Disaster Preparedness and Building Emergency Evacuation Planning.

<b>Office or Division:</b>	BDRRMO Administration and Training Division			
<b>Classification:</b>	Complex/Highly Technical			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor <b>Required (City Ordinance No. 248-2022):</b> All students, PTA Members, Employees of Business Enterprises, Tricycle Drivers and Operators, Public Officials/Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written/email request addressed to the City Mayor thru the City DRRM Officer		Office of the City Mayor Email: <a href="mailto:mayorsoffice@bacoor.gov.ph">mayorsoffice@bacoor.gov.ph</a> <a href="mailto:bdrmo@bacoor.gov.ph">bdrmo@bacoor.gov.ph</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a written request to the Office of the City Mayor, copy furnish the City DRRM Office, then wait for further communications on the status and approval of the request.	1.1 Request will be reviewed for approval.	None	Request must be submitted at least 1 week before the schedule.	Office of the City Mayor
	1.2. Endorse approved request to DRRM Office		1-2 minutes	Office of the City Mayor



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Requestee may opt to send a physical or digital copy to the assigned agency.	1.3 Receive the copy of the approved request	None	1-2 minutes	DRRM Office Receptionist/ Administration and Training Division staff
	1.4 Verify the availability of the schedule		1-3 minutes	Chief, Capacity Building & Training Services; Administration and Training Division Head
	1.5 Confirm the schedule of request.		1-2 minutes	
<b>Total</b>		<b>None</b>	<b>1 week</b>	

<b>For C.O. No. 248-2022:</b>  1. Visit the City of Bacoor Legislative and Disaster Resilience Building to check the availability of the schedule	1. Register the client for training	None	1-2 minutes	DRRM Personnel
	2. Render the 2-hour training/ orientation		2 hours	Administration and Training Division
	3. Provide the Certificate of Attendance		1-2 minutes	
<b>Total</b>		<b>None</b>	<b>2 hours and 4 minutes</b>	



## 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.

<b>Office or Division:</b>	Bacoor Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 / Social Media 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
<b>Total</b>		<b>None</b>	<b>10 – 15 minutes</b>	





## 9. PROVISION OF DISASTER RISK REDUCTION AND MANAGEMENT RELATED DATA

The purpose of this service is to provide DRRM-related data for research studies assistance, including but not limited to, Risk Maps, Flood-related data and Evacuation Map.

<b>Office or Division:</b>	BDRRMO Research and Planning Division			
<b>Classification:</b>	Complex/Highly Technical			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor Non-resident of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written/email request addressed to the City Mayor thru the City DRRM Officer		Office of the City Mayor Email: <a href="mailto:mayorsoffice@bacoor.gov.ph">mayorsoffice@bacoor.gov.ph</a> <a href="http://bdrmmo.bacoor.gov.ph">bdrmmo.bacoor.gov.ph</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a written request and/or write via email to the Office of the City Mayor, and wait for further communication for the approval of request	1.1 Request will be reviewed for approval.	None	Request must be submitted at least 1 week before the schedule.	Office of the City Mayor
	1.2. Endorse approved request to DRRM Office		1-2 minutes	Office of the City Mayor
	1.3 Receive the copy of the approved request		1-2 minutes	DRRM Office Receptionist
	1.4 Verify the availability of the schedule		1-3 minutes	Head, Research and Planning Division
	1.5 Confirm the schedule of request		1-2 minutes	
<b>Total</b>		<b>None</b>	<b>1 week</b>	



## 10. PROVISION OF CCTV REVIEW COPY

The purpose of this service is to provide a copy of CCTV video from the available surveillance cameras situated within the jurisdiction of Bacoor.

<b>Office or Division:</b>	BDRRMO Operations and Warning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	All bona fide residents of Bacoor Non-resident of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the City of Bacoor Legislative and Disaster Resilience Building to fill up Request for CCTV Review Form	1.1 Receive duly accomplished control copy of the form from client.	None	1-3 minutes	Client  DRRM Office Receptionist and Operations and Warning Division staff
	1.2 Coordinate with CCTV and Communications Dispatcher		1-2 minutes	
	1.3 Receive the copy of the approved request of CCTV		5-10 minutes	
<b>Total</b>		<b>None</b>	<b>15 minutes</b>	



## 11. PROVISION OF REVIEW AND APPROVAL OF BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT PLANS

The purpose of this service is to provide assistance and approval to the Barangay for their BDRRMPs.

<b>Office or Division:</b>	BDRRMO Research and Planning Division			
<b>Classification:</b>	Complex/Highly Technical			
<b>Type of Transaction:</b>	(G2C) Government to Citizen (G2G) Government to Government Employee			
<b>Who may avail:</b>	Barangays			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent to file for review 2. Barangay DRRM Plan 3. PPAs		Barangay DRRM Council		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit the City of Bacoor Legislative and Disaster Resilience Building to submit a copy of Barangay DRRM Plan.	1.1 Receive the copy of BDRRMP.	None	1-3 minutes	Client
	1.2 Coordinate with Research and Planning Division staff		1-2 minutes	DRRM Office Receptionist
	1.3 Review of the BDRRMP		1-3 days	
	1.4 Revisions from the first review		1-2 days	Research and Planning Division
	1.5 Final Review of the BDRRM Plan		1 day	
	1.6 Recommendation for Certification from the technical working group (TWG)		2 days	
	1.7 Release of Approved BDRRMP from the TWG and Council Chairperson		1 day	
<b>Total</b>		<b>None</b>	<b>9 days</b>	



## LIST OF SERVICES

### Business Permits and Licensing Department

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# **BUSINESS PERMITS AND LICENSING DEPARTMENT**

## **(Internal and External Services)**

**The Business Permits and Licensing Department 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 businesses 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. The City of Bacoor has an established Business One-Stop Shop (BOSS) wherein all concerned offices involved in the issuance are located in one place to facilitate processing and make it business-friendly. Another innovation is the implementation of the Electronic Business One-Stop Shop (eBOSS). From application to release and delivery of business permit and plate, it can be done through online.

<b>Office or Division:</b>	Business Permit and Licensing Department (BPLD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Business Establishment Owners or Representatives	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b><u>For New Business Registration</u></b>	
	1. Proof of business registration, incorporation, or legal personality {i.e. DTI / SEC / Cooperative Development Authority (CDA) registration / Franchise agreement (if applicable)} including basis for computing taxes, fees, and charges (e.g. business capitalization).	Department of Trade and Industry Securities and Exchange Commission Cooperative Development Authority Franchisor
	2. Contract of Lease (for those renting / leasing) and <b>Photocopy of Business Permit of Lessor.</b>	Lessor
	3. Photocopy of Transfer Certificate of Title (TCT) & Tax Declaration of land and building, Occupancy Permit, if required by National laws (e.g Building Code) and Local laws, Sketch of business location and front full view picture of establishment.	Zoning & Land Development Department Office of the City Building Official Client
	4. Total number of employees of the business and number of employees residing in the City of Bacoor to be submitted to the Bacoor Public Employment Services Office (PESO).	Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b><u>For Renewal Applications, please bring your latest business permit if readily available for faster processing</u></b></p> <ol style="list-style-type: none"> <li>1. Last Business Permit / Statement of Account (SOA)</li> <li>2. Basis for computing taxes, BIR Income Tax Return (1701Q or 1701A) or BIR 2550M/2550Q/2551Q or the Audited Financial Statement. Note:               <ol style="list-style-type: none"> <li>a. Itemized gross sales of all branches for business establishments with multiple locations.</li> <li>b. Sworn declaration of gross sales or receipts</li> </ol> </li> <li>3. Job vacancies in the business concerned (if any), the total number of employees of the business, and the number of employees residing in the City of Bacoor to be submitted to the Bacoor Public Employment Services Office (PESO).</li> </ol>	<p>Client</p> <p>BIR files of client or Audited Financial Statements signed and sealed by the client's Accountant</p> <p>Client</p> <p>Client</p> <p>Client</p>

#### A. BUSINESS ONE-STOP SHOP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. First Step</p> <p>Submission of requirement and filling-out of unified business permit application form</p>	<p>1. First Step - Business Permit Application</p> <p>1.1 Issuance of Unified Business Permit Application Form</p>	<p>None</p>	<p>5 minutes</p>	<p>Hernan Alhambra <i>License Inspector II</i></p> <p>Marc Erick Espiritu <i>Clerk</i></p> <p>Heidee Villamin <i>Admin. Aide IV</i></p> <p>Herminio Garcia III <i>Clerk</i></p>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2 Encoding of Details		15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Aide VI</i> Laarnie Jolipas <i>Admin. Aide III</i> Jose II Chua <i>License Inspector I</i> Bei Jhay Bombita <i>Clerk</i>
2. Second Step	2. Second Step – One-Time Assessment and Payment 2.1 Zoning Clearance including assessment	Zoning Fee New – Php 1,285.00 Renewal – Php 530.00	15 minutes	Zoning and Land Development Dept. <hr/> Personnel In-Charge
	2.2 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)	15 minutes	Office of the City Building Official <hr/> Personnel In-Charge





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.3 CHO Clearance	Sanitary Fee Php 100.00– Php 1,000.00	15 minutes	Office of the City Health Services <hr/> Personnel In-Charge
2.1 Claim the assessment	2.4 Business Permit assessment	None	15 minutes	City Finance Department <hr/> Personnel In-Charge
2.2 One-Time Payment	2.5 Issuance of Official Receipt 2.5.1 If payment will be made to the City Treasurer's Office 2.5.2 If payment will be made online	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 Fees OBO Fees	15 minutes  1 day	Client



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Third Step	3. Third Step – Final Approval and Releasing			
3.1 Claim the business permit and other documents	3.1 Printing of Mayor's Permit and Business License Certificate and Barangay Business Clearance	None	10 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Raymil Rabe <i>Licensing Officer I</i> Jose II Chua <i>License Inspector I</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	3.2 Recommending approval – BPLD and Final approval – Mayor	None	10 minutes  10 minutes	Christian Gawaran <i>OIC-BPLD</i>  Office of the Mayor
	3.3 Releasing of Mayor's Permit and Business License Certificate, Business Plate, Barangay Business Clearance, and other documents	None	15 minutes	Dina Dumali <i>License Inspector II</i> Ferdinand Paredes <i>Admin. Aide III</i> Ramil Asto Herminio Garcia III Alvin Alcantara Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>	<b>Depends on the fees and other factors stated</b>		<b>2 hours and 20 minutes to 1 day</b>	



**B. ELECTRONIC BUSINESS ONE-STOP SHOP THRU BOSS.BACOOR.GOV.PH**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. First Step Filling-out 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	5 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2 Encoding of details	None	10 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita <i>Clerk</i>
2.1 Second Step	2.1.1 Second Step – One-Time Assessment and Payment			
	2.1.2 Zoning Clearance including assessment	Zoning Fee New – Php 1,285.00 Renewal – Php 530.00	15 minutes	Zoning and Land Development Dept. <hr/> Personnel In-Charge
	2.1.3 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)	15 minutes	Office of the City Building Official <hr/> Personnel In-Charge



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.2. Claim the assessment	2.2.1 Business Permit assessment	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	15 minutes	City Finance Department <hr/> Personnel In-Charge
2.3 One-Time Payment	2.3.1 Issuance of Official Receipt  2.3.2 If payment will be made to the City Treasurer's Office  2.3.3 If payment will be made online		15 minutes   1 day	City Finance Department <hr/> Personnel In-Charge



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Third Step  Claim the business permit and other documents (download the electronic version of Mayor's Permit and Business License)	3.1 Third Step – Final Approval and Releasing	None	10 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Raymil Rabe <i>Licensing Officer I</i> Jose II Chua <i>License Inspector I</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	3.2 Printing of Mayor's Permit and Business License Certificate and Barangay Business Clearance			
	3.3 Recommending approval – BPLD and Final approval – Mayor	None	10 minutes	Christian Gawaran <i>OIC-BPLD</i>
	3.4 Releasing of Mayor's Permit and Business License Certificate, Business Plate, Barangay Business Clearance, and other documents	None	15 minutes	Dina Dumali <i>License Inspector II</i> Ferdinand Paredes <i>Admin. Aide III</i> Ramil Asto Herminio Garcia III Alvin Alcantara Ronald Pakingan Bimbo Orale <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Releasing available for 3.5.1 Walk-in applicant 3.5.2 Courier Service	None  Depends on the courier service company		Client  Courier Partner
<b>Total Fees and Processing Time</b>		<b>Depends on the fees and other factors stated</b>		<b>2 hours to 1 day</b>

## II. ISSUANCE OF SPECIAL PERMIT FOR COCKFIGHT

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Cockpit Owners / Operators		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Schedule of Cockfight (Sultada and Plasada Report)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements and filling-out of application for cockfight permit	1.1 Issuance of application for cockfight permit and review of submitted schedule of cockfight	None	20 minutes	Nancy Rabacal <i>Admin. Asst. V</i>
	1.2. Issuance of Order of Payment	None	10 minutes	Nancy Rabacal <i>Admin. Asst. V</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Payment	2.1. Issuance of Official Receipt	Soltada Fee, per fight Regular/ordinary <b>Php 100.00</b> Special cockfight and derby not more than one day <b>Php 200.00</b> Derby with more than one day <b>Php 300.00</b> Special Cockfight, per day <b>Php2,000.00</b> .00 One cock <b>Php 2,000.00</b> Two cock <b>Php 3,000.00</b> Three cock <b>Php 4,000.00</b> Four cock <b>Php 5,000.00</b> Five cock <b>Php 6,000.00</b>	20 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Issuance of Special Permit for Cockfight	None	10 minutes	Nancy Rabacal <i>Admin. Asst. V</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Recommending approval – BPLD and Final approval – Mayor	None	25 minutes  1 day	Christian Gawaran <i>OIC-BPLD</i> Hon. Strike B. Revilla <i>City Mayor</i>
3. Claim the Special Permit for Cockfight	3. Releasing of Special Permit for Cockfight	None	5 minutes	Nancy Rabacal <i>Admin. Asst. V</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 hour and 30 minutes to 1 day</b>

### III. ISSUANCE OF TEMPORARY PERMIT FOR BUSINESS WITH PENDING OBO, ZONING, BFP, CHO CLEARANCES

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Business Establishment Owners or Representatives
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Unified Business Permit Application Form 2. Affidavit of Undertaking 3. Certificate of Gross Sales from last Temporary Business Permit Issued 4. Photocopy of issued Temporary Business Permit  (For Junkshop Only) 1. CENRO Certificate 2. Certificate of Non-Compliance from DENR 3. Certificate from Junkshop Association	Client Business Permit and Licensing Dept. Client  Client  CENRO DENR Junkshop Association





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Issuance of Order of Payment	None	10 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2.1. Issuance of Official Receipt	Per month, Micro <b>Php 1,000.00</b> Small <b>Php 3,000.00</b> Medium <b>Php 5,000.00</b> Large <b>Php 20,000.00</b> Barangay Business Clearance <b>Php 500.00</b> Security Seal <b>Php 55.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Issuance of Temporary Business Permit	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita <i>Clerk</i>
	2.3. Approval	None	20 minutes	Christian Gawaran <i>OIC-BPLD</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Claim the Temporary Permit	3. Releasing of Temporary Permit	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 hour and 30 minutes</b>

#### IV. ISSUANCE OF TEMPORARY PERMIT FOR EVENTS/AMUSEMENTS

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment Owners or Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter from Owner/Corporate Secretary		Client		
2. Award Notice / Contract of Lease		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Issuance of Order of Payment	None	10 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Payment	2.1. Issuance of Official Receipt	Per month, Inside Mall/ Market/ Other Comm'l. Places <b>Php 2,000.00</b> Lantern, Fireworks Display <b>Php 2,000.00</b> Perya with rides <b>Php 12,000.00</b> Perya without rides <b>Php 6,000.00</b> Food Parks, Tiangge <b>Php 5,000.00 plus Php 500.00 for each stall,</b> Barangay Business Clearance <b>Php 500.00</b> Security Seal <b>Php 55.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Issuance of Temporary Business Permit	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Approval	None	20 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Temporary Permit	3. Releasing of Temporary Permit	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 hour and 30 minutes</b>

## V. ISSUANCE OF CERTIFICATE OF BUSINESS REGISTRATION

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		Business Establishment Owners or Representatives, National Agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter from client or National Agencies 2. Valid ID		National Agency Concerned 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	15 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2. Issuance of Order of Payment	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i>
2. Payment	2.1. Issuance of Official Receipt	Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b> Documentary Stamp <b>Php 30.00</b> – <b>Total Php 195.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Encoding and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Ronald Pakingan <i>Clerk</i> Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Php 195.00</b>	<b>1 hour</b>	



## VI. ISSUANCE OF CERTIFICATE OF ADDITIONAL LINE OF BUSINESS

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment Owners or Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Photocopy of Business Permit 2. Request letter from Owner/Corporate Secretary 3. Photocopy of DTI Certification/Amended SEC		Client Client Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Issuance of Order of Payment	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2.1. Issuance of Official Receipt	Amount of business tax, mayor's permit fee and environmental fee depends on the type of	15 minutes	City Finance Department <hr/> Personnel In-Charge



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		business line/s to be added plus Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b> Documentary Stamp <b>Php 30.00</b>		
	2.2. Updating of record, encoding, and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>	<b>1 hour</b>	

**VII. ISSUANCE OF CERTIFICATE OF CHANGE IN BUSINESS LOCATION / BUSINESS NAME / OWNER'S STATUS / SEC AMENDMENTS**

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment Owners or Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter from Owner/Corporate Secretary		Client		
2. Photocopy of Business Permit		Client		
3. Photocopy of DTI Certificate of Registration / Amended SEC (for change in business name)		Department of Trade and Industry Securities and Exchange Commission		
4. Contract of Lease, picture of business establishment (for change in business location)		Client		
5. Certified True Copy of Marriage Contract (for change in marital status)		Client		
6. Photocopy of Tax Declaration/Title		Client		
7. Photocopy of Occupancy Permit		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Issuance of Order of Payment	None	5 minutes.	Heidee Villamin <i>Admin. Aide IV</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2.Payment	2.1. Issuance of Official Receipt	Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Php 30.00 – Total Php 195.00		
	2.2. Updating of record, encoding, and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Php 195.00</b>	<b>1 hour</b>	

### VIII. ISSUANCE OF CERTIFICATE OF NO BUSINESS OR NO REGISTRATION

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government
<b>Who may avail:</b>	Applicant
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request letter 2. Photocopy of ID 3. Barangay Clearance	Client Client Office of the Barangay Captain



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Issuance of Order of Payment	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2.1. Issuance of Official Receipt	Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b> Documentary Stamp <b>Php 30.00</b> – <b>Total Php 195.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Encoding and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Php 195.00</b>	<b>1 hour</b>	

#### IX. ISSUANCE OF CERTIFICATE OF BUSINESS RETIREMENT / SURRENDER / CLOSURE OF BUSINESS

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Business Establishment Owners or Representatives
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Last Business Permit 2. Sketch of business location 3. <b>For Corporation (SEC)</b> a. Board Resolution stating reason for termination (i.e. Change location, Dissolution, etc.) b. Itemized gross sales of all branches for business establishments with multiple locations <b>For Sole Proprietor (DTI)</b> a. DTI Certificate of Cancellation 4. Sworn statement of gross sales / BIR files (Monthly, Quarterly, or ITR) 5. Affidavit of Closure (form available at our office)	Client Client Client         Department of Trade and Industry Client



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Heidee Villamin <i>Admin. Aide IV</i>
	1.2. Scheduling of business permit for inspection	None	2 days	Heidee Villamin <i>Admin. Aide IV</i> Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i>
	1.3. Inspection of the business establishment being surrendered	None	20 minutes	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i>
	1.4. Assessment and Issuance of Order of Payment	Assessment of Fees based on Gross Sales Declared and Article 9 of the 2022 Revised Revenue Code of the City of Bacoor	15 minutes	Christian Gawaran <i>OIC-BPLD</i> Shirley Anne Gomez <i>Licensing Officer II</i> Heidee Villamin <i>Admin. Aide IV</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Payment	2.1. Issuance of Official Receipt	Refer to assessment of fees	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Updating of record, encoding, and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>2 days, 1 hour and 30 minutes</b>

**X. ISSUANCE OF LIST OF BUSINESS ESTABLISHMENTS AND RESPONSE TO BUSINESS VERIFICATIONS**

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen
<b>Who may avail:</b>	Other Government Offices Concerned, Banks/Financial Institutions, Students, All Concerned Citizens



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter or E-mail Request 2. Affidavit of Non-Conformity		Government Offices Concerned Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter or e-mail request	1. Receiving and evaluation of the request	None	5 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Laarnie Jolipas <i>Admin. Aide III</i> Heidee Villamin <i>Admin. Aide IV</i>
2. Receive the response	2.1. Respond via e-mail or registered mail	None	55 minutes	Christian Gawaran <i>OIC-BPLD</i> Shirley Anne Gomez <i>Licensing Officer II</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>None</b>		<b>1 hour</b>

## XI. ISSUANCE OF BARANGAY BUSINESS CLEARANCE

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Business Establishment Owners or Representatives with Gross Sales below Php50,000.00
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Endorsement / Certification / Referral Slip 2. Sketch of business location 3. Picture of business establishment	Office of the Punong Barangay Client Client



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1 Receiving and evaluation of requirements	None	10 minutes	Heidee Villamin <i>Admin. Aide IV</i>
	1.2. Inspection of Business Establishment	None	2 days	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose Il Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i>
2. Payment	2.1. Issuance of Official Receipt	Php 500.00	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Encoding and printing of Barangay Business Clearance	None	10 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Raymil Rabe <i>Licensing Officer I</i> Jose Il Chua <i>License Inspector I</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
3. Claim the Barangay Business Clearance	3. Releasing of Barangay Business Clearance	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i>
<b>Total Fees and Processing Time</b>		<b>Php 500.00</b>	<b>2 days and 40 minutes</b>	



## XII. BUSINESS ESTABLISHMENT INSPECTION

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment scheduled for inspection by the Business Permit and Licensing Department		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. List of business within the City</li> <li>2. Notice of Violation</li> <li>3. Cease and Desist Order</li> <li>4. Letter of Complaint</li> <li>5. Copy of business permit to be inspected for surrender</li> <li>6. Business Inspection Form</li> </ol>		Business Permit and Licensing Dept. Business Permit and Licensing Dept. Business Permit and Licensing Dept. Complainant Business Permit and Licensing Dept. / Taxpayer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<ol style="list-style-type: none"> <li>1. Actual business establishment inspection and issuance of Notice of Violation or Cease and Desist Order               <ol style="list-style-type: none"> <li>a. with permit</li> <li>b. without permit</li> <li>c. with violation</li> </ol> </li> </ol>	None	5 minutes 20 minutes 20 minutes	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i>
	<ol style="list-style-type: none"> <li>2. Preparation of Inspection Report</li> </ol>	None	30 minutes	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>None</b>	<b>35 minutes to 50 minutes depending on the status of business</b>	





### XIII. RECEIVING AND RESPONSE TO COMPLAINTS

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		All concerned citizens Government Offices and Agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Complaint Form 2. Letter of Complaint		Business Permit and Licensing Dept. All concerned citizens Government Offices and Agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling-out of Complaint Form / Submission of letter of complaint	1.1. Receiving and evaluation of complaint	None	10 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i>
	1.2. Coordination with both parties, the barangay concerned, and Homeowner's Association (HOA) (if available)	None	30 minutes	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i>
	1.3. Site inspection	None	2 hours	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.4. Preparation and submission of report	None	20 minutes	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu <i>Clerk</i>
	1.5. Enforcement of decision	None	30 minutes	Christian Gawaran <i>OIC-BPLD</i> Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i> Barangay Representative HOA Representative
2. Inform and receive report	2. Final Evaluation and Decision / Course of Action		5 minutes	Christian Gawaran <i>OIC-BPLD</i>
<b>Total Fees and Processing Time</b>		<b>None</b>	<b>3 hours and 35 minutes</b>	



#### XIV. ISSUANCE OF CERTIFICATE FOR DROPPING LINE OF BUSINESS

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment Owners or Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter from Owner/Corporate Secretary		Client		
2. Photocopy of Business Permit		Client		
3. Gross Sales of line of business for dropping		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the requirements	1.1. Receiving and evaluation of requirements	None	15 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Computation and Issuance of Order of Payment	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2.1. Issuance of Official Receipt	Amount of business tax of the business line/s to be dropped plus	15 minutes	City Finance Department <hr/> Personnel In-Charge



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
		Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b> Documentary Stamp <b>Php 30.00</b>		Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	2.2. Updating of record, encoding, and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 hour</b>

#### **XV. ISSUANCE OF CERTIFICATE OF CHANGE LINE OF BUSINESS**

<b>Office or Division</b>	Business Permit and Licensing Department (BPLD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Business Establishment Owners or Representatives



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter from Owner/Corporate Secretary 2. Photocopy of Business Permit 3. DTI/SEC/CDA Registration			Client  Client Department of Trade and Industry Securities and Exchange Commission Cooperative Development Authority	
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	15 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Computation and Issuance of Order of Payment	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2.1. Issuance of Official Receipt	Per Business line <b>Php 440.00</b> Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b> Documentary Stamp <b>Php 30.00</b>	15 minutes	City Finance Department  <hr/> Personnel In-Charge
	2.2. Updating of record, encoding, and printing of certification	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita Jeonard Merilo Ramil Asto <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certification	3. Releasing of Certification	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 hour</b>

#### XVI. ISSUANCE OF CERTIFICATE OF PENDING BUSINESS PERMIT APPLICATION

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment Owners or Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Unified Business Permit Application Form (not yet approved by other offices)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirement	1.1. Receiving and evaluation of requirement	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2. Issuance of Order of Payment	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2.1. Issuance of Official Receipt	Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b> Documentary Stamp <b>Php 30.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Encoding and printing of certification	None	5 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i> Bei Jhay Bombita <i>Clerk</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Certificate	3. Releasing of Certificate	None	5 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
<b>Total Fees and Processing Time</b>		<b>Php 195.00</b>	<b>40 minutes</b>	



## XVII. ISSUANCE OF SPECIAL PERMIT TO OPERATE PUBLIC UTILITY

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Water Distribution, Cable Company, Telecommunications Company, Electrical Company		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receiving of Order of Payment	1.1. Encoding and Issuance of Order of Payment	None	10 minutes	Jose II Chua <i>License Inspector I</i>
	1.2 Delivery of Order of Payment	None	1 day	Raymil Rabe <i>Licensing Officer I</i> Ferdinand Paredes <i>Admin. Aide III</i> Ernesto Velasco Jr. <i>Special Agent I</i> Jose II Chua <i>License Inspector I</i> Marc Erick Espiritu Alvin Alcantara Allan Bautista <i>Clerk</i>
2. Payment	2.1. Issuance of Official Receipt	Water Distribution <b>Php 27,500.00</b> Others <b>Php 55,000.00</b> Surcharge of <b>25% Penalty of Php 100.00 per day</b> Security Seal <b>Php 55.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.2. Encoding and Issuance of Special Permit to Operate Public Utility	None	15 minutes	Jose II Chua <i>License Inspector I</i>
	2.3. Approval	None	5 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Special Permit to Operate Public Utility	3. Releasing of Special Permit to Operate Public Utility	None	15 minutes	Jose II Chua <i>License Inspector I</i> Heidee Villamin <i>Admin. Aide IV</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 day and 1 hour</b>

#### **XVIII. ISSUANCE OF CELL SITE TOWER BUSINESS PERMIT / MOBILE SWITCHING CENTER BUSINESS PERMIT**

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Telecommunications Company		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. List of Cell Site Tower / Mobile Switching Center Locations		Telecommunications Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receiving of Order of Payment	1.1. Encoding and Issuance of Order of Payment	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Payment	2.1. Issuance of Official Receipt	Per cell site tower <b>Php 55,000.00</b> Barangay Business Clearance <b>Php 500.00</b> Security Seal <b>Php 55.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge
	2.2. Encoding and Issuance of Cell Site Tower Business Permit / Mobile Switching Center Business Permit	None	15 minutes	Shirley Anne Gomez <i>Licensing Officer II</i>
	2.3. Approval	None	10 minutes	Christian Gawaran <i>OIC-BPLD</i>
3. Claim the Cell Site Tower Business Permit / Mobile Switching Center Business Permit	3. Releasing of Cell Site Tower Business Permit / Mobile Switching Center Business Permit	None	5 minutes	Shirley Anne Gomez <i>Licensing Officer II</i>
<b>Total Fees and Processing Time</b>		<b>Depends on the fees stated above</b>		<b>1 hour</b>



**XIX. ISSUANCE OF CERTIFIED TRUE COPY OF BUSINESS PERMIT OR DATA BASE COPY**

<b>Office or Division</b>		Business Permit and Licensing Department (BPLD)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Establishment Owners or Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Photocopy of Business Permit / Account No.		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirement	1.1. Receiving and evaluation of requirement	None	4 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III <i>Clerk</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.2. Verification and Printing	None	5 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
	1.3. Issuance of Order of Payment	None	2 minutes	Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
2. Payment	2. Issuance of Official Receipt	Certification Fee <b>Php 110.00</b> Security Seal <b>Php 55.00</b>	15 minutes	City Finance Department <hr/> Personnel In-Charge



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Approval	None	2 minutes	Christian Gawaran <i>OIC-BPLD</i> Shirley Anne Gomez <i>Licensing Officer II</i> Nancy Rabacal <i>Admin. Asst. V</i> Laarnie Jolipas <i>Admin. Aide III</i>
3. Claim the Certified True Copy	3. Releasing of Certified True Copy	None	2 minutes	Heidee Villamin <i>Admin. Aide IV</i> Herminio Garcia III Ronald Pakingan Bimbo Orale <i>Clerk</i>
<b>Total Fees and Processing Time</b>		<b>Php 165.00</b>		<b>30 minutes</b>

### LIST OF FEES

Mayor's Permit Fee		
Manufacturer	Micro	₱ 2,000.00
	Small	5,000.00
	Medium	10,000.00
	Large	20,000.00
Wholesaler, Dealer, Distributor, Business Process Outsourcing (BPO), and Contractor	Micro	2,000.00
	Small	5,000.00
	Medium	10,000.00
	Large	20,000.00
Banks and other financial institutions	Main office	2,000.00
	Branch	2,000.00
	Pawnshop, Money Remittance, Money Changer	1,000.00
Private Warehouse or Bodega		10,000.00
Bar		5,500.00
Bowling Establishment		4,400.00
Billiard or Pool	per table	110.00
Internet Shop	per computer	110.00



<b>Mayor's Permit Fee</b>		
Cabaret/Dance Hall		1,100.00
Coliseum		11,000.00
Concert Hall		2,200.00
Driving Range (Golf)		1,100.00
Fun House, Carnival Rides (indoor)		5,500.00
Golf Course		4,400.00
Gym/Fitness Center		1,100.00
Night/Day Club		11,000.00
OTB/E-Sabong		5,000.00
E-Games/Bingo	per machine	1,000.00
Cinema House		10,000.00
Operators of Cockpits		11,000.00
Other gaming and amusement places		5,000.00
Subdivision/Real Estate Developer		11,000.00
Car Exchange		1,100.00
Car/Truck/Bus/ Heavy Equipment Display/Show Room		5,000.00
Junk Shop/Scrap Trading		2,000.00
Memorial Park or Private Cemetery		5,000.00
Holders of Government Franchise (except tricycle and/or pedicabs)	National	11,000.00
	Local	5,500.00
Agri-business		550.00
Commercial piggery/ poultry/ cattle ranch		1,100.00
Film shooting	per day	550.00
Floor show, fashion show, stage show	per day	600.00
Posting of Security Guards/ Security Agency		5,000.00
Posting of Security Guards - Posting only		3,000.00
Learning Institution	NKP	1,100.00
	Vocational	3,300.00
	Other Private	5,500.00
Amusement Machines, Devices	per machine	200.00
ATM	per machine	1,000.00
Vending/Dispensing	per machine	440.00
Service/Office		2,000.00
Restaurant		2,500.00
Food Outlet		1,000.00
Drug Store		2,000.00
Water Station		1,000.00



<b>Mayor's Permit Fee</b>		
Massage Clinic/Spa		1,000.00
General Contractor		5,000.00
Driving School		3,000.00
Ice Plant		5,000.00
Trucking Service, Cargo Forwarding, Logistics Office		5,000.00
Transport Service (taxis, car rentals, vans, jeepneys)		2,000.00
Gas Station		5,000.00
Auto Repair Shop		1,000.00
Car Wash		1,000.00
Welding		1,000.00
Vulcanizing		1,000.00
Printing		1,000.00
Publishing		1,000.00
Tailoring		1,000.00
Funeral Parlor	with chapel	15,000.00
	w/o chapel	5,000.00
Telephone, Electric, Telecom, Cable		5,000.00
Hospitals, Educational and charitable institutions non-stock non-profit		5,000.00
Medical/ Dental/ Lying-In/ Veterinary Clinic		2,000.00
Laboratories, Dialysis, Diagnostic		3,000.00
Public/Private Markets		10,000.00
Talipapa/ Flea Market		3,000.00
Hotel, Motel, Pay Parking Lot/Building, Events Place, Venue Rentals		5,000.00
Swimming Pool, Resort		5,000.00
Lot Lessor/ Residential	100 sqm & below	1,000.00
	101-500	2,000.00
	501-1000	3,000.00
	above 1000	5,000.00
Lessor/Commercial	1-4 units	5,000.00
	5 & above	10,000.00
Apt/House for Rent	1-4 units	2,000.00
	5 & above	5,000.00
Department Store / Supermarket		10,000.00
Malls with leasing		20,000.00
<b>Mayor's Permit Fee</b>		
Stalls in Malls	Micro	2,000.00



	Small	3,000.00
	Medium	5,000.00
	Large	20,000.00
Hardware/ Convenience Store		5,000.00
Dealer Beer/Cigar		5,000.00
All types not mentioned (Retailer, Other)	Micro	1,000.00
	Small	2,000.00
	Medium	3,000.00
	Large	20,000.00

<b>Environmental Fee</b>		
Bakery/Bakeshop		₱ 4,356.00
Hot Pandesal		1,980.00
Food Diner, Carinderia, Eatery, Fastfood	w/ private garbage contractor	2,900.00
	w/o private garbage contractor	1,320.00
Restaurant		7,200.00
Department Stores, Malls, Warehouse	w/ private garbage contractor	4.60/sqm
	w/o private garbage contractor	16.50/sqm
Sari-Sari Store		260.00
Stalls on Malls	micro - small	3,960.00
	medium	6,600.00
	large	9,200.00
Super/ Commercial Stores		6,600.00
Supermarket		19,800.00
Hospitals	less than 50 beds	6,600.00
	50 to 100	10,560.00
	101 to 199	13,200.00
	200 or more	19,800.00
Clinic, Laboratories		2,900.00
School	less than 500 enrollees	2,900.00
	500 to 999	3,900.00
	100 or more	7,200.00
Resorts, Movie House		5,000.00
Financial/Lending Institutions, Pawnshops		2,170.00
Cosmetic Parlors/ Display Rooms		2,170.00
Gasoline Station, Carwash, Auto Repair Shop		2,640.00
Cable/Wireless Communications		4,350.00
<b>Environmental Fee</b>		
Telephone/Electric		4,350.00
Media Facilities		2,640.00



Wholesaler, Dealer,	micro-small	5,280.00
Distributor	medium	6,600.00
	large	7,920.00
All types not mentioned	less than 100 sqm	1,320.00
	100 to 199	3,960.00
	200 to 499	4,350.00
	500 or more	6,600.00

<b>Special Permit to Sell/ Serve Liquor</b>	
Retailer	₱ 1,500.00
Wholesaler	10,000.00
Serving/Dispensing	5,000.00
Manufacturer/Distiller/Producer	10,000.00
Special Permit (for amusement places)	1,500.00
until 2:00 am	5,500.00
until 4:00 am	11,000.00

<b>Special Permit to Sell Tobacco and/or Cigarette</b>	
Retailer	₱ 1,000.00
Wholesaler	3,000.00





## LIST OF SERVICES

### City Bacoor Traffic Management Department

<b>External Services</b>	<b>Page Number</b>
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Traffic Enforcers Turn-Over of Ordinance Violation Receipt (OVR) and confiscated license	7.4 - 7.5
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Issuance of Excavation Permit	7.8 - 7.9
Issuance of Traffic Permit for Motorcade, Recorida and Fun Run	7.10 - 7.11
Filing of Complaint for Adjudication	7.12 - 7.13
<b>List of fees for Traffic Violations</b>	7.14 - 7.17
Renewal of Electric / Motorized Tricycle Operator's Permit (E/MTOP)	7.18 - 7.20
Issuance of Motorized Tricycle Operator's Permit (MTOP) To tricycle that will change motorcycle	7.21 - 7.23
Issuance of Electric / Motorized Tricycle Operator's Permit - Change Ownership	7.25 - 7.26
Issuance of MTOP Dropping Certification to Public Utility Tricycle to Revert the Motorcycle to Private	7.27 - 7.29
Issuance of New Electric / Motorized Tricycle Operator's Permit (E/MTOP) for New TODA	7.30 - 7.33
Issuance of Special Electric / Motorized Tricycle Operator's Permit (SP E/MTOP)	7.34 - 7.36
Issuance of New Pedicab Operator's Permit (POP)	7.37 - 7.40
Renewal of Pedicab Operator's Permit (POP)	7.41 - 7.43
Issuance of Pedicab Operator's Permit (POP) – Change Ownership	7.44 - 7.46
Various TODA & PODA Concerns and Riding Public Concerns	7.47



# **CITY BACOODR TRAFFIC MANAGEMENT DEPARTMENT**

## **(External Services)**

**The City Bacoor Traffic Management Department (CBTMD) is in charge of ensuring security and safety of motorist, pedestrians, and the riding public within the City.**

**The specific functions of the CBTMD include the following.**

- 1. Ensure fast, reliable, accurate and friendly manner of releasing and receiving traffic ordinance violation receipts, licenses and impounded vehicles, and**
- 2. Creates a culture of accountability and responsibility among traffic enforcers, motorist, pedestrians and other stakeholders in proper road use and enforcement of traffic rules and regulations.**
- 3. All motorized Tricycles for hire, E-Trikes for hire and Pedicabs for hire exclusively operating within the City of Bacoor shall be required to secure a valid franchise issued by the City Government of Bacoor for the approved route where they intend to operate.**



## 1. REDEMPTION OF DRIVER'S LICENSE AND PAYMENT OF PENALTY

Driver's licenses and / or plate numbers that are confiscated back then may be claimed between **8:00 p.m. to 5:00 p.m. from Mondays to Fridays**, after the payment of the fine, as evidenced by an Official Receipt.

<b>Office or Division:</b>	City Bacoor Traffic Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Owner of driver's license and / or plate number's and duly authorized representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Duplicate copy of ordinance violation receipt;</li> <li>• Official receipt/s as a proof of payment of the prescribed fines;</li> </ul>			City Bacoor Traffic Management Department City Finance Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present duplicate copy of Ordinance Violation Receipt.	1. Check if driver's license is already forwarded by the apprehending Traffic Enforcer and check database for any outstanding and unsettled violation/s.  <i>Note: We are not confiscating driver's license since September 2022 dueto DILG-DOTC Joint Memorandum Circular No. 01-2008</i>	None	Within the day	Victorino M.Tagle Reonel V. Gonzales Andrei Laurenz C. Irada Joseph Rainier M. Udanga Katrina Jelo Solis <i>CBTMD Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Proceed to the City Finance Department Forpayment.	2. Accept payment and issue Official Receipt.	Depends on the amount of fine assessed	Within the day	City Finance 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	Within the day	Victorino M.Tagle Reonel V. Gonzales Andrei Laurenz C. Irada Joseph Rainier M. Udanga <i>CBTMD Staff</i>
4. Sign the "Received Driver's License" portion on the order of payment.	4. Released the Original Official Receipt and also the driver's License if it still here in the redemption.  Note: We are not confiscating driver's license since September 2022 due to DILG-DOTC Joint Memorandum Circular No. 01-2008	None	Within the day	Victorino M.Tagle Reonel V. Gonzales Andrei Laurenz C. Irada Joseph Rainier M. Udanga <i>CBTMD Staff</i>
	<b>Total</b>	Depends on the amount of fine assessed- see List of Fees on pages 7.14-7.17	Within the day	



## 2. TRAFFIC ENFORCERS TURN-OVER OF ORDINANCE RECEIPT

### VIOLATION (OVR)

Original copy of Ordinance Violation Receipt shall immediately be brought to the BTMD office by the apprehending traffic officers and deputized PNP personnel for documentation and filing

<b>Office or Division:</b>	City Bacoor Traffic Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Traffic enforcers and deputized PNP Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Original copy of the Ordinance Violation Receipt (OVR)</li> </ul>			City Bacoor Traffic Management Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Turn-over of the Original Copy of Ordinance Violation Receipt.	1.1. Receive The Original Copy of Ordinance Violation Receipt	None	Within the day	Shallie A.Belen Justine V. Pontillas Arlene Elaine G. Balbuena Alexandra Morales Katrina Jelo Solis Kathleen A. Sacramento <i>CBTMD Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Sign Transmittal form based on the surrendered number of OVR's and check the number series of the OVR assigned to traffic enforcer and the chronological surrender of the OVR in series	None	Within the day	Shallie A.Belen Justine V. Pontillas Arlene Elaine G. Balbuena Alexandra Morales Katrina Jelo Solis Kathleen A. Sacramento <i>CBTMD Staff</i>
	<b>Total</b>	<b>None</b>	Within the day	



### 3. 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.

<b>Office or Division:</b>	City Bacoor Traffic Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Individual or Organization			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Form from Business Permit and Licensing Office; DTI Business Permit</li> <li>• Barangay Business Clearance;</li> <li>• Photo of the establishment;</li> <li>• Traffic Clearance Permit Fee – PhP 2,000.00</li> </ul>		Business Permit and Licensing Department; Department of Trade and Industry; Makati Barangay Client Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Requirements	1.1. Receive request letter and complete requirements	None	1 minute	Elaiza T. Cameros Justine V. Pontillas <i>CBTMD Staff</i>
	1.2. Approval of the request letter and prepare order of payment	None	2 minutes	Leslie Dianne V. Morales <i>Officer in Charge</i>  Adel I. Udarbe <i>City Government Assistant Department Head I</i>



<b>CLIENT STEP</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Proceed to the City Finance Department For payment.	2.1. Accept Payment for Traffic Clearance and Security Seal and issue Official Receipt	PhP 2,000.00 And Php 55.00	5 minutes (Depends on the number of client)	City Finance Department
	2.2. Forward the Traffic clearance to the City Mayor for signing	None	1-2 days	Office of the Mayor
	2.3. Inform applicants that their Traffic clearance is approved through telephone call or text message	None	1 minute	Elaiza T. Cameros Justine V. Pontillas <i>CBTMD Staff</i>
	2.4. Issuance of Traffic Clearance	None	1 minute	Elaiza T. Cameros Justine V. Pontillas <i>CBTMD Staff</i>
	<b>Total</b>	<b>PhP 2,055.00</b>	<b>2 days and 10 minutes</b>	





#### 4. ISSUANCE OF EXCAVATION CLEARANCE

An Excavation Clearance may be obtained at the BTMD office. The following requirement listed below must be provided by the requesting party.

<b>Office or Division:</b>	City Bacoor Traffic Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Contractors and Homeowners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Permit from DPWH;</li> <li>• Request for Excavation Permit (Maynilad- for water service connection</li> <li>• Safety Measures</li> <li>• Site Inspection;</li> <li>• Gantt Chart; Working period</li> <li>• Barangay Business Clearance.</li> <li>• Excavation Permit Fee:</li> <li>• Maynilad (residential) PhP 1,500.00</li> <li>• Maynilad (commercial) PhP 3,000.00</li> <li>• Telecom PhP 5,000.00</li> </ul>			DPWH Carmona Maynilad Bacoor Client applicant Client applicant Barangay City Finance Department / City Bacoor Traffic Management Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submission of Requirements	1.1. Receive request letter and complete requirements	None	Within the day	Elaiza T. Cameros Cherry Anne G. Nuñez <i>CBTMD Staff</i>
	1.2. Approval of the request letter and prepare order payment	None	Within the day	Leslie Dianne V. Morales Officer in Charge  Adel I. Udarbe <i>City Government Assistant Department Head I</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Proceed to the City Finance Department for payment.	2.1. Accept payment for Excavation Clearance and Security Seal and issue Official Receipt	Depends on the amount of Excavation Permit applied for and Php 55.00 for the Security Seal	Within the day	City Finance Department
	2.2. Issuance of Excavation Clearance	None	Within the day	Elaiza T. Cameros Cherry Anne G. Nuñez <i>CBTMD Staff</i>
<b>Total</b>	<b>*Maynilad (residential) PhP 1,500.00</b> <b>*Maynilad (commercial) PhP 3,000.00</b> <b>*Telecom PhP 5,000.00</b>	<b>*Depends on the amount of Excavation Permit applied for and</b> <b>Php 55.00 Security Seal</b>	Within the day	



## 5. Issuance of Traffic Permit for Motorcade, Recorida and Fun Run

A Traffic Permit for Motorcade, Recorida and Fun Run may be obtained at the BTMD office. The following requirements listed below must be provided by the requesting party.

<b>Office or Division:</b>	City Bacoor Traffic Management Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Individual Organization	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Permit for Public Event</li> <li>• Time and Date of the Activity</li> <li>• Sketch Map</li> <li>• Number of the participants to the event</li> <li>• Number and type of of vehicles (such as cars, bicycles, motorcylces and the like) that will take part of the event;</li> <li>• Permit Fee: <ul style="list-style-type: none"> <li>• Recorida PhP 1,000.00</li> <li>• Motorcade PhP 2,000.00</li> <li>• Fun run PhP 2,000.00</li> </ul> </li> </ul>		Client applicant Client applicant Client applicant Client applicant Client applicant  City Finance Department / City Bacoor Traffic Management Department / Office of the City Mayor/ City Culture, History, Arts and Tourism Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submission of Requirements	1.1. Receive request letter and complete requirements with attached permit for public event	None	1 minute	Elaiza T. Cameros Cherry Anne G. Nuñez <i>CBTMD Staff</i>
	1.2 Sign the permit for public event and prepare order of payment.	None	2 minutes	Leslie Dianne V. Morales Adel I. Udarbe Elaiza T. Cameros Cherry Anne G. Nunez



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Proceed to the City Finance Department for payment.	2.1. Accept payment for Permit Motorcade, Recorida, Fun Run and Security Seal and issue Official Receipt	Depends on the amount of Permit applied for and Php 55.00 Security Seal	5 minutes (Depends on the number of client)	City Finance Department
	2.2. Attached the Traffic Permit (Motorcade, Recorida and Fun-run ) with the permit of public event signing of Mayor		1-2 days	Office of the City Mayor
	2.3. Inform applicants that their permits is approved through telephone call or text message	None	1 minute	Elaiza T. Cameros Cherry Anne G. Nuñez <i>CBTMD Staff</i>
	2.3. Issuance of Permit for Motorcade, Recorida and Fun Run	None	1 minute	Elaiza T. Cameros Cherry Anne G. Nuñez <i>CBTMD Staff</i>
<b>Total</b>	<b>*Motorcade PhP 2,000.00</b> <b>*Recorida PhP 1,000.00</b> <b>*Fun run PhP 2,000.00</b>	<b>*Amount of Permit applied for and PhP 55.00 Security Seal</b>	<b>2 days and 10 minutes</b>	



## 6. 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.

<b>Office or Division:</b>	City Bacoor Traffic Management Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Alleged Traffic Violators	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>Complaint Form;</li> <li>Original copy of the ordinance violation receipt/s.</li> </ul>	City Bacoor Traffic Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the complaint form.	1.1 Receive the complaint form and schedule the Adjudication Board meeting	None	Within the day	Adel I. Udarbe Rommel A. Bunag



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Inform the complainants and the apprehension officer for the adjudication schedule	None	Within the day	Adel I. Udarbe Rommel A. Bunag
	1.3. Adjudication Meeting	None	Within the day	Adel I. Udarbe Rommel A. Bunag Bacoor Traffic Adjudication Board
	<b>Total</b>	<b>None</b>	Within the day	



## LIST OF FEES FOR TRAFFIC VIOLATIONS

SECTION	VIOLATION	PENALTY
49	Illegal Terminal	Php2,500 fine
64	Driving Tricycle/E-trike/Pedi cab along National Roads & Highways	Php3000 + impounding fee of Php200 fine
65	Disobedience to Traffic Authorities	Php1,500 fine
66	Violation of Pedestrian Right of Way	Php500 fine
67	Jaywalking	Php500 fine
68	<ul style="list-style-type: none"> <li>A. Waiting for/flagging down vehicle outside loading zone</li> <li>B. Boarding moving vehicle</li> <li>C. Alighting from vehicle outside unloading zone</li> <li>D. Linger on pedestrian crossing</li> <li>E. Clinging to any part of moving vehicle</li> <li>F. Boarding fully-loaded vehicle</li> <li>G. Littering</li> <li>H. Spitting/urinating in public places</li> <li>I. Not using overpass/ pedestrian lanes</li> </ul>	<p>Php100 fine for each act of violation</p> <p>(If offender is a minor, the fine shall be paid by his/her parents or guardians)</p>
69	Operation of Unregistered Bicycles, Animal-drawn Carriage or Sidecar	Php100 fine and confiscation
70	Operating Bicycle on the Center Lane	Php100
71	Operating Bike w/o at least one hand on the handlebar & Clinging to Vehicle by a Bike Rider	Php150 fine
72	Operating bicycles more than two (2) abreast	Php100 fine per bike in excess of two
73	Reckless Driving of Bicycles on Sidewalks, Public pathways or Bicycle lanes	Php100 fine
74	Overloading bicycles	Php100 fine



SECTION	VIOLATION	PENALTY
75	Illegal/Improper Parking of Bicycle	Php100 fine
76 A	Driving without license	
76 B	Refusal to Surrender Driver's license	Php500 fine
76 C	Failure to Use Seatbelt	Php500 fine
76 E	Driving without OR/CR	Php500 fine
76 F	Refusal to Surrender OR/CR	Php500 fine
76 G	Use of Cell phone while driving	Php500 fine
76 H	Wearing sleeveless shirts and slippers while driving	Php300 fine
77	Driving using student permit w/o accompanying licensed driver	Php500 fine
78	Driving motor vehicle that is not road worthy	Php500 fine
80-1	Driving Under the Influence of Drugs or Alcoholic Substance	<p><i>1st Offense:</i> Php5,000.00 + 5 days imprisonment</p> <p><i>2nd Offense:</i> Php5,000.00 + 10 days imprisonment</p> <p><i>3rd Offense:</i> Php5,000.00 + fine 10 days imprisonment + cancellation of driver's license</p>
86	Reckless driving	Php1,500 fine
87.1	Trip Cutting	Php1,000 fine
87.2	Out of Line	Php6,000 fine
87.3	Colorum Operation of Vehicle	<p><i>1st Offense:</i> Php1,000 fine</p> <p><i>2nd Offense:</i> Php3,000 fine</p> <p><i>3rd Offense:</i> Php5,000 fine</p>
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





SECTION	VIOLATION	PENALTY
89	Not stopping on Pedestrian Crossing Not giving way to Pedestrians	Php300.00 fine
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 fine - without Php300 fine - busted
92	Operation of 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 fine
99	Unjustified Abandonment of a Motor accident Victim	Php5,000.00 fine
100	Traffic Obstruction	1st Offense: Php500 fine 2nd Offense: Php1,000 fine 3rd Offense: Php1,500 fine
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 Tricycles and motorcycles: Php500 Cars, sedans, jeeps, vans: Php1,000</i>
135	No Loading & Unloading	<i>Vehicles with a gross weight capacity of 4,500 kilograms or more: Php3,000</i>



SECTION	VIOLATION	PENALTY
135	No Loading & Unloading continued...	<i>Tricycles &amp; motorcycles:</i> Php500.00 <i>Cars, sedans, jeeps, vans, others:</i> Php1,000
135-1	Digging w/o BTMD Permit	Php5,000.00
137	Failure to place warning signs at excavation sites	Php2,500 fine
138	Unaccredited/Illegal Towing	Php3,000.00 + impound
140	Impounding Fees	<i>Class A-Light vehicles:</i> Php1500 fine <i>Class B-Van/Truck less than 4000 kilos:</i> Php2000 fine <i>Class C-Truck/Van/Bus more than 4000 kilos:</i> Php2,500
156	Structures concealing traffic signs	Php500.00 fine
008-1	Noise Pollution	<i>1st Offense:</i> Php2,500 fine <i>2nd Offense:</i> Php3,500 fine <i>3rd Offense:</i> Php5,000 fine <i>4<sup>th</sup> Offense:</i> Php5,000 or imprisonment not more than 10 days or both



## 7. Renewal of Electric / Motorized Tricycle Operator's Permit (E/MTOP)

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

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



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for the renewal of E/MTOP	1.1 Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of E/MTOP at City Finance (Miscellaneous Window)  Renewal Fee–1,200.00 Security Sticker–55.00	2. Inform the client to pay the Renewal Fee and Security Sticker at City Finance Department	1,200.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of E/MTOP	3. Processing of E/MTOP	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the E/MTOP before signing	4.1 Final Checking and review of E/MTOP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	4.2 Encoding of Electric / Motorized Tricycle Operator's Permit (E/MTOP data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado, <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Forward the Electric / Motorized Tricycle Operator's Permit (E/MTOP) to the City Mayor for signing	None	2-3 days	Office of the City Mayor
	4.4 Recording of approved E/MTOP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	4.5 Inform applicants that their E/MTOP application is approved and ready for releasing. It could be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
5. E/MTOP applicant can claim the copy of the approved E/MTOP by presenting the photocopy of the Official Receipt	5. Releasing of approved E/MTOP and E/MTOP Sticker	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>P1,255.00</b>	<b>2-3 days and 27 minutes</b>	



## 8. Issuance of Motorized Tricycle Operator's Permit (MTO) for tricycle that will change to motorcycle.

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

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



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO E PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for change motorcycle of tricycle and updating of Motorized Tricycle Operator's Permit (MTOPI)	1.1 Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza  <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of Motorized Tricycle Operator's Permit (MTOPI) at the City Finance Department  Change motorcycle Fee – 500.00 Security Sticker – 55.00	2. Inform the client to pay the change motorcycle fee and Security Sticker at City Finance Department	500.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of MTOPI	3. Processing of MTOPI	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado, <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the MTOPI before signing	4.1 Final Checking review of MTOPI and supporting documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	4.2 Encoding of updated MTOPI data in the system	None	3 minute	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROESSING TIME</b>	<b>PERSON RESONSIBLE</b>
	4.3 Forward the Motorized Tricycle Operator's Permit (MTO) to the City Mayor for signing	None	2-3 days	Office of the City Mayor
	4.4 Recording of approved E/MTO in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	4.5 Inform applicants that their MTO application is approved and ready for releasing. It could be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
5. MTO applicant may claim the copy of the approved MTO by presenting the photocopy of the Official Receipt	5. Releasing of approved MTO	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>P555.00</b>	<b>2-3 days and 27 minutes</b>	





## 9. Issuance of Electric / Motorized Tricycle Operator's Permit - Change Ownership

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

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



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for change ownership of tricycle and updating of E/MTOP	1.1 Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of Electric / Motorized Tricycle Operator's Permit (E/MTOP) at the City Finance Department  New MTOP Fee – 2,000.00 Security Sticker – 55.00	2. Inform the client to pay the change ownership fee and Security Sticker at City Finance Department	2000.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of E/MTOP	3. Processing of Electric / Motorized Tricycle Operator's Permit (E/MTOP)	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the E/MTOP before signing	4.1 Final Checking and review of E/MTOP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	4.2 Encoding of updated Electric / Motorized Tricycle Operator's Permit (E/MTOP) data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Forward the Electric / Motorized Tricycle Operator's Permit (E/MTOP) to the City Mayor for signing	None	2-3 days	Office of the City Mayor
	4.4 Recording of approved E/MTOP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	4.5 Inform applicants that their E/MTOP application is approved and ready for releasing. It can be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
5. E/MTOP applicant can claim the copy of the approved E/MTOP by presenting the photocopy of the Official Receipt	5. Releasing of approved Electric / Motorized Tricycle Operator's Permit (E/MTOP)	None	3 minutes	Raiza Reformado, Zenaida Mendoza, Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>P2,055.00</b>	<b>2-3 days and 27 minutes</b>	



## 10. 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.

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)	
<b>Classification:</b>	Simple/Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Tricycle Operator (TODA) / Motorcycle Owner	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Completion of the following Requirements:             <ul style="list-style-type: none"> <li>• Photocopy of latest MTOP</li> <li>• Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle</li> <li>• Community Tax Certificate (Cedula)</li> <li>• Notarized Affidavit of MTOP Dropping</li> <li>• Valid ID</li> </ul> </li> <li>Other supporting documents, if necessary.             <ul style="list-style-type: none"> <li>• Notarized Special Power of Attorney</li> <li>• Notarized Deed of Sale of Motorcycle and photocopy of valid ID</li> </ul> </li> </ul>	<p>Owner of MTOP / TFRU LTO</p> <p>City Finance Department / Barangay Notary Public Owner of MTOP</p> <p>Notary Public</p>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for MTOP Dropping Certification of public utility tricycle	1.1 Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of MTOP Dropping Certification at the City Finance Department  Dropping Fee – 500.00 Security Sticker – 55.00	2. Inform the client to pay the Dropping fee and Security Sticker at the City Finance Department	500.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of MTOP Dropping Certification	3.1 Processing of MTOP Dropping Certification	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
	3.2 Final Checking and review of MTOP Dropping Certification and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	3.3 Encoding of MTOP Dropping Certification data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.4 Forward the MTOP Dropping Certification to the City Mayor for signing	None	2-3 days	Office of the City Mayor
	3.5 Recording of approved MTOP Dropping Certification in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza  <i>Clerk</i>
	3.6 Inform applicants that their MTOP Dropping Certification application is approved and ready for releasing. It could be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</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	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>PhP 555.00</b>	<b>2-3 days and 27 minutes</b>	



## 11. Issuance of New Electric / Motorized Tricycle Operator's Permit (E/MTOP) for New TODA

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

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

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	New Tricycle Operators and Drivers Association (TODA)	
	<b>CHECKLIST OF REQUIREMENTS (PRIMARY)</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Completion of the following Requirements:             <ul style="list-style-type: none"> <li>• SEC Registration of TODA</li> <li>• Endorsement from Federation of Tricycle Operators and Drivers Association (FETODAB)</li> <li>• Map of TODA route</li> <li>• Endorsement from Homeowners Association and Barangay Captain</li> <li>• Route Measurement Capacity (RMC) and Recommendation letter to Sangguniang Panlungsod</li> <li>• Resolution containing the decision of the Sangguniang Panlungsod address to City Mayor</li> <li>• Approval of the City Mayor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Securities and Exchange Commission TODA TODA Federation</li> <li>Local TODA</li> <li>Homeowners Assn./ Barangay Captain</li> <li>BTMD – Head</li> <li>Sangguniang Panlungsod (SP)</li> <li>Office of the Mayor</li> </ul>



<b>CHECKLIST OF REQUIREMENTS (SECONDARY)</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Completion of the following Requirements:               <ul style="list-style-type: none"> <li>• Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized tricycle</li> <li>• Inspection Report of the Tricycle</li> <li>• Certification from Federation of Tricycle Operators and Drivers Association in Bacoor (FETODAB)</li> <li>• Certification from local TODA</li> <li>• Voter's ID or Voter's Certification of operator (Bacoor)</li> <li>• Barangay Clearance of operators</li> <li>• Community Tax Certificate (Sedula) of operator</li> <li>• Drug test result of driver</li> <li>• Photocopy of Driver's license with restriction code 1&amp;2</li> <li>• Long folder Other supporting documents, if necessary.</li> <li>• Notarized Special Power of Attorney</li> <li>• Notarized Deed of Sale of Motorcycle and photocopy of valid ID</li> <li>• LTO authorization if plate number is not yet available</li> </ul> </li> </ul>	<p>LTO / Operator</p> <p>Local TODA Officer / BTMD-TFRU</p> <p>Local TODA Officer</p> <p>Local TODA Officer</p> <p>COMELEC</p> <p>Barangay</p> <p>City Finance Department</p> <p>DOH Accredited Clinic</p> <p>Tricycle Driver</p> <p>Notary Public</p> <p>LTO</p>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of primary requirements	1. Evaluation and assessment of requirements	None	1 day	Rommel A. Bunag <i>Traffic Operations Officer III</i>
2. Submission of secondary requirements for the issuance of New Electric / Motorized Tricycle Operator's Permit (E/MTOP)	2.1. Assessment of requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	2.2. Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
3. Payment of New Electric / Motorized Tricycle Operator's Permit (E/MTOP) at the Finance Department  New MTOP Fee – PhP 2,000.00 Security Sticker – 55.00	3. Inform the client to pay the New E/MTOP fee and Security Sticker at the City Finance Department	2000.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
4. Submit proof of payment (Official Receipt) to start the processing of New Electric / Motorized Tricycle Operator's Permit (E/MTOP)	4. Processing of New E/MTOP	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Make sure to read and understand the terms and conditions of the E/MTOP before signing	5.1 Final Checking and review of E/MTOP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	5.2 Encoding of E/MTOP data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
	5.3 Forward the E/MTOP to the City Mayor for Signing	None	2-3 days	Office of the City Mayor
	5.4 Recording of the approved E/MTOP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	5.5 Inform applicants that their E/MTOP application is approved and ready for releasing. It can be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
6. E/MTOP applicant can claim the copy of the approved MTOP by presenting the photocopy of the Official Receipt	6. Releasing of approved E/MTOP and E/MTOP Plate, Sticker	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>PhP 2,055.00</b>	<b>3 - 4 days 25 minutes</b>	



## 12. Issuance of Special Electric/Motorized Tricycle Operator's Permit (SP E/MTOP)

Operator of electric/motorized tricycle for hire with a valid franchise from another local government unit adjoining the City of Bacoor can apply for Special Permit (SP E/MTOP).

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)	
<b>Classification:</b>	Simple/Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Tricycle Operator (TODA)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Completion of the following Requirements:</b> <ul style="list-style-type: none"> <li>• Photocopy of latest E/MTOP from another LGU</li> <li>• Photocopy of Certificate of Registration (CR) and latest Official Receipt (OR) of motorized/ electronic tricycle</li> <li>• Inspection Report of the Tricycle &amp; Certification from local TODA</li> <li>• Valid ID of Operator</li> <li>• Drug test result of driver</li> <li>• Photocopy of Driver's license with restriction code 1</li> <li>• Long folder</li> </ul> <b>Other supporting documents, if necessary.</b> <ul style="list-style-type: none"> <li>• Notarized Special Power of Attorney</li> <li>• Notarized Deed of Sale of Motorcycle and photocopy of valid ID</li> <li>• LTO authorization if plate number is not yet available</li> </ul>		Owner of E/MTOP LTO / Operator  Local TODA Officer/TFRU  Operator DOH Accredited Clinic Tricycle Driver   Notary Public  LTO



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for the application of SP E/MTOP	1.1 Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of SP E/MTOP at the City Finance Department (Miscellaneous Window) Special Permit Fee – PhP 1,200.00; Security Sticker– PhP 55.00	2. Inform the client to pay the Special Permit Fee and Security Sticker at the City Finance Department	PhP 1,200.00 PhP 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of SP E/MTOP	3. Processing of SP E/MTOP	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the SP E/MTOP before signing	4.1 Final Checking and review of SP E/MTOP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	4.2 Encoding of SP E/MTOP data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado, <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.3 Forward the SP E/MTOP to the City Mayor for signing	None	2-3 days	Office of the City Mayor
	4.4 Recording of the approved SP E/MTOP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	4.5 Inform applicants that their SP E/MTOP application is approved and is ready for releasing. It can be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
5. SP E/MTOP applicant may claim the copy of the approved SP E/MTOP by presenting the photocopy of the Official Receipt	5. Releasing of the approved SP E/MTOP and SP E/MTOP Sticker	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>PhP 1,255.00</b>	<b>2-3 days and 27 minutes</b>	



### 13. Issuance of New Pedicab Operator's Permit (POP) for PODA

Newly formed Pedicab Operators and Drivers Association (PODA) must apply for new Pedicab Operator's Permit (POP) before the start of their operation.

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Pedicab Operators and Drivers Association (PODA)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>PRIMARY</b></p> <p><b>Completion of the following Requirements:</b></p> <ul style="list-style-type: none"> <li>• SEC Registration of PODA/Sangguniang Panlungsod Accreditation</li> <li>• Endorsement from Federation of Pedicab Operators and Drivers Association (FEPODAB)</li> <li>• Map of PODA route</li> <li>• Endorsement from Homeowners Association and Barangay Captain</li> <li>• Route Measurement Capacity (RMC) and Recommendation letter to Sangguniang Panlungsod</li> <li>• Resolution containing the decision of the Sangguniang Panlungsod address to City Mayor</li> <li>• Approval of the City Mayor</li> </ul>		<p>Securities and Exchange Commission / Sangguniang Panlungsod (SP)</p> <p>PODA PODA Federation</p> <p>Local PODA</p> <p>Homeowners Association Barangay Captain</p> <p>CBTMD – Head</p> <p>Sangguniang Panlungsod (SP)</p> <p>Office of the Mayor</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>SECONDARY</b></p> <p><b>Completion of the following Requirements:</b></p> <ul style="list-style-type: none"> <li>• Photocopy of proof of ownership</li> <li>• Inspection Report of the Pedicab</li> <li>• Certification from Federation of Pedicab Operators and Drivers Association in Bacoor (FEPODAB)</li> <li>• Certification from local PODA</li> <li>• Voter's ID or Voter's Certification of operator (Bacoor)</li> <li>• Barangay Clearance of operators</li> <li>• Community Tax Certificate (Cedula) of operator</li> <li>• Drug test result of driver</li> <li>• Photocopy of Driver's license with restriction code 1</li> <li>• Long folder</li> </ul> <p>Other supporting documents, if necessary.</p> <ul style="list-style-type: none"> <li>• Notarized Special Power of Attorney</li> <li>• Notarized Deed of Sale of Pedicab and photocopy of valid ID</li> </ul>	<p>Operator</p> <p>Local PODA Officer / BTMD-TFRU</p> <p>Local PODA Officer</p> <p>Local PODA Officer</p> <p>COMELEC</p> <p>Barangay</p> <p>City Finance Department DOH Accredited Clinic</p> <p>Pedicab Driver Operator</p> <p>Notary Public</p> <p>Notary Public</p>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of primary requirements	1. Evaluation and assessment of the requirements	None	1 day	Rommel A. Bunag <i>Traffic Operations Officer III</i>
2. Submission of secondary requirements for the issuance of New Pedicab Operator's Permit (POP)	2.1. Assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	2.2. Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
3. Payment of New Pedicab Operator's Permit (POP) at The City Finance Department  New POP Fee – 2000.00 Security Sticker – 55.00	3. Inform the client to pay the New POP fee and Security Sticker at City Finance Department	2000.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
4. Submit proof of payment (Official Receipt) to start the processing of New Pedicab Operator's Permit (POP)	4. Processing of New Pedicab Operator's Permit (POP)	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Make sure to read and understand the terms and conditions of the POP before signing	5.1 Final Checking review of POP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	5.2 Encoding of POP data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
	5.3 Forward the POP to the City Mayor for Signing	None	2-3 days	Office of the City Mayor
	5.4 Recording of approved POP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	5.5 Inform applicants that their POP application is approved and ready for releasing. It can be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
6. POP applicant may claim the copy of the approved POP by presenting the photocopy of the Official Receipt	6. Releasing of approved POP and POP Sticker	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>P2,055.0</b>	<b>3 - 4 days and 27 minutes</b>	



#### 14. Renewal of Pedicab Operator's Permit (POP) for PODA

All Pedicab for hire with updated Pedicab Operator's Permit (POP) must apply for renewal every year. The date of renewal will be based on the date when the POP was issued.

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)	
<b>Classification:</b>	Simple/Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Pedicab Operator	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Completion of the following Requirements:             <ul style="list-style-type: none"> <li>• Photocopy of proof of ownership</li> <li>• Inspection Report of the Pedicab</li> <li>• Certification from Federation of Pedicab Operators and Drivers Association in Bacoor (FEPODAB)</li> <li>• Certification from local PODA</li> <li>• Voter's ID or Voter's Certification of operator (Bacoor)</li> <li>• Barangay Clearance of operators</li> <li>• Community Tax Certificate (Cedula) of operator</li> <li>• Drug test result of driver</li> <li>• Photocopy of Driver's license with restriction code 1</li> <li>• Long folder</li> </ul> </li> <li>Other supporting documents, if necessary.             <ul style="list-style-type: none"> <li>• Notarized Special Power of Attorney</li> <li>• Notarized Deed of Sale of Pedicab and photocopy of valid ID</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Operator</li> <li>Local PODA Officer / BTMD-TFRU</li> <li>Local PODA Officer</li> <li>Local PODA Officer</li> <li>COMELEC</li> <li>Barangay</li> <li>City Finance Department</li> <li>DOH Accredited Clinic</li> <li>Pedicab Driver Operator</li> <li>Notary Public</li> <li>Notary Public</li> </ul>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for the renewal of POP	1.1. Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	1.2. Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of POP at the City Finance Department (Miscellaneous Window)  Renewal Fee – PhP 1,200.00 Security Sticker– PhP 55.00	2. Inform the client to pay the Renewal Fee and Security Sticker at the City Finance Department	1,200.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of POP	3. Processing of POP	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the POP before signing	4.1 Final Checking and review of POP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	4.2 Encoding of POP data in the system	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado, <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.3 Forward the POP to the City Mayor for Signing	None	2-3 days	Office of the City Mayor
	4.4 Recording of approved POP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	4.5 Inform applicants that their POP application is approved and ready for releasing. It can be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
5. POP applicant may claim the copy of the approved POP by presenting the photocopy of the Official Receipt	5. Releasing of approved POP and POP Sticker	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>P1,255.00</b>	<b>2-3 days and 27 minutes</b>	



## 15. Issuance of Pedicab Operator's Permit (POP) - Change Ownership

New owner of Pedicab that have an existing POP should secure new and updated Pedicab Operator's Permit (POP).

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)	
<b>Classification:</b>	Simple/Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	New Pedicab Operator	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>Completion of the following Requirements:</b></p> <ul style="list-style-type: none"> <li>• Photocopy of proof of ownership</li> <li>• Inspection Report of the Pedicab</li>   <li>• Certification from Federation of Pedicab Operators and Drivers Association in Bacoor (FEPODAB)</li> <li>• Certification from local PODA</li> <li>• Voter's ID or Voter's Certification of operator (Bacoor)</li> <li>• Barangay Clearance of operators</li> <li>• Community Tax Certificate (Cedula) of operator</li> <li>• Drug test result of driver</li> <li>• Photocopy of Driver's license with restriction code 1</li> <li>• Long folder</li> </ul> <p><b>Other supporting documents, if necessary.</b></p> <ul style="list-style-type: none"> <li>• Notarized Special Power of Attorney</li>   <li>• Notarized Deed of Sale of Pedicab and photocopy of valid ID</li> </ul>		<p>Operator Local PODA Officer / BTMD-TFRU</p> <p>Local PODA Officer</p> <p>Local PODA Officer COMELEC</p> <p>Barangay City Finance Department</p> <p>DOH Accredited Clinic Pedicab Driver Operator</p> <p>Notary Public</p> <p>Notary Public</p>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements for the renewal of POP	1.1 Evaluation and assessment of the requirements	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	1.2 Issuance of Order of Payment	None	1 minute	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
2. Payment of POP at the City Finance Department (Miscellaneous Window)  New POP Fee – PhP 2,000.00 Security Sticker – PhP 55.00	2. Inform the client to pay the Renewal Fee and Security Sticker at the City Finance Department	2,000.00 55.00	5 Minutes (Depends on the number of clients)	City Finance Department
3. Submit proof of payment (Official Receipt) to start the processing of POP	3. Processing of POP	None	3 minutes	Leilani F. Ocampo, Danny Boy Pajado <i>Clerk</i>
4. Make sure to read and understand the terms and conditions of the POP before signing	4.1 Final Checking and review of POP and supporting Documents	None	3 minutes	Rommel A. Bunag <i>Traffic Operations Officer III</i>
	4.2 Encoding of POP data in the system	Non	3 minutes	Leilani Ocampo, Danny Boy Pajado, <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.3 Forward the POP to the City Mayor for Signing	None	2-3 days	Office of the City Mayor
	4.4 Recording of approved POP in the logbook	None	3 minutes	Raiza Reformado, Zenaida Mendoza <i>Clerk</i>
	4.5 Inform applicants that their POP application is approved and ready for releasing. It can be through telephone call or text message	None	3 minutes per applicant	Danny Boy Pajado <i>Clerk</i>  Rommel A. Bunag <i>Traffic Operations Officer III</i>
5. POP applicant can claim the copy of the approved POP by presenting the photocopy of the Official Receipt	5. Releasing of approved POP and POP Sticker	None	3 minutes	Raiza Reformado, Zenaida Mendoza Danny Boy Pajado, Leilani F. Ocampo <i>Clerk</i>
	<b>Total</b>	<b>2,055.00</b>	<b>2 - 3 days and 27 minutes</b>	



## 16. VARIOUS TODA, PODA CONCERNS AND RIDING PUBLIC CONCERNS

<b>Office or Division:</b>	City Bacoor Traffic Management Department– Tricycle Franchising Regulatory Unit (TFRU)			
<b>Classification:</b>	Simple/Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Tricycle Operator and Drivers Association (TODA), Pedicab Operator and Drivers Association (PODA) & Riding Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
This will depend on the concerns presented by the client.		City Bacoor Traffic Management Department – Tricycle Franchising Regulatory Unit (TFRU)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client may directly come or contact Bacoor Traffic Management Department - Tricycle Franchising Regulatory Unit (TFRU) regarding their queries, complaints and other concerns.	1.1 Attends to queries, complaints and other concerns on E/MTOP, POP Special Permit issues, Fare issues, and Terminal issues.	None	30 minutes maximum	Rommel A. Bunag <i>Traffic Operations Officer III</i>  Leslie Dianne V. Morales- <i>BTMD Officer in Charge</i>
	1.2 Investigate and set a meeting with the concerned TODA or PODA Officers to settle the complaints, concerns and queries.	None	2-3 days	Rommel A. Bunag <i>Traffic Operations Officer III</i>  Leslie Dianne V. Morales- <i>BTMD Officer in Charge</i>
	<b>Total</b>	<b>None</b>	<b>2-3 days and 30 minutes</b>	





## LIST OF SERVICES

### City Budget Department

<b>Internal Services</b>	<b>Page Number</b>
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Budget Execution	8.7, 8.24
Budget Accountability	8.12, 8.29
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<b>External Services</b>	<b>Page Number</b>
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# **CITY BUDGET DEPARTMENT**

## **(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 Department of Budget and Management;**
- 6. Coordinate with the City Finance Department (City Treasurer's Office), the Office of the Accounting and Internal Audit Services and the City Planning and Development Coordinating Office 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 Coordinating 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.

### A. ANNUAL BUDGET

<b>Office or Division:</b>	City Budget Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Government Department and Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Budget proposals for the ensuing year using the prescribed Local Budget Preparation (LBP) Forms 2 and 4.</li> </ul>			City Budget Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Local Budget Preparation Forms 2 and 4 (Annual Programs, Projects and Activities with corresponding budget)	1.1 Consolidate and review all budget proposals to be included in the Annual Budget  1.2 Updates Plantilla of Personnel (Permanent/Casual Employees) and Philhealth Contribution	None	10 days	Elvinia S. Guerrero City Budget Officer  Lester Gene Broas Administrative Officer II Margarita Palad Administrative Aide IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.3 Setting of target income for budget preparation</p> <p>1.4 City Budget Department finalizes the Annual Budget (Local Expenditure Programs) for submission to the Sanggunian for enactment of Appropriation Ordinance</p> <p>1.5 Production of copies for distribution to concerned agencies</p>	None	20 days	<p>Local Finance Committee-Technical Working Group</p> <p>Elvinia S. Guerrero City Budget Officer</p> <p>Mariza R. De Leon Supervising Admin. Officer</p> <p>Mark James Santos Casual-Utility Worker</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Approval of Local Expenditure Program (LEP)/Annual General Fund Budget by the Sangguniang Panlungsod thru Enactment of Appropriation Ordinance</p>	<p>2.1 Upon approval of Local Expenditure Program, furnish soft and hard copies of Annual Budget to E-Governance Department and City Information and Community Relations Department for posting to city government's website and 3 conspicuous places as compliance to DILG MC No. 2019-149 dated August 30, 2019</p> <p>2.2 Prepare Allotment Release Order (ARO) and review before approval of Local Chief Executive (LCE)</p> <p>2.3 Furnish all departments of their respective approved budgets for preparation of Project Procurement Management Plan (PPMP) for inclusion in Annual Procurement Plan (APP)</p>	<p>None</p>	<p>10 days</p>	<p>Elvinia S. Guerrero City Budget Officer</p> <p>Mark James Santos Casual-Utility Worker</p> <p>Margarita Palad Administrative Aide IV Lester Gene Broas Administrative Officer II Elvinia S. Guerrero City Budget Officer</p> <p>Mariza R. De Leon Supervising Admin. Officer Mark James Santos Casual-Utility Worker</p>
	<p><b>Total</b></p>	<p><b>None</b></p>	<p><b>40 days</b></p>	



## B. SUPPLEMENTAL BUDGET

<b>Office or Division:</b>	City Budget Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Government Department and Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Additional Budget Proposals List</li> </ul>			City Budget Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Supplemental proposals for consolidation in prescribed forms	1. Consolidate and review all additional budget proposals to be included in the Supplemental Budget	None	5 days	Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>5 days</b>	



### C. REALIGNMENT OF BUDGET

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Department and Unit Heads	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Realignment/Augmentation List</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Realignment or augmentation of expenses in Annual Budget	1. Review request and availability of funding for the proposal of realignment or augmentation	None	5 days	Elvinia S. Guerrero <i>City Budget Officer</i> Mariza R. De Leon <i>Supervising Admin. Officer</i>
	<b>Total</b>	<b>None</b>	<b>5 days</b>	



## 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.

### A. ANNUAL AND SUPPLEMENTAL BUDGET

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Integrated Financial Management System (IFMS)</li> </ul>		City Budget Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Annual and Supplemental Budget for Integrated Financial Management System (IFMS) Posting	1. Uploading of budget entries to Integrated Financial Management System (IFMS) for Annual and Supplemental Budgets	None	6 hours	Lester Gene Broas <i>Administrative Officer II</i>
	<b>Total</b>	<b>None</b>	<b>6 hours</b>	





## B. INTEGRATED FINANCIAL MANAGEMENT SYSTEM (IFMS)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Integrated Financial Management System (IFMS)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Monitoring of request for transaction in the system	1. Monitoring the request for obligation in the registries thru Integrated Financial Management System (IFMS)	None	Within the day	Lester Gene Broas <i>Administrative Officer II</i> Sherryll Elosa Margarita Palad <i>Administrative Aide IV</i> Monique Gervacio Katherine Pobre Cristina Villafranca Jayson Bautista Keziah Moscosa <i>Casual-Clerk</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



### C. OBLIGATION REQUEST WITH PROCUREMENT DOCUMENTS

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Procurement Documents for Obligation Request (OBR)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of complete attachment for procurement related transactions	1.1 Validate the completeness of Bids and Awards documents attached thru the checklist for procurement activity	None	Within the day	Sherryll T. Elosa <i>Administrative Aide IV</i>
	1.2 Assigned office and account codes for procurement transactions			Elvinia S. Guerrero <i>City Budget Officer</i> Mariza R. De Leon <i>Supervising Admin. Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



#### D. OBLIGATION REQUEST FOR SIGNATURE OF REQUESTING OFFICE

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Obligation Request (OBR)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of complete document/ attachment for related transactions for Obligation and summary of statement of accounts (SOAs) for all utility bills of the city government facilities for request of obligation	1.1 Prepare summary of billing statement of all utility as attachment for request of obligation  1.2 Validate the completeness of documents, the existence of Programs Projects and Activities in the Local Budget Preparation Form No. 4, and assigned corresponding Annual Investment Plan and expense account code (other than procurement) for obligation and release to requesting department for signature	None	Within the day	Monique Gervacio <i>Casual-Clerk</i>  Lester Gene Broas <i>Administrative Officer II</i> Sherryll Elosa Margarita Palad <i>Administrative Aide IV</i> Monique Gervacio Katherine Pobre Cristina Villafranca Jayson Bautista Keziah Moscosa <i>Casual-Clerk</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## E. OBLIGATION REQUEST FOR RELEASING

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	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	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Obligation Request (OBR)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of completely signed Obligation Request (OBR) by requesting department	1.1 Review and certify the Obligation Request as to existence of appropriation  1.2 Release of certified Obligation Request	None	Within the day	Elvinia S. Guerrero <i>City Budget Officer</i>  Cristina Villafranca Keziah Moscosa <i>Casual-Clerk</i> Mark James Santos <i>Casual-Utility Worker</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



### 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 Local Chief Executive, Local Sanggunian and stakeholders to be continuously informed of the status of implementation of Programs, Projects and Activities being funded by public funds.

#### A. REGISTRY OF APPROPRIATION, ALLOTMENT, AND OBLIGATION (RAAO)

<b>Office or Division:</b>	City Budget Department
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government
<b>Who may avail:</b>	City Government Departments National Government Agencies Other Local Government Units
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Registry of Appropriation, Allotment, and Obligations (RAAO) for Personal Services, Maintenance and Other Operating Expenses, Capital Outlays and Financial Expenses (RAAO-PS/MOOE/CO/FE)</li> </ul>	City Budget Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verification of balances thru manual posting of obligation in Registry of Appropriation, Allotment and Obligations (RAAO)	1. Manual posting of daily certified Obligation Requests to proper registries to generate monthly Registry of Appropriation, Allotment and Obligations	None	Within the day	Lester Gene Broas <i>Administrative Officer II</i> Margarita Palad Sherryll Elosa <i>Administrative Aide IV</i> Katherine Pobre Ma. Cristina Villafranca Monique Gervacio Jayson Bautista Keziah Moscosa <i>Casual-Clerk</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



**B. STATEMENT OF APPROPRIATIONS, ALLOTMENT, OBLIGATIONS AND BALANCES (SAAOB)**

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Departments National Government Agencies Other Local Government Units	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Statement of Appropriations, Allotment, Obligations and Balances (SAAOB)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing monthly report of Statement of Appropriations, Allotment, Obligations and Balances (SAAOB)	1.1 Prepare and summarize the monthly Registry of Appropriation, Allotment and Obligations into Statement of Appropriations, Allotment, Obligations and Balances monthly report  1.2 Review and certify the report for submission to Commission on Audit	None	Within 10 days (after the previous month)	Katherine Pobre Jayson Bautista <i>Casual Clerk</i>  Mariza R. De Leon <i>Supervising Admin. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within 10 days</b>	



### C. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNT (SCBAA)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Departments National Government Agencies Other Local Government Units	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Statement of Comparison of Budget and Actual Amount (SCBAA)</li> </ul>		City Budget Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Securing Statement of Comparison of Budget and Actual Amount (SCBAA)	1.1 Encode and monitor the budget data (original amount from annual budget including the changes made in supplemental budgets and realignments)	None	7 days	Mariza R. De Leon <i>Supervising Admin. Officer</i>
	1.2 Certify the monitored Statement of Comparison of Budget portion for submission to Commission on Audit			Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## D. STATEMENT OF RECEIPTS AND EXPENDITURES (SRE)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Departments National Government Agencies Other Local Government Units	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Statement of Receipts &amp; Expenditures (SRE)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing Statement of Receipts and Expenditures (SRE)	1. Prepare manual Statement of Receipts and Expenditures (3 year period), review and certify for submission to Provincial Budget Office	None	5 days	Mariza R. De Leon <i>Supervising Admin. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>5 days</b>	





### E. ELECTRONIC STATEMENT OF RECEIPTS AND EXPENDITURES (e-SRE)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Departments National Government Agencies Other Local Government Units	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Electronic Statement of Receipts &amp; Expenditures (e-SRE)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing Electronic Statement of Receipts and Expenditures (e-SRE)	1. Encode and upload quarterly budget data in Bureau of Local Government Finance system and review the generated Electronic Statement of Receipts and Expenditures (e-SRE)	None	Within the day	Lester Gene Broas <i>Administrative Officer II</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## F. 20% CITY DEVELOPMENT FUND UTILIZATION

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Departments National Government Agencies Other Local Government Units	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>20% City Development Fund Utilization</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing updated reports on full disclosure policy of Department of the Interior and Local Government (DILG)	1. Update the report, and review and certify the 20% Development Fund Utilization	None	Within the day	Lester Gene Broas <i>Administrative Officer II</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## G. BUDGETARY REPORTS

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	City Government Departments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Budgetary Reports</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing monthly budgetary reports	1. Prepare monthly budgetary report and certify for submission to Department concerned	None	Within the day	Margarita Palad Sherryl Elosa <i>Administrative Aide IV</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



#### 4. RECORDS MANAGEMENT

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

##### A. WRITTEN QUERIES, LETTER REQUEST AND CORRESPONDENCE

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	Officials and Employees of the City Government National Government Agencies Other Local Government Units Private Citizens	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Request for securing file/reference copies of budget documents/ correspondence</li> </ul>		City Budget Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written queries, letter requests and correspondence	1.1. Provide certified true copies of documents as per request, queries and correspondence  1.2 Deliver/release documents to concerned offices	None	Within the day	Katherine Pobre Cristina Villafranca <i>Casual Clerk</i> Elvinia S. Guerrero <i>City Budget Officer</i>  Mark James Santos <i>Casual-Utility Worker</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## B. CERTIFICATION OF FUND

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	Officials and Employees of the City Government National Government Agencies Other Local Government Units Private Citizens	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Certifications</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter requests and system-generated Purchase Request (PR) for certifications as to existence of appropriations	1.1 Prepare certification for the existence of appropriations on all requests and list of Purchase Requests for endorsement	None	Within the day	Keziah Moscosa Casual Clerk Lester Gene Broas <i>Administrative Officer II</i> Mariza R. De Leon <i>Supervising Admin. Officer</i>
	2.2. Review and certify as to existence of appropriations			Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## 5. BUDGETING SERVICES

Render technical assistance to clients on budgetary matters.

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	National Government Offices Local Government Offices Private Citizens	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Request for data gathering/ research of students</li> <li>Walk-ins and phone-in clients/ inter-office queries</li> </ul>	City Budget Department	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the written request duly signed by student's adviser for research purposes, walk-in/phone inquiry thru regular office hours	1.1 Evaluate and respond to requests, queries, and calls which needs technical assistance on budgetary matters	None	Within the day	Elvinia S. Guerrero <i>City Budget Officer</i> Mariza R. De Leon <i>Supervising Admin. Officer</i> Lester Gene Broas <i>Administrative Officer II</i> Sherryll Elosa Margarita Palad Karen V. Padua <i>Administrative Aide IV</i> Monique Gervacio Katherine Pobre Cristina Villafranca Jayson Bautista Keziah Moscosa <i>Casual-Clerk</i> Mark James Santos <i>Casual-Utility Worker</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## 6. BUDGET PREPARATION (SPECIAL EDUCATION FUND – SEF)

SECTION 272. Application of Proceeds of the Additional One Percent Special Education Fund 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.

### A. ANNUAL BUDGET

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Budget proposals of Local Department of Education</li> </ul>		Template from Budget Operations Manual for Local Government Units

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Department of Education District Office to submit draft budget proposals for the ensuing year	1.1 Review the content of the proposals if compliant to prescribed format  1.2 City Budget Office finalizes the annual budget for submission to the Local School Board for approval	None	5 days	Karen V. Padua <i>Administrative Aide IV</i> Elvinia S. Guerrero <i>City Budget Officer</i>
2. Approval of Annual Budget by Local School Board	2. Prepare Allotment Release Order (ARO) and review before approval of Local Chief Executive			Karen V. Padua <i>Administrative Aide IV</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>5 days</b>	



## B. SUPPLEMENTAL BUDGET

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Additional Budget Proposals of Local Department of Education</li> </ul>		Template from Budget Operations Manual for Local Government Units

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Supplemental proposals for consolidation in prescribed forms	1. Consolidate and review all additional budget proposals to be included in the Supplemental Budget	None	5 days	Karen V. Padua <i>Administrative Aide IV</i>  Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>5 days</b>	





## 7. BUDGET EXECUTION (SPECIAL EDUCATION FUND-SEF)

### A. ANNUAL AND SUPPLEMENTAL BUDGET

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Integrated Financial Management System (IFMS)</li> </ul>		City Budget Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Annual & Supplemental Budget for Integrated Financial Management System (IFMS) Posting	1.1. Uploading of budget entries to Integrated Financial Management System (IFMS) for Annual and Supplemental Budgets	None	2 hours	Lester Gene Broas <i>Administrative Officer II</i>
	<b>Total</b>	<b>None</b>	<b>2 hours</b>	



## B. INTEGRATED FINANCIAL MANAGEMENT SYSTEM (IFMS)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Integrated Financial Management System (IFMS)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Monitoring of request for transaction in the system	1. Monitoring the request for obligation in the registries thru Integrated Financial Management System (IFMS)	None	Within the day	Karen V. Padua <i>Administrative Aide IV</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



### C. OBLIGATION REQUEST WITH PROCUREMENT DOCUMENTS

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Procurement Documents for Obligation Request (OBR)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of complete attachment for procurement related transactions	1.1 Validate the completeness of Bids and Awards documents attached thru the checklist for procurement activity  1.2 Assigned office and account codes for procurement transactions	None	Within the day	Sherryll T. Elosa <i>Administrative Aide IV</i>  Mariza R. De Leon <i>Supervising Admin. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



#### D. OBLIGATION REQUEST FOR SIGNATURE OF REQUESTING OFFICE

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Obligation Request (OBR)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of complete document/ attachment for related transactions for obligation and summary for all utility bills of the City Schools	1. Validate the completeness of documents/ attachments, assigned expense account codes (other than procurement) for obligation and release to Local Department of Education Division Office for signature	None	Within the day	Karen V. Padua Administrative Aide IV
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## E. OBLIGATION REQUEST FOR RELEASING

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	Local Department of Education Officials & Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Obligation Request (OBR)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of completely signed Obligation Request (OBR) by Local Department of Education Division Office	1.1 Review and certify the Obligation Request as to existence of appropriation  1.2 Release of certified Obligation Request	None	Within the day	Elvinia S. Guerrero City Budget Officer  Karen V. Padua Administrative Aide IV Mark James Santos Casual-Utility Worker
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## 8. BUDGET ACCOUNTABILITY (SPECIAL EDUCATION FUND-SEF)

### A. REGISTRY OF APPROPRIATION, ALLOTMENT, AND OBLIGATION (RAAO)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	National Government Agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Registry of Appropriation, Allotment, and Obligations for Personal Services, Maintenance and Other Operating Expenses and Capital Outlays (RAOO-PS/MOOE/CO)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verification of balances thru manual posting of obligation in Registry of Appropriation, Allotment, and Obligations (RAAO)	1. Manual posting of daily certified Obligation Requests to registries to generate monthly Registry of Appropriation, Allotment and Obligations	None	Within the day	Karen V. Padua <i>Administrative Aide IV</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



**B. STATEMENT OF APPROPRIATIONS, ALLOTMENT, OBLIGATIONS AND BALANCES (SAAOB)**

<b>Office or Division:</b>	City Budget Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G Government to Government
<b>Who may avail:</b>	National Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Statement of Appropriations, Allotment, Obligations and Balances (SAAOB)</li> </ul>	City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing monthly report of Statement of Appropriations, Allotment, Obligations and Balances (SAAOB)	1.1 Prepare and summarize monthly Registry of Appropriation, Allotment, and Obligations into Statement of Appropriations, Allotment, Obligations and Balances report  1.2 Review and certify the report for submission to Commission on Audit	None	Within 10 days (after the previous month)	Karen V. Padua <i>Administrative Aide IV</i>  Mariza R. De Leon <i>Supervising Admin. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within 10 days</b>	



**C. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNT  
(SCBAA)**

<b>Office or Division:</b>	City Budget Department
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G Government to Government
<b>Who may avail:</b>	National Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Statement of Comparison of Budget and Actual Amount (SCBAA)</li> </ul>	City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing Statement of Comparison of Budget and Actual Amount (SCBAA)	1.1 Encode and monitor the budget data (original amount from annual budget including the changes made in supplemental budgets and realignments)	None	7 days	Mariza R. De Leon <i>Supervising Admin Officer</i>
	1.2 Certify the monitored Statement of Comparison of Budget portion for submission to Commission on Audit			Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>7 days</b>	





## D. STATEMENT OF RECEIPTS AND EXPENDITURES (SRE)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	National Government Agencies Other Local Government Units	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Statement of Receipts and Expenditures (SRE)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing Statement of Receipts and Expenditures (SRE)	1. Prepare manual Statement of Receipts and Expenditures (3 year period), review and certify for submission to Provincial Budget Office	None	5 days	Mariza R. De Leon <i>Supervising Admin. Officer</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>5 days</b>	



## E. ELECTRONIC STATEMENT OF RECEIPTS AND EXPENDITURES (e-SRE)

<b>Office or Division:</b>	City Budget Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government	
<b>Who may avail:</b>	National Government Agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Electronic Statement of Receipts and Expenditures (e-SRE)</li> </ul>		City Budget Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Securing Electronic Statement of Receipts and Expenditures (e-SRE)	1. Encode and upload quarterly budget data in Bureau of Local Government Finance system and review the generated Electronic Statement of Receipts and Expenditures (e-SRE)	None	Within the day	Lester Gene Broas <i>Administrative Officer II</i> Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## 9. REVIEW OF BARANGAY AND SANGGUNIANG 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.

<b>Office or Division:</b>	City Budget Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Barangay Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Barangay Budget Preparation Forms</li> <li>• Certified Barangay Annual Investment Program</li> <li>• Certified Gender and Development Plan and Budget for Barangays</li> <li>• Barangay Disaster Risk Reduction and Management Plan</li> <li>• Barangay Council for the Protection of Children Plan</li> </ul>			Template from Budget Operations Manual for Barangays	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete Barangay Budget Preparation Forms together with Certified Annual Investment Program, Gender and Development Plan and Budget, Barangay Disaster Risk Reduction and Management Plan and Barangay Council for the Protection of Children Plan	<p>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</p> <p>1.2 Review and sign the endorsement letter of reviewed budgets</p>	None	Within the day	<p>Cristina Villafranca <i>Casual Clerk</i></p> <p>Elvinia S. Guerrero <i>City Budget Officer</i></p>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## 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 Sangguniang Kabataan Secretary shall submit the Sangguniang Kabataan annual/supplemental budget to the Sangguniang Panlungsod for review through the City Budget Officer within ten (10) days upon the approval thereof.

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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete Sangguniang Kabataan Budget Preparation Form together with approved Comprehensive Barangay Youth Development Plan and Annual Barangay Youth Investment Program	1.1 Examine the forms submitted as to completeness and conduct preliminary review of Sangguniang Kabataan budget on their compliance with Section 20(c) of RA 10742, and with other existing laws, rules and regulations before endorsement to Sangguniang Panlungsod  1.2 Review and sign the endorsement letter of reviewed Sangguniang Kabataan budgets	None	Within the day	Cristina Villafranca <i>Casual Clerk</i>  Elvinia S. Guerrero <i>City Budget Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	



## LIST OF SERVICES

### Office of the City Civil Registry

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# **OFFICE OF THE CITY CIVIL REGISTRY (External Services)**

**The OCCR 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)

Register the COLB of persons born within the territorial jurisdiction of the City of Bacoor.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely)</li> <li>• Government issued valid ID's</li> <li>• Medical Certificate</li> <li>• Certificate of Marriage if the parents were married</li> </ul> <p>Authority to Use the Surname Other supporting documents, if necessary.</p>		<ul style="list-style-type: none"> <li>• Attending Physician/Midwife/Nurse</li> <li>• Any National Government agencies</li> <li>• Hospital, Clinic</li> <li>• Philippine Statistics Authority (PSA) or Office of the City Civil Registry (LCRO)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Assess and review if the documents are properly filled up and duly notarized	None	7 minutes	Rowena A. Barco <i>Administrative Assistant</i>
	1.2 Sign the civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge</i>
2. Receive the civil registry document	2. Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



## 2. Late Registration of Certificate of Live Birth (COLB)

Register the COLB of persons born within the territorial jurisdiction of the City of Bacoor.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely)</li> <li>• Government issued valid ID's</li> <li>• PSA Certificate of Negative Record</li> <li>• National Certification (if born 1944 and below)</li> <li>• Certificate of Marriage if the parent were married</li> <li>• Baptismal Certificate</li> <li>• Barangay Fact of Birth</li> <li>• School Record</li> <li>• Immunization Record</li> <li>• Voter's Certification</li> </ul> <p>Other supporting documents, if necessary</p>		<ul style="list-style-type: none"> <li>• Attending Physician/Midwife/Nurse</li> <li>• Any National Government agencies</li> <li>• PSA</li> <li>• National Archives</li> <li>• PSA/ LCRO</li> <li>• Church</li> <li>• Barangay</li> <li>• School</li> <li>• Health Center</li> <li>• Commission on Elections (COMELEC)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess and review if the documents are properly filled up and duly notarized, advice the client to pay the required fee	None	7 minutes	Rowena A. Barco <i>Administrative Assistant</i>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay the required fees	2. Receive payment and issue official receipt	Delayed Registration PhP 200.00	5 minutes	City Finance Department (City Treasurer's Office)
3. Present the Official Receipt	3.1. Advice to return on the scheduled date of release (after 10 days posting)	None	10 days posting period	Rowena A. Barco <i>Administrative Assistant</i>
	3.2. Signs the civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge</i>
4. Receive the civil registry document	4. Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>Php 200.00</b>	<b>10 days and 15 minutes</b>	



### 3. Application of Marriage License

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

<b>Office or Division:</b>	Office of the City Civil Registry
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	At least one of the contracting parties must be a resident of the City of Bacoor.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Certificate of No Marriage (CENOMAR)</li> <li>• Certificate of Live Birth or Baptismal Certificate</li> <li>• Family Planning Seminar/ Pre-marriage Counselling</li> <li>• Parental consent (for ages 22 to 25)</li> <li>• Parental Advice (for ages 18 to 21)</li> <li>• Barangay Certificate</li> <li>• Valid ID with Bacoor residence or address of either of the parties</li> <li>• Long Folder</li> <li>• Certificate of Death (if widowed), Annotated Certificate of Marriage (if annulled)</li> </ul> <p>Additional for Foreign Applicant:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Legal Capacity</li> <li>• CENOMAR</li> </ul> <p>If one/both of the parties was/were previously married:</p> <ul style="list-style-type: none"> <li>• Judicial Decree of absolute divorce</li> <li>• Judicial Decree of Annulment</li> <li>• Judicial Decree of Nullity of Marriage</li> </ul> <p>Other supporting documents, if necessary</p>	<ul style="list-style-type: none"> <li>• PSA</li> <li>• Office of the City Civil Registry/PSA or Church</li> <li>• Population Commission Office (POPCOM)</li> <li>• Office of the City Civil Registry</li> <li>• Office of the City Civil Registry</li> <li>• Barangay</li> <li>• Any National Government agencies</li> <li>• Client</li> <li>• PSA/LCRO</li> <li>• Department of Foreign Affairs (DFA)</li> <li>• Embassy/ Consular</li> <li>• PSA</li> <li>• Court</li> <li>• Court</li> <li>• Court</li> </ul>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Assess and review if the documents are properly filled up and duly notarized, advise the client to pay the required fee	None	10 minutes	Maria Concepcion V. Malinis <i>Clerk</i>
2. Pay the required fees	2. Receive payment and issue official receipt	Application Fee PHP 200.00  Certificate of Compliance PHP 200.00	5 minutes	City Finance Department (City Treasurer's Office)
3. Present the Official Receipt	3. Advice to return on the scheduled date of release after 10 days posting	None	10 days	Maria Concepcion V. Malinis <i>Clerk</i>
4. Return to the Local Civil Registration Office after the posting period	4. Check and review submitted document and advice to pay required fee	None	2 minutes	Ma. Theresa B. Dela Cruz <i>Clerk</i>
5. Pay the required fees	5. Receive payment and issue official receipt	Marriage License PHP 100.00	5 minutes	City Finance Department (City Treasurer's Office)



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Present the Official Receipt	6.1. Prepares the Marriage License	None	5 minutes	Ma. Theresa B. Dela Cruz <i>Clerk</i>
	6.2. Signs the Marriage License	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge</i>
7. Receive the civil registry document	7. Release the Marriage License	None	2 minutes	Ma. Theresa B. Dela Cruz <i>Clerk</i>
	<b>Total</b>	<b>Php 500.00</b>	<b>10 days and 30 minutes</b>	



#### 4. Timely Registration of Certificate of Marriage (COM)

Register the COM celebrated/ solemnized within the territorial jurisdiction of the City of Bacoor.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely)</li> <li>• Government issued valid ID's</li> <li>• Certification from the Venue</li> <li>• Affidavit of Solemnizing Officer</li> <li>• Application for Marriage License</li> <li>• Marriage License</li> </ul> Other supporting documents, if necessary.		<ul style="list-style-type: none"> <li>• Solemnizing Officer</li> <li>• Any National Government agencies</li> <li>• Event place/venue</li> <li>• Solemnizing Office</li> <li>• LCRO</li> <li>• LCRO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Assess and review if the documents are properly filled up and duly notarized	None	7 minutes	Carmen R. Eusebio <i>Administrative Aide II</i>
	1.2 Sign the civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge</i>
2. Receive the civil registry document	2. Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



## 5. Late Registration of Certificate of Marriage (COM)

Register the COM celebrated/ solemnized within the territorial jurisdiction of the City of Bacoor.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely)</li> <li>• Government issued valid ID's</li> <li>• PSA Certificate of Negative Record</li> <li>• Certification of No Marriage (CENOMAR)</li> <li>• Certification from the Venue</li> <li>• Affidavit of Solemnizing Officer</li> <li>• Affidavit of Two (2) Disinterested Persons</li> <li>• Application for Marriage License</li> <li>• Marriage License</li> </ul> Other supporting documents, if necessary		<ul style="list-style-type: none"> <li>• Solemnizing Officer</li> <li>• Any National Government agencies</li> <li>• PSA</li> <li>• PSA</li> <li>• Event Place/Venue</li> <li>• Solemnizing Office</li> <li>• Notary Public</li> <li>• Office of the City Civil Registry</li> <li>• Office of the City Civil Registry</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess and review if the documents are properly filled up and duly notarized, advice the client to pay the required fee	None	7 minutes	Carmen R. Eusebio <i>Administrative Aide II</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay the required fees	2. Receive payment and issue official receipt	Delayed Registration PHP 200.00	5 minutes	City Finance Department (City Treasurer's Office)
3. Present the Official Receipt	3.1 Advice to return on the scheduled date of release (after 10 days posting)	None	10 days	Carmen R. Eusebio <i>Administrative Aide II</i>
	3.2 Signs the civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge</i>
4. Receive the civil registry document	4. Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>Php 200.00</b>	<b>10 days and 15 minutes</b>	



## 6. Timely Registration of Certificate of Death (COD)

Register the COD of all persons died within the territorial jurisdiction of the City of Bacoor.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely)</li> <li>• Government issued valid ID's</li> <li>• Transfer Permit</li> <li>• Burial/Cremation Permit</li> <li>• Police Report</li> <li>• Certificate of Post Mortem Examination</li> </ul> Other supporting documents, if necessary.		<ul style="list-style-type: none"> <li>• Funeral Parlor/Service</li> <li>• Any National Government agencies</li> <li>• Treasury Office</li> <li>• Treasury Office</li> <li>• Philippine National Police (PNP)</li> <li>• PNP/ National Bureau of Investigation (NBI)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Assess and review if the documents are properly filled up and duly notarized	None	7 minutes	Rowena C. Tamayo <i>Registration Officer III</i>
	1.2 Sign the civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge</i>
2. Receive the civil registry document	2. Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	





## 7. Late Registration of Certificate of Death (COD)

Register the Certificate of Death COD of all persons died within the territorial jurisdiction of the City of Bacoor.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Four (4) quadruplicate copies of the civil document to be registered (must be accomplished correctly and completely)</li> <li>• Government issued valid ID's</li> <li>• PSA Certificate of Negative Record</li> <li>• Transfer Permit</li> <li>• Burial/Cremation Permit</li> <li>• Police Report</li> <li>• Certificate of Post Mortem Examination</li> <li>• Affidavit of Two (2) Disinterested Persons</li> <li>• Certificate from the Funeral Service</li> <li>• Certificate from the place of interment</li> </ul> <p>Other supporting documents, if necessary</p>		<ul style="list-style-type: none"> <li>• Funeral Parlor/ Service</li> <li>• Any National Government agencies</li> <li>• PSA</li> <li>• Treasury Office</li> <li>• Treasury Office</li> <li>• Philippine National Police (PNP)</li> <li>• PNP/ NBI</li> <li>• Notary Public</li> <li>• Funeral Parlor/ Service</li> <li>• Cemetery/ Crematorium</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1. Assess and review if the documents are properly filled up and duly notarized, advice the client to pay the required fee	None	7 minutes	Rowena C. Tamayo <i>Registration Officer III</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay the required fees	2. Receive payment and issue official receipt	Delayed Registration PhP 200.00	5 minutes	City Finance Department (City Treasurer's Office)
3. Present the Official Receipt	3.1 Advice to return on the scheduled date of release (after 10 days posting)	None	10 days	Rowena C. Tamayo <i>Registration Officer III</i>
	3.2 Signs the civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>OIC - City Civil Registrar</i>
4. Receive the civil registry document	4. Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>Php 200.00</b>	<b>10 days and 15 minutes</b>	



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

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• PSA Copy of Certificate of Live Birth (Child)</li> <li>• PSA Copy of Certificate of Marriage (Parents)</li> <li>• Latest PSA Copy of CENOMAR (both parents)</li> <li>• Valid ID of Parents</li> <li>• Joint Affidavit of Legitimation</li> <li>• Affidavit of Admission of Paternity (AAP)</li> <li>• Affidavit to Use the Surname of the Father (AUSF)</li> </ul> <p>Other supporting documents, if necessary</p>		<ul style="list-style-type: none"> <li>• PSA/LCRO</li> <li>• PSA/LCRO</li> <li>• PSA/LCRO</li> <li>• Any National Government agencies</li> <li>• Notary Public</li> <li>• Notary Public</li> <li>• Notary Public</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents	1. Assess the requirements and issue the order of payment	None	5 minutes	Rochel T. Arciaga <i>Clerk</i>
2. Pay the required fees	2. Receive payment and issue official receipt	Registration of Legitimation Php 500.00  Registration of AUSF Php 500.00	5 minutes	City Treasury Office



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
		Other Legal Instruments Php 330.00  Certified True Copy Php 110.00  Security Seal Php 55.00		
3. Present the Official Receipt	3.1. Process the registration of the Legal Instruments	None	7 minutes	Rochel T. Arciaga <i>Clerk</i>
	3.2. Signs the certified civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>OIC - City Civil Registrar</i>
4. Receive the civil registry document	4. Release the civil registry document	None	2 minutes	Rochel T. Arciaga <i>Clerk</i>
	<b>Total</b>	<b>Depends on the requested document/s stated above</b>	<b>20 minutes</b>	



### 9. 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.

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Original /certified photocopy of the court order (at least 3 copies each)</li> <li>Certificate of finality</li> <li>Certificate of court registration and authenticity issued by the concerned City Civil Registrar where the court is functioning.</li> </ul> Other supporting documents, if necessary		<ul style="list-style-type: none"> <li>Court</li> <li>Court and LCRO</li> <li>Court and LCRO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to the Office of the City Civil Registrar	1. Assess the submitted document for registration and issue the order of payment	None	5 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
2. Pay the required fees	2. Receive payment and issue official receipt	Adoption Php 1,100.00  Annulment Php 550.00  Correction Php 550.00  Judicial Recognition of Foreign	5 minutes	City Treasury Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Divorce Php550.00  Legal Separation Php 550.00  CTC of court order/decree per page Php 110.00  Certificate of Registration Php 200.00  Certificate of Authenticity Php 200.00  Security Seal Php 55.00		
3. Present the Official Receipt	3.1 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	12 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.2 Signs the certified copy of the court order/decreed and Certificate of Registration and Authenticity	None	1 minute	Ma. Theresa M. Cameros <i>Officer in Charge - City Civil Registrar</i>
4. Receive the civil registry document	4.1 Release the civil registry document	None	2 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
	<b>Total</b>	<b>Depends on the requested document/s stated above</b>	<b>25 minutes</b>	



## 10. Filing 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.

<b>Office or Division:</b>	Office of the City Civil Registry
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	All resident and non-resident of the City of Bacoor
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• PSA &amp; Local copy of COLB, COM or COD</li> <li>• Baptismal Certificate</li> <li>• School Record</li> <li>• Medical Records</li> <li>• Business Record</li> <li>• GSIS/SSS Record</li> <li>• PhilHealth MDR</li> <li>• Service Record</li> <li>• NBI Clearance</li> <li>• Police Clearance</li> <li>• Certificate of Employment of no pending administrative or criminal case from employment (affidavit of non-employment if not employed)</li> <li>• Civil registry record of ascendants/descendants</li> <li>• Certificate of Marriage</li> <li>• Medical Certificate</li> <li>• Affidavit of Explanation</li> <li>• Affidavit of Child Custody</li> <li>• Affidavit of NO Hospital Record</li> <li>• Voter's Certification</li> <li>• Barangay Certificate</li> <li>• Government issued valid IDs</li> <li>• Special Power of Attorney</li> <li>• Certificate of Publication</li> </ul> <p>Other supporting documents, if necessary</p>	<ul style="list-style-type: none"> <li>• PSA/ LCRO</li> <li>• Church</li> <li>• School</li> <li>• Hospital</li> <li>• BPLO</li> <li>• GSIS/ SSS</li> <li>• PhilHealth</li> <li>• Human Resources Office</li> <li>• NBI</li> <li>• PNP</li> <li>• Human Resources Office</li> <li>• PSA/ LCRO</li> <li>• PSA/LCRO</li> <li>• Health Center</li> <li>• Notary Public</li> <li>• Notary Public</li> <li>• Notary Public</li> <li>• COMELEC</li> <li>• Barangay</li> <li>• Any National Government agencies</li> <li>• Notary Public</li> <li>• Any newspaper of general circulation</li> </ul>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the 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 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
2. Submit the requirements	2. Assess the requirements and issue the order of payment	None	5 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
3. Pay the required fees	3. Receive payment and issue official receipt	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 minutes	City Treasury Office



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4. Present the Official Receipt	4. Prepares the petition for clients.	None	5 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
5. Sign the prepared petition	5. Review the petition then ask the client to notarize the petition	None	5 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
6. Return the duly notarized petition	6.1. Advice to return on the scheduled date of release after 10 days posting	None	10 days	Lorena F. Navarro <i>Administrative Aide IV</i>
	6.2 Review and sign the petition	None	1 minute	Ma. Theresa M. Cameros <i>OIC - City Civil Registrar</i>
7. Return to the Local Civil Registration Office after the prescribed period	7.1. Verifies 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>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.2 Publish for Change of First Name/ Correction of Clerical Error and posting for clerical error and Submit the granted petition to the Office of Civil Registrar General, Quezon City	None	Posting Period 10 days	Lorena F. Navarro <i>Administrative Aide IV</i>
8. Follow up the Petition	8. Verifies 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 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
9. Pay the required fees	9. Process payment and issue Official Receipt	Certificate of Finality Php 200.00  CTC of Petion Php 110.00  CTC of Civil Registry Document Php 110.00  Security Seal Php 55.00	5 minutes	City Finance Department (City Treasurer's Office)



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
10. Present the Official Receipt	10. Signs the certified copy of the petition and Certificate of Finality	None	2 minutes	Ma. Theresa M. Cameros <i>OIC - City Civil Registrar</i>
11. Receive the Affirmed Petition	11. Release the Affirmed Petition	None	2 minutes	Lorena F. Navarro <i>Administrative Aide IV</i>
	<b>Total</b>	<b>Depends on the requested document/s stated above</b>	<b>110 days and 45 minutes</b>	



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

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

<b>Office or Division:</b>		Office of the City Civil Registry		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All resident and non-resident of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Government issued valid ID</li> <li>Authorization letter or special power of attorney</li> </ul> Other supporting documents, if necessary		<ul style="list-style-type: none"> <li>Any National Government agencies</li> <li>Notary Public</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-up 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	7 minutes	Amor B. Fortuna <i>Clerk</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay the required fees	2. Receive payment and issue official receipt	Certified True Copy PHP 110.00  Transcription of Record PHP 300.00  Security Seal PHP 55.00	5 minutes	City Treasury Office
3. Present the Official Receipt	3.1 Signs the certified civil registry document	None	1 minute	Ma. Theresa M. Cameros <i>OIC - City Civil Registrar</i>
4. Receive the civil registry document	4.1 Release the civil registry document	None	2 minutes	Amor B. Fortuna <i>Clerk</i>
	<b>Total</b>	<b>Depends on the requested document/s stated above</b>	<b>15 minutes</b>	



## LIST OF SERVICES

### Office of the City Engineer

<b>External Services</b>	<b>Page Number</b>
Issuance of Permits:	
Excavation Permit	10.2 – 10.4
Sign/Signage Permit	10.5
Pole/Cabinet Location Permit	10.6 – 10.7
Road Maintenance Permit	10.8 – 10.9
Construction, Repair, and Maintenance of LGU-Owned Infrastructures	10.10
Declogging/Dredging Operations	10.11



# **OFFICE OF THE CITY ENGINEER**

## **(External Services)**

**The Office of the City Engineer (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 Office of the City Engineer likewise extends engineering services to all 47 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 for commercial purposes.

<b>Office or Division:</b>	Office of the City Engineer	
<b>Classification:</b>	Simple (Type 1), Highly Technical (Type 2)	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Individuals; Utility Companies or Similar Entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>TYPE 1: (RESIDENTIAL &amp; NON-COMMERCIAL PURPOSES)</b>		
<u>REQUIREMENTS FOR APPLICATION</u>		
<ul style="list-style-type: none"> <li>• Sketch plan/map;</li> <li>• Program of Works;</li> <li>• Time table;</li> <li>• Typical sections/ specifications;</li> <li>• Affidavit of Undertaking;</li> <li>• Posting of Cash Bond;</li> <li>• Payment of Non-Refundable Supervision fee;</li> <li>• Barangay Clearance, and Homeowner's Clearance, if applicable;</li> <li>• Third Party Liability (TPL) Insurance</li> </ul>		From applicant
<u>REQUIREMENTS FOR ISSUANCE</u>		
<ul style="list-style-type: none"> <li>• Clearance from Bacoor Traffic Management Department (BTMD);</li> <li>• Clearance from the Office of the Mayor</li> <li>• Joint Inspection by Office of the City Engineer with Regional, District or Provincial representatives as applicable;</li> <li>• Payment of appropriate fees and charges;</li> </ul>		BTMD  Mayor's Office Concerned Agency  Office of the City Engineer/Treasury



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>TYPE 2: (COMMERCIAL PURPOSES)</b></p> <ul style="list-style-type: none"> <li>• Endorsement from the entity, agency, or company;</li> <li>• Barangay Clearance</li> <li>• HOA Clearance (<i>if applicable</i>)</li> <li>• Photocopy of Current Year RPT</li> <li>• 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;</li> <li>• Technical drawings and specifications for the entire contract.</li> </ul>	<p>Maynilad DPWH</p> <p>From Applicant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Accomplish and submit the Excavation Permit form for Type 1, and the complete requirements for Type 2 (complete documents);</p>	<p>1.1. Issuance of comment/ follow-up slip</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Staff</p> <ul style="list-style-type: none"> <li>* Cecille Jimenez</li> <li>* Arnold Romero</li> <li>* Jan Ace Aguilar</li> <li>* Christian Barit</li> </ul> <p><i>*Admin Staff, Casual</i> Norbeto Violeta Engr. Charlotte Aldave <i>Engineer I</i></p> <p>Sharena Bautista <i>Admin Officer IV</i> Jerralyn Ordoñez <i>Admin Officer IV</i></p> <p>Engr. Eleaser Lozano <i>Engineer III</i> <i>Supervising</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Verification of submitted documents, evaluation, assessment and issuance of Order of Payment;	None	1 day (Type 1)  1-14 days detailed evaluation may be required if the project cost is at least P1M (Type 2))	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 (ground floor);	2. Issuance of Excavation Permit after presentation of proof of payment;	<i>Fees &amp; Charges:</i> <i>Filing Fee P200.00</i> <i>Inspection Fee P300.00</i> <i>Processing Fee P300.00 (for water house connection)</i> <i>P500.00 (for all other excavations)</i> <i>Excavation Permit Fee</i> a) <i>For a max width of trench of 0.50m.</i> a.1) <i>First 50lm length &amp; below – P1,000.00</i> a.2) <i>Over 50lm length –P30.00/lm</i> b) <i>Excess over 0.50m width of trench- 50.00/sq.m</i>  <i>*per CO 25-2014, Section 14</i>	5 minutes	Administrative Staff*  Engr. Eleaser Lozano <i>Engineer III Supervising</i>  Engr. Jicky D. Jutba City Engineer <i>Approving</i>
	<b>Total</b>	<b>Php 1,800.00 minimum</b>	<b>1 day &amp; 10 mins. (Type 1) 14 days &amp; 10 mins. (Type 2)</b>	



## 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.

<b>Office or Division:</b>	Office of the City Engineer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Individuals; Establishments/Companies or Similar Entities
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>1. Approved request letter endorsed from Mayor's Office</b>	
<ul style="list-style-type: none"> <li>• Classification of sign (<i>business or advertising</i>)</li> <li>• Material used for the sign (<i>painted, tarpaulin, lighted panaflex, etc.</i>)</li> <li>• Dimension per sign (<i>in meters</i>)</li> <li>• Number of signs to be installed (<i>for each type</i>)</li> <li>• Technical details (<i>drawings and specifications</i>)</li> <li>• Location map where the sign(s) will be installed</li> <li>• Message on or content of the sign</li> </ul>	From applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsement to City Ads	1.1. Provide contact details of City Ads	None	1 day	Administrative Staff* * Cecille Jimenez * Arnold Romero * Jan Ace Aguilar * Christian Barit  *Admin Staff, Casual  Norberto Violeta  Sharena Bautista Admin Officer IV Jerralyn Ordoñez Admin Officer IV  Engr. Eleaser Lozano Engineer III Supervising
	<b>Total</b>	<b>None</b>	<b>1 day</b>	



### 3. POLE/ CABINET LOCATION PERMIT

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

<b>Office or Division:</b>	Office of the City Engineer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Individuals; Utility Companies or Similar Entities
<b>CHECKLIST OF REQUIREMENTS</b>	
<ol style="list-style-type: none"> <li>1. Request Letter from the concerned utility company or similar entity containing the following details:               <ol style="list-style-type: none"> <li>(a) Number of poles/cabinets to be installed and/or relocated, and,</li> <li>(b) Summarized cost of the project;</li> </ol> </li> <li>2. Technical details (<i>drawings and specifications</i>);</li> <li>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;</li> </ol>	
<b>WHERE TO SECURE</b>	
<p>From applicant</p> <p>From applicant</p> <p>DPWH</p>	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Request Letter with the documentary attachments;	1.1. Issuance of comment/ follow-up slip;	None	5 minutes	Administrative Staff* * Cecille Jimenez * Arnold Romero * Christian Barit *Admin Staff, Casual  Norbeto Violeta Arch. Alexa Cerbo  Sharena Bautista <i>Admin Officer IV</i> Jerralyn Ordoñez <i>Admin Officer IV</i>  Engr. Eleaser Lozano <i>Engineer III Supervising</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Verification of submitted documents, evaluation, assessment and issuance of Order of Payment;	None	3 days	Administrative Staff*  Engr. Julius Darrell Gomez <i>CGADH1</i> <i>Supervising</i>
2. Payment of fees and charges indicated in the Order of Payment through Cashiers 19-22 (ground floor);	2. Issuance of Pole/Cabinet Location Permit after presentation of proof of payment;	<i>Fees &amp; Charges:</i>  <i>Filing Fee</i> <i>P200.00</i>  <i>Inspection/ Verification Fee</i> <i>P300.00</i>  <i>Excavation Fee per pole</i> <i>P300.00</i>  <i>Pole Loc. (per pole)</i> <i>P1,000.00</i>  <i>*per CO 2013 051</i>	5 minutes	Administrative Staff*  Engr. Julius Darrell Gomez <i>CGADH1</i> <i>Supervising</i>  Engr. Jicky D. Jutba City Engineer <i>Approving</i>
	<b>Total</b>	<b>PhP 1,800.00 minimum</b>	<b>3 days and 5 minutes</b>	



#### 4. ROAD MAINTENANCE PERMIT

<b>Office or Division:</b>	Office of the City Engineer
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Individuals; Operators/Developers or Similar Entities
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Endorsement for Business Permit and Licensing Office (BPLO)</li> <li>2. Affidavit of Undertaking</li> <li>3. Photos of Office / Garage and Trucks</li> </ol>	From applicant

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Required documents	1.2. Verification of submitted documents, evaluation, assessment and issuance of Order of Payment;	None	3 days	Administrative Staff*  * Cecille Jimenez * Arnold Romero <i>*Admin Staff, Casual</i>  Norbeto Violeta Arch. Alexa Cerbo  Engr.Charlotte Aldave <i>Engineer I</i>  Sharena Bautista <i>Admin Officer IV</i> Jerralyn Ordoñez <i>Admin Officer IV</i>  Engr. Eleaser Lozano <i>Engineer III Supervising</i>
2. Payment of fees and charges indicated in the Order of Payment through	2. Issuance of Road Maintenance Permit after presentation of proof of payment;	<i>Fees &amp; Charges:</i>  <i>Commercial buildings/ Enterprises (such as mall) – Php50,000 (Php20,000 per annum on or before every 24<sup>th</sup> day of January)</i>	5 minutes	Administrative Staff*  Engr. Julius Darrell Gomez <b>CGADH1</b> <i>Supervising</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Cashiers 19-22 (ground floor);		<p><i>Condominium/Residential Subd.- Php100,000</i></p> <p><i>Industrial Buildings or Enterprises (such as factories) – Php 50,000 (Php20,000 on or before every 24<sup>th</sup> day January)</i></p> <p><i>Institutional Buildings or Enterprises (such as cemeteries, crematoria, hospitals, schools, etc.) – Php20,000 (Php5,000 on or before every 24<sup>th</sup> day January)</i></p> <p><i>Agro/Aqua-Industrial Enterprises of Buildings- Php10,000 (Php2,000 on or before every 24<sup>th</sup> day January)</i></p> <p><i>Warehouses, Bus Terminals, Truck Terminals – Php150,000 (Php50,000 on or before every 24<sup>th</sup> day January)</i></p> <p><i>*per CO 32-2019</i></p>		<p>Engr. Jicky D. Jutba City Engineer Approving</p>
	<b>Total</b>	<b>Minimum of PhP 2,000.00; depends on the computation of fees above</b>	<b>3 days and 5 minutes</b>	





## 5. CONSTRUCTION, REPAIR, AND MAINTENANCE OF ALL LGU-OWNED INFRASTRUCTURES

<b>Office or Division:</b>	Office of the City Engineer
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Individuals; Bacoor Residents or Similar Entities
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Approved request letter endorsed from City Mayor's Office	From applicant

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request to City Mayor's Office	1. Evaluation and assessment of request letter endorsed from City Mayor's Office and conduct of construction/ repair/ maintenance works	None	14 days	<p style="text-align: center;">All Project Engineers/Inspectors</p> <p style="text-align: center;">Henry Lorenzo <i>General Labor Foreman</i></p> <p style="text-align: center;">Edwin Ramos <i>Labor Foreman</i></p> <p style="text-align: center;">Engr. Julius Darrell L. Gomez <i>CGADH1 Supervising</i></p> <p style="text-align: center;">Engr. Jicky D. Jutba <i>City Engineer Approving</i></p>
	<b>Total</b>	<b>None</b>	<b>14 days</b>	



## 6. DECLOGGING/DREDGING OPERATIONS

<b>Office or Division:</b>	Office of the City Engineer
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Individuals; Bacoor Residents or Similar Entities

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Approved request letter endorsed from City Mayor's Office	From applicant

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request to City Mayor's Office	1.1. Evaluation and assessment of request letter endorsed from City Mayor's Office and conduct of declogging / dredging operations	None	7 days	All Project Engineers/Inspectors  Rodolfo Vibal <i>Labor Foreman</i>  Engr. Julius Darrell L. Gomez <i>CGADH1 Supervising</i>  Engr. Jicky D. Jutba City Engineer <i>Approving</i>
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## LIST OF SERVICES

### City Environment Service Department

#### **Internal Services**

#### **Page Number**

Provision of Clean and Green Project Supplies and Materials

11.2

#### **External Services**

Availment of Permit to Operate for Junkshop

11.3 – 11.4

#### **Internal and External Services**

Availment of Endorsement Letter to PENRO for Tree Cutting Permit Application

11.5 – 11.6

Filing of Environmental Complaints/Concerns (Electronic Mail)

11.7 – 11.8

Filing of Environmental Complaints/Concerns (Public Assistance Desk)

11.9 – 11.10

Regular Collection of Solid Wastes

11.11 – 11.12

Request for Clean-up Drive Operation

11.13 – 11.14

Request for Disinfection Activity on Community Area

11.15 – 11.16

Request for Environmental Management Seminar

11.17 – 11.18

Request for Greening and Beautification Program, Parks and Development

11.19 – 11.20

Settlement of Environmental Violation Citation Ticket

11.21

Tree Planting and Caring Compliance of Residential Subdivision Developer

11.22 – 11.23

List of Fees

11.24 – 11.33



# **CITY ENVIRONMENT SERVICE DEPARTMENT**

## **(Internal and External Services)**

**The CESD 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 CESD is fully committed to become the frontline organization of the City Government of Bacoor in the development and promotion of environment friendly community based technologies for the protection and conservation of the environment.**



## 1. 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.

<b>Office or Division:</b>		City Environment Service Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		CESD's eco-aides, river warriors, special operations team, eco-enforcers		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Record Book			CESD	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receives information	1. Disseminates schedule information of distribution	None	5 minutes	Ms. Jennifer A. Butalid <i>Admin Aide I</i>
2. Request for replacement of item if needed	2.1. Receives request for replacement of item if needed	None	5 minutes	Ms. Jennifer A. Butalid, <i>Admin Aide I</i>
	2.2. Prepares list and arrange supplies and materials for distribution	None	2 hours	Ms. Jennifer A. Butalid <i>Admin Aide I</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>Admin Aide I</i>  Assigned Office/Fieldwork Staff
<b>Total</b>		<b>None</b>	<b>5 hours and 30 minutes</b>	



## 2. 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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business			
<b>Who may avail:</b>	External Clientele who are authorized party or representative, owner of the establishments			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Application form, CNC, and Association Membership through electronic mail to cenrobacoocity@gmail.com	1.1 Check completeness of application and supporting documents	None	15 minutes	Engr. Mark Renson L. Villalobos, <i>Technical Staff</i>
	1.2 Review and sign/approve compliant to City Ordinance 2014-004	None	10 minutes	Mr. Rolando R. Vocalan CESD <i>Officer in Charge</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay corresponding fee for Security Seal	2. Receive payment and issue Official Receipt (OR)	Php 55.00	10 minutes	Treasury Office
3. Present and submit Official Receipt (OR) of Security Seal	3. Receive and photocopy OR	None	15minutes	Engr. Mark Renson L. Villalobos, <i>Technical Staff</i>
4. Receive Permit to Operate and sign Receiving Log Book	4. Issue signed Permit to Operate with Security Seal	None	10 mins	Engr. Mark Renson L. Villalobos, <i>Technical Staff</i>
<b>Total</b>		<b>Php 55.00</b>	<b>1 hour</b>	

*\*The issued permit is subject to revocation at any time the concerned establishment proven for violation in accordance with City Ordinances, Laws, and other Regulations. The permit also serves that the concerned establishment managed by its owner shall comply in Rules and Regulations of City Ordinance No. 004 Series of 2014.*



### 3. AVAILMENT OF ENDORSEMENT LETTER TO PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE - PENRO FOR TREE CUTTING PERMIT APPLICATION

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

<b>Office or Division:</b>	City Environment Service Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
<b>Who may avail:</b>	Property owner in the City of Bacoor, private corporations, government agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter for Tree Cutting Permit addressed to PENRO		Requesting party
2. Request Letter addressed to CESD 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
<b>Additional if Private Property</b>		
6. Clearance of No Objection		Concerned Homeowners Association if the tree(s) located inside a subdivision
<b>Additional if Private Property</b>		
7. Photocopy of Transfer Certificate Title		Requesting Party or Registry of Deeds
<b>Additional if Fruit Bearing Trees</b>		
8. Request Letter addressed to City Agriculturist for the Issuance of Clearance		Office of the City Agricultural Services
9. Clearance of No Objection		Office of the City Agricultural Services





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Instruct the client to sign the log book	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>
2. Submit letter of request and supporting documents	2.1. Check completeness of application and supporting documents.	None	15 minutes	Engr. Joan Paula E. Tolentino, <i>EMS II</i>
	2.2. Review the application, and assign inspection team to conduct site inspection	None	15 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i> Engr. Joan Paula T. Mercado, <i>EMS II</i>
3. Guide/ accompany the inspection team to the site	3.1. Conduct inspection of the area and prepare inspection report	None	5 days maximum (depends on the location of the area)	Engr. Joan Paula E. Tolentino, <i>EMS II</i>
	3.2. Submit recommendation and inspection report to CESD	None	5 minutes	Engr. Joan Paula E. Tolentino, <i>EMS II</i>
	3.3. Review the application and inspection report. Approve recommendation . Sign the endorsement to PENR Office	None	10 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
4. Receive the signed endorsement letter	4. Record and release signed endorsement letter	None	10 minutes	Engr. Joan Paula E. Tolentino, <i>EMS II</i>
<b>Total</b>		<b>None</b>	<b>5 days and 1 hour</b>	



#### 4. FILING OF ENVIRONMENTAL COMPLAINT/CONCERNS (Electronic Mail)

To file complaints or concerns through email account cenrobacoocity@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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	External Clientele who are authorized party or representative, private corporations, government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Complaint Letter		Requesting party / Complainant		
2. Attached Evidences		Requesting party / Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send /Submit complaint letter with attached evidences	1.1. Review completeness of information, receive, record, and report to Immediate Supervisor	None	1 day	Ms. Mikka Palmon <i>Office Staff</i>
	1.2. Evaluate and assign inspection team to conduct site verifications	None	1 day	Mr. Rolando R. Vocalan <i>CESD Officer in Charge</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 maximum (depends on the location of the area)	Assigned Inspection Team Eco-Enforcer Assigned Technical Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Receive feedback	3.1. Give feedback to concerned parties; Implement appropriate legal action	None	1 day	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>  Eco-Enforcer  Assigned Technical Staff
	3.2. File all actions taken and mark as closed/ accomplished	None	1 hour	Ms. Jennifer A. Butalid <i>Admin Aide I</i>  Assigned Technical Staff
<b>Total</b>		<b>None</b>	<b>6 days, 1 hour</b>	



## 5. FILING OF ENVIRONMENTAL COMPLAINT/CONCERNS (Public Assistance Desk)

To file a complaint or concern, 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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B – Government to Business G2G - Government to Government			
<b>Who may avail:</b>	External Clientele who are authorized party or representative, private corporations, government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Complaint Letter			Requesting party	
2. Attached Evidences			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Instruct the client to sign the log book	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>
2. Submit complaint letter with attached evidences	2.1. Review completeness of information, receive, record, and report to Immediate Supervisor	None	1 day	Ms. Mikka Palmon <i>Office Staff</i>  Ms. Jennifer A. Butalid <i>Admin Aide I</i>  Assigned Technical Staff
	2.2. Evaluate and assign inspection team to conduct site verifications	None	1 day	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 maximum (depends 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	1 day	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i> Eco-Enforcer Assigned Technical Staff
5. None	5. File all actions taken and mark as closed/ accomplished	None	1 hour	Ms. Jennifer A. Butalid <i>Admin Aide</i> Assigned Technical Staff
<b>Total</b>		<b>None</b>	<b>6 days, 1 hour, 5 minutes</b>	



## 6. 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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Households in the City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Segregated solid wastes		Citizens of the City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Segregate solid wastes	1.1. Assign and deploy garbage collection trucks	None	1 hour	Garbage Truck Coordinator
	1.2. Informs eco-enforcer on deployment of truck on his/her area of responsibility	None	1 hour	Garbage Truck Coordinator All Assigned 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	1 hour	Assigned Eco-Enforcers



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	1 hour	Garbage Truck Coordinator All Eco-Enforcers
	3.4. Assess report and give instructions	None	1 hour	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
	3.5. Files the report and mark as accomplished	None	1 hour	Ms. Jennifer A. Butalid <i>Admin Aide I</i>
<b>Total</b>		<b>None</b>	<b>18 hours (Round the clock)</b>	



## 7. 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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	External Clientele who are authorized party or representative; private corporations, and government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Instruct the client to sign the log book	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>
2. Submit request letter	2.1. Receives and record the document, report to Immediate Supervisor	None	10 minutes	Ms. Mikka Palmon <i>Office Staff</i> Ms. Jennifer A. Butalid <i>Admin Aide I</i>
	2.2. Review and Instructs team for inspection	None	10 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</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>
<b>Total</b>		<b>None</b>	<b>10 days, 1 hour and 35 minutes</b>	



## 8. REQUEST FOR DISINFECTION ACTIVITY ON COMMUNITY AREA

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

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	External Clientele who are authorized party or representative, private corporations, and government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Letter			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Instruct the client to sign the log book	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>
2. Submit request letter	2.1. Receives and record the document, report to Immediate Supervisor	None	10 minutes	Ms. Mikka Palmon <i>Office Staff</i>  Ms. Jennifer A. Butalid, <i>Admin Aide I</i>
	2.2. Review and Instructs team for inspection	None	10 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</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>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.2. Review report and give instructions	None	10 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</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>
<b>Total</b>		<b>None</b>	<b>3 days, 1 hour and 35 minutes</b>	



## 9. REQUEST FOR ENVIRONMENTAL MANAGEMENT SEMINAR

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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	External clientele who are authorized party or representative; and government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request letter through electronic mail to cenrobacoorcity@gmail.com	1.1. Receives and record the document	None	10 minutes	Ms. Mikka Palmon <i>Office Staff</i>  Ms. Jennifer A. Butalid <i>Admin Aide I</i>  Assigned Technical Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2. Approves, assigns staff to conduct seminar	None	5 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
3. Receive feedback	3. Give feedback to client regarding the seminar	None	10 minutes	Assigned Office Staff
4. Attends Actual Online seminar	4. Conduct Actual Online seminar	None	5 days maximum (depends on the program)	Assigned Office Staff
<b>Total</b>		<b>None</b>	<b>5 days and 25 minutes</b>	



## 10. 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.

<b>Office or Division:</b>	City Environment Service Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	External Clientele who are authorized party or representative, private companies, and government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Instruct the client to sign the log book	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>
2. Submit request letter	2.1. Receives and record the document, report to Immediate Supervisor	None	10 minutes	Ms. Mikka Palmon <i>Office Staff</i>  Ms. Jennifer A. Butalid <i>Admin Aide I</i>
	2.2. Review and Instructs team for inspection	None	10 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 minutes	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
4. Guide/ accompany the inspection team to the site	4. Actual Implementation of instructions	None	5 days maximum (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>
<b>Total</b>		<b>None</b>	<b>5 days, 1 hour and 35 minutes</b>	



## 11. SETTLEMENT OF ENVIRONMENTAL VIOLATION CITATION TICKET

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

<b>Office or Division:</b>		City Environment Service Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizen G2B – Government to Business		
<b>Who may avail:</b>		Apprehended Violators		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Environmental Violation Receipt (EVR)			Violator	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Instruct the client to sign the log book	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>
2. Present the EVR	2. Receives and evaluate apprehension details	None	10 minutes	Ms. Jennifer A. Butalid <i>Admin Aide I</i>  Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</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 minutes	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 minutes	Ms. Jennifer A. Butalid <i>Admin Aide I</i>
<b>Total</b>		<b>Fines cited in the EVR</b>	<b>30 minutes</b>	





## 12. TREE PLANTING AND CARING COMPLIANCE OF RESIDENTIAL SUBDIVISION DEVELOPERS

Planting and caring of trees by residential subdivision developers to the city government in compliance with the various conditions of the development permit granted to them by the Local Government of the City of Bacoor, Cavite.

<b>Office or Division:</b>	City Environment Service Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Residential Subdivision Developers
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Letter of Intent from the Developer	Developer
2. Attached Number of Trees to be planted	Developer
3. Attached Common Name(s) and Scientific Name(s) of the said Trees to be planted	Developer
4. Attached Proposed Location within the subdivision project where the said trees would be planted	Developer
5. Attached draft Memorandum of Agreement (MOA) between the City Government and the Developer on the Planting and Care of the said trees incorporated in the Development Permit	Developer

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Public Assistance Desk	1. Give the Log Book to the client	None	5 minutes	Ms. Mikka Palmon <i>Office Staff</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Present the Letter of Intent from the Developer including its attachments	2.1 Evaluate and receive, record; and report to the Immediate Supervisor	None	1 hour	Engr. Joan Paula E. Tolentino <i>EMS II</i>  Mr. Melchor Bulado, <i>Technical Staff</i>
	2.2 Review and Instructs team for inspection	None	1 hour	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
3. Guide/ accompany the inspection team to the site	3.1 Examine the proposal and determine the suitability of the location chosen by the developer where the trees will be planted on	None	7 days maximum (depends on the status of the area or situation)	Engr. Joan Paula E. Tolentino <i>EMS II</i>  Mr. Melchor Bulado, <i>Technical Staff</i>
	3.2 Determine the environmental impact of the said trees	None		Engr. Joan Paula E. Tolentino <i>EMS II</i>
	3.3 Create report with technical recommendations to the Immediate Supervisor	None	7 days maximum (depends on recommendations with findings and observations)	Engr. Joan Paula E. Tolentino <i>EMS II</i>
	3.4 Review report and give instructions	None	3 hours	Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
	3.5. Finalize and submit report to the Office of the City Mayor	None	3 hours	Engr. Joan Paula E. Tolentino <i>EMS II</i>  Mr. Rolando R. Vocalan, <i>CESD Officer in Charge</i>
<b>Total</b>		<b>None</b>	<b>14 days, 8 hours and 5 minutes (Working hours)</b>	



## LIST OF FEES

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

<b>Bacoor City Ordinance No. 5-S-1997 Requiring to clean their Areas and Put Trash Receptacles within the Vicinity</b>	
<b>Section 2</b>	<b>Section 3</b>
<p>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.</p>	<p>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</p> <p>Note: In case of establishment, any license may be revoked.</p>

<b>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</b>	
<b>Violation</b>	<b>Fines</b>
<p>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 CESD or by the Office of the Local Chief Executive;</p>	<p>1<sup>st</sup> offense: Php 1,000.00</p> <p>2<sup>nd</sup> offense: Php 2,500.00</p>
<p>Selling and providing plastic bags to consumers as primary or secondary/ packaging material on dry goods;</p>	<p>3<sup>rd</sup> offense: Revocation of Business Permit</p>
<p>Selling and providing Styrofoam as containers</p>	



**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**

<b>Section 4</b>	<b>Section 5: Penalties</b>
4.1 Selling of any commodity, product, food item, agricultural produce, poultry or marine products, or any similar items without the appropriate trash receptacle	
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	1 <sup>ST</sup> Offense:           Php 500.00 2 <sup>ND</sup> Offense:            Php 1,500.00 3 <sup>rd</sup> Offense:            Php 2,500.00 plus imprisonment of not more than 2 months
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**

<b>Violation</b>	<b>Fines</b>
<p>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</p>	<p>1<sup>st</sup> offense: Php 3,000</p> <p>2<sup>nd</sup> offense: Php 4,000 or an imprisonment of not less than 1 month but not more than 3 months</p>
<p>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</p>	<p>3<sup>rd</sup> offense: Php 5,000 or an imprisonment of not less than 1 month but not more than 3 months</p>
<p>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.</p>	



**Bacoor City Ordinance No. 004-S-2014  
Regulating the Operation and Establishment of Junkshops**

<b>Section 5</b>	<b>Penalties</b>
5.7 The burning of junk or any material by any employee of the junkshop within or outside the junkshop	<p>1<sup>ST</sup> Offense:           Php 3,000.00 plus a one-day seminar on environmental protection to be conducted by the CESD</p> <p>2<sup>ND</sup> Offense:           Php 4,000.00 plus a one-day seminar on environmental protection to be conducted by the CESD</p> <p>3<sup>rd</sup> Offense:            Php 5,000.00 and cancellation of all permits, certificates, and clearances issued by the city government in favor of the junkshop operator</p>
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	



<b>Bacoor City Ordinance No. 005-S-2014 Mandating the Segregation at Source</b>	
<b>Section 8. Penalty for Non-Segregation of Solid Wastes</b>	
<b>Unsegregated solid wastes generated by household, institutional, industrial, commercial and agricultural sources shall not be collected.</b>	
<b>Violation</b>	<b>Fines</b>
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 <sup>st</sup> offense: Php 3,000 2 <sup>nd</sup> offense: Php 4,000 plus suspension of business permit until the offender complies hereto 3 <sup>rd</sup> offense: Php 5,000 plus cancellation of its business permit
<b>Section 9. Dumping and Throwing of Wastes; Penalty.</b>	
<b>Violation</b>	<b>Fines</b>
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
<b>Bacoor City Ordinance No. 008-S- 2014 Anti Motor Vehicle Noise Pollution</b>	
<b>Section 2</b>	<b>Penalties</b>
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 <sup>ST</sup> Offense: Php 2,500.00 2 <sup>ND</sup> Offense: Php 3,000.00 3 <sup>rd</sup> Offense: Php 5,000.00 4 <sup>th</sup> 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**

<b>Section 14</b>	<b>Section 16</b>
<p>The following acts are prohibited:</p> <p>a. Refusal to desludge as required by this Ordinance;</p> <p>b. Refusal of new and existing residential, commercial, industrial, governmental, and institutional facilities to connect to available sewer lines;</p> <p>c. Dumping of septage and untreated wastewater to drainages, canals, rivers, and other natural and artificial waterways and other open areas;</p> <p>d. Desludging and transporting of septage without the necessary permits and accreditation from the authorized permitting agencies; and</p> <p>e. Hiring/availing the services of illegal/non-accredited desludger, transporter by any person or establishment to desludge septic tanks or dispose of their wastewater.</p>	<p>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.</p> <p>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:</p> <p style="padding-left: 40px;">a. For Residential Homeowners</p> <p>i. 1<sup>ST</sup> Offense: Php 1,500.00 with issuance of Notice of Violation</p> <p style="padding-left: 40px;">a. For Residential Homeowners</p> <p>ii. 2<sup>ND</sup> Offense: Php 2,500.00 with mandatory environment related Community Service</p> <p>iii. 3<sup>rd</sup> Offense: Php 5,000.00 and Non-Issuance of Barangay Clearance</p> <p>iv. Succeeding Offense: 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 style="padding-left: 40px;">a. For Business Homeowners</p> <p>i. 1<sup>ST</sup> Offense: Php 2,500.00 and issuance of Notice of Violation</p> <p>ii. 2<sup>ND</sup> 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>





**Bacoor Environmental Code of Bacoor 2008 – Part II**  
**Rule IV – Section 2 Table of Fines and Penalties**

<b>Specific Violation</b>	<b>Fines</b>	<b>Penalties</b>
1. Pagkakalat, pagtatapon ng mga basura sa pampublikong lugar, gaya ng kalsada, eskinita, kanal, estero, parke, at mga establisimiyento at pagpapahintulot nito.	1 <sup>st</sup> offense: Php 300	Community service: 1 <sup>st</sup> : 1 day 2 <sup>nd</sup> : 5 days 3 <sup>rd</sup> : 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 <sup>nd</sup> offense: Php 600  3 <sup>rd</sup> offense: Php 1,000	Community service: 1 <sup>st</sup> : 15 days 2 <sup>nd</sup> : 20 days 3 <sup>rd</sup> : 30 days or both
3. Pagsusunog ng basura.		
4. Pagpapahintulot na kolektahin ang mga hindi napaghihiwalay at napagbukod-bukod na basura.		
5. Paninirahan ng walang pahintulot sa mga lugar tapunan o tambakan ng mga basura.		Imprisonment: 1 <sup>st</sup> : 30 days 2 <sup>nd</sup> : 3 months 3 <sup>rd</sup> : 6 months or both
6. Pagtatapon at pagbabaon ng mga magagamit pa muling mga bagay na kinakailangang hakutin ng mga karapatdapat na tao.	1 <sup>st</sup> offense: Php 1,000	
7. Walang pahintulot na pag-aalis ng mga “recyclables” na kinakailangang hakutin ng karapat-dapat na tao.	2 <sup>nd</sup> offense: Php 2,000  3 <sup>rd</sup> offense: Php 2,500	
8. Pagsasama-sama ng mga source separated recyclables materials sa iba pang basura sa iisang lalagyang ginagamit, sa pangongolekta at pagtatapon ng basura.		Additional imprisonment of: 6 months to 1 year
9. Pagtatayo o pagsasara ng mga lugar tapunan ayon sa nakasaad sa Batas seksyon 37		



<b>Bacoor General Ordinance</b>	
<b>Chapter 6. Health, Sanitation, and Environmental Management</b>	
<b>Article</b>	<b>Penalty</b>
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



<b>Implementing Rules and Regulations of Republic Act No. 9003 Part V. Rule XVIII Section 3 Fines and Penalties</b>		
<b>List of Violation under Section 49 of the Act</b>	<b>Fines and Penalties</b>	
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	Payment in the amounts not less than PhP 1,000.00 but not more than PhP 3,000.00  Imprisonment of not less than 15 days to not more than 6 months, or both	
Paragraph 4. Causing or permitting the collection of non-segregated or unsorted waste		
Paragraph 5. Squatting in open dumps and landfills		
Paragraph 6. Open dumping, burying of biodegradable or non-biodegradable materials in flood-prone areas		
Paragraph 7. Unauthorized removal of recyclable material intended for collection by authorized persons	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 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		
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**

<b>List of Violation under Section 49 of the Act</b>	<b>Fines and Penalties</b>
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
Paragraph 15. The construction of any establishment within two hundred meters from open dump or controlled dumps or sanitary landfills	Imprisonment of not less than 1 year but not more than 6 years, or both
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	



## LIST OF SERVICES

### OFFICE OF THE CITY HEALTH SERVICES

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# **OFFICE OF THE CITY HEALTH SERVICES (External Services)**

**The Office of the City Health Services 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 Bacooreño shall receive accessible, available and quality health services. The Office of the City Health Services 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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>SBR Card</li> <li>Proof of Payment/Official Receipt</li> </ul>			Management Information System Office City Finance Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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/Nurse	None	8 minutes	Everlyn Ignacio Marie Iris Borja <i>(Animal Bite Treatment Center Nurse)</i>
	1.2. Physician/Nurse examines the patient and Categorize: <ul style="list-style-type: none"> <li>Category 1 – give pre-exposure vaccination</li> <li>Category 2 – post-exposure vaccination (2 site Intradermal injection)</li> <li>Category 3 – post-exposure vaccination (site Intradermal injection plus <b>Rabies Immune Globulin</b>)</li> </ul>	None	7 minutes	Dr. Ivy Marie Yrastorza <i>City Govt. Dept. Head I (OCHS)</i>  Everlyn Ignacio Marie Iris Borja <i>(Animal Bite Treatment Center Nurse)</i>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay corresponding fee	2. Accepts fee and issue Official Receipt	<b>P500.00 for anti-Rabies vaccine</b> <b>P1000.00 for RIG</b> <b>Free for SBR card holders</b>	10-15 minutes	City Finance Department
3. Patient returns to clinic	3.1 Nurse administers the necessary vaccination, RIG, Tetanus toxoid and Anti-tetanus serum if needed and observe for adverse events after vaccination	None	30 – 45 minutes	Everlyn Ignacio Marie Iris Borja ( <i>Animal Bite Treatment Center Nurse</i> )
	3.2. Physician prescribe appropriate medicine if necessary  Advice on wound care and follow-up is given	None	5 minutes	Dr. Ivy Marie Yrastorza <i>City Govt. Dept. Head I (OCHS)</i>  Marie Iris Borja Everlyn Ignacio ( <i>Animal Bite Treatment Center Nurse</i> )
	<b>Total</b>	<b>Depends on the vaccine needed</b>	<b>1 hour and 20 minutes</b>	





## 2. ANTI – TUBERCULOSIS PROGRAM

This service treats and prevents the spread of communicable diseases such as Tuberculosis (TB).

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	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 X-ray findings of TB			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Result of Sputum Examination</li> <li>• SBR Card</li> </ul>			City Health Laboratory	
			Management Information System	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire about the TB Program and necessary requirements	1. Give instruction for proper sputum collection	None	10 minutes	Nurse Midwife
2.1. Collect and submit sputum specimen	2.1. Receive specimen and instruct patient to return on specified date for the result			Informal Laboratory Worker
2.2. Pay corresponding fee	2.2. Issue Official Receipt	P 50.00	10 minutes	Medical Technologist
3. Patient comes back and gets result of sputum examination then submit laboratory result to Physician / Nurse	3. Assess patient  If TB positive, physician / nurse/ midwife shall:	None	30 minutes	Medical Officer Nurse Midwife



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>- Enroll patient under National Tuberculosis Program (NTP)</li>   <li>Give patient information and educate him about the disease</li>   <li>- Issue TB drugs and supply</li>   <li>- Instruct patient to follow daily intake of medicines</li>   <li>- Return for regular sputum test and check up</li> </ul>			
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	10 minutes	Nurse Midwife
	<b>Total</b>	<b>P 50.00</b>	<b>1 hour</b>	



### 3. CATARACT SCREENING AND OPERATION SERVICES

Provision of services in a facility for the prevention of blindness

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Residents of Bacoor with blurring of vision or diagnosed with Cataract			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Patient's consent for Operation</li> </ul>		24/7 City of Bacoor Lying – In and Eye Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register and wait to be called	1.1. Provide patient's chart, fill out registration form, secure patient's consent	None	10 minutes	Ophtha Clerk
	1.2. Examine and assess patient 1.3. Schedule for Operation	None	30 Minutes	Dr. James Co Shu Ming
	1.4. Examine patient 1.5. Give instruction, home medications and medical advices	None	20 Minutes	Dr. James Co Shu Ming
	<b>Total</b>	<b>None</b>	<b>1 hour</b>	



#### 4. DEATH CERTIFICATE

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Death Certificate (4 copies)</li> </ul>		Funeral Service Provider or Hospital		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get priority number and wait to be called	1.1. Assess completeness of requirements, interview relative of the deceased	None	15 minutes	Medical Officer
	1.2. Write Cause of Death, Review and Sign Death Certificate	None	5 minutes	Medical Officer
	<b>Total</b>	<b>None</b>	<b>20 minutes</b>	



## 5. DENTAL SERVICES – ORAL HEALTH CARE

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Proof of Payment/Official Receipt</li> <li>• SBR Card</li> </ul>			City Finance Department  E-Governance/Management Information Service Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 oral examination  2.2 Do appropriate and desired dental service	<b>P100.00 (Tooth extraction)</b>  <b>P 250.00 (Molar extraction)</b>	20 minutes	Public Health Dentist



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>• Oral Prophylaxis or Gum Treatment</li> <li>• Tooth Extraction</li> </ul> Restoration of Permanent Filling (Silicate Filing)  2.3 Prescribe medicine  Give instructions to the patient	<p style="text-align: center;"><b>P250.00 (Oral prophylaxis)</b></p> <p style="text-align: center;"><b>P250.00 (Restoration)</b></p> <p style="text-align: center;"><b>Free if with SBR Card</b></p> <p style="text-align: center;">None</p>	5 Minutes	Public Health Dentist
	<b>Total</b>	<b>Depends on the dental service/s given, stated above are the list of fees</b>	<b>30 minutes minimum, may vary if more than (1) dental service was performed</b>	



## 6. FAMILY PLANNING SERVICE

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Married couples of reproductive age			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get priority number and wait to be called	1.1. (New Patient) Issue Early Childhood Care and Development Card	None	10 minutes	Nurse Midwife Barangay Health Worker
	(Old Patient) Secure record and fill out Early Childhood Care and Development Card	Non	5 minutes	
	1.2. Perform counseling and discuss different family planning methods	None	20 minutes	Nurse Midwife
2. Select which methods according to choice	2.1. Explain thoroughly the chosen method  2.2. Administer the chosen method (Depot-Medroxyprogesterone Acetate (DMPA)/ Implant)	None	15 minutes	Nurse Midwife



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.3. Give advice on when to follow up.			
	<b>Total</b>	<b>None</b>	<b>50 minutes</b>	





## 7. HEALTH PERMIT

Health Permits are issued to employees of all establishments to ensure that workers are physically fit for employment

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All people employed in establishments within the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Health Permit Application Form</li> <li>• 1x1 ID picture</li> <li>• Laboratory results: Chest X-Ray, Urine and Stool, Drug Test</li> <li>• For pregnant women – copy of ultrasound result, sputum exam (if Chest X-ray is not done)</li> <li>• Certificate of Training for Disaster Preparedness</li> <li>• Mayor's Working Permit</li> <li>• Proof of Payment/Official Receipt</li> <li>• <b>For GRO / Entertainer:</b></li> <li>• Hepatitis B Screening, Urine and Stool Exam, Chest X-Ray, Drug Test</li> <li>• HIV / AIDS Orientation Certificate</li> </ul>			Office of the City Health Services  DOH accredited Laboratory  BDRRMO  E-Gov/ MIS Office City Finance Department  DOH accredited laboratory  Office of the City Health Services	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Health Permit Application Form. Get priority number and wait to be called	1. Assess completeness of requirements	None	3 minutes	Sanitary Inspector
2. Attend Training for Disaster Preparedness	2. Training for Disaster Preparedness is rendered and Certificate of Attendance is given	None	2 hours	BDRRMO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay corresponding fee required	3. Issue Official Receipt	P165.00	10-15 minutes	City Finance Department
4. Acquire Working Permit	4. Working Permit issued	None	5 minutes	E-Governance/ Management Information System
5. Acquire Health Certificate	5.1. Accomplish Health Certificate and prepare for City Health Officer's signature	None	5 minutes	Sanitary Inspector
	5.2. 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 C. Yrastorza <i>City Govt. Dept. Head I (OCHS)</i>
	5.3. Release Health Certificate	None	2 minutes	Sanitary Inspector
	<b>Total</b>	<b>P 165.00</b>	<b>2 hours and 35 minutes</b>	



## 8. IMMUNIZATION SERVICES

Immunization of children for vaccine preventable diseases.

<b>Office or Division:</b>	Office of the Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All children 0 – 12 months old			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Early Childhood Care and Development Card (ECCD)</li> </ul>			City Health Units and Barangay Health Stations	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get priority number and wait to be called	1.1. (New Patient) Issue Early Childhood Care and Development Card	None	10 minutes	Nurse Midwife Barangay Health Worker
	(Old Patient) Secure record and fill out Early Childhood Care and Development Card	None	2 minutes	
	1.2. Weigh and assess baby	None	3 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
	<b>Total</b>	<b>None</b>	<b>25 minutes</b>	



## 9. LABORATORY EXAMINATION

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Proof of Payment/Official Receipt</li> </ul>			City Finance Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Pay corresponding amount	2. 1. Issue official receipt	<b>P50.00 (Urinalysis)</b>  <b>P50.00 (Stool)</b>  <b>P100.00 (CBC)</b>  <b>P50.00 (Sputum DSSM)</b>  <b>P165.00 (HBsAg)</b>	3 Minutes	Medical Technologist



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>P100.00 (VDRL)</b> <b>P100.00 Blood typing)</b> <b>Free: HIV test Sputum GeneXpert</b>		
3. Submit collected specimen	3.1. Receive collected specimen  3.2. Inform patient when to return for result	Depends on the Laboratory Request performed, fees are stated above	3 Minutes	Medical Technologist
	3.3. Process the specimen  3.4. Record and prepare laboratory result	Depends on the Laboratory Request performed, sputum exam/Gene Xpert may take 1 day of processing. Fees are stated above	30 minutes – 1 day	Medical Technologist
4. Return on specified time/date	4. Release laboratory result	None	1 minute	Medical Technologist
	<b>Total</b>	Depends on the Laboratory Request performed, fees are stated above	<b>42 minutes to 1 day</b>	



## 10. LYING – IN CLINIC SERVICES

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All pregnant women			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Hepatitis B surface antigen, Urinalysis, Complete Blood Count, Human Immunodeficiency Virus, Venereal disease research laboratory Test, Ultrasound</li> <li>Proof of Payment/Official Receipt</li> <li>SBR Card</li> <li>Proof of enrollment at F1K Program of the City Government</li> </ul>			Department of Health Accredited Laboratory  City Finance Department/ OCHS bonded personnel E-Governance/MIS Office Office of the Social Welfare and Development	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 and secure consent	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	4.1. Monitors patient, completes chart	None	1 day maximum	Nurse / Midwife



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Examine patient  4.3. Give further instruction, home medications and medical advices then discharge patient	None	10 minutes	Nurse / Midwife
5. Pay corresponding amount	5. Issue Official Receipt		3 minutes	Nurse/ midwife on duty
	<b>Total</b>	<b>Uncomplicated Normal Delivery – Free for SBR Card holders and F1K Beneficiaries</b>  <b>Non-SBR Card holders /Complicated Normal Delivery - P4,000 + depends if emergency medicines will be used</b>	<b>1 day, 3 hours, 35 minutes</b> <b>*Depending on the length of labor and stay in the facility</b>	



## 11. MATERNAL HEALTH CARE SERVICES

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All pregnant women			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get priority number and wait to be called	1.1. (New Patient) Issue and fill up Home Based Maternal Record	None	10 minutes	Nurse Midwife Barangay Health Worker
	(Old Patient) Secure record and fill up Home Based Maternal Record	None	5 minutes	
	1.2. Perform Pre – Natal Examination and may: <ul style="list-style-type: none"> <li>• Give maternal care advice</li> <li>• Show the importance of reporting to Physician during pregnancy</li> <li>• If laboratory is needed, refer to Medical Technologist</li> <li>• Make referral or request to hospital if patient needs to be hospitalized</li> </ul> 1.3. Give instruction on the next visit 1.4. Advice to return immediately if pregnancy danger signs occur	None	10 – 15 minutes	Nurse Midwife
	<b>Total</b>	<b>None</b>	<b>30 minutes</b>	





## 12. MEDICAL CERTIFICATE/VACCINATION CERTIFICATE

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Valid ID</li> <li>• Copy of COVID-19 Vaccination Card or Early Childhood Care and Development Card/ Baby Book for those availing Vaccination Certificate</li> <li>• For school/training certification:               <ul style="list-style-type: none"> <li>• Certification from school</li> <li>• Laboratory results: Complete Blood Count, Chest X-ray, etc. that may be deemed necessary upon the assessment of the physician</li> </ul> </li> <li>• Proof of Payment/Official Receipt</li> </ul>			<ul style="list-style-type: none"> <li>• Patient's school</li> <li>• Department of Health accredited laboratory</li> <li>• Health Center</li> <li>• City Finance Department</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get priority number and wait to be called		None	1 minute	Nurse Midwife Barangay Health Worker
	1.1. For Medical Certificate: 1.1.a. Assess and examine patient 1.1.b. Fill out and sign Medical Certificate			Physician



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Vaccination Certificate  1.2. Present COVID – 19 Vaccination Card or Early Childhood Development Card/Baby Book	1.2. For Vaccination Certificate  1.2.a Vaccination/ ECCD Card checked and verified  1.2.b Fill out and sign Vaccination Certificate	None	15 minutes	Nurse  Physician
2. Pay corresponding fee	2.1 Issue Medical Certificate  2.2 Issue Vaccination Certificate	P110.00	5 minutes	City Finance Department  Physician
	<b>Total</b>	<b>P 110.00</b>	<b>21 minutes</b>	



### 13. NEWBORN SCREENING SERVICE

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Babies 24 – 72 hours old			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach OCHS – Lying In	1.1. Register patient and fill-out filter card	P 1,700 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	1 minute	Nurse Midwife
2. Return to Lying-in to get the result	2. Release and explain result to the mother	None	10 minutes	Nurse Midwife
	<b>Total</b>	<b>P 1,700.00</b>	<b>21 minutes</b>	



#### 14. OTHER CERTIFICATIONS

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Transfer of Death/Bones/Ashes               <ul style="list-style-type: none"> <li>a) Proof of Payment/ Official Receipt</li> </ul> </li> <li>• Copy of Death Certificate</li> <li>• Certificate of Potability               <ul style="list-style-type: none"> <li>b) Proof of Payment/ Official Receipt</li> </ul> </li> <li>• Copy Of Water Test results like monthly Microbiological Exam and semi-annual Physical-Chemical Exam</li> </ul>		Office of the City Health Services City Finance Department Office of the City Civil Registry Office of the City Health Services City Finance Department  Department of Health accredited Water Testing Laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Environmental Health and Sanitation Unit. Present all documents	1. Assess completeness of documents	None	3 minutes	Sanitation Inspectors
2. Pay corresponding fee	2.1 Transfer of Death, Bones & Ash	P 165.00	10-15 minutes	City Finance Department
	Certificate of Potability	P 165.00		
	2.2. Prepare Certificate	None	2 minutes	Sanitation Inspectors
	2.3. Sign the certificate	None	1 minute	Dr. Ivy Marie C. Yrastorza City Govt. Dept. Head I (OCHS)
	2.4. Release the Certificate	None	1 minute	Sanitation Inspectors
	<b>Total</b>	<b>P 330.00</b>	<b>22 minutes</b>	



## 15. OUTPATIENT CONSULTATION

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

<b>Office or Division:</b>		Office of the City Health Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCYACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	2 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"> <li>Give medical advice / health consultation</li> <li>Prescribe appropriate medications (medicines may be given to patient free of charge when available)</li> <li>If laboratory is needed, refer to Medical Technologist</li> <li>Make referral or request to hospital if patient needs to be hospitalized</li> </ul>	None	15 minutes	Nurse Midwife Barangay Health Worker
	<b>Total</b>	<b>None</b>	<b>22 minutes</b>	



## 16. PHYSICAL THERAPY AND REHABILITATION SERVICES

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

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Residents of Bacoor needing this kind of service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Physical Therapy Program		Physiatrist or Rehabilitation Medicine Specialist		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach OCHS – 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>
	<b>Total</b>	<b>None</b>	<b>1 hour and 25 minutes</b>	



## 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

<b>Office or Division:</b>	Office of the City Health Services	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	All business establishments operating within the City of Bacoor	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• <b>Food Establishment:</b></li> <li>• Business Permit</li> <li>• Sanitary Order</li> <li>• Health Certificate of employees</li> <li>• Water Test Result</li> <li>• Proof of Pest Control or certificate</li> <li>• National Meat Inspection Service Certificate</li> <li>• Certification of Product Registration (if applicable)</li>   <li>• <b>Non-Food Establishment:</b></li> <li>• Business Permit</li> <li>• Health Certificate of employees</li> <li>• Proof of Pest Control or certificate</li> <li>• Other requirement deemed necessary depending on the type of business</li>   <li>• <b>Lying-in/Birthing Home Clinics</b></li> <li>• License to Operate</li> <li>• Pollution Control Officer Certification</li> <li>• Memorandum of Agreement with secondary Level Hospital</li> <li>• Memorandum of Agreement with OB-Gyne and Pediatrician</li> <li>• Memorandum of Agreement with an ambulance provider/ emergency transport vehicle duly licensed by the DOH</li> <li>• Memorandum of Agreement with Transporter of Hazardous wastes</li> <li>• Basic Life Support Training Certificate</li> <li>• Infection Prevention and Control Policy</li> <li>• Insect and Vermin Control</li> <li>• Other requirement deemed necessary as indicated by national or law</li> </ul>	<p>Business Permit and Licensing Department Office of the City Health Services Office of the City Health Services DOH accredited water testing laboratory Pest control company National Meat Inspection Service Food and Drug Administration</p> <p>Business Permit and Licensing Department Office of the City Health Services Pest control company</p> <p>Department of Health Environment Management Bureau</p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>• Other Business not stated above:</li> <li>• Requirement as stated in city ordinances</li> </ul>			City Finance Department	
<ul style="list-style-type: none"> <li>• Proof of Payment/ Official Receipt for Business Permit</li> </ul>				
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 C. Yrastorza <i>City Govt. Dept. Head I (OCHS)</i>
	1.3. Release Sanitary Permit		2 minutes	Sanitary Inspector
	<b>Total</b>	<b>* Depends on type of business, please refer to BPLO for the list of Sanitary Fees</b>	<b>27 minutes</b>	





## 18. SOCIAL HYGIENE CLINIC SERVICES

### A. HIV Counseling and Testing

This service provides free HIV counseling and testing for population at risk

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Men, women at risk of contracting HIV			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>HIV Testing Services (HTS) form</li> </ul>			Bacoor Social Hygiene Clinic	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get appointment for testing. a) Quick Res App b) AWRA Safety App c) Website d) Walk-in	1. Schedule Appointment	None	5 minutes	Case Manager and Peer Navigators
2. Proceed to scheduled appointment for Screening test for HIV. Sign Consent Form for testing	2.1. Client sign attendance sheet.	None	1 minute	Case-Based Surveillance trained Peer navigator
	2.2. Peer Navigator provides Pre-test counselling using the HIV testing services form.	None	15 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Perform Blood Screening	None	35 minutes	Jovencio Verlasquez, <i>Medical Technologist</i>
	2.4. Post – Test Counselling	None	10 minutes	CBS trained Peer navigator
	2.5. Advise follow - up	None	1 minute	Bacoor Social Hygiene Clinic Staff
	<b>Total</b>	<b>None</b>	<b>1 hour and 7 minutes</b>	



## B. Enrollment of HIV Reactive Patients to Treatment

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Men, women at risk of contracting HIV			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>HIV Screening Test Result</li> <li>CBC and Chest X-ray results</li> </ul>			Bacoor Social Hygiene Clinic or Any DOH Accredited Testing Facility	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Bacoor Social Hygiene Clinic	1.1. Review result of HIV screening test	None	1 minute	Dr. Michael Angelo Marquez <i>Medical Officer IV</i>
	1.2. Enroll for treatment	None	10 minutes	<i>Case Managers</i>
	1.3. Issue booklet and initiate ARV treatment base on result of Laboratory	None	5 minutes	<i>Case Managers</i>
	1.4. Advise follow -up	None	1 minute	Bacoor Social Hygiene Staff
	<b>Total</b>	<b>None</b>	<b>17 minutes</b>	



### C. Refill of Anti-Retroviral Medications

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	People Living with HIV			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>HIV Medication Booklet</li> </ul>		Bacoor Social Hygiene Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Bacoor Social Hygiene Clinic and present medication booklet	1.1. Review medication booklet	None	3 minutes	<i>Case Managers</i>
	1.2. Dispense medication and conduct adherence counselling	None	10 minutes	
	<b>Total</b>	<b>None</b>	<b>13 minutes</b>	



### D. Screening and Treatment for Sexually Transmitted Infections

<b>Office or Division:</b>	Office of the City Health Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Men, women at risk of contracting Sexually Transmitted Infections			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Valid ID</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Bacoor Social Hygiene Clinic	1. Fill out Individual Treatment Record	None	1 minute	<i>Peer Navigators</i>
2. Proceed to physician for examination	2.1 Physician examines the patient and may: <ul style="list-style-type: none"> <li>Give medical advice / health consultation</li> <li>Refer to Medical Technologist for testing</li> <li>Make referral or request to hospital if patient needs to be hospitalized</li> </ul>	None	15 minutes	Dr. Michael Angelo Marquez <i>Medical Officer IV</i>
	2.2. Conduct laboratory test	None	30 minutes	Jovencio Velasquez <i>Medical Technologist</i>
	2.3. Prescribe appropriate medications	None	10 minutes	Dr. Michael Angelo Marquez <i>Medical Officer IV</i>
	<b>Total</b>	<b>None</b>	<b>56 minutes</b>	



## LIST OF SERVICES

### City Information and Community Relations Department

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# **CITY INFORMATION AND COMMUNITY RELATIONS DEPARTMENT (Internal Services)**

**The City Information and Community Relations Department 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 Bacoor towards the attainment of a productive, cultured and well-informed city. The CICRD uses all forms of media for the improvement of the safety, welfare and interest of the city and its residents. The CICRD 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.**



## **MISSION**

**The City Information and Community Relations Department is devoted in delivering accurate, timely, pertinent information to the Citizens of Bacoor, enhancing community relations, and encouraging civic participation through transparent and accessible communication channels.**

## **VISION**

**To cultivate a well-informed and actively engaged community, where open communication and participation are the cornerstones, building towards an inclusive and empowered society.**

## **PLEDGE**

**We, the CICRD, pledge to uphold these functions and service standards, striving to provide excellent service to the Residents of Bacoor, welcoming feedback and suggestions, and fostering a transparent and participatory form of governance.**





**1. PROVIDE UP TO DATE AND ACCURATE INFORMATION TO THE PUBLIC VIA THE DEPARTMENT'S WEBSITE AND SOCIAL MEDIA, PRESS RELEASES AND PUBLIC ANNOUNCEMENTS.**

<b>Office or Division:</b>		City Information and Community Relations Department		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		City Government Employees, Department Heads, Media Personnel, and other beneficiaries.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Calendar of Events</li> <li>2. Public Announcement and Advisories</li> <li>3. Research Details</li> <li>4. Write – Ups</li> <li>5. Press Releases</li> </ol>		All Department Concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Calendar of events must be submitted two (2) to three (3) weeks before the event.	<p>1.The submitted Calendar of Activities must be submitted to the following:</p> <p>a. Department Head b. Cluster Head</p> <p>Once it is submitted and approved by the Dept. Head, the Head Secretariat must update the bulletin board, google calendar, and keep the hard copy for filing and reference</p>	None	2 days	Arlene Monton Ray Borja Marzon Figueras <i>CICRD Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. The Department must submit the needed details to CICRD a day before the posting of Public Advisories/ Announcements, Events, Programs, Projects, Scripts, Press Releases, and other directives by the City Mayor.</p> <p>3.</p>	<p>2.1 The Secretariat must promptly receive the letter of request from the other departments. The letter of request must be input in the receiving files or incoming documents.</p>	None	7 days	<p>Arlene Monton Ray Borja Marzon Figueras <i>CICRD Staff</i></p>
	<p>2.2 Once the letter of request was received by the Department Head or cluster head, the researchers must confirm its details/data in the office concerned for fact checking.</p>	None	1 day	<p>Renato Balagot Jr. Paul Mervin Sabino Alberto Obias S. Jr. Donnie Ray Borja Rowena Garcia Gina Carabbay Marzon Figueras Glecy Mae Rebolledo Inno Lorenzo Espina Anthony J. Bernabe Josephine O.Lagrata <i>CICRD Staff</i></p>
	<p>2.3 Once it is confirmed by the concerned office, the Writer's team may draft and compose a write-up and/or the requested documents such as scripts, multi-media campaign, press releases and other directives by the Department Head.</p>	None	1 day	CICRD Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. A daily update in Viber Community.	3. The social media manager must update daily the Viber Community in regards with the announcements, programs, events, and advisories of the city.	None	7 days	Lysa Blancaflor Jay Peregrino MM Methusella D. Valdisimo Ilyn L. Pakingan Joymayanne F. Barcoma <i>CICRD Staff</i>
	<b>Total</b>	<b>None</b>	<b>18 days</b>	



**2. NURTURE POSITIVE RELATIONSHIPS WITH COMMUNITY MEMBERS, LOCAL ORGANIZATIONS, AND STAKEHOLDERS.**

<b>Office or Division:</b>	City Information and Community Relations Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government
<b>Who may avail:</b>	Community of Bacoor, Local Organizations, Stakeholders, and other interested parties.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Inbox Inquiry</li> </ul>	City Government Facebook Page (Inbox Section)

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. The Residents of Bacoor may send their inquiry or concerns in the social media Facebook page of the City Government and Strike B. Revilla Facebook Page of Bacoor or in person.</p>	<p>1. The Inbox Team will address the concerned resident by getting the following details:</p> <ul style="list-style-type: none"> <li>Date</li> <li>Name</li> <li>Age</li> <li>Address (Including the Bgry)</li> <li>Concern</li> <li>Photo/Evidence</li> </ul> <p>All information gathered by the inbox team and action taken will be consolidated within the day with the total number of inquiries.</p> <p>After consolidating all concerns within the day, it will be compiled and reported every week.</p>	None	1 week	Charito R. Ganzon Arlene Monton Donnie Ray Borja Marzon F. Figuerras Ilyn L. Pakingan Joymayanne F. Barcoma <i>CICRD Staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.The Top Management of the City Government of Bacoor may request a monthly report.</p>	<p>2.1. All Cluster heads must submit monthly report to the Department Head with the following information:</p> <ul style="list-style-type: none"> <li>(1) Total Number of Reports such as write ups, scripts, inquiries, research, videos and photos, campaign materials.</li> <li>(2) Total number of inquiries and concerns.</li> <li>(3) Total number of Social Media Followers and Reach in all aspects of social media platforms.</li> <li>(4) Total No. of posts, write-ups, and research. Overall summary report of their processes that they do in month must be reported.</li> </ul>	None	1 month	CICRD Staff
	<p>2.2. Once it has been received by the Department Head the head must compose a summarized report for the whole office.</p>			
	<b>TOTAL</b>	<b>None</b>	<b>1 month and 1 week</b>	



### 3. DEVELOP AND EXECUTE MARKETING STRATEGIES TO PROMOTE CITY PROGRAMS, EVENTS AND INITIATIVES.

<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		City Government Employees, Department Heads, Media Personnel, and other beneficiaries.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Marketing Campaign</li> <li>Scripts</li> <li>Videos and Photos</li> </ul>		City Information and Community Relations Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Department Head or every department must send a request letter to the CICRD Office for the request of Video/Photo Coverage and/or hosting.	1. The Head Secretariat must submit the received letter to the Department Head, so the Department Head can identify the needed manpower in the said event.	None	1 day	Alyssa B. Bumagat Lysa Blancaflor Jay B. Peregrino MM Methusella D. Valdisimo Francis Del Pilar Michael Eugenio Paul Gasgonia Jayron A. Torrente Analyn Prodigalidad Marjorie N. Genito Harry T. Garduque Ilyn L. Pakingan Joymayanne F. Barcoma Alberto S. Obias Jr.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.The Department must send a request letter and a meeting in relation to the creation of AVP and other Campaign Strategies.</p>	<p>2.1 The Head Secretariat must submit the received letter to the Department Head, can relay the information to the Social Media Head.</p> <p>2.2 The social media head must identify his/her team to create the following materials: (1) Script, (2) Videos, (3) Photos and (4) Storyboard.</p>	<p>None</p>	<p>7 days</p>	<p>Lysa Blancaflor Jay Peregrino MM Methusella D. Valdisimo Francis Del Pilar Michael Eugenio Paul Gasgonia Jayron A. Torrente Nina Marie Ligan <i>CICRD Staff</i></p>
	<p>2.3 Once it is done the video must be send to the CICRD Head for approval and once it is approved this only the time can be sent to concerned department per comments, suggestions and approval.</p>	<p>None</p>	<p>3 days</p>	<p>Alyssa B. Bumagat Lysa Blancaflor Jay B. Peregrino MM Methusella D. Valdisimo Francis Del Pilar Michael Eugenio Paul Gasgonia Jayron A. Torrente Analyn Prodigalidad Marjorie N. Genito Ilyn L. Pakingan Joymayanne F. Barcoma <i>CICRD Staff</i></p>
	<p><b>Total</b></p>	<p><b>None</b></p>	<p><b>11 days</b></p>	



**4. MAINTAIN PROFESSIONAL RELATIONSHIPS WITH MEDIA FOR ACCURATE EVENT REPORTING AND ISSUE COVERAGE.**

<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		News Agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Softcopy of photos</li> <li>• Copy of press-releases</li> <li>• Soft copy of videos</li> </ul>		Social Media Team of the City Information and Community Relations Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Media or News agencies may contact the City Information and Community Relations Department for a copy of Media Kit.	1.1. The production team must select 3-5 best photos with a logo of the City Government of Bacoor.	None	2 days	CICRD Staff
	1.2 The production team must send a soft copy of a maximum of 2 of the subject being requested.			
	1.3. The writer's team must send the official soft copy of the press release, or any additional write-up available subject to approval of the City Mayor, City Admin or Department Head.			
	1.4 The social media Team must prepare the needed links such as posting in relation to the request of the media.			
	<b>Total</b>	<b>None</b>	<b>2 days</b>	





**5. DELIVER TIMELY AND ACCURATE INFORMATION DURING CRISIS SITUATION, EMERGENCIES, OR SIGNIFICANT EVENTS.**

<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		Residents of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Emergency Advisories</li> </ul>		Bacoor Disaster Risk Reduction and Management Office, City Administrator's Office, Office of the City Mayor, Bureau of Fire of the Philippines, Philippine National Police and Office of the City Legal Service, as per direction of the City Administrator's Office and Office of the City Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Bacoor Disaster Risk Reduction may submit an accurate detail in regards with the emergency advisory.	1.1. The writer must draft a write-up in regards with the emergency advisory.	None	7 days	CICRD Staff
	1.2 The City Information and Community Relations Department must monitor the advisories within 24 hrs.			
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## LIST OF SERVICES

### City Planning and Development Coordinating Office

<b>External Services</b>	<b>Page Number</b>
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## **CITY PLANNING AND DEVELOPMENT COORDINATING OFFICE (Internal and External Services)**

**The City Planning & Development Coordinating Office (CPDCO) initiates 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, based on the Section 443, Title 2, and Section 476, Article Six of the Local Government Code of 1991 has the following major function:**

1. Formulate integrated socio-economic, social, physical, and other development plans and policies for consideration of the local government development council;
2. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation;
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
4. Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan;
5. Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
6. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned as provided under Title Five, Book II of this Code;
7. Promote people participation in development planning within the local government unit concerned;
8. Exercise supervision and control over the Secretariat of the local development council; and
9. Exercise such as other powers and perform such other functions and duties as may be prescribed by law or ordinance



## BARANGAY ANNUAL INVESTMENT PROGRAM (AIP)

Review, evaluate and issuance of Certification for Barangay AIP.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Brgy. Captains			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Barangay Resolution</li> <li>• Proposed AIP of 47 barangays- Form 3</li> <li>• Barangay AIP budget Form 2</li> <li>GAD Plan</li> </ul>			Barangay Secretary Barangay Treasurer City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents listed in the checklist of requirements then proceed to the CPDC Office, 2 <sup>nd</sup> floor Bacoorr Government Center Building	1.1. Immediately review and evaluate upon presentation of the required documents needed	None	1 day	Jose Henry J. Baluyot <i>Project Dev't Officer II</i>  Engr. Deolito B. Alagos, Jr. <i>Statistician II</i>
	1.2. Upon review If error was found the documents will be returned to the person who presented the documents for necessary correction	None	1-2 days	Jose Henry J. Baluyot Project Dev't Officer II  Engr. Deolito B. Alagos, Jr. <i>Statistician II</i>
	1.3. If no error was found upon review , certification was then prepared	None	Immediately	Jose Henry J. Baluyot <i>Project Dev't Officer II</i>
	1.4. The CPDC Officer/ Head immediately sign and issue the certificate	None	Immediately	Rhowena D. Alcantara <i>OIC-CPDC</i>
	<b>Total</b>	<b>None</b>	<b>3 days</b>	



## CITIES/MUNICIPALITIES COMPETITIVENESS INDEX (CMCI)

Gathering of data and accomplishing the attached Local Data Capture Sheet requiring the department/ unit heads to provide 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.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Department / Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
All dept./unit heads concerned were given matrix/template to fill up based on the attached Local Data Capture Sheet			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill up the template given by the 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	1 day	Engr. Deolito B. Alagos Jr. <i>Statistician II</i>
	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	1 day	Rhowena D. Alcantara <i>OIC- CPDC</i>
	1.3. Upon reviewed and approval of the Mayor, online transmittal of the Local Data Capture Sheet and other supporting documents to CMCI will follow	None	1 day	Engr. Deolito B. Alagos Jr. <i>Statistician II</i>
	<b>Total</b>	<b>None</b>	<b>3 days</b>	



## TECHNICAL ASSISTANCE PROVIDED TO WALK-IN / PHONE-IN CLIENTS AND OTHER GOVERNMENT AGENCY

Provides technical assistance to walk-in/phone-in clients and other government agency for their queries on CLUP, CDP, Socio-Ecological Profile, Population of the LGU and other related documents/plans:

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains / Department / Unit Heads / Students / Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter request with approval from Mayor's Office			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present letter request with the approval from Mayor's office	1.Data is given immediately if available	None	1 day	CPDC Staff  Rhowena D. Alcantara <i>OIC-CPDC</i>
	<b>Total</b>	<b>None</b>	<b>1 day</b>	



## SOCIO-ECOLOGICAL PROFILE (SEP)

Gathering of data from 47 barangay, national government agencies, private sectors; non-government organizations; academe; and concerned department/ unit heads to help the LGU to 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 and encode the gathered data.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains / Department / Unit Heads / Students / Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Data from barangay; national government agencies; private sectors; non-government organizations; academe; and concerned department/ unit heads of the LGU			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 matrix/template to all 47 brgys, national government agencies; private sectors; non-government organizations; academe; and concerned department/ unit heads of the LGU	None	4 days	CPDC Staff
2.Submit all gathered data to CPDC office-2 <sup>nd</sup> floor Bacoor Government Center Building for consolidation	2.Immediately consolidate all data gathered	None	2 days	CPDC Staff
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## ANNUAL ACCOMPLISHMENT AND PHYSICAL REPORT OF OPERATIONS

Consolidated and submitted to Local Chief Executive and other concerned agencies in accordance with the mandate of the Local Government Code by the City Planning and Development Coordinating Office.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Department/Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
All dept./unit heads concerned shall submit annual accomplishment & physical report of operations			From their office file	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The CPDC office prepare memorandum to all concerned dept./unit heads for their submission of annual accomplishment and physical report of operations	1. Distribute the letter to all concerned dept./unit heads for their annual accomplishment and physical report of operations	None	1 day	CPDC Staff
2. Submit to CPDC Office the annual accomplishment & physical report of operations of concerned department / unit heads	2.1. Edit /print annual accomplishment and physical report of operations of all department / unit heads before consolidation	None	15 days ( depends on the availability of their report)	Rhowena D. Alcantara <i>OIC-CPDC</i>
	2.2. Consolidate after printing for book binding	None	3 days	Reymen M. Delos Reyes <i>Admin Asst. I</i> Rochelle G. Gutierrez <i>Clerk</i>
	2.3. Book binding	None	1 day	Romell B. Espiritu <i>Reproduction Operator II</i>
	<b>Total</b>	<b>None</b>	<b>20 days</b>	



## 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 Sangguniang Panlungsod and shall serve as the basis for preparing the Executive Budget.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains/ Department/Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
All dept./unit heads concerned were given annual budget template to fill up			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The CPDC office prepare template to be filled up by 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	1 day	CPDC Staff
2. Submit all the proposed budget of all dept./unit heads to CPDC office- 2 <sup>nd</sup> floor Bacor Government Center Building	2. Consolidate all the proposed budget of every dept./unit heads for finalization	None	19 days	Rhowena D. Alcantara <i>OIC- CPDC</i>
	<b>Total</b>	<b>None</b>	<b>20 days</b>	



## REVIEW OF GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

Consolidate the gathered data from different departments/unit heads concerned and submitted to City Mayor and other concerned agencies in accordance with the mandate of the Local Government Code by the City Planning Office.

<b>Office or Division:</b>		City Planning and Development Coordinating Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2G Government to Government		
<b>Who may avail:</b>		City of Bacoor / Barangay Captains/ Department/Unit Heads		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Gathering of data from different dept./unit heads concerned			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Preparation of GAD matrix/template to be filled up by the concerned department/unit heads	1. Distribution of prepared template to all concerned dept./unit head	None	1 day	CPDC Staff
2. Submit the filled up GAD matrix of all concerned department/unit heads to CPDC Office, 2 <sup>nd</sup> floor Bacoor Government Center Building	2. Submit consolidate data to Department of the Interior and Local Government, Provincial Budget Office (PBO) and Provincial Planning Development Coordinator (PPDC)	None	19 days	Rhowena D. Alcantara OIC- CPDC
	<b>Total</b>	<b>None</b>	<b>20 days</b>	



## CITY DEVELOPMENT COUNCIL (CDC) RESOLUTION

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

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Department/Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Notice of Meeting, Minutes of the Meeting, and CDC Resolution			City Planning and Development Coordinating Office Sangguniang Panlungsod	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Prepare Notice of Meeting for CDC Council and Members	1.Distribution of Notice of Meeting for CDC Council and Members	None	1 day	CPDC Staff
2.Preparation of Minutes of the Meeting and CDC Resolution	2.1. Prepare Meeting, Minutes of the Meeting and CDC Resolution	None	1 day	Rhowena D. Alcantara
	2.2. Minutes of the Meeting and CDC Resolution reviewed and signed by the CDC Members and Secretariat	None	3 days	Janice Francisco <i>Casual Clerk</i>  Rochelle Rubie Gutierrez <i>Casual Clerk</i>
	2.3.Distribution of CDC Resolution to concerned CDC Council and Members for signing of documents	None	2 days	Romell B. Espiritu <i>Reproduction Operator II</i>  Janice B. Francisco <i>Laborer</i>
	<b>TOTAL</b>	<b>None</b>	<b>7 days</b>	



## CONSOLIDATION OF COMPREHENSIVE LAND USE PLAN (CLUP) DATA

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

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains / Department / Unit Heads / Students / Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Gathering of data from different dept./unit heads concerned			Dept./Unit Heads	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Preparation of template to be filled up by the concerned dept./unit heads concerned re CLUP data	1. Distribution of prepared template to all concerned dept./unit head concerned	None	1 day	CPDC Staff
2. Submit all filled-up documents CPDC office -2 <sup>nd</sup> floor Bacoor Government Center Building	2. Consolidate all the given data then turn over to consultant	None	19 days	Rhowena D. Alcantara <i>OIC- CPDC</i>
	<b>TOTAL</b>	<b>None</b>	<b>20 days</b>	



## CONSOLIDATION OF COMPREHENSIVE DEVELOPMENT PLAN (CDP)

### DATA

Consolidate gathered data from different departments/unit heads concerned in preparation for Comprehensive Development Plan (CDP) 6 years plan.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains / Department / Unit Heads / Students / Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Gathering of data from different department/unit heads concerned			Department/Unit Heads	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Preparation of template to be filled up by the department/unit heads concerned regarding CDP data	1. Distribution of prepared template to all concerned dept./unit head concerned	None	1 day	CPDC Staff
2. Submit to CPDC office -2 <sup>nd</sup> floor Bacoor Government Center Building all the filled-up documents	2. Consolidate all the given data then turn over to consultant	None	19 days	Rhowena D. Alcantara OIC- CPDC
	<b>TOTAL</b>	<b>None</b>	<b>20 days</b>	



## PREPARATION OF LOCAL DEVELOPMENT INVESTMENT PROGRAM (LDIP)

Prepare LDIP which is the document that translates CDP into a program, project 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

<b>Office or Division:</b>	City Planning & Development Coordinating Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Department / Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Documents that translate CDP into a programs, projects & activities (PPAs)			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Preparation of template to be filled up by the dept/unit heads concerned LDIP data	1. Distribution of prepared template to all concerned dept./unit head concerned	None	1 day	Marjorie C. San Jose <i>Project Dev't. Assist.</i>
2. Submit proposed programs, projects and activities from CDP documents	2. Prepare LDIP based from CDP proposed PPAs	None	19 days	Engr. Deolito B. Alagos, Jr. Statistician II  Rhowena D. Alcantara <i>OIC-CPDC</i>
	<b>Total</b>	<b>None</b>	<b>20 days</b>	



**REVIEW AND EVALUATE OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR) and DIVISION PERFORMANCE COMMITMENT REVIEW (DPCR)**

Review the OPCR and DPCR of every department / unit head prior to signing of Chairman of Performance Management Team (PMT) and City Mayor.

<b>Office or Division:</b>		City Planning and Development Coordinating Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G Government to Government		
<b>Who may avail:</b>		City of Bacoor / Department/Unit Heads		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
OPCR and DPCR form to be filled up by the department/unit heads			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit OPCR / DPCR to CPDC 2 <sup>nd</sup> floor Bacoor Government Center Building for review	1. Immediately review and return if there's correction and no error	None	1 day	Remedios V. Santero <i>Admin. Asst. II</i>
2. Submit 3 copies of reviewed OPCR/DPCR	2. Immediately signed by the PMT Secretariat and release prior to signature of PMT Chairman and City Mayor	None	2 days	Rhowena D. Alcantara <i>OIC-CPDC</i>
	<b>Total</b>	<b>None</b>	<b>3 days</b>	



## 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).

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Department / Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Summary list of Ranking of Eligible offices or delivery units based from the Office Performance Commitment an Review			City Planning and Development Coordinating Office- PMT Secretariat	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	1 day	Rhowena D. Alcantara <i>OIC-CPDC</i>
	1.2.Prepare Minutes of the Meeting and resolution if applicable	None	3 days	Rhowena D. Alcantara <i>OIC- CPDC</i>
	<b>Total</b>	<b>None</b>	<b>4 days</b>	





## THE PEOPLE'S SURVIVAL FUND (PSF) CLIMATE CHANGE SECRETARIAT

Prepares Notice of Meetings, Minutes of the Meeting and PSF Resolution.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Department/Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Notice of Meeting, Minutes of the Meeting, PSF Resolution			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Prepare Notice of Meeting for PSF Committee Members	1.Distribution of Notice of Meeting for PSF Committee Members	None	1 day	Janice Francisco <i>Laborer</i>
2.Prepare Minutes of the Meeting & PSF Resolution	2.1. Prepare Meeting, Minutes of the Meeting and PSF Resolution	None	1 day	Janice Francisco <i>Laborer</i>
	2.2. Minutes of the Meeting and PSF Resolution reviewed and signed by the PSF Secretariat	None	3 days	Rhowena D. Alcantara <i>OIC-CPDC</i>
	2.3.Distribution of PSF Resolution to concerned PSF Committee Members	None	2 days	Romell B. Espiritu <i>Reproduction Operator II</i>  Janice B. Francisco <i>Laborer</i>
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## REAL PROPERTY NUMBERING SYSTEM (RPNS) SECRETARIAT

Prepares Notice of Meetings, Minutes of the Meeting and Land Property Numbering System Resolution.

<b>Office or Division:</b>		City Planning and Development Coordinating Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2G Government to Government		
<b>Who may avail:</b>		City of Bacoor / Department/Unit Heads		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Notice of Meeting, Minutes of the Meeting, Land Property Numbering Resolution			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Prepare Notice of Meeting for Land Property Numbering System Committee Members	1.Distribution of Notice of Meeting for Land Property Numbering System Committee Members	None	1 Day	CPDC Staff
2.Preparation of Minutes of the Meeting and Land Property Numbering Resolution	2.1. Prepare Meeting, Minutes of the Meeting and Land Property Numbering Resolution	None	1 Day	Janice B. Francisco <i>Laborer</i>
	2.2. Minutes of the Meeting and LPN Resolution reviewed and signed by the LPN Secretariat	None	3 Days	Rhowena D. Alcantara OIC-CPDC
	2.3.Distribution of LPN Resolution to concerned LPN Committee Members	None	2 Days	Romell B. Espiritu Reproduction Operator II
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

A project procurement management plan is submitted to Bids and Awards Committee BAC secretariat

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains/ Department / Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Fill up the Project Procurement Management Plan form			BAC Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill- up PPMP form	1.1.Prepare CPDC Project Procurement Management Plan	None	1 day	Noemi Ambrocio <i>Statistician Aide</i>
	1.2. Review and evaluated CPDC PPMP	None	3 days	Rhowena D. Alcantara <i>OIC-CPDC</i>
	1.3. Signed by CPDC officer for approval of CPDC PPMP	None	1 day	Rhowena D. Alcantara <i>OIC-CPDC</i>
	1.4. Submit to BAC for further review and final approval of CPDC PPMP	None	1 day	Noemi Ambrocio <i>Statistician Aide</i>
	<b>Total</b>	<b>None</b>	<b>6 days</b>	

## CLIMATE DISASTER RISK ASSESSMENT (CDRA)

Climate and Disaster Risk Assessment (CDRA) is an imperative for the development of a local government unit as it determines the level of exposure, vulnerability, and risks of population, urban use areas, natural resources, lifeline utilities, and critical point facilities to disasters.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains/ Department / Unit Heads			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
			City Planning and Development Coordinating Office	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Climate Disaster Risk Assessment (CDRA)	1. Updating of Climate Disaster Risk Assessment (CDRA)	None	6 months To 1 year	Reymen M. Delos Reyes <i>Admin. Asst. I</i>  Rochelle G. Gutierrez <i>Clerk</i>
	<b>TOTAL</b>	<b>None</b>	<b>Please refer to the above data</b>	

## PROJECT MONITORING AND EVALUATION SYSTEM (PMES) SECRETARIAT

To provide up-to-date information on the overall status of project implementation for planning and budget allocation, to include employment generation of the various programs/project.

<b>Office or Division:</b>		City Planning and Development Coordinating Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2G Government to Government		
<b>Who may avail:</b>		City of Bacoor / Barangay Captains/ Department / Unit Heads		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare Notice of the Meeting and schedule of inspection	1.2 Distribute Notice of the Meeting	None	1 day	Janice Francisco <i>Laborer</i>
2. Project Monitoring and Evaluation of Plan Implementation	2. Monitoring and Evaluation of Project based on the approved plan	None	Depends on the project time frame	Jose Henry J. Baluyot <i>Proj. Dev't. Officer II</i>  Roberto E. Mendoza <i>Admin. Aide IV</i>
3. Prepare reports and submitted to the Provincial Planning and Development Coordinator	4. Prepare reports and submitted to the Provincial Planning and Development Coordinator	None	3 days	Engr. Deolito B. Alagos, Jr. <i>Statistician II</i>  Rhowena D. Alcantara <i>OIC-CPDC</i>
	<b>Total</b>	<b>None</b>	<b>Please refer to the above data</b>	

## COMMUNITY BASED MONITORING SYSTEM (CBMS)

CBMS is an organized technology-based system of collecting, processing, and validating necessary disaggregated data that may be used for local planning, program implementation, and impact monitoring while empowering communities to participate in the process.

<b>Office or Division:</b>	City Planning and Development Coordinating Office			
<b>Classification:</b>	Simple/Complex/Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City of Bacoor / Barangay Captains/ Department / Unit Heads			
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Community Based Monitoring System (CBMS)	1.1 Compilation, Assessment and Consolidation of Community Based Monitoring System (CBMS)	None	Within the day (depends on the availability of data)	CDPC Staff
	<b>Total</b>	<b>None</b>	<b>Please refer to the above data</b>	

## DEVOLUTION TRANSITION PLAN (DTP)

The DTP is the main tool of LGUs to operationalize the transition to full devolution covering the 2022-2024 period.

All LGUs shall pursue implementation of their DTPs and shall institute policies, systems, and mechanisms that can further facilitate LGU assumption of functions, services, and facilities that have been fully devolved.

Pursuant to Sections 7 (f) and 10 of EO No. 138, s. 2021, all LGUs shall formulate their respective communications plan and strategies. As such, the Governors and the City/Municipal Mayor shall form a communications team to formulate their respective communications plans and strategies.

<b>Office or Division:</b>		City Planning and Development Coordinating Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2G Government to Government		
<b>Who may avail:</b>		City of Bacoor / Barangay Captains/ Department / Unit Heads		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Devolution Transition Plan	1.1 Monitoring for the implementation of Devolution Transition Plan	None	As per need arises	CPDC Staff
	<b>Total</b>	<b>None</b>	<b>Please refer to the above data</b>	



## LIST OF SERVICES

### E-Governance Department /Management Information System

	Page Number
Introductory, Mission, Vision, and Legal Basis	15.1
<b>Internal Services</b>	
1. Creation/resetting of “BACCOOR.GOV.PH” Official Email Address (Microsoft 365 Account) and password	15.2
2. Application System Change / Modification	15.3
3. Software/Hardware/Network Troubleshooting	15.4
4. Network Installation	15.5
5. Review/Checking of CCTV Camera within Bacoor City	15.6
6. Provision of Computers, Printers, Scanners, Projectors, etc	15.7
7. LED Wall and Sound System Operator upon request	15.8
8. Tarpaulin Printing	15.9
9. Issuance of City Employee Identification Card	15.10
10. Maintenance and Telephone Calls Handling of City Government of Bacoor Telephone Lines	15.11
<b>External Services</b>	
11. Mayor's Permit to Work	15.12
12. Mayor's Clearance	15.13
13. Recommendation / Referral Letter	15.14
14. Special Bacoor Resident's Card Application	15.15
15. Solidarity Route Sticker Application	15.16
16. Clubhouse Village Membership	15.19
17. Computer Literacy Training (OPS)	15.20
18. Computer Literacy Training (Graphics Design)	15.22
19. Computer Literacy Training (Hardware Servicing)	15.23
20. Digital Literacy Subject Classes for Alternative System	15.25





# **E-GOVERNANCE DEPARTMENT / MANAGEMENT INFORMATION SYSTEM**

## **(Internal and External Services)**

The E-Governance Department aims to establish and implement information technology and innovation in all services and operations of the Local Government of Bacoor. The department plays a vital role in enacting accountability and transparency to improve citizen engagement and communication.

### **Mission**

To be able to initiate and promote E-Governance in the City of Bacoor by improving the efficiency of government services through digital system. The E-Governance department is committed to: (1) provide efficient digital services to all citizen of the City of Bacoor, (2) establish a sustainable and secure E-Governance system and (3) be the leader and pioneer in gearing up the City of Bacoor towards E-Governance.

### **Vision**

Our vision is to transform the City of Bacoor into a developed and smart city through the integration of Information and Communication Technologies (ICT).

### **Legal Basis**

**City Ordinance No. 005-2022 Series of 2022**, an *“Ordinance Creating the E-Governance Department. Identifying Its Functions and Duties. And Specifying the Qualifications of Its Various Officers and Personnel.”*



**1. CREATIONS/RESETTING THE “BACOR.GOV.PH” Official Email Address (MICROSOFT 365 ACCOUNT) AND PASSWORD**

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Department and Unit Offices			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Request Letter				E-GOV / MIS
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the request letter to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	2 minutes	Lodgene Asuncion E-Governance / MIS Head
	1.2. Creating/Resetting of Email/Password	None	5 minutes	
	1.3. Issuance of Email/Password to the Requestor	None	2 minutes	
	<b>Total</b>	<b>None</b>	<b>9 minutes</b>	



## 2. APPLICATION SYSTEM CHANGE OR MODIFICATION

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple / Complex / Highly Technical			
<b>Type of Transaction:</b>	(G2G) Government to Government			
<b>Who may avail:</b>	City Government Department and Offices			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Accomplished System Change or Call/Verbal Request / Modification Request Form approved by Concerning Department Head				E-GOV / MIS
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplished System Change or Modification Request Form approved by the concerning Department Head	1.1 Evaluation of E-Governance Head	None	Processing time depends on the scope of modification	Lodgene Asuncion E-Governance/MIS Head
2. Submits System Change / Modification	1.2 Assign development personnel	None		Kim Alem De Castro E-GOV/MIS Staff  One Document Office Personnel
	<b>Total</b>	<b>None</b>	<b>Processing time depends on the scope of modification</b>	



### 3. SOFTWARE/HARDWARE/NETWORK TROUBLESHOOTING

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Department and Unit Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Request approved by the concerning Department Head / Requisition Slip			Requesting Office and E-Governance Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Client submits the request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements  1.2 Get information about the technical problem and contact the information of the request	None	20 minutes	Monte Carlo Callado Robert Michael Violeta Ruben Bautista III Randy Mateo Arvie Guanlao Rommel Duano E-GOV/MIS Tech Staff
	1.3. Approval of E-Governance Department Supervisor/ Head	None	2 minutes	Montecarlo Callado Josie Pastor Lodgene Asuncion E-Governance/MIS Head
Receives copy of Job Service Report	1.4 Prepare Job Service Report and assigning of technician and visit the requesting office to conduct troubleshoot	None	1 hour (depending on the damage)	Monte Carlo Callado Robert Michael Violeta Randy Mateo Arvie Guanlao Ruben Bautista III Rommel Duano E-GOV/MIS Tech Staff
	1.5 Client must sign on software/hardware logbook provided by E-Gov Staff		1 minute	Monte Carlo Callado Robert Michael Violeta Randy Mateo Arvie Guanlao E-GOV/MIS Tech Staff
	<b>Total</b>	<b>None</b>	<b>1 hour and 23 minutes</b>	



#### 4. NETWORK INSTALLATION

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2G) Government to Government			
<b>Who may avail:</b>	City Government Department and Offices			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Copy of letter request by the concerning department				Requesting office
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter request from the requesting office	1.1 Approval of E-Gov Supervisor/ Head	None	1 minute	Montecarlo Callado Josie Pastor Lodgene Asuncion
	1.2 Provide network installation	None	30 minutes	Monte Carlo Callado Randy Mateo Arvie Guanlao E-GOV/MIS Tech Staff
	1.3 Client must sign on software/hardware logbook provided by E-Gov Staff	None	1 minute	End User
	<b>Total</b>	<b>None</b>	<b>32 minutes</b>	



## 5. REVIEW/CHECKING OF CCTV CAMERA WITHIN BACOOR CITY

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2G) Government to Government			
<b>Who may avail:</b>	City Government Department and Offices			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Copy of Police Report or Letter of Request				Requesting Office
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client/request office must give a letter request or police report to the assigned staff.	1.1 Approval of E-Gov/MIS Head	None	1 minute	Lodgene Asuncion E-Gov/MIS Head
	1.2 Check/review/ playback the CCTV Camera	None	1 hour	Randy Mateo Arvie Guanlao Ruben Bautista E-GOV/MIS Tech Staff
	1.3 Collect the letter requests and police reports for compilation	None	2 minutes	Randy Mateo Arvie Guanlao Ruben Bautista E-GOV/MIS Tech Staff
	1.4 Daily Checking of the installed CCTV camera/s in Bacoor City	None	10 minutes	Randy Mateo Arvie Guanlao Ruben Bautista Rommel Duano Rodcliff Miranda E-GOV/MIS Tech Staff
	<b>Total</b>	<b>None</b>	<b>1 hour and 13 minutes</b>	



**6. PROVISION OF COMPUTERS, PRINTERS, SCANNERS, PROJECTORS, ETC.**

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2G) Government to Government			
<b>Who may avail:</b>	City Government Department and Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Copy of letter request approved by E-Governance Head			E-GOV / MIS	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>CLIENT STEPS</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter request from the requesting office approved by the concerning department head	1.1 Acknowledgement of the request upon the request	None	3 minutes	Josie Pastor Robert Michael Violeta E-GOV/MIS Staff
	1.2 Approval of the E-Gov Head	None	1 minute	Lodgene Asuncion E-Gov/MIS Head
2. Client must sign on accomplishment/ installation logbook	1.3 Provide the requested equipment/s. Hardware troubleshoots if applicable.	None	20 minutes	End User
	<b>Total</b>	<b>None</b>	<b>24 minutes</b>	



## 7. LED WALL AND SOUND SYSTEM OPERATOR UPON REQUEST

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	(G2G) Government to Government			
<b>Who may avail:</b>	City Government Department and Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Copy of letter request approved by E-Governance Head			E-GOV / MIS	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>CLIENT STEPS</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Letter request from the requesting office approved by the concerning department head	1.1 Acknowledgement of the request for technical support upon the request	None	3 minutes	Monte Carlo Callado Rafael Jan Jose John Allien Flores E-GOV/MIS Tech Staff
	1.2 Approval of the E-Gov Head	None	1 minute	Lodgene Asuncion E-Gov/MIS Head
	1.3 Provide technical support request.	None	20 minutes	End User
	<b>Total</b>	<b>None</b>	<b>24 minutes</b>	





## 8. TARPULIN PRINTING

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	(G2G) Government to Government			
<b>Who may avail:</b>	City Department and Unit Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Tarpaulin Request Form (within 5 working days) Approval of E-Governance Department Head			E-GOV / MIS	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Client submits the request form to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	2 minutes	Shirley Cunanan Andrei Joshua Sumongsong E-GOV/MIS Staff
	1.2. Prepare the requested Layout for printing	None	1 hour	Andrei Joshua Sumongsong Ruben Bautista Miguel Luigi Lim E-GOV/MIS Staff
	1.3. Approval of the E-Gov Head		2 minutes	Lodgene Asuncion E-Governance/MIS Head
	1.4. Printing of Tarpaulin	None	Within 5 working days	Shirley Cunanan Jerwin Bea Andrei Joshua Sumongsong Miguel Luigi Lim Mark Andrei Belmonte E-GOV/MIS Staff
1.2 Client must sign on the receiving part of the form or logbook	1.. Releasing of Tarpaulin	None	3 minutes	Shirley Cunanan Jerwin Bea Mark Andrei Belmonte E-GOV/MIS Staff
	<b>Total</b>	<b>None</b>	<b>5 days, 1 hour and 7 minutes</b>	



## 9. ISSUANCE OF CITY EMPLOYEE IDENTIFICATION CARD

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Department and Unit Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
I.D. Request Form			Human Resources Development and Management Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Client submits I.D. Form to the employee-in-charge from and approved by the HR Department	1.1. Check details and verify requirements	None	1 minute	Andrei Joshua Sumongsong Ruben Bautista III E-GOV/MIS Staff
	1.2. Encode details and capturing of picture	None	10 minutes	Andrei Joshua Sumongsong Ranssel Papango Bill Allan Gaba Ruben Bautista Vincent John Ortega E-GOV/MIS Staff
	1.3. Printing of ID	None	2 minutes	Andrei Joshua Sumongsong Bill Allan Gaba Vincent John Ortega Ranssel Papango Ruben Bautista III MIS-EGOV Staff
2. Client must sign to the ID Logbook	2. Releasing of ID	None	2 minutes	Andrei Joshua Sumongsong Ruben Bautista III Ranssel Papango E-GOV/MIS Staff
	<b>Total</b>	<b>None</b>	<b>15 minutes</b>	



**10. MAINTENANCE AND TELEPHONE CALLS HANDLING OF CITY GOVERNMENT OF BACOR TELEPHONE LINES**

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Department and Unit Offices			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Telephone Telephone Line/s			E-GOV / MIS	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Client calls on local number (046) 481 4100	1.1 Receive incoming calls to the city government	None	3 minutes	Josie Pastor E-GOV/MIS Staff
	1.2. Transmission of lines to the correct office/department if needed	None	1 minute	Josie Pastor E-GOV/MIS Staff
2. Call or Verbal request from clients	2. Repair of the telephone lines	None	30 minutes	Monte Carlo Callado E-GOV / MIS Staff
	<b>Total</b>	<b>None</b>	<b>34 minutes</b>	



## 11. MAYOR'S PERMIT TO WORK

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

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide Residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Original Barangay Clearance NBI Clearance or Police Clearance (1 photocopy); Health Card Official Receipt (1 original); <b>Php 165</b> Bacoor Emergency Response Training			Barangay NBI / PNP Station City Health Office City Treasury Office BDRRMO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	2 minutes	Olivia Bautista Benedict Carl San Juan Evangeline Almeda Ruben Bautista Josie Pastor Edward Pagtakhan Criszen Bautista E-GOV/MIS Staff
	1.2. Prepare the requested document	None	5 minutes	Josie L. Pastor Olivia Bautista Robert Michael R. Violeta Aviatar Guanlao Benedict Carl San Juan Evangeline Almeda Edward Pagtakhan Criszen Bautista E-GOV/MIS Staff
	1.3. Approval of the City Mayor	None	2 minutes	Lodgene Asuncion E-Governance Head
	1.4. Releasing of the requested document	None	1 minute	Josie L. Pastor Olivia Bautista Robert Michael R. Violeta Benedict Carl San Juan E-GOV/MIS Staff
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



## 12. MAYOR'S CLEARANCE

Agencies require the 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.

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide Residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Original Brgy. Clearance NBI Clearance or Police Clearance (1 photocopy) Official Receipt (1 original); <b>Php 100</b>			Barangay NBI / PNP Station City Treasury Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	2 minutes	Olivia Bautista Criszen Bautista Josie Pastor E-GOV/MIS Staff
	1.2. Prepare the requested document	None	5 minutes	Josie Pastor Robert Michael R. Violeta Criszen Bautista Ruben Bautista Randy Mateo E-GOV/MIS Staff
	1.3. Approval of the City Mayor	None	2 minutes	Lodgene Asuncion E-Governance/MIS Head
	1.4. Releasing of the requested document	None	1 minute	Robert Michael R. Violeta Randy Mateo Kimberly F. Daria E-GOV/MIS Staff
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



### 13. RECOMMENDATION / REFERRAL LETTER

Agencies require the 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.

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide Residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Original Barangay Clearance NBI Clearance or Police Clearance (1 photocopy); Official Receipt (1 original); <b>Php 50</b>				Barangay NBI / PNP Station City Treasury Office
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	2 minutes	Olivia Bautista Josie Pastor Criszen Bautista E-GOV/MIS Staff
	1.2. Prepare the requested document	None	5 minutes	Robert Michael R. Violeta Josie Pastor Criszen Bautista Aviatar Guanlao E-GOV/MIS Staff
	1.3. Approval of the City Mayor	None	2 minutes	Lodgene Asuncion E-Governance/MIS Head
	1.4. Releasing of the requested document	None	1 minute	Robert Michael R. Violeta Aviatar Guanlao Kimberly F. Daria E-GOV/MIS Staff
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



#### 14. SPECIAL BACOR RESIDENT'S CARD APPLICATION

All Bacoor City residents are allowed to apply for SBR Card issued by LGU of Bacoor as a proof of identity and residence status. SBR Card holders will be able to access special services or social benefits from the City of Bacoor.

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide Residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- 1 Valid ID with Bacoor Address/ Original Brgy Clearance</li> <li>- Application form</li> </ul>			E-GOV / MIS Omnipay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Client submits the request to the employee-in-charge together with the requirements	1.1. Check details and verify requirements	None	1 minute	Shirley Cunanan Andrea Dollente Lady Pagdulagan MIS Staff
	1.2. Approval of the E-Gov Head	None	2 minutes	Lodgene Asuncion E-Gov/MIS Head
	1.3. Encoding / Verification/ Capturing	None	10 minutes	Ace Egusquiza Nicabelle Gonzales Rolito Pelayo Claire Pagasartonga Jose Paulo Oracion King Mark Maximo Lawrence Agapito
	1.4. Releasing of SBR CARD	None	Upon the deliveries of the cards from OmniPay the applicant will be notified via sms to obtain the card.	Kim Alem De Castro Aiko De Leon Jocelyn Neria Romell Crisostomo
	<b>Total</b>	<b>None</b>	<b>13 minutes</b>	



## 15. SOLIDARITY ROUTE STICKER APPLICATION

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.

<b>Office or Division:</b>	E-Governance Department / Management Information System	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Bonafide Residents of the City of Bacoor	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p>For Bacoor Resident:            -OR and CR of vehicle            -Any government issued valid ID            -Driver's License (original and photocopy) Receipt of Payment (from Treasury)            -Valid and original SBR Card (or SBR QR)            -Barangay Clearance (Original)            -Original Copy of HOA Certification (approved format)</p> <p><b>(If the person has a property in Bacoor</b>            - Tax Declaration or a Certified True Copy of Original Certificate of Title//Transfer Certificate of Title (TCT) and a copy of Real Property Tax            - Deed of Sale/Deed of Donation and Acceptance/Deed of Assignment, etc. <b>(If the vehicle is not yet registered to the person applying for SRS)</b></p>	<p>E-governance Department            Issued by Barangay            Issued by LTO            Issued by HOA            Issued by Treasury</p>





- SPA (Special Power of Attorney) (If the person cannot appear in person and submit his application)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Client submits the Application form to the employee-in-charge together with the requirements (for walk-in applicants)	1.1 Check details and verify requirements.	None	10 minutes	Shirley Cunanan Andrea Joyce Dollente Lady Lee Pagdulagan E-GOV/MIS Staff
	1.2. Approval of the E-Gov Head	None	2 minutes	Lodgene Asuncion E-Gov/MIS Head
	1.3. Payment (if applicable)	<b>Php 150</b> (Bacoor Resident+ Resident of non-participating but affected HOA)/ <b>Php 300</b> (Bacoor Resident) / <b>Php1,500</b> (If the applicant has property in Bacoor) / <b>Php3,000</b> (Non-Bacoor Resident)	3 minutes	Treasury Department



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Encoding /verification/capturing	None	10 minutes	Bill Allan Gaba Ace Egusquiza Marie Claire Pagasartonga Jose Paulo Oracion King Mark Maximo Lawrence Agapito E-GOV/MIS Staff
	1.5. Releasing of Stickers and installation (Main Square Mall)	None	10 minutes	Rommel Duano Andrei Joshua Sumongsong Marlon Ocampo Jerson Jintalan Ranssel Papango Ramel Laurenaria Ace Egusquiza E-GOV/MIS Staff
	<b>Total</b>	<b>Php 150/ Php 300 / Php1,500 / Php3,000</b>	<b>35 minutes</b>	
<b>2.1 Online Application</b>  <a href="https://solidarity.bacoor.gov.ph/">https://solidarity.bacoor.gov.ph/</a>	2.1 Approval		20 minutes	Marie Claire Pagasartonga Jose paulo Oracion Shirley Cunanan
	2.2 Payment (if applicable)	<b>Php 150</b> (Bacoor Resident+ Resident of non-participating but affected HOA)/ <b>Php 300</b> (Bacoor Resident) /		Online Payment PISOPAY G-cash/paymaya/ bank etc.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>Php1,500</b> (If the applicant has property in Bacoor) / <b>Php3,000</b> (Non-Bacoor Resident)		
	2.3 Releasing of Stickers and installation (Main Square Mall )	None	10 minutes	Rommel Duano Andrei Joshua Sumongsong Marlon Ocampo Jerson Jintalan Ranssel Papango Ramel Laurenaria Ace Egusquiza E-GOV/MIS Staff
	<b>Total</b>	<b>Php 150/</b> <b>Php 300 /</b> <b>Php1,500 /</b> <b>Php3,000</b>	<b>30 minutes</b>	

## 16. BACoor CLUBHOUSE VILLAGE MEMBERSHIP APPLICATION

Individuals and bonafide residents of Bacoor, who are enrolled in school from Secondary and Tertiary Level, are eligible to be a member of the Bacoor Clubhouse Village.

<b>Office or Division:</b>	E-Governance Department / Management Information System	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Enrolled students who are bonafide residents of the City of Bacoor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Application Form with Parent's Consent School Registration/Enrollment Form Original Copy of Barangay Clearance 2 pcs 1x1 ID Picture		Bacoor Computer Center Applicant's School Barangay Hall



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the accomplished application form to the employee-in-charge together with the requirements.	1.1. Check details and verify requirements	None	1 minute	Vilma Jocson Aimee Rose Dela Cruz BCC Staff
	1.2. Orient the members about the Clubhouse Village	None	10 minutes	Michelle F. San Gabriel BCC Supervising Officer Roderick Valenzuela BCC Staff
	1.3. Approval of the Application	None	1 minute	Michelle F. San Gabriel BCC Supervising Officer
	<b>Total</b>	<b>None</b>	<b>12 minutes</b>	

## 17. COMPUTER LITERACY TRAINING (OFFICE PRODUCTIVITY SOFTWARE)

Agencies require computer literacy training certificates prior to employment or promotion.

Individuals and bonafide residents of Bacoor can enroll in the free training for self/skills development.

<b>Office or Division:</b>	E-Governance Department / Management Information System	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Bonafide residents of the City of Bacoor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Registration Form (Online and Walk-in Registration) Original Copy of Barangay Clearance 2 pcs 1x1 ID Picture		Bacoor Computer Center Barangay Hall



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the accomplished application form to the employee-in-charge together with the requirements.	1.1. Check details and verify requirements	None	1 minute	Vilma Jocson Aimee Rose Dela Cruz BCC Staff
	1.2. Evaluate individual's computer skills	None	15 minutes	Roderick Valenzuela BCC Staff
	1.3. Approval of the Registration	None	1 minute	Michelle F. San Gabriel BCC Supervising Officer
2. The client undergoes training for Computer Literacy Training (Office Productivity Software)	2.1 Train individuals in computer skills and assess them.	None	4 days and 4hours	Roderick Valenzuela BCC Staff
3. Awarding of Certificates of Completion	3.1 Awards Certificates of Completion to the individuals who completed the training.	None	3 Hours	Lodgene Asuncion E-Gov/MIS Head Michelle San Gabriel BCC Supervising Officer BCC Staff
	<b>Total</b>	<b>None</b>	<b>4 days, 7 hours and 17 minutes</b>	



## 18. COMPUTER LITERACY TRAINING (GRAPHIC DESIGN)

Agencies require computer literacy training certificates prior to employment or promotion. Individuals and bonafide residents of Bacoor can enroll in the free training for self/skills development.

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Registration Form (Online and Walk-in Registration) Original Copy of Barangay Clearance 2 pcs 1x1 ID Picture			Bacoor Computer Center Barangay Hall	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the accomplished application form to the employee-in-charge together with the requirements.	1.1. Check details and verify requirements	None	1 minute	Vilma Jocson Michelle Mallen BCC Staff
	1.2. Evaluate individual's computer skills	None	15 minutes	Roderick Valenzuela BCC Staff
	1.3. Approval of Registration	None	1 minute	Michelle F. San Gabriel BCC Supervising Officer
2. The client undergoes training for Computer Literacy Training (Visual Graphics and Design)	2.1 Train individuals in computer skills and assess them.	None	4 days and 4 hours	Roderic Valenzuela BCC Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Awarding of Certificates of Completion	3.1 Awards Certificates of Completion to the individuals who completed the training.	None	3 hours	Lodgene Asuncion E-Governance/MIS Head Michelle San Gabriel BCC Supervising Officer Roderic Valenzuela BCC Staff
	<b>Total</b>	<b>None</b>	<b>4 days, 7 hours and 17 minutes</b>	

### 19. COMPUTER LITERACY TRAINING (COMPUTER HARDWARE SERVICING)

Agencies require computer literacy training certificates prior to employment or promotion. Individuals and bonafide residents of Bacoor can enroll in the free training for self/skills development.

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Registration Form (Online and Walk-in Registration) Original Copy of Barangay Clearance 2 pcs 1x1 ID Picture			Bacoor Computer Center Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the accomplished application form to the employee-in-charge together with the requirements.	1.1. Check details and verify requirements	None	1 minute	Vilma Jocson Jennylyn Tumampo BCC Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2. Evaluate individual's computer skills	None	15 minutes	Roderick Valenzuela BCC Staff
	1.3. Approval of Registration	None	1 minute	Michelle F. San Gabriel BCC Supervising Officer
2. The client undergoes training for Computer Literacy Training (Computer Hardware Servicing)	2.1 Train individuals in computer skills and assess them.	None	4 days & 4 hours	Christopher Bantugan BCC Staff
3.1 Awarding of Certificates of Completion	3.1 Awards Certificates of Completion to the individuals who completed the training.	None	3 hours	Lodgene Asuncion E-Gov/MIS Head Michelle San Gabriel BCC Supervising Officer BCC Staff
	<b>Total</b>	<b>None</b>	<b>4 days, 7 hours and 17 minutes</b>	





## 20. DIGITAL LITERACY SUBJECT CLASSES FOR ALTERNATIVE LEARNING SYSTEM

Alternative Learning System Course includes digital literacy subject that needs to be completed prior to graduation.

<b>Office or Division:</b>	E-Governance Department / Management Information System			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Bonafide residents of the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
ALS Coordinator Endorsement Letter Registration Form 2 pcs 1x1 ID Picture			ALS Coordinator Bacoor Computer Center	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the accomplished application form to the employee-in-charge together the with requirements.	1.1. Check details and verify requirements	None	1 minute	Vilma Jocson Jennylyn Tumampo Michelle Mallen BCC Staff
	1.2. Evaluate individual's computer skills	None	15 minutes	Roderick Valenzuela BCC Staff
	1.3. Approval of Registration	None	1 minute	Michelle F. San Gabriel BCC Officer
2. The ALS Students undergoes training for Digital Literacy Subjects.	2.1 Train individuals in computer skills and assess them	None	4 days and 4hours	Roderick Valenzuela Christopher Bantugan
3. Awarding of Certificates of Completion	3.1 Awards Certificates of Completion to the individuals who completed the training.	None	3 hours	Lodgene Asuncion E-Gov/MIS Head Michelle San Gabriel BCC Officer
	<b>Total</b>	<b>None</b>	<b>4 days, 7 hours and 17 minutes</b>	



## LIST OF SERVICES

### **City Finance Department (City Treasurer's Office)**

<b>External Services</b>	<b>Page Number</b>
Real Property Tax (RPT)	16.2 – 16.4
Business Tax	16.5 – 16.6
Community Tax Certificate (CTC)	16.7
Transfer Tax	16.8 – 16.9
Contractor's Tax	16.10 – 16.11
Miscellaneous Payments	16.12
Tax Clearance	16.13 – 16.14
Issuance of Checks	16.15
Issuance of Accountable Forms 51 and Form 16	16.16
<b>Internal Services</b>	
Disbursement of Salaries and Allowances	16.17



# **CITY FINANCE DEPARTMENT (CITY TREASURER'S OFFICE) (Internal and External Services)**

**The City Finance Department performs to collect all monies accruing to the City Government and disburse funds in accordance with the existing laws and regulations. CFD 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 Bacoor.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Real Property Tax Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tax Declarations		City Assessor's Department		
2. Latest Official Receipts		Last payment made by the tax payers		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Walk-in taxpayers may request for Statement of Account (SOA)	1.1. Print Statement of Account (SOA).	None	2 minutes	Normalyn T. Li,m
1.2. Taxpayers may also create and register user account at boss.bacoor.gov.ph	1.2. CFD staff receives and reviews the Tax Declaration/ latest Official Receipt			Alexander Alexis F.Cabias Rachel Alba Rachel Ann Rodriguez Evelyn Abao Jenifer B. Maluto Rogelio L. Pagara Agnes Jaminal Emily Solidum Giana Maree Padua Maria Dela Cruz Alpha Joy M. Mandal Rona Grace G. Torrijos Aichiel Angelica Medina Maria Abigail Sarzaba
1.3. Enroll the property to be paid.				
1.4. Print online appointment/ schedule of payment.				



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Normalyn T. Li,m Alexander Alexis F.Cabias Rachel Alba Rachel Ann Rodriguez Evelyn Abao Jenifer B. Maluto Rogelio L. Pagara Agnes Jaminal Emily Solidum Giana Maree Padua Maria Dela Cruz Alpha Joy M. Mandal Rona Grace G. Torrijos Aichiel Angelica Medina Maria Abigail Sarzaba
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 2% (1% Basic + 1% SEF) = RPT  SHT=0.5% of AV (for more than 50,000 AV on Land)  EPSF per year – P360.00  Penalty – 2% per month; maximum of 72%	3 to 5 minutes	Normalyn T. Li,m Alexander Alexis F.Cabias Rachel Alba Rachel Ann Rodriguez Evelyn Abao Jenifer B. Maluto Rogelio L. Pagara Agnes Jaminal Emily Solidum Giana Maree Padua Maria Dela Cruz Alpha Joy M. Mandal Rona Grace G. Torrijos Aichiel Angelica Medina Maria Abigail Sarzaba
	<b>Total</b>	<b>Depends on the computation above</b>	<b>10-12 minutes</b>	



## 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.

<b>Office or Division:</b>		City Finance Department (City Treasurer's Office)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Business Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment/ Assessment Form		Business Permit and Licensing Department (BPLD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Request Order of Payment/ Assessment Form  1.1a. Taxpayers may also create and register user account at boss.bacoor.gov.ph	1.1. Assess and Approves Business Tax for Renewal and Issue Order of Payment/ Assessment Form based on the attachment submitted by the taxpayer.	None	5 minutes	Lawrence San Jose Ailyn F. Inocentes Luz M. Tortona Mikee Rose De Leon Ruel M. Pilapil Bernalynne G. Limon Sander Cabal Reilyn De Castro Earl Harem Garcia  Rona Grace G. Torrijos Maria Abigail Sarzaba
1.2. Enroll the business establishment subject for CFD approval for RENEWAL.	1.2. Evaluate, Assess and Approves Online Application of Business Permit for Renewal.		5 minutes	
1.3. Generates Statement of Account for payment	1.3. Issues Order of Payment/ Assessment Form based on the attachment submitted by the taxpayer		2 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Gives the corresponding amount as payment	2. Receives the corresponding amount and issues Official Receipt		3 minutes	Lawrence San Jose Ailyn F. Inocentes Luz M. Tortona Mikee Rose De Leon Ruel M. Pilapil Dennis Ordoñez Bernalynne G. Limon Sander Cabal Realyn De Castro Earl Harem Garcia  Rona Grace G. Torrijos Maria Abigail Sarzaba
	<b>Total</b>	<b>Depends on BPLD's computed fees</b>	<b>10 minutes</b>	



### 3. COMMUNITY TAX CERTIFICATE (CTC)

Cities or municipalities may levy a community tax in lieu of the former residence tax.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Client's personal information:</b> Name Address Birthdate and Birthplace Gender Nationality Gross Annual Income		City Finance Department (City Treasurer's Office)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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	Allen Balquin Arlyn Baliquia Nora Dela Cruz Maricris Ventura
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	Allen Balquin Arlyn Baliquia Nora Dela Cruz Maricris Ventura
	<b>Total</b>	<b>Depends on the computation above</b>	<b>3 minutes</b>	





#### 4. 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 (55%) 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.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all 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  Romil Grava
2. Gives corresponding amount as payment	2. Receives payment and issues Transfer Tax Receipt	<b>Please refer to amount and computations below:</b>	2 minutes	Rosandy E. De Leon Dominic Ramil H. Carolino Romil Grava



		<p><b>Tax Base=Zonal Value/Market Value/Selling Price (whichever is higher)</b></p> <p><b>0.0055 (55% of 1%)</b>  <b>=</b>  <b>Tax Base</b></p> <p><b>Mode of Transfer – 60 days upon notary date of the Deed of Sale and/ or from the Date of Death (for Extrajudicial)</b></p> <p><b>Penalty- 25% + 2% additional surcharge after 60 days; maximum of 72%</b></p> <p><b>Situs Tax- 70% of the Selling Price</b></p> <p><b>Processing Fee – P100.00</b></p> <p><b>Certification Fee - P110.00</b></p> <p><b>Security Seal -P55.00</b></p> <p><b>Documentary Stamp - P30.00</b></p>		
	<b>Total</b>	<b>Depends on the computation above</b>	<b>6 minutes</b>	



## 5. CONTRACTOR'S TAX

Contractor's Tax are tax imposed on Contractors and Independent Contractors including, but not limited to those enumerated and the rate of tax shall be in accordance with schedule under Article 9, Section 30 (G) on the 2022 Revised Revenue Code of the City of Bacoor. Payment for Contractor's Tax is required in securing Building Permit in accordance with the Office of the Building Official requirement.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Contractor's Tax Application Form with Building Application Number		Office of the Building Official (OBO)		
2. Bill of Materials				
3. Building Permit Order of Payment		Office of the Building Official (OBO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all documents for assessment and verification.	1. Assess and verifies the information in the documents submitted.  1.2. Issues Contractor's Tax assessment if applicable.	None	4 minutes	Rosandy E. De Leon Dominic Ramil H. Carolino  Romil Grava



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Prepares Certification of Contractor's Tax			
2. Gives corresponding amount as payment	2. Receives payment and issues Contractor's Tax Receipt	<p><b>Please refer to tax table indicated in Section 30 (G) of the 2022 Revised Revenue Code of the City of Bacoor</b></p> <p><b>Certification Fee -P110.00</b></p> <p><b>Security Seal -P 55.00</b></p> <p><b>Documentary Stamp -P 30.00</b></p>	2 minutes	<p>Rosandy E. De Leon</p> <p>Dominic Ramil H.Carolino</p> <p>Romil Grava</p>
	<b>Total</b>	<b>Depends on the computation above</b>	<b>6 minutes</b>	



## 6. MISCELLANEOUS PAYMENT

Payment of other local taxes, fees and other regulatory fees payable to the City Government of Bacoor.

<b>Office or Division:</b>		City Finance Department (City Treasurer's Office)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Taxpayers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Order of Payment from various offices		Various offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present Order of Payment from various offices to the assigned Cashier/ Collector	1. Encodes the information in the system from the Order of Payment	None	2 minutes	Cristy B. Garcia Leonilo A. Fabian Emilia T. Tonding John Patrick B. Toledo Jean Rose Padela Leesa Gorme
2.Gives the corresponding amount as payment	Receives payment and issues the Official Receipt	<b>Corresponding amount from various offices</b>	1 minute	Ailyn F. Inocentes LeoniloA. Fabian CristyB. Garcia Emilia T. Tonding John Patrick B. Toledo Jean Rose Padela Leesa Gorme
	<b>Total</b>	<b>Various Fees</b>	<b>3 minutes</b>	



## 7. TAX CLEARANCE

Tax Clearance is being issued to certify that a property is already paid.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C Government to Citizen		
<b>Who may avail:</b>	Taxpayers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
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 Department	
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)	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all required documents	1.1. Assess and verify all the documents submitted.	None	8 to 10 minutes	Roselyn A. Nervida Remia E. Adadzeh



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Verify the payments of the Tax Payer from date of effectivity of assessment until the current year			Ma. Florentina D. Cargullo
2. Gives the corresponding amount as payment	2. Receives payment and issues Official Receipt and Tax Clearance	<b>Security Seal – P55.00</b>  <b>Verification Fee – P22.00</b>  <b>Tax Clearance – P55.00</b>  <b>Security Seal - P30.00</b>	2 minutes	Roselyn A. Nervida  Remia E. Adadzeh  Ma. Florentina D. Cargullo
	<b>Total</b>	<b>P 162.00</b>	<b>12 minutes</b>	



## 8. ISSUANCE OF CHECKS

Check is being issued as payment to different Contractors/Suppliers, Bills, Transfer of Funds.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Various Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Voucher		Office of the City Accounting an Internal Audit Services		
2. Official Receipt		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit 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
<b>Total</b>		<b>None</b>	<b>10 minutes</b>	





## 9. 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.

<b>Office or Division:</b>		City Finance Department (City Treasurer's Office)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G Government to Government		
<b>Who may avail:</b>		Barangay Captains and Treasurers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Copy of Fidelity Bond		Bureau of Treasury		
2.Identification Card				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
2.Gives the corresponding amount as payment	2.1. Client will sign the CTO record book as proof of issuance	<b>Accountable Form-051 (AF-51)</b> - P132.00/booklet + 1% Handling Fee	1 minute	Florian M. Roxas
	2.2. Receives payment and issues Accountable Forms	<b>Accountable Form-016 (AF-16)</b> - P65.50 + 1% Handling Fee		Cristina Pajotagana
	2.3. Provide client a copy of RIS			
	<b>Total</b>	<b>Depends on the computation above</b>	<b>6 minutes</b>	



## 10. DISBURSEMENT OF SALARIES AND ALLOWANCES

Disbursements covered by Disbursement Vouchers and/or Payrolls are usually paid either by check or in cash.

<b>Office or Division:</b>	City Finance Department (City Treasurer's Office)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Job Order Employees, PNP, BFP and BJMP Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Identificaion Card		Human Reources Development and Management Department; E-Governance Department/ Management Information System		
2. Daily Time Record		Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>Total</b>		<b>None</b>	<b>1 day</b>	



## LIST OF SERVICES

### Office of the General Services

<b>Internal Services</b>	<b>Page Number</b>
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Procurement Procedure	17.3
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# **OFFICE OF THE GENERAL SERVICES**

## **(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 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 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

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



## 2. PROCUREMENT PROCEDURE

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

<b>Office or Division:</b>	General Services Offices			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Different Offices/Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Purchase Request</li> <li>• Purchase Order</li> </ul>			GSO GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request Letter/ Draft Purchase Request	1. Prepare and Numbering Purchase Request	None	5 to 10 minutes	Shyrine Gutierrez Admin Officer IV Sainthia Arcayos Admin Aide IV Aldrich Dacanay Admin Aide III
2. Present the required document	2.1. Check /verify the price, specification Purchase Request	None	5 to 10 minutes	Sainthia Arcayos Admin Aide IV Aldrich Dacanay Admin Aide III
	2.2. Upon receipt of either BAC Award or resolution, goods will be purchase	None	1 to 2 days	Shyrine Gutierrez Admin Officer IV Sainthia Arcayos Admin Aide IV
	2.3. Prepare and Numbering Purchase Order	None	5 to 10 minutes	Shyrine Gutierrez Admin Officer IV Sainthia Arcayos Admin Aide IV
	<b>Total</b>	<b>None</b>	<b>2 days, and 15 minutes</b>	



### 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Different Offices/Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Inspection and Acceptance Report Property Acknowledgement Receipt			GSO GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required document	1.1. Prepare/Validate the Inspection and Acceptance Report	None	5 to 10 minutes	Sean Solis Supply Officer III Sainthia Arcayos Admin Aide IV Shyrine Gutierrez Admin Officer IV
	1.2. Inspection of goods/equipment/	None	1 day	Sean Solis Supply Officer III Rodlen Espartero Admin Aide III Paulo Gacutan Admin Aide III Adrian Dacanay Regular Casual Abraham Arcayos Regular Casual
	1.3. Accept and Approve/Sign Documents	None	1 minute	Agripino A. Pagdanganan Jr. City Govt Dept Head I Sean Solis Supply Officer III
	1.4. Preparing Property Acknowledgement Receipt/Inventory Custodian Slip	None	10 - 15 minutes	Adrian Dacanay Regular Casual Abraham Arcayos Regular Casual Miko Ugalde Regular Casual
	1.5. Approve/Sign	None	1 minute	Agripino A. Pagdanganan Jr. City Govt Dept Head I
	<b>Total</b>	<b>None</b>	<b>1 day and 27 minutes</b>	



#### 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Different Offices/Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
PPE Report Tagging Sticker			GSO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Check PPE	1.1. Tagging of new acquired Government Equipment and Actual Inventory of PPE	None	Depends on the PPE per Department.	Esperanza Aquino <i>Admin Assistant III</i> Rodlen Espartero <i>Admin Aide III</i> Alfonso Azaña <i>Laborer I</i> Anthony Frank Aayos <i>Admin Aide III</i> Paulo Gacutan <i>Admin Aide III</i> Miko Ugalde <i>Regular Casual</i> Vivian Saylo <i>Regular Casual</i> Angela Gindap <i>Job Order</i>
	1.2. Prepare Annual Inventory Report	None	Depends on the PPE per Department	Shyrine Gutierrez <i>Admin Officer IV</i> Sainthia Arcayos <i>Admin Aide IV</i> Miko Ugalde <i>Regular Casual</i> Adrian Dacanay <i>Regular Casual</i> Abraham Arcayos <i>Regular Casual</i>
	<b>Total</b>	<b>None</b>	<b>Depends on the PPE per Department</b>	





## LIST OF SERVICES

### City Cemetery Office

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Provision of Lease Contract (Renewal Application)	18.3
Provision of Lease Contract (Columbarium New Application)	18.4



# **CITY CEMETERY OFFICE**

## **(External Services)**

**The City Cemetery Office is primarily responsible in the provision of burial services and the implementation of programs to share the needs of Bacoor residents especially the less privileged families of the community. In order to accommodate the increase in number of grieving families, the office offers two public cemeteries in Maliksi 3 and one public cemetery in Molino 2.**



## 1. Provision of Lease Contract (New Application)

The City Cemetery Office provide new niches/tombs for burial spaces to Bacoor Citizens in its two public cemeteries located in Barangay Maliksi 3 and Barangay Molino 2. The lease contract is for 5 years.

<b>Office or Division</b>		City Cemetery Office		
<b>Classification</b>		Complex		
<b>Type of transaction</b>		G2C Government to Citizen		
<b>Who may avail</b>		City of Bacoor Residents		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Death Certificate with Registry No. 2. One Valid ID address to Bacoor 3. Picture of Niche		Office of the City Civil Registry		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees To Be Paid</b>	<b>Time Processing</b>	<b>Person Responsible</b>
1. Submission of Documents and Registration on Log Book	1. Evaluation of Documents and see to it if the Client has logged in at the Log Book	None	5 minutes	Cemetery Staff
2. Payment for Construction Permit Fee, Burial Permit Fee, and Rental Fee	2. Schedule of Interment and Issuance of Payment Order	Php 2,300.00	5 minutes	City Finance Department Cemetery Staff
3. Reviewed of Signed and Done Contract	3.1 Preparation and Issuance of Lease Contract	None	5 minutes	Cemetery Staff
	3.2 Forward Lease Contract for Notarization	Php 200.00	5 minutes	Cemetery Staff
	3.3 Signing of Lease Contract to City Mayor	None	1 day	Cemetery Staff
	3.4 Checking and Acknowledgement of Notarized Lease Contract	None	5 minutes	Cemetery Staff
	3.5 Release of Contract to Client	None	3 days	Cemetery Staff
	<b>Total</b>	<b>Php 2,500.00</b>	<b>4 days and 25 minutes</b>	



## 2. Provision of Lease Contract (Renewal Application)

The City Cemetery Office facilitates the renewal of lease contract for burial spaces at its public cemeteries in Maliksi and Molino respectively. The lease contract is for 5 years.

<b>Office or Division</b>		City Cemetery Office		
<b>Classification</b>		Complex		
<b>Type of transaction</b>		G2C Government to Citizen		
<b>Who may avail</b>		City of Bacoor Residents		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Death certificate with Registry No. 2. One Valid ID address to Bacoor 3. Picture of Niche		Office of the City Civil Registry		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees To Be Paid</b>	<b>Time Processing</b>	<b>Person Responsible</b>
1. Submission of Documents and Registration on Log Book	1. Evaluation of Documents and see to it if the Client has logged in at the Log Book	None	5 minutes	Cemetery Staff
2. Payment of Rental Fee for 5 years	2. Issuance of Payment Order	Php 2,000.00	5 minutes	City Finance Department Cemetery Staff
3. Reviewed of Signed and Done Contract	3.1 Preparation and Issuance of Lease Contract	None	5 minutes	Cemetery Staff
	3.2 Forward Lease Contract for Notarization	Php 200.00	5 minutes	Cemetery Staff
	3.3 Signing of Lease Contract to City Mayor	None	1 day	Cemetery Staff
	3.4 Checking and Acknowledgement of Notarized Lease Contract	None	5 minutes	Cemetery Staff
	3.5 Release of Contract to Client	None	3 days	Cemetery Staff
	<b>Total</b>	<b>Php 2,200.00</b>	<b>4 days and 25 minutes</b>	



### 3. Provision of Lease Contract (Columbarium New Application)

The City Cemetery Office provide new columbarium vaults for burial spaces to Bacoor Citizens in Barangay Molino 2. The lease contract is for 5 years.

<b>Office or Division</b>		City Cemetery Office		
<b>Classification</b>		Complex		
<b>Type of transaction</b>		G2C Government to Citizen		
<b>Who may avail</b>		City of Bacoor Residents		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Death certificate with Registry No. 2. One Valid ID (SBR Card/Voter's Certification) 3. Certificate of Cremation		Office of the City Civil Registry		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees To Be Paid</b>	<b>Time Processing</b>	<b>Person Responsible</b>
1. Submission of Documents and Registration on Log Book	1. Evaluation of Documents and see to it if the Client has logged in at the Log Book	None	5 minutes	Cemetery Staff
2. Payment of Columbarium Rental Fee for 5 years	2. Schedule of Interment and Issuance of Payment Order	Row 1-Php 10,000.00 Row 2-Php 10,000.00 Row 3-Php 5,000.00 Row 4-Php 4,000.00	5 minutes	City Finance Department Cemetery Staff
3. Reviewed of Signed and Done Contract	3.1 Preparation and Issuance of Lease Contract	None	5 minutes	Cemetery Staff
	3.2 Forward Lease Contract for Notarization	Php 200.00	5 minutes	Cemetery Staff
	3.3 Signing of Lease Contract to City Mayor	None	1 day	Cemetery Staff
	3.4 Checking and Acknowledgement of Notarized Lease Contract	None	5 minutes	Cemetery Staff
	3.5 Release of Contract to Client	None	3 days	Cemetery Staff
	<b>Total</b>	<b>Depends on the row selected</b>	<b>4 days and 25 minutes</b>	



## LIST OF SERVICES

### Human Resources Development and Management Department

<b>Internal Services</b>	<b>Page Number</b>
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# **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. RECRUITMENT, SELECTION AND PLACEMENT - 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.

<b>Office or Division:</b>	Human Resources Development and Management Department	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminus, Casual, Job Order Contracts, Interested Individuals	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Application Letter addressed to the City Mayor specifying the position applied for and the office where the vacancy is;</li> <li>• Scholastic Record / Academic Record duly authenticated by the authorized personnel;</li> <li>• Original copy of the authenticated certificate of eligibility/ Report of Rating / Valid Professional License;</li> <li>• NBI Clearance;</li> <li>• Medical Certificate (CS Form No. 211, Revised 2018);</li> <li>• Photocopy of Training and Seminars attended, if necessary;</li> <li>• Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), must be notarized;</li> <li>• Certificate of Live Birth;</li> <li>• Marriage Contract/Certificate;</li> <li>• Clearance from money, property and work-related accountabilities (CS Form No. 7, Revised 2018);</li> <li>• Applicants with Previous Government Service: Copy of Latest Performance Rating (Must have a Very Satisfactory Rating)</li> </ul> <p>Other supporting documents, if necessary.</p>		<p>School</p> <p>CSC/ PRC/ SC/ LTO</p> <p>NBI Issued by a licensed government physician</p> <p>Downloadable at CSC website PSA/CCR PSA/CCR</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 <a href="http://www.bacoor.gov.ph">www.bacoor.gov.ph</a> , HRDMD Bulletin Board and PESO Bulletin Board	None	3 days	Natividad Ludwig I. Ople City Gov't Dept. Head I  Rachelle D. Alcantara City Gov't Asst. Dept. Head I  Diane Nicole Fae A. Bay Administrative Officer II
2.1. 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 <a href="mailto:hrdmd_recruitment@yahoo.com">hrdmd_recruitment@yahoo.com</a> the scanned copy of their application together with the other requirements as posted in 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	3 days	Natividad Ludwig I. Ople City Gov't Dept. Head I Rachelle D. Alcantara City Gov't Asst. Dept. Head I  Diane Nicole Fae A. Bay Administrative Officer II  Erika Mae U. Viernes Administrative Officer II
	2.2. Inform shortlisted applicants through telephone call and Prepare Documents for Personnel Selection Board Convening	None	3 days	Erika Mae U. Viernes Administrative Officer II



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2.2. Attends convening of Personnel Selection Board (PSB)	2.3. Convening / Deliberation of Personnel Selection Board (PSB)	None	3 days	Personnel Selection Board
	2.4 Forward result of deliberation to the City Mayor for final action / selection	None	3 days	Natividad Ludwig I. Ople City Gov't Dept. Head I
	2.5. Prepare notice to selected applicants through letter and telephone call	None	3 days	Erika Mae U. Viernes Administrative Officer II
	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	3 days	Rachelle D. Alcantara City Gov't Asst. Dept. Head I  Erika Mae U. Viernes Administrative Officer II  Diane Nicole Fae A. Bay Administrative Officer II
3. Successful Applicants, assume duty at specified date	3. Transmit Appointment and necessary documents to the Civil Service Commission Field Office	None	3 days	Diane Nicole Fae A. Bay Administrative Officer II Fatima S. Dacanay Admin Asst I
<b>Total processing time: depends on the number of published vacant position, volume of applications received and convening schedule.</b>				



## 2. ISSUANCE OF PERSONNEL CERTIFICATIONS AND RECORDS

Securing personnel records such as Certificate of Employment and others for various purposes.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminus, Casual, Job Order Contracts, either currently employed, separated, retired.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Proof of Payment / Official Receipt <ul style="list-style-type: none"> <li>• Certificate of Employment PhP 110.00</li> </ul>			City Finance Department (City Treasurer's Office)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pay prescribed fees at the Finance Department upon request of Certificate of Employment	1.1. Prepare Certification as requested based on Personnel Record upon payment of prescribed fees.  1.2. Sign Certification	PhP 110.00	3 days	Ethelyn U. Jamolin Admin Assistant V  Melanie Joyce G. De Leon Admin Officer I  Erika Mae U. Viernes Admin Officer I  Natividad Ludwig I. Ople City Gov't Dept. Head I  Rachelle D. Alcantara City Gov't Asst. Dept. Head I
	<b>Total</b>	<b>PhP 110.00</b>	<b>3 days</b>	



### 3. PROCESS 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.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Completely Signed Application for Leave of Absence Form		Human Resources Development and Management Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Application for Leave of Absence. Fill up form and submit at the HRDMD duly signed by the immediate supervisor -for sick leave of more than (5) days attach Medical Certificate issued by physician ; sick leave must be filed immediately upon return to work -vacation leave must be filed (5) days prior to scheduled leave; for Travel Abroad, Updated SALN, Duly Signed Clearance, Authority to Travel from Mayor's or Vice Mayor's Office	1.1. Process leave application for -leave credits availability -for sick leave verify Medical Certificate issued by the physician	None	3 days	Virginia M. Fernandez Human Resources Management Officer III Diane Nicole Fae A. Bay Administrative Officer II Rona E. Balquin Clerk Rachelle D. Alcantara City Gov't Asst. Dept. Head I Natividad Ludwig I. Ople City Gov't Dept. Head I
	1.2. Approval of the Mayor	None	3 days	Office of the City Mayor
	1.3. Record and update Leave in control logbook	None	1 day	Virginia M. Fernandez HRMO III
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



#### 4. PROCESSING OF EMPLOYEE APPLICATION FOR TERMINAL LEAVE

Unused leave credits are converted into cash. An employee is entitled to claim this as part of their final pay. Any official or employee of the government who retires, voluntarily resigns or is separated from the service through no fault of his own, and who is not otherwise covered by special law, shall be entitled to the commutation of his leave credits.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Complex/Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>*GSIS Clearance</li> <li>*Clearance from work-related, money and property accountabilities from the City Government of Bacoor</li> <li>* Notarized Statement of Assets Liabilities and Net Worth (SALN) - 2 original copies</li> <li>*Completely Signed Application for Leave of Absence Form - 2 original copies</li> <li>*Service Record</li> <li>*ARTA ID and Employment ID (must be surrendered)</li> <li>*Municipal Trial Court (MTC) Certificate</li> <li>*Regional Trial Court (RTC) Certificate</li> </ul>		<ul style="list-style-type: none"> <li>GSIS</li> <li>Forms from Human Resources Development and Management Department</li> <li>HRDMD</li> <li>Municipal Trial Court Bacoor Branch</li> <li>Regional Trial Court Bacoor Branch</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements stated above.	1.1. Compute and re-compute total leave credits earned	None	3 days	Virginia M. Fernandez Admin Officer V Rona E. Balquin Clerk



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Encode summary of accumulated leave credits and attach Certified True Copy of leave cards and latest appointment paper  1.3. Make voucher for terminal leave  1.4. Endorse to Budget for Obligation Request	None	3 days	Virginia M. Fernandez Admin Officer V Natividad Ludwig I. Ople City Gov't Dept. Head I  Virginia M. Fernandez Admin Officer V  Virginia M. Fernandez Admin Officer V
	Make Obligation Request  Sign Obligation Request  Sign Obligation Request  Sign Obligation Request and process check payment for Mayor's signature  Signs the check and request  Release of check to individual requesting for terminal leave.	None	(Around 7 working days) Beyond HRDMD control	City Budget Department  Department where the individual is assigned  Office of the City Accounting and Internal Audit  City Finance Department  Office of the City Mayor  City Finance Department
	<b>Total</b>	<b>None</b>	<b>6 days for HRDMD process</b>	<b>13 working days whole process, beyond HRDMD Control</b>



## 5. HANDLING OF QUERIES / REQUEST FOR ASSISTANCE ON HUMAN RESOURCE MATTERS

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Simple/Complex/Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts and Clients who has Personnel Concerns			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
This will depend on the concerns presented by the client.		Human Resources Development and Management Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Client may directly come to HRDMD regarding their queries, complaints and other concerns.	1. Attends to queries, complaints and other concerns on personnel matters	None	3 days	HRDMD Staff  Natividad Ludwig I. Ople City Gov't Dept. Head I
1.2. When physical communication is not necessarily needed, it is advised to contact HRDMD thru email or phone calls.	*Recruitment, Selection and Placement  *Permanent  *Initial Screening and Testing  *Casual Appointment  *Job Order Contract Payroll			Rachelle D. Alcantara City Gov't Asst. Dept. Head I  Diane Nicole Fae A. Bay Erika Mae U. Viernes Admin Officer II  Fatima S. Dacanay Admin Assistant I  Ethelyn U. Jamolin Admin Assistant V  Diane Nicole Fae A. Bay Admin Officer II



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	-Payroll -Loans -GSIS, Pag-ibig, DBP, BACEMCO	None	3 days	Editha C. Broas Sr. Admin Asst II Lovely Jiether B. Espiritu, Admin Aide VI
	-Remittance -GSIS -Pag-ibig -Philhealth -Authority to Travel	None	3 days	Jonalene Bautista Admin Assistant I
	On the Job Training /Senior High School Immersion	None	3 days	Erika Mae U. Viernes Admin Officer II
	Strategic Performance Management System-Individual Performance Commitment and Review SPMS-IPCR  Rewards and Recognition on Loyalty Awardees  Certification Service Record	None	3 days	Melanie Joyce G. De Leon, Admin Officer II
	Leave Application Leave Credits Terminal Leave	None	3 days	Virginia M. Fernandez Admin Officer V Rona E. Balquin Admin Aide
	-Correspondence	None	3 days/ 7 days/ 20 days	Natividad Ludwig I. Ople City Gov't Dept. Head I
	<b>Total</b>	<b>None</b>	3 days/ 7 days/ 20 days	<b>Depends on presented concerns</b>





## 6. PREPARES 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.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Simple / Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	City Government Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Duly signed and accomplished Clearance</li> <li>Approved Leave of Absence</li> <li>Letter of Invitation, for official business</li> <li>Letter of Intent, for vacation/leisure purposes</li> <li>Confirmed Ticket (photocopy)</li> </ul>			HRDMD HRDMD Inviting Agency Client Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documentary requirements	1. Upon submission of complete requirements, Prepare Authority to Travel for signature of the City Mayor	None	3 days	Jonalene Bautista Administrative Assistant I
2. Proceed at the Office of the Mayor for Authority to Travel (signature of the City Mayor)	2. Assist the client for Authority to Travel (signature of the City Mayor)	None	Depends on the number of clients attended to at the moment	Office of the City Mayor Hon. Strike B. Revilla
<b>Total</b>		<b>None</b>	<b>3 days HRDMD process</b>	



## 8. ISSUES AND DISSEMINATES MEMORANDUM ORDER TO CITY EMPLOYEES

Informs employees on a certain subject matter, such as current events, for compliance, disciplinary actions and other relevant information.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Endorse memo for dissemination	1.1. Prepares memo and other attachments (as needed)	None	2 days	Jonalene Bautista Fatima S. Dacanay Admin Assistant I Diane Nicole Fae A. Bay Melanie Joyce G. De Leon Erika Mae U. Viernes Administrative Officer II Rachelle D. Alcantara City Gov't Asst. Dept. Head I Natividad Ludwig I. Ople City Gov't Dept. Head I
	1.2. Forwards memo to Admin or Mayor's Office for signature	None	2 days	Receiving Secretary Admin. Atty. Aimee Torre Franca-Neri Mayor Strike B. Revilla
	1.3. Issues and disseminates memorandum to city employees	None	3 days	Jonalene Bautista Fatima S. Dacanay Admin Assistant I Diane Nicole Fae A. Bay Melanie Joyce G. De Leon Erika Mae U. Viernes Administrative Officer II Ethelyn U. Jamolin Administrative Assistant V
	<b>Total</b>	<b>None</b>	<b>7 days</b>	



## 9. ISSUANCE OF TRAVEL ORDER NUMBER

Records control number of travel order filed by city employees. Travel Order are official business filed by employees, which includes seminars, meetings and other related work functions.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Completely filled up and signed Travel Order Form</li> <li>• Invitation or letter (as needed)</li> </ul>			Human Resources Development and Management Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out travel order form and provide attachments as needed and endorse to admin / mayor for signature	1.1. Receive completely signed travel order form and record complete details in travel order logbook	None	Within the day	HRDMD Staff
	1.2. Issue travel order controlled number assigned requesting employee	None	Within the day	HRDMD Staff
	<b>Total</b>	<b>None</b>	<b>Within the day</b>	

*\*Note: Travel Order must be filed prior to the intended official business.*



## 10. LEARNING AND DEVELOPMENT INTERVENTION

Facilitates / Conducts Trainings / Seminars

<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government, G2C Government to Citizen			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request conduct of seminar (as needed, with training needs analysis)	1.1. Set a meeting with the requesting party to know the specific details of the requested training	None	Depends on the requested seminar	Diane Nicole Fae A. Bay Administrative Officer II Rachelle D. Alcantara City Gov't Asst. Dept. Head I Natividad Ludwig I. Ople City Gov't Dept. Head I
	1.2. Prepare documents and presentation needed for the seminar	None	20 days	Diane Nicole Fae A. Bay Administrative Officer II Rachelle D. Alcantara City Gov't Asst. Dept. Head I Natividad Ludwig I. Ople City Gov't Dept. Head I
	1.3. Conduct of actual seminar	None	Depends on the requested seminar	HRDMD Staff Rachelle D. Alcantara City Gov't Asst. Dept. Head I Natividad Ludwig I. Ople City Gov't Dept. Head I
	<b>Total</b>	<b>None</b>	<b>Depends on the requested seminar</b>	



## 11. PERFORMANCE MANAGEMENT SYSTEM

Consolidation of Individual Performance Commitment and Review

<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Rated and signed Individual Performance Commitment and Review</li> <li>Summary of Ratings</li> </ul>			From the individuals respective department or unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Individual Performance Commitment and Review	1.1. Receive completely signed IPCR	None	Depends on the total number of IPCR submitted (Checking of grades and names from the summary given)	Melanie Joyce G. De Leon <i>Administrative Officer II</i>
	1.2. Encode consolidated IPCR	None	5 days (upon completion of submitted IPCR)	Melanie Joyce G. De Leon <i>Administrative Officer II</i>
	1.3. Submit to Civil Service Commission the complete summary list of IPCR	None	1 day	Diane Nicole Fae A. Bay <i>Administrative Officer II</i>
	<b>Total</b>	<b>None</b>	<b>Approximately 1 month or as completed</b>	



## 12. PROCESS PAYROLL/BONUS AND OTHER MONETARY BENEFITS OF CITY EMPLOYEES

Agreed upon salary according to appointment is given to employees every 15<sup>th</sup> and 30<sup>th</sup> of the month for Permanent and Casual employees and every 20<sup>th</sup> and 5<sup>th</sup> of the month for Job Order Contracts. Bonus and other monetary benefits are given accordingly.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Check billing/ loan deductions for the current month	None	2 days	Editha C. Broas Senior Admin Asst II  Lovely Jiether B. Espiritu Administrative Aide VI
	2.1. Check all employees with step increment. 2.2. Update basic monthly salary on the payroll program.	None	1 day	Editha C. Broas Senior Admin Asst II
	3.1. Remove the names of separated employees on payroll proper and stop payment for loans (if there is any)  3.2. After encoding all deductions, checking of payroll register, check all offices, number of employees per office, and check all contributions deducted, verify all correct entries	None	2 days	Editha C. Broas Senior Admin Asst II



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<p>3.3. After checking, printing of hard copy</p> <p>3.4. Checking of printed payroll * Permanent</p> <p>* Casual</p> <p>3.5. Initial and sign payroll</p>	None	(process continued... included in 2 days)	<p>Editha C. Broas Senior Admin Asst II</p> <p>Rachelle D. Alcantara City Govt Asst Dept Head Fatima S. Dacanay Administrative Assistant I</p> <p>Editha C. Broas Senior Admin Asst II Natividad Ludwig I. Ople City Govt Dept Head I</p>
	4. If payroll is checked correct and verified, submit to City Budget Department for preparation of Obligation Request	None	1 day	<p>City Budget Department Keziah L. Moscosa Clerk</p>
	<p>5.1. Return payroll to HRDMD for signature of department heads and city administrator</p> <p>5.2. Separate payroll for (Legislative Department) Office of the Vice Mayor and Office of the Sangguniang Panlungsod for signature of the City Vice Mayor and city administrator</p> <p>5.3. After signing of Obligation Request by department heads and city administrator, for signature of Budget Officer</p>	None	1 day	<p>Editha C. Broas Senior Admin Asst II Department Heads Atty. Aimee Torre Franca-Neri, City Administrator</p> <p>Hon. Rowena Bautista-Mendiola, City Vice Mayor</p> <p>Atty. Aimee Torre Franca-Neri, City Administrator</p> <p>Elvinia S. Guerrero City Govt Dept Head I Budget Office</p>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	6. Preparation of Bank Report (Payroll Register and Database Report of Landbank) for signature of City Treasurer, City Administrator and City Accountant	None	1 day	Editha C. Broas Senior Admin Asst II
	7. 1. Submit to Bank Report to Accounting.  7.2. Prepare Voucher and CD  7.3. Prepare Authority Debit  7.4. Once signed by City Treasurer, City Administrator and City Accountant, report is sent to bank	None	2 days	Editha C. Broas Senior Admin Asst II  Treasurer's Office  Erwin J. Dela Cruz Administrative Assistant II
	<b>Total</b>	<b>None</b>	<b>10 days</b>	





## 14. REWARDS AND RECOGNITION

### A. PREPARES PAYROLL AND CERTIFICATE OF LOYALTY AWARDEES FOR THE CURRENT YEAR

A loyalty award is granted to all officials and employees, in the government who rendered ten years of continuous and satisfactory service in the government. A Loyalty Awardee shall be given monetary incentive of Ten Thousand Pesos (P10,000.00) for the first 10 years of continuous government service, and Five Thousand Pesos P5,000.00 for the succeeding 5 years of continuous government service.

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1. Check and update summary of First Day of Continuous Service based from the service record and previous loyalty payroll	None	20 days	Melanie Joyce G. De Leon Administrative Officer II
	1.2. Encodes summary of qualified loyalty awardees	None	3 days	Melanie Joyce G. De Leon Administrative Officer II
	1.3. Prepares payroll of loyalty awardees	None	3 days	Melanie Joyce G. De Leon Administrative Officer II
	1.4. Endorse payroll to respective offices for appropriate action	None	7 days	Budget Office, Administrative / Mayor's Office Accounting Office and Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Prepare certificate of recognition and presentation on stage (for loyalty awardees)	None	3 days	Jonalene Bautista <i>Administrative Assistant I</i>
	<b>Total</b>	<b>None</b>	<b>36 days</b>	

## B. COMMENDATION CERTIFICATE

Awarded to employees exemplary behavior at work, it can be a form of verbal or written from a client, to be awarded on the Flag Raising Ceremony

<b>Office or Division:</b>	Human Resources Development and Management Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	City Employees – Permanent, Co-Terminous, Casual, Job Order Contracts			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comes to HRDMD to commend certain employee/s; Surrenders valuable belongings/ money	1.1. Receive praise for certain individual/s or surrendered items	None	Within the day	HRDMD Staff  Natividad Ludwig I. Ople City Gov't Dept. Head I
	1.2. Prepares Certificate of Commendation	None	3 days	Jonalene Bautista Administrative Assistant I
	<b>Total</b>	<b>None</b>	<b>3 days</b>	



## 7. PROCESSES APPLICATION OF ON THE JOB TRAINING / SENIOR HIGH SCHOOL IMMERSION PROGRAM

<b>Office or Division:</b>	Human Resources Development and Management Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	College / Senior High School Students
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• 2 Sets of Comprehensive Resume</li> <li>• 3 Sets of Endorsement Letter from the School</li> <li>• OJT / Practicum Agreement and Liability Waiver (from HRDMD) must be notarized before submission</li> <li>• Medical Clearance and Covid Vaccination Card</li> </ul>	<p>Student applicant</p> <p>Current school of the student</p> <p>Human Resources Development and Management Department</p> <p>Notary Public</p> <p>Doctor and student applicant</p>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1. Submit OJT / SHS Immersion Program Requirements. <i>***SHS must 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	3 days	Erika Mae U. Viernes Admin Officer II Natividad Ludwig I. Ople, City Gov't Dept. Head I  Rachelle D. Alcantara City Gov't Asst. Dept. Head I
1.2. Attends Orientation for OJT / SHS Immersion Program <i>(Upon submission of Complete Requirements)</i>	1.2. Conducts Orientation for OJT / SHS Immersion Program	None	3 days	Natividad Ludwig I. Ople, City Gov't Dept. Head I  Rachelle D. Alcantara City Gov't Asst. Dept. Head I



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Prepare Endorsement Letter to Respective Department for OJT / SHS Immersion Program	None	3 days	Erika Mae U. Viernes Admin Officer II
	1.4. Sign Endorsement	None		Natividad Ludwig I. Ople, City Gov't Dept. Head I
1.3 Proceed to respective department where they are being endorsed	1.5. Endorsement to Respective Department	None		Erika Mae U. Viernes Admin Officer II
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		Erika Mae U. Viernes Admin Officer II
	2.2. Sign Certification	None		Natividad Ludwig I. Ople City Gov't Dept. Head I  Rachelle D. Alcantara City Gov't Asst. Dept. Head I

**Total processing time: depends on the number of students accommodated.**



## LIST OF SERVICES

### Housing Urban Development and Resettlement Department

<b>External Services</b>	<b>Page Number</b>
1. Assistance to informal settler families (ISF) and Community association concerning organizational matters and community affairs.	20.3
2. Investigation/validation on land and housing related concerns especially on demolition and eviction cases involving ISF and community association.	20.4 – 20.5
3. Conduct of census tagging and household profiling, validation of ISF, collection of relocation requirements for NHA pre-qualification procedures	20.5 – 20.6
4. Conduct of social preparation, actual and post relocation activities	20.7 – 20.10
5. Implements housing project under the Pambansang Pabahay Para sa Pilipino Housing Program (4PH)	20.11 – 20.14
6. Provision of Assistance to Homeowners Association(HOA) with Pending Community Mortgage Program (CMP) and HOA with Potential for Land Acquisition Project.	20.15 – 20.17
7. Assistance to ISF and urban poor association on Meralco and Maynilad application	20.18
8. Assistance to ISF and urban poor association requesting for a certification needed by concerned agencies for registration purpose/s and for availing any government programs	20.19
<b>Internal Services</b>	
9. Secretariat to the Housing Urban Development and Resettlement Board, Beneficiary Selection Awards and Arbitration Committee (BSAAC) Secretariat to the Task Force for the Pambansang Pabahay Para sa Pilipino Housing Program (4PH)	20.20



# **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 settler families (ISFs) 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, riverbanks, 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 CONCERNING ORGANIZATIONAL MATTERS AND COMMUNITY AFFAIRS

Providing technical assistance to address issues and concerns of informal settler families (ISF) or community association on organizational matters and community affairs.

<b>Office or Division:</b>	Community Development and Support Services Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Informal settler families Community association	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Written request or appeals of informal settler families or urban poor association</li> </ul>		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	30 minutes	Atty. Aimee Torrefranca-Neri, OIC-HUDRD  Fe Eras Fidel Dones
	1.2. Conduct or provision identified technical assistance needed (consultation, general assembly, election, and other related activities)	None	One (1) day  depends upon the case	Fe Eras  Fidel Dones Elizabeth Salavantes
	1.3. Preparation of referral or indorsement needed to concerned agencies or private institution copy furnish the clients	None	One (1) day	Fe Eras Fidel Dones
	<b>Total</b>	<b>None</b>	<b>2 days and 30 minutes</b>	





## 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.

<b>Office or Division:</b>	Community Development and Support Services Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government
<b>Who may avail:</b>	Informal settler families Urban poor association
<b>CHECKLIST OF REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>Written request or appeals of informal settler families or urban poor association.</li> <li>Case documents</li> </ul>	<b>WHERE TO SECURE</b> 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 (1) day	Atty. Aimee Torrefranca-Neri, OIC-HUDRD  Annie Nacienceno, HHRO V
	1.2. Conduct of validation or investigation to identify action needed.	None	Two (2) days	Fe Eras Fidel Dones Claudio Madarang



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Coordination with concerned government agencies or private institution for possible land negotiation		Three (3) days	Annie Nacienceno, HHRO V  Fe Eras Fidel Dones
	1.4. Preparation of referral or endorsement to appropriate agencies copy furnish the clients.	None	One (1) day	Fe Eras
	<b>Total</b>	<b>None</b>	<b>6 days</b>	

**3. CONDUCT CENSUS TAGGING AND HOUSEHOLD PROFILING, VALIDATION OF ISF SUBJECT FOR RELOCATION, COLLECTION AND VERIFICATION OF REQUIREMENTS FOR NHA PRE-QUALIFICATION PROCEDURE**

<b>Office or Division:</b>	Housing and Homesite Regulation Division / Community Development and Support Services Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Informal settler families	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Request for the conduct of census</li> <li>Coordination with concerned barangay, community association and the concerned government entities</li> <li>Census Tagging &amp; Profiling Operations and Validation activities.</li> </ul>		Requesting client (DPWH, LGU) Concerned barangay Community association  Government entities



<b>Continued...CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Consolidation of Census Output</li> </ul>	HUDRD
<ul style="list-style-type: none"> <li>• Collection and verification of relocation requirements</li> </ul>	HUDRD
<ul style="list-style-type: none"> <li>• Submission to NHA for pre-qualification procedures</li> </ul>	HUDRD

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter for the conduct of census to HUDRD with attachment of all the necessary references (e.g. TCT, Tax Declaration and Site Map)	1.1 Assessment of the request	None	Two (2) days	Atty. Aimee Torrefranca-Neri, OIC-HUDRD
	1.2 Verification of the submitted documents and validation, if needed			
	1.3 Coordination with concerned barangay and community associations	None	One (1) day	Claudio Madarang
	1.4 Strategic Meetings for the Tasking and assignment	None	One (1) day	Annie Nacienceno HHRO V
	1.5 Ocular inspection	None	One (1) day	Claudio Madarang
2. Secure a reliable timetable for the actual census operations and attend them as required.	2.1 Actual Census Tagging and HH Profiling	None	Two (2) months <i>(Dependent on the number of ISFs)</i>	Claudio Madarang
	2.2 Validation and Correction of Census information	None	Two (2) months <i>(Dependent on the number of ISFs)</i>	Claudio Madarang
	<b>Total</b>	<b>None</b>	<b>4 months and 5 days</b>	



#### 4. CONDUCT OF SOCIAL PREPARATION, 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)

<b>Office or Division:</b>	Housing and Homesite Regulation Division / Community Development and Support Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Informal settler families Urban poor association			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Informal settler families included in the Census tagging masterlist</li> <li>● Informal settler families included in the Community Based Monitoring System masterlist</li> <li>● Informal settler families Qualified in the Beneficiary Selection, Awards and Arbitration Committee deliberation.</li> <li>● Informal settler families who undergo NHA pre-qualification</li> <li>● Informal settler families who completed &amp; submitted relocation documentary requirements.</li> </ul>			Housing Urban Development and Resettlement Department  Community based Monitoring System  Beneficiary Selection Awards and Arbitration Committee  National Housing Authority	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client to verify their names if included in the masterlist for relocation	1.1 Local Inter Agency Committee Meeting	None	One (1) day	Atty. Aimee Torrefranca-Neri, OIC-HUDRD
	1.2. Census tagging / Validation /Boundary Markings activities	None	Two (2) months <i>(Dependent on the number of ISF)</i>	Claudio Madarang, Elizabeth Salavantes



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.3. Masterlist preparation	None	One (1) month	Anne Duller
	1.4. Confirmation with the CBMS masterlist	None	Five (5) days	Anne Duller
	1.5. Conduct of BSAAC deliberation	None	Three (3) days	Fe Eras Anne Duller
	1.6. Preparation of BSAAC minutes and Resolution for signing of members	None	One (1) day	Fe Eras Anne Duller
	1.7. Conduct of dialogue and serving of Notices to ISF for relocation	None	One (1) Week	Annie Nacienceno, HHRO V Claudio Madarang Elizabeth Salavantes
2. Client to submit requirements for prequalification	2.1. Submission of requirements by the Qualified ISF	None	One (1) month	Annie Nacienceno, HHRO V  Fe Eras Anne Duller
3. Client submits letter of appeals	3.1. Conduct of BSAAC deliberation for the appeals	None	One (1) day <i>(depending on the number of applicants)</i>	Fe Eras Anne Duller
	3.2. Preparation of BSAAC minutes and Resolution for signing of members	None	One (1) day	Fe Eras Anne Duller



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.3. Submission to NHA for pre-qualification	None	One (1) week upon completion of requirements for pre-qua	Fe Eras Anne Duller
	3.4. Preparation of masterlist of ISF for relocation	None	One (1) day	Fe Eras Anne Duller
	3.5. Checking and completion of ISF folders	None	One (1) week	Fe Eras Anne Duller
4.Client submits requirements for financial assistance	4.1. Preparation and processing of financial assistance for qualified ISF	None	Two (2) weeks	Grace Luciano Elise Gregorio
	4.2. Coordination with NHA and other concerned agencies and private institution for the relocation activities	None	Three (3) weeks	Atty. Aimee Torrefranca-Neri, OIC-HUDRD  Annie Nacienceno HHRO V
	4.3. Preparation of Relocation Resettlement Action Plan (RRAP)	None	One (1) week	Grace Luciano
	4.4. Conduct of TWG for the target relocation activities	None	One (1) day	Annie Nacienceno HHRO V
	4.5. Actual relocation activities	None	One (1) day <i>(Depending on the number of ISF)</i>	HUDRD Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	4.6. Allocation of unit assignment	None	One (1) Week	Fe Eras Elisa Gregorio NHA
	4.7. Post monitoring activities (livelihood program and other activities)	None	One (1) Week <i>(Depending on the number of ISFs and the programs)</i>	Fe Eras Elisa Gregorio
	4.8 Release of Financial Assistance	None	One (1) day <i>(Depending on the submission and completion of requirements)</i>	Grace Luciano
	<b>Total</b>	<b>None</b>	<b>7 months, 1 week and 2 days</b>	



## 5. IMPLEMENTS HOUSING PROJECT UNDER THE PAMBANSANG PABAHAY PARA SA PILIPINO HOUSING PROGRAM (4PH) PROGRAM

Act as the key partner in achieving the 4PH program's goal of providing affordable and decent housing for Filipinos. The Bacoor LGU will oversee all aspects of project execution, including identifying appropriate locations for township development, gathering necessary documentation, conducting social preparation for prospective program beneficiaries, and facilitating communication between diverse stakeholders, including National Government Agencies (NGAs), and Private Developers/Contractors, as needed.

<b>Office or Division:</b>	Housing and Homesite Regulation Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government G2P Government to (Private) Developer/Contractor	
<b>Who may avail:</b>	Developer/Contractor Qualified Beneficiaries	
<b>CHECKLIST OF REQUIREMENTS for DEVELOPER/CONTRACTOR</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● 4PH Taskforce requirements for Developers</li> <li>● Memorandum of Agreement between Government and Developer</li> <li>● Joint Venture Agreement if Public-Private Partnership</li> </ul>		LGU through HUDRD and 4PH Taskforce
<ul style="list-style-type: none"> <li>● HOA Association (if SHFC modality)</li> <li>● Tripartite MOA between LGU, DHUSD and Financial Institution</li> </ul>		DHSUD
<b>CHECKLIST OF REQUIREMENTS for QUALIFIED BENEFICIARIES</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● Dully filled-in Client Information sheet with attached valid ID as proof of residency</li> </ul>		HUDRD





CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>DEVELOPER/CONTRACTOR</b>				
1. Developer's Application for partnership with the Bacoor LGU on a specific lot and project	1.1 Endorsement of Applicant to the 4PH Taskforce for Screening and Selection of qualified developers or contractor.	None	Two (2) months <i>(Dependent on Developer's full compliance of required submittal)</i>	Atty. Aimee Torrefranca-Neri, OIC HUDRD  4PH Taskforce  Elisa Gregorio
2. Application for Bidding Process as necessary	2.1 Conduct proper procurement process	None	Two (2) months <i>(Dependent on BAC Process and Developer's compliance)</i>	Atty. Paul Michael G. Sangalang, Chief Finance Officer HUDRD, Head-BAC Secretariat  4PH Taskforce
3. Submission of Technical Documents	3.1 Review Plans if compliant with DHSUD standards and other pertinent laws.  3.2 Return to the sender for revision as necessary.  3.3 Endorse approved plans to DHSUD	None	Three (3) months <i>(Dependent on Developer's full compliance of required submittal)</i>	HUDRD  4PH Taskforce  OBO  Elisa Gregorio



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Project Development as per contract/ MOA which includes but is not limited to submission of periodic accomplishment reports	4.1 Facilitate inter-agency and field coordination during program implementation. 4.2 Generate monthly report	None	Five (5) Years (Dependent on Construction Schedule)	Elisa Gregorio
5. Submission of documents necessary for the Turnover of the development	5.1 Assess the submitted documents. 5.2 Conduct site inspection. 5.3 Issuance of punchlist as necessary and set deadline of compliance. 5.4 Acceptance of Turnover	None	Five (5) months (Dependent on Developer's compliance)	Elisa Gregorio
	<b>Total</b>	<b>None</b>	<b>6 Years</b> <i>(Dependent on Developer's compliance and Construction Schedule)</i>	



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>PROSPECTIVE BENEFICIARY</b>				
1. Fill in the Client Information Sheet and attach valid ID as proof of residence	1. Screen applications and identify potential beneficiaries pursuant to existing rules and regulations.	None	One (1) Week	Elise Gregorio
	2. Forward the list of potential beneficiaries to respective Government Financial Institution for prequalification		Five (5) months <i>(Dependent on length of Financial Institute's Process and the Applicant's compliance)</i>	Elise Gregorio
	3. Collect Requirements of Approved Prequalified Applicants		Three (3) weeks <i>(Dependent on number and compliance of Applicants)</i>	
	<b>Total</b>	<b>None</b>	<b>6 months</b>	



**6. PROVISION OF ASSISTANCE TO HOMEOWNERS ASSOCIATION(HOA) WITH PENDING COMMUNITY MORTGAGE PROGRAM (CMP) AND HOA WITH POTENTIAL FOR LAND ACQUISITION PROJECT.**

Provision of technical assistance to Homeowners' Association (HOA) with pending Community Mortgage Program (CMP) and to HOA with possible direct negotiation purchase or any other available mode for land acquisition.

<b>Office or Division:</b>	Housing and Homesite Regulation Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Homeowners Association/Community Association			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Request Letter for Assistance</li> <li>Memorandum of Agreement between Community Association and Landowner</li> <li>List of officers with address and contact number</li> <li>List of members certified by the Secretary</li> <li>Minutes of Election certified by the Secretary</li> </ul>			Community Association	
<ul style="list-style-type: none"> <li>Sangguniang Panglungsod Accreditation Certificate</li> </ul>			Sangguniang Panglungsod	
<ul style="list-style-type: none"> <li>Transfer Certificate of Title</li> </ul>			Register of Deeds	
<ul style="list-style-type: none"> <li>Barangay Certification</li> </ul>			Barangay concerned.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request letter of HOA for assistance regarding their pending CMP	1.1. Validate requesting HOA that have pending applications for the Community Mortgage Program or are interested in direct negotiation or other modes for land acquisition.	None	One (1) month <i>(Dependent on the viability for CMP)</i>	Atty. Aimee Torrefranca-Neri, OIC-HUDRD



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2. Conduct a needs assessment to understand the specific requirements and challenges faced by each HOA regarding land acquisition or CMP applications.	None	One (1) month <i>(One day / consultation with several consultations)</i>	Annie Nacienceno  Fe Eras Elisa Gregorio
	1.3. Provide information about alternative modes for land acquisition, such as direct negotiation or other government programs.	None	Two (2) Weeks <i>(Dependent on the progress of negotiation)</i>	Atty. Aimee Torrefranca-Neri, OIC-HUDRD
2. Identify preferred alternative program or modalities in lieu of CMP	2.1 Offer technical assistance to HOAs in preparing required documents and fulfilling the criteria for alternative programs or modalities.	None	Three (3) months <i>(Dependent on the completion of necessary requirements)</i>	Fe Eras Elisa Gregorio
	2.2 Facilitate meetings between HOAs and relevant government agencies, NGOs, or private stakeholders involved in alternative housing programs or land acquisition initiatives.	None	Duration of the project <i>(1-2 hours/ meeting as necessary)</i>	Fe Eras Elisa Gregorio



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Submit necessary requirements to relevant agencies implementing the alternative housing programs or land acquisition initiatives.	3.1 Advocate on behalf of HOAs to relevant government agencies or entities to ensure their needs and concerns are addressed in the design and implementation of alternative housing programs or land acquisition initiatives.	None	Five (5) years <i>(Dependent on HOA case, the process and completion of necessary requirements)</i>	Fe Eras Elisa Gregorio
	3.2 Regularly monitor the progress of HOAs' applications or participation in alternative housing programs and provide necessary follow-up support	None	Duration of the project <i>(Dependent on the process and completion of necessary requirements)</i>	Fe Eras Elisa Gregorio
4. Provide feedback regarding their experience with alternative housing programs or land acquisition initiatives.	4.1 Conduct post-assessment and use the feedback to improve and refine future assistance efforts.	None	Two (2) Weeks	Fe Eras Elisa Gregorio
	4.2 Maintain detailed records of all assistance provided to HOAs, including documentation of meetings, training sessions, and outcomes	None	Duration of the project <i>(Dependent on project duration and HOA case)</i>	Fe Eras Elisa Gregorio
	<b>Total</b>	<b>None</b>	<b>5 years and 6 months</b>	



## 7. ASSISTANCE TO ISFs AND ASSOCIATION ON MERALCO AND MAYNILAD APPLICATIONS

Provision of assistance to Informal Settler Families (ISFs) and/or urban poor association on their application to Meralco and Maynilad

<b>Office or Division:</b>		Community Development and Support Services Division		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		Informal Settler Families Urban Poor Association		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>ISF applicant included in the Community Based Monitoring System masterlist</li> </ul>				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	Thirty (30) minutes	Elizabeth Salavantes, Claudio Madarang
	1.2. Verification with CBMS if needed (no proof submitted)	None	Five (5) days <i>(dependent upon the result of CBMS)</i>	Elizabeth Salavantes, Claudio Madarang
	1.3. Preparation and signing of indorsement to Meralco and Maynilad <i>(if the applicant is an association)</i>	None	One (1) day	Elizabeth Salavantes  Annie Nacianceno, HHRO V
	<b>Total</b>	<b>None</b>	<b>6 days and 30 minutes</b>	



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

Assisting urban poor associations in obtaining the necessary Certification required for their registration with relevant government agencies or for eligibility in government programs.

<b>Office or Division:</b>	Community Development and Support Services Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Urban Poor Association	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Letter request</li> <li>Accredited with the Bacoor City Sangguniang Panglungsod</li> </ul>		Association SP Bacoor City SP

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form to HUDRD with the attachment of all the necessary requirements	1.1 Assessment of the request	None	15 minutes	Atty. Aimee Torrefranca-Neri, OIC-HUDRD Annie Nacianceno HHRO V
	1.2 Endorsement to CSWDO for socio-economic profile and issuance of certificate of indigency	None	15 minutes	Fe Eras
	1.3 Assessment upon receipt of the CSWDO findings		15 minutes	Fe Eras
	1.4 Endorse qualified applicants to OBO for CFEI		15 minutes	Fe Eras
	1.5 Preparation of Certification	None	15 minutes	Fe Eras
	1.6 Issuance of Certificate		15 minutes	
	<b>Total</b>	<b>None</b>	<b>1 hour and 30 minutes</b>	





**9. SECRETARIAT TO THE HOUSING URBAN DEVELOPMENT AND RESETTLEMENT BOARD, BENEFICIARY SELECTION AWARDS AND ARBITRATION COMMITTEE (BSAAC) SECRETARIAT TO THE TASK FORCE FOR THE PAMBANSANG PABAHAY PARA SA PILIPINO HOUSING PROGRAM (4PH)**

Support and facilitate the functions of LHB, BSAAC and 4PH Taskforce to ensure that the organizational objectives are met efficiently by handling tasks such as record-keeping, scheduling meetings, drafting documents, managing correspondence, and implementing decisions made by the governing body.

<b>Office or Division:</b>	Housing, Homesite Regulation Division and Community Development and Support Services Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	LHB, BSAAC and 4PH Taskforce			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Correspondence</li> </ul>			LHB/BSAAC/4PH Taskforce	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Initiate communication with the Secretariat	1.1 Facilitate the documentation and information exchange between the HUDRB, BSAAC, 4PH Task Force and relevant stakeholders.	None	One (1) week <i>(depending on complexity of concern)</i>	Atty. Aimee Torrefranca-Neri, OIC-HUDRD  Annie Nacienceno HHRO V
	1.2 Organize and schedule meetings, hearings, and consultations as required	None	One (1) week (depending on complexity of concern)	
	1.3 Maintain accurate records and documentation	None	Duration of the activity	
<b>Total</b>		<b>None</b>	<b>2 Weeks</b>	



## LIST OF SERVICES

### Local Economic Development and Investment Promotions Office

<b>External Services</b>	<b>Page Number</b>
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Posting of Publicity Materials on the Official Facebook Page of LEDIPO-Bacoor	21.2
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Booth Set-Up in the Main Lobby of Bacoor Government Center to Support MSMEs	21.4
Organization of Events such as Business Summits and Trade Fairs	21.5



# **LOCAL ECONOMIC DEVELOPMENT and INVESTMENT PROMOTIONS OFFICE**

## **(External Services)**

### **MISSION**

**To create and develop high-impact and relevant policies and programs that shall make the City of Bacoor attractive to potential investors within and outside the city. To enhance existing policies and programs related to the business sector and make them more current, useful, and adaptive to the changing times. To assist the city's business and economic sector, especially the micro, small, and medium enterprises (MSMEs) and the emerging entrepreneurs, by making Bacoor's business-related transactions more accessible, transparent, and efficient.**

### **VISION**

**LEDIPO-Bacoor envisions a business-friendly city south of Manila with sustainable, timely, efficient, and service-oriented programs and projects that are vital for the growth and progress of its citizens, stakeholders, and potential investors.**

- 1. To drive economic growth by attracting potential investors (local and foreign)**
- 2. Promote ease of doing business in the City of Bacoor**
- 3. Strengthening the business sector, particularly the Micro, Small, and Medium Enterprises (MSMEs) through promotions**



## I. PROMOTION OF LOCAL BUSINESSES THROUGH VARIOUS PLATFORMS

<b>Office or Division</b>	Local Economic Development and Investment Promotions Office	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2C Government to Citizen	
<b>Who may avail</b>	Registered Business Owners in the City of Bacoor	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Business Permit	Business Permit and Licensing Department	

## A. POSTING OF PUBLICITY MATERIALS ON THE OFFICIAL FACEBOOK PAGE OF LEDIPO-BACOOR

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of company details and other pertinent details needed for the publicity materials	Preparation and editing of publicity materials	None	4-8 working hours	Janine Faye Ty Hannah Ty <i>LEDIPO Staff</i>
2. Confirmation of the business owner regarding drafted publicity material/s	Uploading of publicity materials on the official Facebook page of LEDIPO-Bacoor	None	4-8 working hours	Janine Faye Ty Hannah Ty <i>LEDIPO Staff</i>
	<b>Total</b>	<b>None</b>	<b>2 days</b>	



## B. LIVESTREAMING ON THE OFFICIAL FACEBOOK PAGE OF LEDIPO-BACOOR

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of company profile and other pertinent details needed for the live streaming	Preparation of teaser for the Facebook Livestream	None	2-4 working hours	Janine Faye Ty Hannah Ty <i>LEDIPO Staff</i>
2. Confirmation of the business owner regarding the schedule of the Facebook livestream	Preparation of spiel and other needed materials for the Facebook Livestream	None	Within the day	Janine Faye Ty Hannah Ty Arman Albesa Kiel Mercado <i>LEDIPO Staff</i>
3. Participation of the business owner/s through guesting in the Facebook Livestream	Actual livestreaming in the official Facebook page of LEDIPO-Bacoor	None	1-2 working hours	Janine Faye Ty Hannah Ty Arman Albesa <i>LEDIPO Staff</i>  Kathrina Sanchez <i>Unit Head</i>  Exquil Mercado Jappeth Amagna Pauline Del Rosario <i>LEDIPO Staff</i>
	<b>Total</b>	<b>None</b>	<b>1 day</b>	



**C. BOOTH SET-UP IN THE MAIN LOBBY OF BACOOR GOVERNMENT CENTER TO SUPPORT MSMEs**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS TO BE RESPONSIBLE</b>
1. Submission of company profile and other pertinent details needed for the booth set-up	Preparation of teaser for the booth promotions	None	2-4 working hours	Janine Faye Ty Hannah Ty <i>LEDIPO Staff</i>
2. Confirmation of the business owner regarding the schedule of booth set-up in the lobby of Bacoor Government Center	Preparation and distribution of flyers and publicity materials for the booth promotions	None	Within the day	Janine Faye Ty Hannah Ty Arman Albesa <i>LEDIPO Staff</i>
3. Booth set-up of the business owners	Monitoring of booth set-up and sales of the merchant	None	6-8 working hours	Janine Faye Ty Hannah Ty Arman Albesa <i>LEDIPO Staff</i>  Kathrina Sanchez <i>Unit Head</i>  Exquil Mercado Jappeth Amagna Pauline Del Rosario <i>LEDIPO Staff</i>
	<b>Total</b>	<b>None</b>	<b>1.5 days</b>	



## II. ORGANIZATION OF EVENTS SUCH AS BUSINESS SUMMITTS AND TRADE FAIRS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS TO BE RESPONSIBLE
1. Submission of company details and other pertinent details from the exhibitors needed for the event	Preparation of publicity materials needed for the event such as banners, flyers, etc.	None	2-4 working hours	Janine Faye Ty Hannah Ty <i>LEDIPO Staff</i>
2. Confirmation of attendees for the event	Confirmation of resource speakers and logistics	None	Within the day	Exquil Mercado <i>LEDIPO Staff</i>  Kathrina Sanchez <i>Unit Head</i>
3. Participation of attendees and exhibitors in the event	Execution of program proper in the event	None	6-8 working hours	Janine Faye Ty Hannah Ty Exquil Mercado Arman Albesa <i>LEDIPO Staff</i>  Kathrina Sanchez <i>Unit Head</i>  Pauline Del Rosario Jappeth Amagna <i>LEDIPO Staff</i>
	<b>Total</b>	<b>None</b>	<b>1.5 days</b>	



## LIST OF SERVICES

### Office of the City Legal Service

<b>Internal and External Services</b>	<b>Page Number</b>
Receiving of Complaint/s Against City Employees	22.2 – 22.4
Review of Legal Documents	22.5 – 22.7
Walk-in / Referral for Legal Advice	22.8 – 22.9
Drafting of Legal Opinion	22.10 - 22.11
Drafting of Legal Documents	22.12 - 22.13
Issuance of No Pending Administrative Case	22.14– 22.15





# **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 Bacoor, 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. 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, nonfeasance, 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.

<b>Office or Division:</b>	Office of the City Legal Service	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• For the general public, verified complaint stating the facts and the issue to be resolved including supporting documents;</li> <li>• 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; Other supporting documents, if necessary.</li> </ul>		Office of the City Legal Service



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits a verified complaint, or duly endorsed complaint in the case of inter-office endorsements;	1. Checks if the complaint or endorsement is substantially acceptable as to form;	None	50 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i>  Noime P. Dagohoy <i>Legal Staff</i>  Antonio S. Lim <i>Legal Aide</i>
2. Client decides whether he/she shall come back for the resolution/recommendation or wait thru mail and has the option to make follow-ups	2.1. Receiving staff informs the complainant of the formal defects, if any; otherwise, the Complaint or endorsement is accepted, recorded and scanned and refers it to the City Legal Officer	None	5 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i>  Noime P. Dagohoy <i>Legal Staff</i>  Antonio S. Lim <i>Legal Aide</i>
	2.2. The City Legal Officer or the designated lawyer studies the complaint and require the city employee concerned to submit his/her answer to the complaint. The assigned lawyer drafts his finding based on the answer and other supporting documents submitted by the concerned employee.	None	5 – 25 working days	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>  Atty. Rey Marco B. Mendoza <i>Attorney IV</i>  Atty. Salve F. Valenciano <i>Administrative Officer V</i>  Atty. Nathaniel C. De Leon <i>Lawyer</i>  Atty. Marius D. Sumira <i>Lawyer</i>  Atty. Rigel F. Villacarlos <i>Lawyer</i>  Atty. Joshua F. Flores <i>Lawyer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. The City Legal Officer makes or approves recommendation or preliminary investigation report on the complaint; and/or transmits the same to proper venue or body to resolve the complaint.	None	5 working days	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>
3. Receive a copy of the letter of recommendation/ resolution/ transmittal and sign on the logbook	3. Releases the recommendation or resolution to the complainant and the respondents; or transmit the complaint to the Board of Discipline for appropriate action.	None	5 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i>  Noime P. Dagohoy <i>Legal Staff</i>  Antonio S. Lim <i>Legal Aide</i>
	<b>Total</b>	<b>None</b>	<b>30 working days and 1 hour</b>	

**Note: Processing time based on Rule 4 of the 2017 Rules on Administrative Cases in the Civil Service**



## 2. REVIEW OF LEGAL DOCUMENTS

Review of legal documents such as Contracts, Memorandum of Agreement, Deed of Donation, Deed of Absolute Sale, Deed of Usufruct, City Resolution and City Ordinance and other legal instruments to ensure its compliance and conformance to local laws.

<b>Office or Division:</b>	Office of the City Legal Service			
<b>Classification:</b>	Simple/ Complex/ Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Local Government Unit			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>A proper endorsement from the Office of the City Mayor or the Office of the City Administrator of the written request seeking for review of legal document with the attached supporting documents.</li> </ul>			Office of the City Mayor Office of the City Administrator	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Client presents their endorsement letter for review of legal document	1.1 Endorsement letter and supporting documents are signed, received, logged, and scanned by the staff and refers it to the City Legal Officer	None	5 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i> Noime P. Dagohoy <i>Legal Staff</i> Antonio S. Lim <i>Legal Aide</i> Librada M. Equipado Noralyn D. Gayamo <i>Public Service Coordinator</i>
	1.2 The City Legal Officer briefly scans the documents and refers it to the subordinate lawyer for research and study.	None	30 minutes	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 The assigned lawyer evaluates and determines whether or not additional document/s is needed.	None	1 hour	Atty. Rey Marco B. Mendoza <i>Attorney IV</i>  Atty. Salve F. Valenciano <i>Administrative Officer V</i>  Atty. Nathaniel C. De Leon <i>Lawyer</i>  Atty. Marius D. Sumira <i>Lawyer</i>  Atty. Rigel F. Villacarlos <i>Lawyer</i>  Atty. Joshua F. Flores <i>Lawyer</i>
	1.4 In case an additional document is needed, the assigned lawyer prepares an endorsement letter requesting for additional documents to commence the review of the legal instrument.	None	15 minutes	Atty. Rey Marco B. Mendoza <i>Attorney IV</i>  Atty. Salve F. Valenciano <i>Administrative Officer V</i>  Atty. Nathaniel C. De Leon <i>Lawyer</i>  Atty. Marius D. Sumira <i>Lawyer</i>  Atty. Rigel F. Villacarlos <i>Lawyer</i>  Atty. Joshua F. Flores <i>Lawyer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 The assigned lawyer reviews draft documents and prepares necessary endorsement letter to the Office of the City Mayor or the Office of the City Administrator, for approval.		Depending on the legal instrument for review and availability of necessary supporting documents and pertinent information:  Simple: 2 working days  Complex: 6 working days  Highly Technical: 19 working days	Atty. Rey Marco B. Mendoza <i>Attorney IV</i>  Atty. Salve F. Valenciano <i>Administrative Officer V</i>  Atty. Nathaniel C. De Leon <i>Lawyer</i>  Atty. Marius D. Sumira <i>Lawyer</i>  Atty. Rigel F. Villacarlos <i>Lawyer</i>  Atty. Joshua F. Flores <i>Lawyer</i>
2. Receive the reviewed legal document through an endorsement letter and sign on the logbook	2.1 Releases, transmits, and logs the reviewed legal document through an endorsement letter to the requesting client, for consideration/ approval.	None	10 minutes	Librada M. Equipado <i>Public Service Coordinator</i>  Noralyn D. Gayamo <i>Public Service Coordinator</i>
	<b>Total</b>	<b>None</b>	<b>Simple: 2 working days and 2 hours</b> <b>Complex: 6 working days and 2 hours</b> <b>Highly Technical: 19 working days and 2 hours</b>	



### 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.

<b>Office or Division:</b>	Office of the City Legal Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
This will depend on the concerns presented by the client.			Office of the City Legal Service	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Walk-in client tells the receiving staff briefly of the nature of his/her concern	1. Ask the client to sign on the legal advice monitoring sheet, and then refer him/her to available Attorney.	None	2 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i> Noime P. Dagohoy <i>Legal Staff</i> Antonio S. Lim <i>Legal Aide</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 or more depending on the complexity of the client's concern	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>  Atty. Rey Marco B. Mendoza <i>Attorney IV</i>





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Atty. Salve F. Valenciano <i>Administrative Officer</i> V Atty. Nathaniel C. De Leon Atty. Marius D. Sumira Atty. Rigel F. Villacarlos Atty. Joshua F. Flores <i>Lawyer</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	5 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i> Noime P. Dagohoy <i>Legal Staff</i> Antonio S. Lim <i>Legal Aide</i>
	<b>Total</b>	<b>None</b>	<b>37 minutes or more depending on the complexity of the client's concern</b>	



#### 4. DRAFTING OF LEGAL OPINION

Drafting of legal opinion on matter referred by the City Mayor or the City Administrator, highlighting the rights, obligations and liabilities of parties and the next legal action or remedy, if any.

<b>Office or Division:</b>	Office of the City Legal Service			
<b>Classification:</b>	Simple/ Complex/ Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Local Government Unit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>A proper endorsement from the Office of the City Mayor or the Office of the City Administrator of a written request seeking legal opinion with the attached supporting documents.</li> </ul>		Office of the City Mayor Office of the City Administrator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client presents the endorsement letter and other documents	1. Endorsement letter and supporting documents are signed, received, logged, and scanned by the staff and refers it to the City Legal Officer	None	5 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i>  Noime P. Dagohoy <i>Legal Staff</i>  Antonio S. Lim <i>Legal Aide</i>  Librada M. Equipado <i>Public Service Coordinator</i>  Noralyn D. Gayamo <i>Public Service Coordinator</i>
	1.2 The City Legal Officer briefly scans the documents and refer it to subordinate lawyer for research and study.	None	30 minutes	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Rendered Legal Opinion subscribed by the lawyer assigned and signed by the City Legal Officer.	None	Depending on the subject on availability of necessary supporting documents and pertinent information:  Simple: 2 working days  Complex: 6 working days  Highly Technical: 19 working days	Atty. Rey Marco B. Mendoza <i>Attorney IV</i>  Atty. Salve F. Valenciano <i>Administrative Officer V</i>  Atty. Nathaniel C. De Leon <i>Lawyer</i>  Atty. Marius D. Sumira <i>Lawyer</i>  Atty. Rigel F. Villacarlos <i>Lawyer</i>  Atty. Joshua F. Flores <i>Lawyer</i>
2. Receive the Legal Opinion and sign on the logbook	2. Releases, transmits, and logs the written legal opinion to the requesting Office.	None	10 minutes	Librada M. Equipado <i>Public Service Coordinator</i>  Noralyn D. Gayamo <i>Public Service Coordinator</i>
	<b>Total</b>	<b>None</b>	<b>Simple: 2 working days and 45 minutes</b> <b>Complex: 6 working days and 45 minutes</b> <b>Highly Technical: 19 working days and 45 minutes</b>	



## 5. DRAFTING OF LEGAL DOCUMENTS

Drafting of legal documents such as Contracts, Memorandum of Agreement, Deed of Donation, Deed of Absolute Sale, Deed of Usufruct, Proposed City Resolution and Proposed City Ordinance, Executive Order, Implementing Rules and Regulations and other legal instruments and ensure its compliance and conformance to local laws.

<b>Office or Division:</b>	Office of the City Legal Service			
<b>Classification:</b>	Simple/ Complex/ Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Local Government Unit			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>A proper endorsement from the Office of the City Mayor or the Office of the City Administrator of the written request for drafting of legal documents with the attached supporting documents.</li> </ul>			Office of the City Mayor Office of the City Administrator	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client presents the endorsement letter and other documents	1. Endorsement letter and supporting documents are signed, received, logged, and scanned by the staff and refers it to the City Legal Officer	None	5 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i>  Noime P. Dagohoy <i>Legal Staff</i>  Antonio S. Lim <i>Legal Aide</i>  Librada M. Equipado Noralyn D. Gayamo <i>Public Service Coordinator</i>
	1.2 The City Legal Officer briefly scans the endorsement letter and refer it to subordinate lawyer for research and study.	None	30 minutes	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Submission of draft legal instrument subscribed by the lawyer assigned and signed by the City Legal Officer.	None	Depending on the legal instrument for drafting and availability of necessary supporting documents and pertinent information:  Simple: 2 working days  Complex: 6 working days  Highly Technical: 19 working days	Atty. Rey Marco B. Mendoza <i>Attorney IV</i>  Atty. Salve F. Valenciano <i>Administrative Officer V</i>  Atty. Nathaniel C. De Leon <i>Lawyer</i>  Atty. Marius D. Sumira <i>Lawyer</i>  Atty. Rigel F. Villacarlos <i>Lawyer</i>  Atty. Joshua F. Flores <i>Lawyer</i>
2. Receive the draft legal instrument through an endorsement letter and sign on the logbook	2. Releases, transmits, and logs the reviewed legal document through an endorsement letter to the requesting client, for consideration/ approval.	None	10 minutes	Librada M. Equipado <i>Public Service Coordinator</i>  Noralyn D. Gayamo <i>Public Service Coordinator</i>
	<b>Total</b>	<b>None</b>	<b>Simple: 2 working days and 45 minutes</b> <b>Complex: 6 working days and 2 minutes</b> <b>Highly Technical: 19 working days and 45 minutes</b>	



## 6. ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

The issuance of a Certificate of No Pending Case serves as confirmation that the requesting government official or employee has no pending administrative case before the Local Government Unit.

<b>Office or Division:</b>	Office of the City Legal Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Local Government Unit			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Photocopy of official/employee's valid I.D. with present position/item and name of office/department written on it.</li> <li>• Request Letter</li> </ul>			Requesting Party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client presents the request letter and official/employee's ID	1.1 Receiving, logging, and scanning of documents from the client.	None	5 minutes	Librada M. Equipado Norilyn D. Gayamo <i>Public Service Coordinator</i>
	1.3 Prepares Certificate of No Pending Administrative Case	None	15 minutes	Ella Paola T. Bamba <i>Admin. Officer II</i> Noime P. Dagohoy <i>Legal Staff</i> Antonio S. Lim <i>Legal Aide</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.4 Approval and signing of Certificate of No Pending Administrative Case	None	15 minutes	Atty. Kim Nyca R. Lofranco <i>City Legal Officer</i>
2. Receive the Certificate of No Pending Administrative Case and sign on the logbook	2. Certificate of No Pending Administrative Case forwarded to requesting party and details logged.	None	10 minutes	Librada M. Equipado <i>Public Service Coordinator</i>  Noralyn D. Gayamo <i>Public Service Coordinator</i>



	<b>Total</b>	<b>None</b>	<b>1 hour</b>	
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## LIST OF SERVICES

### OFFICE OF THE CITY MAYOR - (Secretariat)

<b>External Services</b>	<b>Page Number</b>
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Preparation and Issuance of	23.3
a. Certification	
b. Certification of Appearance	
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<b>Internal Services</b>	
Issuance of Authority to Travel	23.6
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Solemnization of Marriage (Civil Wedding Ceremony)	23.10
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# **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.

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Barangay Officials, Teachers, City Employees, Members of Organizations
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Community Tax Certificate</li> <li>• Appointment Letter</li> </ul>	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	30 minutes	<i>MO Secretariat Staff</i>
	1.2. Schedule the Date of Oath Taking	None	30 minutes	Louella Marie Castillo
	1.3. Prepare Oath of Office		1 day	Jan Robert Gawaran
2. Return on the scheduled date of Oath Taking	2.1. Officiate the Oath Taking Ceremony	None	1 hour	Hon. Strike Revilla <i>City Mayor</i>
<b>Total</b>		<b>None</b>	<b>1 day and 2 hours</b>	



## 2. PREPARATION AND ISSUANCE OF CERTIFICATIONS, CERTIFICATION OF APPEARANCE, ENDORSEMENTS, RECOMMENDATIONS, OTHER LETTERS AND COMMUNICATIONS

The Office issues Certifications, Certification of Appearance, Endorsements, Recommendations, other letters and communications for various purposes such as employment, school requirement, national/local agency requirement and medical assistance.

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Bacoor Residents			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Barangay Certification/Clearance duly signed by the Barangay Chairman and valid for six (6) months;</li> <li>Personal letter stating the purpose of the request;</li> <li>Other supporting documents, if necessary.</li> </ul>			Barangay  Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the documentary requirements	1. Check documents presented	None	30 minutes	Zsa Zsa I. Lontoc Cherryl Cayobit Sarah Mae Lagasca Marjorie Almojano <i>MO Secretariat Staff</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	Atty. Paul Michael Sangalang <i>Executive Assistant IV</i>  Sarah Mae Lagasca Zsa zsa I. Lontoc Cherryl Cayobit
<b>Total</b>		<b>None</b>	<b>2 days and 30 minutes</b>	



### 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.

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office			
<b>Classification:</b>	Simple - Complex - Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Incoming Documents received from client personally hand-carried, e-mailed or couriered</li> <li>• Communication must have detailed contact information therein for feedback</li> <li>• Other supporting documents and attachments when stated</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send document	1.1. Check completeness of document	None	30 minutes	Joy Del Rosario Rodelio Tario Gerlie Tating John Michael Acosta
	1.2. Stamp and receive document indicating date/time, follow-up contact number and reference number		30 minutes	Joy Del Rosario Rodelio Tario Gerlie Tating
	1.3. Input document in the office database		30 minutes	Rodelio Tario John Michael Acosta
	1.4. Prepare for review		30 minutes	Rovelyn Chua Jan Robert Gawaran Devijane M. Miranda Sarah Mae Lagasca Marian Marasigan



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<p>1.5. Initial review and classify complexity of the document</p> <p>1.6. Final review, comment and action by the City Mayor</p> <p>1.7. Input comment and action in the database</p> <p>1.8. Transmit documents to concerned office/unit</p>	None	<p>30 minutes</p> <p>3 working days</p> <p>10 minutes</p> <p>1 working day</p>	<p>Rodel San Miguel</p> <p>Atty. Paul Michael Sangalang <i>Executive Assistant IV</i></p> <p>Hon. Strike Revilla <i>City Mayor</i></p> <p>Emerson Rosas Marjorie Almojano</p> <p>Vivencia Abellon Emerson Rosas Tessie Tamayo</p>
2. Follow-up and receive feedback	2. Instruct client of the final instruction and comment and as to where the document was transmitted or endorsed	None	10 minutes	Rodelio Tarioo Rovelyn I. Chua Devijane M. Miranda
<b>Total</b>		<b>None</b>	<b>4 working days 3 hours 50 minutes</b>	



#### 4. 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.

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Government Officials and Employees, Barangay Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Duly signed and accomplished Clearance</li> <li>• Approved Leave of Absence</li> <li>• Letter of Invitation, for official business</li> <li>• Letter of Intent, for vacation/leisure purposes</li> <li>• Confirmed Ticket (photocopy)</li> </ul>			HRDMD HRDMD Inviting Agency Client Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documentary requirements	1. Check and verify completeness of submitted documents	None	30 minutes	Atty. Paul Michael Sangalang <i>Executive Assistant IV</i>
	2. Prepare Authority to Travel for signature of the City Mayor		1 day	Sarah Mae Lagasca Tessie Tamayo
2. Return at the Office of the Mayor and receive Authority to Travel	2.1. Inform client	None	5 minutes	Sarah Mae Lagasca Marian Marasigan
	2.2. Hand-over signed Authority to Travel		5 minutes	Sarah Mae Lagasca Marian Marasigan
<b>Total</b>		<b>None</b>	<b>1 day and 40 minutes</b>	

#### RECEIVING AND RELEASING OF DOCUMENTS FOR SIGNATURE OF THE CITY



**MAYOR (MEMORANDUM ORDER, OFFICE ORDER, TRANSMITTAL,  
EXECUTIVE ORDER, ETC...)**

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

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government
<b>Who may avail:</b>	All Departments and Units of the Local Government
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Document/s to be signed by the City Mayor</li> </ul>	Concerned Department or Unit

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send document/s to be signed by the City Mayor	1.1. Receive and verify completeness of document/s	None	30 minutes	Sarah Mae Lagasca Marjorie Almojano Marian Marasigan
	1. 2. Prepare documents for signature of the City Mayor		1 day	Atty. Paul Michael Sangalang <i>Executive Assistant IV</i>
2. Return at the Office of the Mayor and receive signed document/s	1. Inform concerned office	None	10 minutes	Sarah Mae Lagasca Marian Marasigan
	2. Release signed document/s		10 minutes	Tessie Tamayo Marjorie Almojano
<b>Total</b>		<b>None</b>	<b>1 day and 40 minutes</b>	





## 5. 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
- d. Strike Hall Multipurpose Hall
- e. MSBR 1 Conference Room (Beside E-Gov. Office)
- f. MSBR 2 Conference Room (4<sup>th</sup> floor Legislative & Disaster Resilience Bldg.)
- g. Bulwagan (Beside CHO)
- h. Bulwagan (Parking) (Beside CHO)
- i. Strike Gymnasium
- j. Bacoor Coliseum (Springville, Bacoor City, Cavite)
- k. JS Gymnasium (Inside the JS Ville Subd, Habay 1)
- l. Arsenio Castillo Hall (Inside the Talaba Elem. School)

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Letter of Intent to use function hall</li> </ul>	City Finance Department

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	30 minutes	Joy Del Rosario Rodelio Tariao Gerlie Tating John Michael Acosta
	1.2. Once approved, pencil book the request and inform the client		1 day	Joshua Andrew Gawaran Josh Filio



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay the prescribed fee at the Treasurer's Office	2.1. Prepare Order of Payment	Revilla Hall Php 2,000.00 per hour	1 hour	Sydney Solis
	2.2. Log payment details and confirm the use of the hall	Villar and Gawaran Hall Php 1,000.00 per hour	1 hour	
<b>Total</b>		<b>Php 3,000.00</b>	<b>1 day, 2 hours and 30 minutes</b>	



## 6. 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.

<b>Office or Division:</b>		Office of the City Mayor - Secretariat Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Bacoor Residents		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Marriage License issued by the Local Civil Registrar</li> </ul>		Office of the City Civil Registry		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the documentary requirement	1.1. Verify authenticity of document submitted	None	30 minutes	Office of the City Civil Registry
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2. Schedule Date of Wedding Ceremony		10 minutes	Louella Marie Castillo
2. Return and attend on the date of Wedding Ceremony	2.Solemnize wedding ceremony	None	2 hours	Hon. Strike Revilla <i>City Mayor</i>
<b>Total</b>		<b>None</b>	<b>2 hours and 40 minutes</b>	



## 7. 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.

<b>Office or Division:</b>	Office of the City Mayor - Secretariat Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G Government to Government G2B Government to Business Entity G2C Government to Client
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
• 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 the authorized personnel	None	30 minutes	Joy Del Rosario Rodelio Tariao Gerlie Tating John Michael Acosta
	1.2. When approved, schedule/set the meeting		10 minutes	Louella Marie Castillo Kathleen Aganus
	1.3. Inform requestor and confirm details of the appointment		30 minutes	Louella Marie Castillo Kathleen Aganus Patricia Mae Dumali Alfonso Manumbas III
2. Return at the Office of the Mayor for the scheduled meeting at least 30 minutes ahead of time	1. Prepare necessary documents	None	20 minutes	Louella Marie Castillo
	2. Inform concerned personnel or department/unit to be present in the meeting		10 minutes	Katheleen Aganus Patricia Mae Dumali Alfonso Manumbas III
<b>Total</b>		<b>None</b>	<b>1 hour and 40 minutes</b>	

**Note: Scheduling of appointments with the City Mayor will take 3 to 5 days.**



## LIST OF SERVICES

### Bacoor City Complaints Desk Unit

<b>Internal and External Services</b>	<b>Page Number</b>
Client Assistance	24.2
Report Preparation	24.3
Compliance Monitoring	24.4



# **BACOR CITY COMPLAINTS DESK UNIT**

## **(Internal and External Services)**

**The Bacoor City Complaints Desk Unit is an office created by Executive Order No. 48 Series of 2022 An Order Establishing the Bacoor City Complaints Desk Unit, Integrating Various Complaint Mechanisms and Empowering Citizen’s Participation in Efficient and Responsive Public Service, headed by an Ex-Officio Arta Officer who shall: act as the central channel of communication between and among concerned citizens, complaining parties and the concerned government office on matters pertaining to the delivery of public service or non-delivery, act as the Public Assistance/ Complaints Desk under Sec 8 of Ra 9485 as amended by RA 11032, proactively check compliance of concerned government offices to ARTA, CSC and DILG directives and report the same to the City Mayor, develop and maintain a centralized or coordinated hotline (telephone, text email, social media) to directly receive, coordinate and respond to the concerns, complaints and other communication, ensure that reports, complaints and other modes of communications received or channeled are validated, and other functions as may be assigned by the City Mayor in pursuance of the Executive Order.**



## 1. Client Assistance

The Office assists the residents of Bacoor in their complaints, inquiry and requests.

<b>Office or Division:</b>	Bacoor City Complaints Desk Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Citizen G2G Government to Government (Inter-Office)			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Request Letter</li> <li>Letter of Complaint</li> <li>Other requirements that will be needed</li> </ul>		General Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for assistance by phone, walk-in, e-mail or social media	1.1. Receives the request from client and gather data	None	Within the day	Mara A. Daluraya <i>Clerk</i>
	1.2. Prepares the response letter and/or contact requester informing of endorsing the said request to the department in charge	None	Within the day	Mara A. Daluraya <i>Clerk</i> Slaney Sue A. Reyes <i>ARTA Officer</i>
	1.3. Prepare the endorsement letter to the concerned department regarding the request or complaints	None	Within the day	Slaney Sue A. Reyes <i>Arta Officer</i>
2. The requesting party is notified of the action taken	2. Notify the requester on the response of the concerned department	None	Within 3 days once the response has been received	Slaney Sue A. Reyes <i>Arta Officer</i>
	<b>Total</b>	<b>None</b>	<b>Within 3 days</b>	



## 2. Report Preparation

The Office submits reportorial requirements in compliance with the directives of other government agencies.

<b>Office or Division:</b>	Bacoor City Complaints Desk Unit			
<b>Classification:</b>	Simple / Complex / Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government (Inter-Office)			
<b>Who may avail:</b>	Department/unit heads, managers, supervisory employees of the City Government of Bacoor, including the City Mayor, Vice Mayor and the Sangguniang Panlungsod			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for reports	1.1. Receives the request from other department	None	Within the day	Slaney Sue A. Reyes Arta Officer
	1.2. Prepares and consolidate the reports	None	Within the day	Slaney Sue A. Reyes Arta Officer
2. The requesting party is notified of the availability of report	2. Notify and send via email the said report	None	Within the day	Slaney Sue A. Reyes Arta Officer
<b>Total Processing Time: 1 hour to 1 day for simple reports, others will depend on the requirements of the report requested</b>				





### 3. Compliance Monitoring

The Office assists in monitoring on compliances on issuances of regulatory government agencies through the instruction of the City Mayor.

<b>Office or Division:</b>	Bacoor City Complaints Desk Unit			
<b>Classification:</b>	Simple / Complex / Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government (Inter-Office)			
<b>Who may avail:</b>	Department/unit heads, managers, supervisory employees of the City Government of Bacoor, including the City Mayor, Vice Mayor and the Sangguniang Panlungsod			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Department Manual</li> <li>• Regulatory Issuances</li> <li>• Other requirements that will be needed</li> </ul>		General Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for compliances monitoring	1.1. Receives the order from the Office of the City Mayor	None	Within the day	Elaine Tañedo <i>Clerk</i>
	1.2. Prepares, reviews and check the compliances on regulations.	None	1-2 Days	John Paolo S. Calisin Nicole Solina Marvin I. Capili <i>Clerk</i> Slaney Sue A. Reyes <i>ARTA Officer</i>
2. The requesting party is notified of the availability of compliance report.	2. Notify and send via email the said report	None	2-3 days	Slaney Sue A. Reyes <i>Arta Officer</i>
<b>Total Processing Time: 1-3 day for simple reports, others will depend on the requirements of the report requested</b>				



## LIST OF SERVICES

### Office for the Development of Cooperatives

#### **External Services**

Pre- Registration Seminar (PRS)

#### **Page Number**

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#### **Internal Services**

Conducts of Mandatory Seminars / Trainings  
and Other Seminars Needed by the Cooperatives

25.5 – 25.6

Provide Management and Technical Advisory Services

25.7 – 25.8

Cooperative Development Council

25.9



# **OFFICE FOR THE DEVELOPMENT OF COOPERATIVES**

## **(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 organization, promotion and development.

- 1. Develop Cooperative Development Plans and Strategies in consultation with the cooperative sector.**
- 2. Design training design and content base on cooperative values, principles and business model.**
- 3. Identify groups, sectors or communities that can be organized into cooperatives with the objective that shall be vehicles in poverty reduction, job creation, and socioeconomic development of the city.**
- 4. Provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration.**
- 5. Provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organization including but not limited to training and education, business management, finance and financial management.**



6. Assist cooperatives in establishing linkages with government agencies, cooperative unions and federations, the academe and the nongovernment organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities.
7. Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation.
8. Serve as the secretariat of the City of Bacoor Cooperative Development Council.

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

**VISION :** Responsive, efficient and effective office with responsible and technically knowledgeable human resources working harmoniously for the development of viable and socio economically sustainable cooperatives.



## 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.

<b>Office or Division</b>	:	Office for the Development of Cooperatives		
<b>Classification</b>	:	Simple		
<b>Type of Transaction</b>	:	G2C Government to Citizen G2G Government to Government		
<b>Who may avail</b>	:	Pre-cooperative groups with at least 15 members		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
- Letter request addressed to the Office for the Development of Cooperatives		From the focal person of the would-be cooperative.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Appointment to the Office for the Development of Cooperatives	1.1. Set a scheduled date for the pre-cooperative group for briefing and orientation about cooperative.	None	20 minutes	Vicenta M. Lazaro <i>Sr. Cooperative Dev't Specialist</i>  Kenneth C. Pobre <i>Cooperative Staff</i>
	1.2. Prepare endorsement letter to the Regional Director of the Cooperative Development Authority, Region IV-A	None	10 Minutes	Vicenta M. Lazaro <i>Sr. Cooperative Dev't Specialist</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Submit endorsement letter to the Regional Director of the Regional Cooperative Development Authority through email	None	10 Minutes	Kenneth C. Pobre <i>Cooperative Staff</i>
	1.4. Coordinate with the would be cooperative for the schedule set by the Cooperative Development Authority	None	15 Minutes	Maria Catalina C. Ballera, Eva C. San Buenaventura <i>Cooperative Staff</i>  Leonor M. Miranda <i>Administrative Officer IV</i>
	<b>Total</b>	<b>None</b>	<b>55 Minutes</b>	



## **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 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.

### **6. 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.

### **7. Risk Management and Business Continuity Plans and Management**

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



<b>Office or Division</b> :		Office for the Development of Cooperatives		
<b>Classification</b> :		Complex		
<b>Type of Transaction</b> :		G2G Government to Government		
<b>Who may avail</b> :		Officers and members of primary cooperatives		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1. Prepare training design for the approval of the City Mayor	None	30 minutes	Vicenta M. Lazaro <i>Sr. Cooperative Dev't Specialist</i>
1.1. Accepts invitation	1.2.Prepare letters/invitations to all primary cooperatives through emails, texting and phone calls	None	30 minutes	Maria Catalina C. Ballera, Eva C. San Buenaventura <i>Cooperative Staff</i>  Marivic C. Soria, Admin Aide
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 C. Pobre, Eva C. San Buenaventura <i>Cooperative Staff</i> Leonor M. Miranda, <i>Admin Officer IV</i>
1.3. Attends seminar	1.4. Preparations of venue, documents and other materials needed	None	1 day	Leonor M. Miranda <i>Admin Officer IV</i> Kenneth C. Pobre, Maria Catalina C. Ballera, Eva C. San Buenaventura, Marivic Soria <i>Cooperative Staff</i>
	1.5. Signs Certificate of Participation	None	30 minutes	Vicenta M. Lazaro, Sr. <i>Cooperative Dev't Specialist</i>
	<b>Total</b>	<b>None</b>	<b>3 days, 1 hour and 30 minutes</b>	





### 3. Provide Management and Technical Advisory Services

**3.1. - Management Advisory Service for the Would Be Cooperatives and existing registered coops-**assistance to the documentary requirements needed for submission to the Cooperative Development Authority and registration to the Bureau of Internal Revenue for tax exemption.

**3.2- Technical Assistance** to the existing cooperatives on the submission of the Cooperative Annual Progress Report (CAPR)

<b>Office or Division</b>	: Office for the Development of Cooperatives			
<b>Classification</b>	: Simple			
<b>Type of Transaction</b>	: G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	: Pre-cooperative groups with at least 15 members			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Appointment to the Office for the Development of Cooperatives	1.1. Set a scheduled date for the would be coop	None	15 minutes	Vicenta M. Lazaro Sr. Cooperative Dev't Specialist  Kenneth Pobre
	1.2. Conduct meeting with the officers of the would be coop for the preparations of the needed documents for submissions to the CDA and the BIR	None	Half day	Vicenta M. Lazaro Sr. Cooperative Dev't Specialist  Kenneth Pobre, Office staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.Appointment with the existing cooperative for technical assistance on the submission of the Cooperative Annual Progress Report (CAPR)	2.1 Set a scheduled date for the existing cooperative	None	15 minutes	Eva C. San Buenaventura Cooperative Staff
	2.2 Conduct technical and management advisory assistance	None	Half day	Vicenta M. Lazaro Sr. Coop. Dev't.Specialist  Kenneth Pobre
	<b>Total</b>	<b>None</b>	<b>1 day and 30 minutes</b>	



#### 4. Cooperative Development Council

4.1 Organization and operation of the City of Bacoor Cooperative Development Council

4.2 Serve as the secretariat of the council during general assembly Meetings.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For new registered coops- Application of membership to the council	1.1 Include in the list of membership	None	30 minutes	Vicenta M. Lazaro, Sr. Cooperative Dev't Specialist  Kenneth Pobre, office staff
2. Attendance to the Council Election and General Assembly Meetings	2.1 Send invitation letter through email/ google form	None	1 day	Kenneth Pobre, office staff
	2.2 Conduct election and general assembly meetings	None	half day	Vicenta M. Lazaro- Presiding officer as chairperson of the council  Kenneth Pobre, office staff  Maria Catalina C. Ballera, office staff
	2.3 Prepares Minutes of the Election/General Assembly Meetings	None	1 day	Marivic Soria, Admin Aide
	<b>Total</b>	<b>None</b>	<b>2 days, 4 hours and 30 minutes</b>	



## LIST OF SERVICES

### City Livelihood and Development Office

<b>External Services</b>	<b>Page Number</b>
Barangay - Based Livelihood Skills Training	26.3
Strike sa Serbisyo	
Center – Based Livelihood Skills Training	26.4
TESDA - Technical Skills Training/ Scholarship Program	26.5
DOST - Grants-In-Aid (GIA), Small Enterprise Technology	26.6
Upgrading Program (SETUP) Food Safety Seminar	
The DOST Enhanced Nutribun, Bacoor City Processing Center	26.7
DTI - Registration of Business Name	26.8
DTI - Issuance of BMBE Certificate of Authority	26.9



# **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 Strike B. Revilla continues to offers it as he 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.**

**The persistence and effort of Mayor Strike B. Revilla and CLDO to alleviate poverty and decrease 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 and other aspirants who have had chances to be one of beneficiaries of the livelihood skills training programs offered by the City every year. Beneficiaries are PWD, Senior Citizen, Out of School Youth, Displaced OFW's, Person Deprived of Liberty, Drug Surrenderees, Unemployed Citizens, Housewives, 4P's, Family Members of AFP and PNP Wounded in-Action, Industry Workers, Victims of Natural Disasters and Calamities, Farmers and Fishermen, Indigenous People & Cultural Communities, Students and Informal Settlers (Relocates) 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 Strike started the “STRIKE SA SERBISYO” which gives free massage and haircut to the communities in the 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 Strike B. 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 Strike has high hopes for Bacoor. He got recognitions for excellence before but his 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 MSMEs 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

<b>Office or Division:</b>	City Livelihood and Development Office – Negosyo Center	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Bonafide residents of the City of Bacoor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Endorsement of Barangay Captain/ Homeowners Association</li> <li>• 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.</li> </ul>		Barangay Hall, NGO or Homeowners association if inside subdivision/ village

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

CLIENT STEPS	AGENCY ACTIONS	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	2 minutes	Michelle L. Peñafior Emmanuel M. Sambajon <i>Livelihood Staff</i>
	1.3. Logs and validates request	None	3 minutes	Ms. Michelle L. Peñafior Emmanuel M. Sambajon <i>Livelihood Staff</i>
	1.4. Evaluation and approval	None	3 minutes	Ms. Carmelita F. Gawaran <i>Executive Assistant IV</i>
2. Training Implementation	2.1. Training duration	None	5 to 10 working days	Trainers-in-Charge
	2.2. Graduation and distribution of certificates	None	1 day	Sheila Mae A. Gayamo Nathaniel S. Mercolita Emmanuel M. Sambajon <i>Livelihood Staff</i>
	<b>Total</b>	<b>None</b>	<b>12 days and 8 minutes</b>	



## 2. CENTER-BASED LIVELIHOOD SKILLS TRAINING

Bacooreños to undergo livelihood skills training.

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Requirements	1.1. Logs and validates requirements.	None	2 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	2 minutes	Trainers-in-Charge
2. Training implementation	2.1.Training duration	None	30 to 40 working days	Trainers-in-Charge
	2.2. Graduation and distribution of certificates	None	1 day	Sheila Mae A. Gayamo Nathaniel S. Mercolita Emmanuel M. Sambajon <i>Livelihood Staff</i>
	<b>Total</b>	<b>None</b>	<b>41 days and 7 minutes</b>	





### 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.

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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Front Desk on duty	1. Check for available slots of chosen scholarship qualification	None	2 minutes	Michelle L. Peñaflo 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. Peñaflo 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	1 minutes	Michelle L. Peñaflo Sheila Mae A. Gayamo Lean C. Estrobillo <i>Livelihood Staff</i>
	<b>Total</b>	<b>None</b>	<b>5 minutes</b>	



#### 4. ASSISTANCE IN THE AVAILMENT OF DOST GRANTS-IN-AID (GIA), SMALL ENTERPRISE TECHNOLOGY UPGRADING PROGRAM (SETUP), FOOD SAFETY SEMINAR

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

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

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	Lianne Joyce A. Anselmo <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	Lianne Joyce A. Anselmo <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	Lianne Joyce A. Anselmo <i>Livelihood Staff</i>
	<b>Total</b>	<b>None</b>	<b>40 minutes</b>	



## 5. THE DOST ENHANCED NUTRIBUN, BACOOR CITY PROCESSING CENTER

<b>Office or Division:</b>	Department of Science and Technology - Cavite	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	SMEs residing at the City of Bacoor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Specific form for the proposed activity such as Receiving form and Delivery form.</li> </ul>		Negosyo Center Bacoor/Revilla Center of Bacoor thru Focal for Department of Science and Technology-Cavite

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Front Desk for the availment of E-Nutribun	1. Provide visitor's logbook and endorse to the concerned person.	None	3 minutes	Lianne Joyce L. Anselmo <i>Livelihood Staff</i>
2. Proceed to the discussion of the availment of E-Nutribun	2. Provide the requirement to be filled by the clients.	None	10 minutes	Lianne Joyce L. Anselmo <i>Livelihood Staff</i>
3. Accomplish the Customer Satisfaction Feedback Form (CSF) provided by the concerned staff.	3. Finalizing the requirements of the clients to be processed by the concerned staff.	None	3 minutes	Lianne Joyce L. Anselmo <i>Livelihood Staff</i>
	<b>Total</b>	<b>None</b>	<b>16 minutes</b>	



## 6. 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.

<b>Office or Division:</b>	Department of Trade and Industry – Negosyo Center
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Filipino citizen 18 years old above
<b>CHECKLIST OF REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>Duly filled-out Application Form signed by the applicant of the BNR</li> <li>One valid government-issued ID</li> </ul>	<b>WHERE TO SECURE</b> Department of Trade and Industry 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	<b>Ritz Carl Feliciano /</b> Justine A. Roa <i>LGU-BC Counterpart</i> Michael Luis R. Malabanan <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	<b>Ritz Carl Feliciano /</b> Justine A. Roa <i>LGU-BC Counterpart</i> Michael Luis R. Malabanan <i>Business Counselor</i>
3. Claim Certificate of BNR	3. Print and issue Certificate of BNR	None	2 minutes	<b>Ritz Carl Feliciano /</b> Justine A. Roa <i>LGU-BC Counterpart</i> Michael Luis R. Malabanan <i>Business Counselor</i>
	<b>Total</b>	<b>Please refer to above stated fees</b>	<b>15 minutes</b>	



## 7. 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.

<b>Office or Division:</b>	Department of Trade and Industry – Negosyo Center
<b>Classification:</b>	Simple/Complex
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Filipino citizen 18 years old above
<b>CHECKLIST OF REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>Duly filled-out application form (BMBE Form),</li> <li>Certificate of Registration for new application</li> <li>Old BMBE Certificate of Authority for application for renewal of BMBE registration.</li> </ul>	<b>WHERE TO SECURE</b>
	Department of Trade and Industry - 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 <b>one (1) day</b>	<b>Ritz Carl Feliciano /</b> Justine A. Roa <i>LGU-BC Counterpart</i>  Michael Luis R. Malabanan <i>Business Counselor</i>
2. Claim BMBE Certificate of Authority	2. Issues the BMBE Certificate of Authority	None	2 days	<b>Ritz Carl Feliciano /</b> Justine A. Roa <i>LGU-BC Counterpart</i>  Michael Luis R. Malabanan <i>Business Counselor</i>
	<b>Total</b>	<b>None</b>	<b>3 days</b>	



## LIST OF SERVICES

### Local Youth Development Office

#### External Services

#### Page Number

Technical Assistance to Local Youth Development Council  
and Sangguniang Kabataan

- Review of the Draft Local Youth Development Plan 27.4-27.5
- Review of the Sangguniang Kabataan Proposed Budget 27.6-27.7
- Request for Assistance, Collaboration, or Partnership  
for Youth Development Programs 27.7-27.9

Register Youth and Youth-Serving Organization / Youth Organization  
Registration Program (YORP) 27.9-27.12



# **LOCAL YOUTH DEVELOPMENT OFFICE (External Services)**

## **MANDATE**

**Local Youth Development Office (LYDO) is created by the virtue of the Republic Act No. 10742, otherwise known as the “Sangguniang Kabataan Reform Act of 2015”, as amended by the Republic Act No. 11768, and its corresponding Internal Rules and Regulations (IRR).**

***The Republic Act No. 10742, under Chapter IV *The Local Youth Development Office*, Section 25 *Creation* states that “There shall be in every province, city, and municipality a Youth Development Office which shall be headed by a youth development office with a rank of at least division chief. Such may be put under the Office of the Local Chief Executive (LCE), the Office of the Planning and Development, the Office of the Social Welfare or in any other office deemed appropriate by the local government unit.”***

**The Implementing Rules and Regulations of Republic Act No. 10742, under Rule IV *The Local Youth Development Office*, Section 26 *Creation*, item (d) *Functions of the Local Youth Development Office* states that “the youth development office should have the following functions:**

- (1) In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organizations (Subject to the revitalized Youth Organizations’ Registration Program (YORP) guidelines);***
- (2) Provide technical assistance to the Local Youth Development Council (LYDC) of the concerned Local Government Unit (LGU) in the formulation of the Local Youth Development Plan (LYDP);***
- (3) Facilitate the election of the LYDC representatives;***
- (4) Serve as secretariat to the LYDC;***



***(5) Conduct the mandatory and continuing training of SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the Commission and the DILG. The local youth development officer and/or his or her staff shall apply for accreditation from the Commission in order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members. In the absence of a Youth Development Office in the province, city or municipality, the designated existing personnel by the LCE shall apply for accreditation with the Commission in order for said official to conduct the mandatory and continuing training programs of SK officials and LYDC members;***

***(6) Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;***

***(7) Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and***

***(8) Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the Commission may require.”***

The Revised Implementing Rules and Regulations (IRR) of Republic Act No. 10742, as amended by Republic Act No. 11768, under Rule IV *The Local Youth Development Office*, Section 28 *Funding* states that ***“The LGU may appropriate not less than one percent (1%) of its annual budget for the Local Youth Development Office, which shall be used for the implementation of the LYDP, convening the meetings of the concerned Pederasyon ng mga SK and LYDC, as well as its operations and effective functioning.”***

The Local Youth Development Office (LYDO) of the City of Bacoor, pursuant to the mandates prescribed by pertinent laws, is committed and determined to advocate holistic and inclusive youth development and empowerment, effective and responsive youth governance, and resilient and sustainable growth for the benefit of Kabataang Bacooreños.





## **VISION**

**City of Bacoor: A model first-class city with an adaptive, inclusive, and responsive Local Youth Development Office (LYDO) that envisions empowered, enlightened, and excellent Kabataang Bacooreños, embodying the values of Solidarity, Bravery, and Resilience, effectively prioritizes the aspirations, needs, growth, and needs of the youth citizenry.**

## **MISSION**

**Actively bringing together the Kabataang Bacooreños and relevant stakeholders in a proactive and purposeful setting, that enables**

- 1. Amplification of effective and engaging youth participation in local governance;**
- 2. Embodiment of the values of service, balance, and resilience among youth citizens and youth leaders;**
- 3. Promotion of consultative, inclusive, participative and responsive youth development and empowerment;**
- 4. Recognition of the invaluable contributions and potentials of Kabataang Bacooreños in the development of the city; and**
- 5. Reinforcement of accountability, responsibility, sustainability, and transparency in youth-based, youth-initiated, youth-led programs, projects, and activities.**

## **VALUES**

**Service-Oriented Youth Development and Empowerment  
Balanced Youth Engagement and Governance  
Resilient Youth Citizenry and Leadership**



## 1.) TECHNICAL ASSISTANCE TO LOCAL YOUTH DEVELOPMENT COUNCIL AND SANGGUNIANG KABATAAN

As mandated by the Republic Act. No. 10742, otherwise known as the “Sangguniang Kabataan Reform Act of 2015” and Department of Interior and Local Government Memorandum Circular No. 2019-151, Series of 2019.

Technical assistance is provided to LYDC Members, SK Officials, and Youth Organizations, particularly those registered in the Youth Organization Registration Program (YORP), as well as other partner agencies, to enable them to develop and acquire new skills and competencies that will be useful in their future endeavors, or any other assistance that may help the requesting client build their capacity in youth development.

### **REVIEW OF THE DRAFT LOCAL YOUTH DEVELOPMENT PLAN (LYDP)**

<b>Office or Division:</b>	Office of the Mayor – Local Youth Development Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Government
<b>Who may avail:</b>	Local Youth Development Council

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly approved and signed of the following documents: 1. Local Youth Development Plan (LYDP) 2. Resolution/s			Sangguniang Kabataan Federation and Local Youth Development Council	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the draft copy of the Local Youth Development Plan and Resolution/s to the LYDO	1.1 Receive the documents. 1.2 Assess the draft LYDP to ensure that it is aligned and anchored to the Philippine Youth Development Plan’s ten (10) centers of participation and City Government’s youth-related proposed PPAs	None	3 days	Local Youth Development Office Head



CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Provide review comments and feedback			
2. Receive a notification from LYDO for review comments and feedback  <i>If necessary, revise the items and resubmit for final review and endorsement</i>	2.1 Check the revised documents  2.2 The LYDO Head will countersign the documents and send an endorsement letter to the City Mayor for review and signature approval  2.3 Submit the endorsement of LYDP to the Office of the City Mayor	None	5 days	Local Youth Development Office Head
	<b>Total</b>	<b>None</b>	<b>8 working days</b>	



## REVIEW OF THE SANGGUNIANG KABATAAN PROPOSED BUDGET

<b>Office or Division:</b>	Office of the Mayor – Local Youth Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	All Sangguniang Kabataan Officials

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly approved and signed of the following documents:  1. Comprehensive Barangay Youth Development Plan (CBYDP) 2. Annual Barangay Youth Investment Program (ABYIP) 3. SK Annual Budget 4. Resolution/s 5. Plantilla of Personnel 6. Contract Agreement 7. Letter of Notification 8. Transmittal Letter			Templates are available for download here: <u><a href="#">SK Budget Documents - Google Drive</a></u>  Respective SK of every Barangay in the City of Bacoor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of SK budget documents to the LYDO	1.1 Receive the documents.  1.2 Assess the documents, particularly the CBYDP and ABYIP, to ensure that they are aligned and anchored to the City's LYDP  1.3 Provide review comments and feedback	None	3 days	Local Youth Development Office Head and Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive a notification from LYDO for review comments and feedback  <i>If necessary, revise the items and resubmit for final review and endorsement</i>	2.1 Check the revised documents  2.2 The LYDO Head will countersign the transmittal to indicate approval for endorsement to the City Budget Office	None	2 days	Local Youth Development Office Head and Staff
Receive the signed SK Budget Documents. Sign the logbook.	Provide a logbook. Release the signed SK Budget documents.	None	1 day	Local Youth Development Office Head and Staff
	<b>Total</b>	<b>None</b>	<b>6 working days</b>	

**REQUEST FOR ASSISTANCE, COLLABORATION, OR PARTNERSHIP FOR YOUTH DEVELOPMENT PROGRAMS (ORIENTATION, SEMINARS, TRAININGS, WORKSHOP, ETC.)**

<b>Office or Division:</b>	Office of the Mayor – Local Youth Development Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	LYDC Members, SK Officials, Partner Agencies and Youth Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter addressed to the City Mayor through the Local Youth Development Office	From the requesting party
2. Project Proposal, Activity/Training Design, and Program of Activities	



CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Submit or email the letter of request, project proposal, or activity/training design to LYDO.</p>	<p>1.1 Formal request letter must be received by the LYDO at least one (1) month before the actual date of event, either through e-mail or hard copy of letter.</p> <p>1.2 Response acknowledgement of receipt if the letter of request is sent by e-mail; and/or, check and receive the hard copy of the documents if submitted to the office.</p> <p>1.3 Assess and evaluate the scope of the request for assistance to ensure that it is aligned with the City's objectives for youth development and empowerment PPAs</p> <p>1.4 The LYDO head will submit the endorsement and discuss the request with the City Mayor for approval</p> <p>1.5 Once approved, the LYDO shall inform the concerned entity of the request</p>	<p>None</p>	<p>10 days</p>	<p>Local Youth Development Office Head and Staff</p>



CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide the documentation and/or materials required or requested by the LYDO based on the programs	2.1 Receive the documents, review them, and prepare the necessary assistance for the requesting entity	None	10 days	Local Youth Development Office Head and Staff
	2.2 Conduct the activity/program; Provide assistance	None	3 days	Local Youth Development Office Head and Staff
	<b>Total</b>	<b>None</b>	<b>23 working days</b>	

## 2.) REGISTER YOUTH AND YOUTH-SERVING ORGANIZATION / YOUTH ORGANIZATION REGISTRATION PROGRAM (YORP)

Pursuant to Republic Act No. 10742, otherwise known as the “Sangguniang Kabataan Reform Act of 2015”, one of the functions of the Local Youth Development Office is to facilitate the National Youth Commission's program in the registration of youth and youth-serving organizations to ensure access and participation in NYC-initiated programs nationwide.

All City of Bacoor based youth and youth-serving organizations may register locally through the Local Youth Development Office (LYDO) and be assisted for the National Youth Commission’s Youth Organization Registration Program (YORP).

<b>Office or Division:</b>	Office of the Mayor – Local Youth Development Office
<b>Classification:</b>	Highly - Technical
<b>Type of Transaction:</b>	G2C – Government to Citizens
<b>Who may avail:</b>	Youth Organizations and Youth-Serving Organizations



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out Registration Form (original and scanned copy / soft copy)  2. Filled-out Directory of Officers and Advisers Form (original and scanned copy / soft copy)  3. Filled-out List of Members in Good Standing Form (original and scanned copy / soft copy)  4. Constitution and By Laws (original and scanned copy / soft copy)  5. Certification/Endorsement from appropriate authority (original and scanned copy / soft copy)	Local Youth Development Office (LYDO) - 2 <sup>nd</sup> Floor, Bacoor Government Center
a. for Community-Based Organizations (any of the following) <ul style="list-style-type: none"> <li>• Certification of Existence of Office</li> <li>• Barangay Certification of President's residency</li> <li>• Resolution of endorsement</li> </ul>	Barangay / Sangguniang Kabataan
b. for School-Based Organizations <ul style="list-style-type: none"> <li>• Certificate of Registration or Recognition</li> </ul>	School Authority Supervising Student Affairs
c. for Faith-based organizations <ul style="list-style-type: none"> <li>• Certificate of Registration or Recognition</li> </ul>	Head/Pastor of Congregation or Parish Priest
d. for Chapters of Multi-Level Organizations Certificate of Registration or Recognition	President of Governing Body
e. for Consortium organizations Certification of Member Organizations	Secretariat / Board of Organization





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Secures checklist of requirements</p> <p>Submit or email the application and required documents to LYDC</p>	<p>1.1 Provides client with a checklist of requirements with instructions</p> <p>1.2 Received and file all documentary requirements</p>	None	1 day	Local Youth Development Office Staff
<p>2. Undergo assessment and validation</p>	<p>2.1 Verify the completeness of the requirements and validate the submitted applications</p> <p>2.2 Call and interview randomly selected members/officers to ascertain the existence of the organization</p> <p>2.3 Mark the application form as "REGISTERED" with the date of registration approval</p> <p>2.4 Endorse the youth organization's Certificate of Registration to the Office of the City Mayor for signature</p>	None	5 days	Local Youth Development Office Head and Staff
<p>3. Claim Certificate of Registration</p>	<p>Award the Certificate of Registration</p>	None	1 day	Local Youth Development Office Head and Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register to the NYC's Youth Organization Registration Program (YORP) through LYDO	6.1 Uploads application and supporting documentation to the KABAYANI website <a href="http://www.yorpnyc.org.ph">http://www.yorpnyc.org.ph</a>	None	1-30 days	Local Youth Development Office Head and Staff
	6.2 Process approval of registration, issuance of Certificate of Registration			National Youth Commission
Receive the NYC YORP Certificate of Registration	Issue the Certificate of Registration with Unique Registration Number (URN) from NYC YORP	None	1 day	Local Youth Development Office Head and Staff
	<b>Total</b>	<b>None</b>	<b>38 working days</b>	



## LIST OF SERVICES

### Office of the Senior Citizens Affairs

<b>External Services</b>	<b>Page Number</b>
Issuance of Senior Citizen ID and Purchase Booklet	28.2 – 28.4
Issuance of OSCA Certifications	28.5 – 28.7
Facilitation of PhilHealth Application	28.8 – 28.9
Facilitation of Provincial Burial Assistance	28.10 – 28.11
National Commission of Senior Citizens (NCSC) Registration	28.12 – 28.13 Online
Provincial Nonagenarian Cash Gift Facilitation	28.14 – 28.15
DSWD Region IV-A Centenarian Cash Gift Facilitation	28.16 – 28.18
DSWD Social Pension Program Facilitation	28.19 – 28.20



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

**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; 20% discount on admission fees charged by concert halls, circuses and carnival and other similar places of culture, leisure and amusement; and for availing free movies in SM Bacoor and SM Molino Cinema every Mondays.

<b>Office or Division:</b>	Office of the Senior Citizens Affairs	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Bona fide Filipino Citizens and Dual Citizens with Dual Citizen status documents with at least 6 months of residency in the City of Bacoor, Cavite.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>● Fully accomplished Application form</li> <li>● Original and readable photocopy of any of the following:             <ul style="list-style-type: none"> <li>PSA Birth Certificate</li> <li>1. Baptismal Certificate</li> <li>2. SSS/GSIS UMID Card,</li> <li>3. TIN ID</li> <li>4. Philhealth ID</li> <li>5. Driver's License</li> <li>6. Voter's ID</li> <li>7. Philippine Passport (not expired)</li> <li>8. PRC (not expired)</li> <li>9. Postal ID (not expired)</li> </ul> </li> <li>● 1X1 ID picture (latest)</li> <li>● Barangay Certificate for OSCA ID application</li> </ul>	<p>OSCA Information Desk</p> <p>PSA Office</p> <p>Parish Church Office</p> <p>SSS/GSIS Office</p> <p>BIR</p> <p>Philhealth Office</p> <p>LTO</p> <p>COMELEC</p> <p>DFA</p> <p>PRC Office</p> <p>Philpost Office</p> <p>Any photo printing outlet</p> <p>Office of the Barangay</p>



<p><b>A. Dual Citizenship documents (for Filipino naturalized to another country)</b></p> <p>A.1. Petition for Reacquisition of Philippine Citizenship</p> <p>A.2. Identification Certificate</p> <p>A.3. Order of Approval</p> <p>A.4. Oath of Allegiance</p> <p><b>B. For Senior Citizen transferring to Bacoor</b></p> <p>B.1. Certificate of Cancellation from former City/Municipality OSCA Office</p> <p><b>C. In case without Certificate of Cancellation from former OSCA Office</b></p> <p>C.1. 3 pcs Photocopy of OSCA ID issued by former City/Municipality, Original copy must be surrender</p> <p>C.2. Certificate of Transfer to Bacoor</p> <p>C.3. Order of Payment</p> <p>C.4. Postal Receipt</p> <p><b>D. If application is made thru a representative</b></p> <p>D.1. Printed clear photo of client holding newspaper showing the date of the newspaper and representative holding the authorization letter</p> <p>D.2. Photocopy of representative valid ID</p> <p><b>E. For Lost OSCA ID</b></p> <p>E.1. Fully accomplished application form</p> <p>E.2. Notarized Affidavit of Loss</p> <p>E.3. 1 pc latest 1x1 ID picture</p>	<p>DFA/Bureau of Immigration</p> <p>DFA/Bureau of Immigration</p> <p>DFA/Bureau of Immigration</p> <p>DFA/Bureau of Immigration</p> <p>Former City/Municipality OSCA Office</p> <p>Former City/Municipality OSCA Office</p> <p>OSCA Bacoor Office</p> <p>Bacoor City Treasury Office</p> <p>Philpost Office</p> <p>Any photo printing outlet</p> <p>COMELEC, SSS/GSIS, TIN ID</p> <p>OSCA Bacoor Information Desk</p> <p>Notary Public Office</p> <p>Any photo printing shop</p>
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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill out application form	1. Assist clients in filling out application form (as needed) and have it signed by the senior citizen applicant	None	3 minutes	SAC/OSCA Information Desk Personnel
2. Submit fully accomplished application form with complete requirements for screening	2. Ensure documents presented are complete, valid and verified	None	4 minutes	SAC/OSCA Information Desk/Verification Personnel
3. Wait for the Release of processed OSCA ID/Purchase Booklet	3.1 Typing and filing of required data in the OSCA ID and Purchase Booklet	None	4 minutes	SAC/OSCA Processing Personnel
	3.2 Recording of processed OSCA ID and Purchase Booklet in their respective roster folder	None	2 minutes	OSCA Processing Personnel
4. Receive processed OSCA ID and Purchase Booklet	4. Release processed ID and Purchase Booklet signed by the receiving senior citizens as received	None	2 minutes	OSCA Releasing Personnel
	<b>Total</b>	<b>None</b>	<b>14 minutes</b>	



## 2. ISSUANCE OF OSCA CERTIFICATIONS

Issuance of OSCA Certifications for such purpose as requirements of senior citizens' application to Philippine Statistics Authority (PSA) for Delayed Registration of Birth, for Cancellation of Bacoor OSCA ID, for Transferring of OSCA ID issued by another City/Municipality to Bacoor, for No Record/Non-Issuance of OSCA Bacoor ID, and for other Legal Purposes.

<b>Office or Division:</b>	Office of the Senior Citizens Affairs	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Citizen	
<b>Who may avail:</b>	Bona fide Senior Citizen residents in the City of Bacoor, Cavite and Senior Citizens from another City/Municipality for cases such as transferring to the City of Bacoor.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Proof of Payment / Official Receipt for Certificate of OSCA Record P110.00</li> <li>• List of requirements for the requested certification purpose:</li> </ul> <p><b>For Delayed Registration of Birth</b></p> <ul style="list-style-type: none"> <li>• Original/Photocopy of Bacoor OSCA ID</li> <li>• Original/Photocopy of PSA Negative Record of Birth</li> </ul> <p><b>For Cancellation of Bacoor OSCA ID</b></p> <ul style="list-style-type: none"> <li>• Original Bacoor OSCA ID and Purchase Booklet (to surrender)</li> <li>• Barangay Certificate stating that the Senior Citizen is no longer a resident of the Barangay and will transfer to another City/Municipality</li> </ul> <p><b>For Transfer to OSCA Bacoor from another City/Municipality</b></p> <ul style="list-style-type: none"> <li>• Original/3 Photocopies of OSCA ID issued by former OSCA (must surrender original OSCA ID to Bacoor)</li> <li>• Official Receipt from Bacoor Philpost</li> </ul>	<p>City Finance Department</p> <p>OSCA Bacoor PSA Office</p> <p>OSCA Bacoor</p> <p>Office of the Barangay Captain</p> <p>Former City/Municipality OSCA</p> <p>Bacoor Philpost Office</p>





CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>For No Record/Non-Issuance of Bacoor OSCA ID</b></p> <ul style="list-style-type: none"> <li>Original/Photocopy of valid Government issued ID</li> </ul> <p><b>For any Legal Purpose</b></p> <ul style="list-style-type: none"> <li>Original/Photocopy of OSCA Bacoor ID</li> </ul> <p><b>Note:</b> Must submit the following if application was made thru a representative:</p> <ul style="list-style-type: none"> <li>Printed photo of client holding newspaper and representative holding authorization letter</li> </ul> <p>Valid ID of the representative</p>	<p>COMELEC, SSS/GSIS, LTO. Etc.</p> <p>OSCA Bacoor</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present original and photocopy of the requirements for the purpose of requested certification	1. Check and ensure the authenticity of the requirements presented	None	2 minutes	OSCA Information Desk/Verification Personnel
2. Secure and fill out Certification Slip Request and proceed to City Treasury Office for payment	2. Issuance of Order of Payment/Official Receipt	Php 110.00	Depends on City Finance Department processing time (around 15 minutes)	City Finance Department
3. Wait for the release of requested certification	3.1. Type the required data on the requested certification	None	2 minutes	OSCA Processing Personnel



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.2. Record required data on the certification logbook	None	2 minutes	OSCA Processing Personnel
	3.3. Check and sign certification	None	2 minutes	OSCA Head
4. Receive the requested certification	4. Release requested certification signed by the receiving client as received	None	2 minutes	OSCA Releasing Personnel
	<b>Total</b>	<b>Php 110.00</b>	<b>25 minutes</b>	



### 3. FACILITATION OF PHILHEALTH APPLICATION

Lifetime Free Membership for Senior Citizens under RA 10645

<b>Office or Division:</b>	Office of the Senior Citizens Affairs			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Bona fide and registered Senior Citizens in the City of Bacoor, Cavite			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Fully accomplished Philhealth Membership Registration Form (PMRF)</li> <li>Original/Photocopy of Bacoor OSCA ID</li> <li>Latest 1x1 ID picture</li> </ul>			OSCA Bacoor Information Desk  OSCA Bacoor Information Desk Any available photo printing shop	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill out PhilHealth Membership Registration Form (PMRF)	1. Assist senior citizen in filling out PMRF (as needed) by the assigned OSCA personnel	None	4 minutes	OSCA Front Desk Personnel
2. Proceed to OSCA 2 <sup>nd</sup> floor office and submit duly filled out PMRF with attached proper requirements	2. Check PMRF and requirements submitted by the senior applicant	None	3 minutes	OSCA 2 <sup>nd</sup> Floor Personnel



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Secure acknowledgement receipt and followup slip	3.1. Issue acknowledgement receipt and follow-up slip with contact number of person responsible	None	2 minutes	OSCA 2 <sup>nd</sup> Floor Personnel
	3.2. Encode data based on submitted duly accomplished PMRF	None	4 minutes	OSCA 2 <sup>nd</sup> Floor Personnel
	3.3. Prepare and print transmittal of applicants within a week	None	Depends on the number of PMRFs received	OSCA 2 <sup>nd</sup> Floor Personnel
	3.4 Review and sign transmittal by OSCA Head	None	2 minutes	OSCA Head
	3.5 Submit transmittal and PMRF to PhilHealth Satellite Office at the Main Square Mall, Molino Blvd. Bayanan , City of Bacoor Cavite	None	Depends on the number of PMRFs submitted	OSCA 2 <sup>nd</sup> Floor Personnel
	<b>Total</b>	<b>None</b>	<b>15 minutes</b>	



#### 4. FACILITATION OF PROVINCIAL BURIAL ASSISTANCE

P 2,000.00 Burial Assistance from the Provincial Social Welfare and Development Office, Trece Martires, Cavite, an additional Government assistance under RA 9994 or the Expanded Senior Citizens Act.

<b>Office or Division</b>	<b>Office of the Senior Citizens Affairs</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Bona fide and Registered Senior Citizens in the City of Bacoor, Cavite			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
For the Deceased Senior Citizen <ul style="list-style-type: none"> <li>• Bacoor OSCA ID (Original/Photocopy)</li> <li>• Death Certificate (Original/Certified True Copy)</li> </ul> For Claimants <ul style="list-style-type: none"> <li>• Barangay Clearance with original signature of Barangay Captain</li> <li>• Valid ID (Original/Photocopy)</li> <li>• Barangay Indigency</li> <li>• Personal letter address to the Provincial Governor</li> </ul>			OSCA Bacoor City Civil Registrar  Office of the Barangay COMELEC, TIN, GSIS/SSS Office of the Barangay Claimant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present fully complete requirements for screening	1. Ensure documents presented are valid and completely screened	None	3 minutes	OSCA 2nd Floor Personnel



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Surrender OSCA ID of deceased senior citizen by claimant of burial assistance	2.1. Receive surrendered OSCA ID for proper safekeeping	None	1 minute	OSCA 2nd Floor Personnel
2.2 Encode data based on submitted documents	2.2 Encode data based on submitted documents	None	3 minutes	OSCA 2nd Floor Personnel
3. Proceed 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	3. Receive requirements for burial assistance	None	Depends on PSWDO	PSWDO Staff
	<b>Total</b>	<b>None</b>	<b>7 minutes</b>	



## 5. NATIONAL COMMISSION OF SENIOR CITIZENS ONLINE REGISTRATION

The NCSC under RA 11350, National Commission of Senior Citizens, Act, launched its online registration to build a reliable database of all Filipino Senior Citizens in the Philippines. This is a data build-up campaign associated with the interest of the NCSC to come up with an actual count of all the senior citizens of the country as basis for all its plans, programs, projects, activities, and events that will help improve the lives of older Filipino persons.

<b>Office or Division:</b>	Office of the Senior Citizens Affairs
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government
<b>Who may avail:</b>	Bona fide and registered Senior Citizens in the City of Bacoor, Cavite

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Original/Photocopy of Bacoor OSCA ID</li> <li>Fully accomplished NCSC Data form</li> <li>Latest 2x2 ID picture</li> </ul>	OSCA Bacoor OSCA Information Desk Any available photo printing shop

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill out NCSC Data form	1. Assist senior citizen in filling out NCSC Data form (as needed) by the assigned OSCA employees	None	3 minutes	OSCA Information Desk Personnel



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit duly filled out NCSC Data form with attached photocopy of OSCA ID and recent 2x2 ID picture (1 copy)	2. Check NCSC Data form and requirements submitted by the senior applicant	None	1 minute	OSCA Information Desk Personnel
3. Proceed to OSCA 2 <sup>nd</sup> floor office for online registration of NCSC Data form	3. Encode data based on submitted accomplished data form	None	5 minutes	OSCA 2 <sup>nd</sup> Floor Personnel
4. Wait for verification of online registration	4. Print acknowledgment of online registration such as clients Reference Registration Number (RRN)	None	2 minutes	OSCA 2 <sup>nd</sup> Floor Personnel
5. Receive and secure acknowledgment of online registration documents	5. Release printed acknowledgment of online registration documents	None	2 minutes	OSCA 2 <sup>nd</sup> Floor Personnel
	<b>Total</b>	<b>None</b>	<b>15 minutes</b>	





## 6. PROVINCIAL NONAGENARIAN CASH GIFT FACILITATION

Facilitation of the application of senior citizens aged 90 to 99 years old to receive the Php 5,000.00 cash gift from the Provincial Government of Cavite as part of the Nonagenarian benefits, a Provincial Ordinance No. 343-2022.

<b>Office or Division:</b>	Office of the Senior Citizens Affairs
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Government
<b>Who may avail:</b>	Senior Citizen residents in the City of Bacoor, Cavite for at least 5 years, aged 90 to 99 years old.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
OSCA Bacoor ID (Original/Photocopy) •• Original and photocopy of any of the following documents: Birth Certificate Baptismal Certificate Marriage Contract • Barangay Certificate (FOR NONAGENARIAN CASH BENEFIT PURPOSE)	OSCA Bacoor  PSA Parish Church PSA  Office of the Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for screening	1. Ensure documents presented are valid and completely screened	None	3 minutes	OSCA Front Desk Personnel/Focal Person for Nonagenarian
2. Secure acknowledgement receipt of documents submitted with contact no. of the focal person for follow-up	2.1 Issue acknowledgement receipt with contact no. of the focal person for follow-up	None	3 minutes	OSCA Focal Person for Nonagenarian



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.2 Encode data based on submitted documents	None	3 minutes	OSCA Focal Person for Nonagenarian
	2.3 Prepare and print transmittal of submitted documents within a scope of 1 week	None	Depends on the number of received documents	OSCA Focal Person for Nonagenarian
	2.4 Review and sign transmittal by OSCA Head and CSWD Head	None	20 minutes	OSCA Head and CSWD Head
	2.5 Submit transmittal and documents to Provincial Social Welfare and Development Office (PSWDO) Trece Martires, Cavite and secure acknowledgement receipt with contact no, of the PSWDO personnel responsible for follow-up	None	Depends on the number of submitted documents and screening time for each document	OSCA Focal Person for Nonagenarian
	<b>Total</b>	<b>None</b>	<b>29 minutes</b>	



## 7. DSWD REGION IV-A CENTENARIAN CASH GIFT FACILITATION

Facilitation of the application of senior citizens aged 100 years old and above to receive the Php 100,000.00 from DSWD Region IV-A, Php 50,000.00 from the Provincial Government of Cavite, and Php 20,000.00 from the City Government of Bacoor as part of The Republic Act 10868 otherwise known as the Centenarians Act of 2016.

<b>Office or Division:</b>	Office of the Senior Citizens Affairs	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C Government to Government	
<b>Who may avail:</b>	Senior Citizen residents in the City of Bacoor, aged 100 years old and above.	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• 3 copies of OSCA Bacoor ID (photocopy)</li> <li>• Original and photocopy of any of the following documents:            Birth Certificate(Centenarian)/Birth Certificate of Oldest Child            Baptismal Certificate            Philhealth MDR</li> <li>• 3 copies of Barangay Indigency of Centenarian and representative</li> <li>• 3 copies of Barangay Certification as proof that he/she is 100 years old or above</li> <li>• 3 copies of the authorized representative valid ID (photocopy)</li> <li>• 3 copies of printed whole-body picture of the Centenarian</li> </ul>	OSCA Bacoor  PSA  Parish Church  Philhealth  Office of the Barangay  Office of the Barangay  Authorized Representative  Any photo shop outlet	



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements for screening	1. Ensure documents presented are valid and completely screened	None	3 minutes	OSCA Front Desk Personnel/Focal person for Centenarian
2. Secure acknowledgement receipt of documents submitted with contact no. of the focal person for follow-up	2.1 Issue Acknowledgement receipt with contact no. of the focal person for follow-up	None	3 minutes	OSCA Focal Person for Centenarian
	2.2 Encode data based on submitted documents	None	3 minutes	OSCA Focal Person for Centenarian
	2.3 Prepare and print transmittal of submitted documents within a scope of 1 week	None	Depends on the number of received documents	OSCA Focal Person for Centenarian
	2.4 Review and sign transmittal by OSCA Head	None	20 minutes	OSCA Head
	2.5 Submit transmittal and documents to the Office of the Mayor and secure acknowledgement receipt responsible for follow-up	None	Depends on the number of submitted documents and screening time for each document	OSCA Focal Person for Centenarian



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Submit transmittal and documents to City Social Welfare and Development (CSWD) office and secure acknowledgement receipt	None	Depends on the number of submitted documents and screening time for each document	OSCA Focal Person for Centenarian
	2.7 Submit transmittal and documents to the Provincial Social Welfare and Development Office (PSWDO) Trece Martires, Cavite and secure acknowledgement receipt responsible for follow-up	None	Depends on the number of submitted documents and screening time for each document	OSCA Focal Person for Centenarian
	2.8 Submit transmittal and documents to DSWD Region IV-A, Alabang and secure acknowledgement receipt with contact no, of the DSWD Region IV-A personnel responsible for followup	None	Depends on the number of submitted documents and screening time for each document	OSCA Focal Person for Centenarian
	<b>Total</b>	<b>None</b>	<b>29 minutes</b>	



## 8. DSWD Social Pension Program Facilitation

Facilitation of the application of indigent senior citizens for social pension, an additional government assistance under RA 9994 or the Expanded Senior Citizens Act.

<b>Office or Division:</b>	Office of the Senior Citizens Affairs
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Government
<b>Who may avail:</b>	Indigent Senior Citizen residents in the City of Bacoor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• Fully accomplished Social Pension Intake Form</li> <li>• Original/Photocopy of Bacoor OSCA ID</li> <li>• Latest 1x1 I D picture</li> </ul>	OSCA Bacoor Front/Information Desk  OSCA Bacoor  Any photo shop outlet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished Social Pension Intake form and complete requirements for screening	1. Ensure documents presented are valid and completely screened	None	3 minutes	OSCA Front Desk Personnel/Focal person for Social Pension
2. Secure acknowledgement receipt of documents submitted with contact no. of the focal person for follow-up	2.1 Issue acknowledgement receipt with contact no. of the focal person for follow-up	None	3 minutes	OSCA Focal Person for Social Pension



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.2 Encode data based on submitted documents	None	3 minutes	OSCA Focal Person for Social Pension
	2.3 Prepare and print transmittal of submitted documents within a scope of 1 week	None	Depends on the number of received documents	OSCA Focal Person for Social Pension
	2.4 Review and sign transmittal by OSCA Head	None	20 minutes	OSCA Head
	2.5 Submit transmittal letter and documents to CSWD office for assessment and secure acknowledgement receipt with contact no, of the DSWD Region IV-A personnel responsible for followup	None	Depends on the number of submitted documents and screening time for each document	OSCA Focal Person for Social Pension
	<b>Total</b>	<b>None</b>	<b>29 minutes</b>	



## LIST OF SERVICES

### Persons with Disability Affairs Office

#### External Services

Application for PWD ID

#### Page Number

29.2 – 29.3





# **PERSONS WITH DISABILITY AFFAIRS OFFICE (External 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 Bacoor. 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.

<b>Office or Division:</b>	Persons With Disability Affairs Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Citizens in the City of Bacoor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Application Form			PDAO Office	
Clinical Abstract/Medical Abstract specify the TYPE OF DISABILITY as per DOH-NCDA AO2013-0005-B			Attending Physician (Specialist)	
Barangay Clearance			Designated Barangay	
1pc 2x2 ID Picture			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire regarding PWD ID Application/Registration	1.1 Check documents if complete 1.2 Log in client in PWD Log Book	None	2 minutes	Gina Abuan
2. Verification and Validation	2.1 Review documents if current sickness is qualified 2.2 Advise the client if the medical condition is not qualified	None	5 minutes	Noemi Tediong



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Fill up application form	3. Assist PWD or his/her caregiver in filling out form (when needed)	None	3 minutes	Noemi Tediong
4. Submit the application form with the requirements	<p>4.1. Endorse the client to the Management Information Office for the printing of the PWD ID and e-signature of the City Mayor</p> <p>4.2. Prior to printing, the Management Information Office staff assigned on that day will countersign the approved PWD ID</p>	None	5 minutes	MIS Staff
5. Issued ID and booklet	5. Record and Release PWD ID and Booklet	None	5 minutes	Noemi Tediong
6. Encoding	6. Encode approved application and released ID to the PRPWD data system	None	10 minutes	Melody Tubice
	<b>Total</b>	<b>None</b>	<b>30 minutes</b>	



## LIST OF SERVICES

### **Sports Development Unit**

<b>External Services</b>	<b>Page Number</b>
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Provision of Unity Band Services	30.3
Issuances of Trophies, Medals and Sports Equipment	30.4
Conduct of Sports Programs in Barangays	30.5
Accommodation of Sports Events	30.6 – 30.7
<b>Internal and External Services</b>	
Use of STRIKE Fitness Center	30.8
Conduct of Sports Events (Public and Private)	30.9



# **SPORTS DEVELOPMENT 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.**



## 1. PROVISION OF CITY REFEREES SERVICES

The city government provide free referee services to the local community.

<b>Office or Division</b>	Sports Development Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who May Avail</b>	City residents (barangays)			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor 2. Barangay clearance of client			Client  Barangay of client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of 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	Norgelyn Lor Jefferson Gomez
	1.2. Scheduling of city referees assignment	None	5 minutes	Noel Sabino
	1.3 Approval of referees assignment	None	3 minutes	Sidney Solis
	<b>Total</b>	<b>None</b>	<b>1 day 13 minutes</b>	



## 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.

<b>Office or Division</b>		Sports Development Unit		
<b>Classification</b>		Simple		
<b>Type of transaction</b>		Government to Citizen		
<b>Who may avail</b>		City residents (barangays)		
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor 2. Barangay clearance of client			Client  Barangay of client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of 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	Norgelyn Lor Jefferson Gomez
	1.2. Scheduling of Unity Band Services	None	5 minutes	Avelino Mendoza Sidney Solis
	1.3. Conduct of Unity Band Services	None	5 minutes	Avelino Mendoza
	<b>Total</b>	<b>None</b>	<b>1 day 15 minutes</b>	



### 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.

<b>Office or Division</b>	Sports Development Unit			
<b>Classification</b>	Simple			
<b>Type of transaction</b>	Government to Citizen			
<b>Who may avail</b>	City residents (barangays)			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor			Client	
2. Barangay clearance of client			Barangay of client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of 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	Norgelyn Lor Jefferson Gomez
	1.2. Issuances of items requested	None	3 minutes	Jefferson Gomez
	1.3. Approval of items requested	None	3 minutes	Sidney Solis
	<b>Total</b>	<b>None</b>	<b>1 day 9 minutes</b>	





#### 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	Sports Development Unit			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who May Avail	City residents (barangays)			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor			Client	
2. Barangay clearance of client			Barangay of client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of 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	Jefferson Gomez
	1.2. Scheduling of barangays sports activities	None	5 minutes	Sidney Solis Norgelyn Lor
	1.3. Conduct of sports events	None	5 minutes	Sidney Solis
	<b>Total</b>	<b>None</b>	<b>1 day 13 minutes</b>	



## 5. FACILITATION OF RENTAL OF STRIKE GYM FOR SPORTS EVENTS

The Sports Office usually accepts use of Gym Facilities by private sector. Fees are collected to cover up maintenance costs, electricity and water.

<b>Office or Division</b>		Sports Development Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who May Avail</b>		City residents (barangays)		
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor			Client	
2. Barangay clearance of client			Barangay of client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of 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
	1.2. Scheduling of events in STRIKE Gym	None	5 minutes	Jefferson Gomez Sidney Solis
	1.3. Issuance of payment form for rental of gym facilities	None	5 minutes	Norgelyn Lor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	City Treasurer's Office
	<b>Total</b>	<b>Php 5,000,00 to 16,000.00 depending on use or non-use of aircon</b>	<b>1 day 30 minutes</b>	



## 6. USE OF STRIKE FITNESS CENTER

STRIKE Fitness Center can be used as per schedule by sports enthusiasts. There is a schedule of usage of the fitness facility. The schedule of Fitness Center is from Monday to Saturday, 8am to 8pm. City employees can avail of free usage whereas private individuals pay Php 50 per day of usage.

<b>Office or Division</b>		Sports Development Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who May Avail</b>		City residents (barangays)		
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor			Client	
2. Barangay clearance of client			Barangay of Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration in use of Fitness Center	1. Assist client upon registration	None	3 minutes	Jonathan Cabahit
2. Use of Fitness Center	2. Assist client in using the fitness center equipment	City employees and SBR free Private individuals pay Php 50 per day	1-2 hours approx.	Jonathan Cabahit
	<b>Total</b>	<b>Php 50 per day for private individual</b>	<b>2 hours and 3 minutes</b>	



## 7. CONDUCT OF SPORTS EVENTS

The STRIKE gym can be used as scheduled for various social events

<b>Office or Division</b>	Sports Development Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who May Avail</b>	City residents (barangays)			
<b>Checklist of Requirements</b>			<b>Where to Secure</b>	
1. Request letter from client addressed to the Office of the Mayor			Client	
2. Barangay clearance of client			Barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of approved request on the use of Strike Gym	1. Receive approved request on use of Gym	None	3 minutes	Norgelyn Lor
2. Use of Strike Gym	2. Assistance on the use of Strike Gym	None	As scheduled	Sidney Solis
	<b>Total</b>	<b>None</b>	<b>As scheduled</b>	



## LIST OF SERVICES

### Office of the City Building Official

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# **OFFICE OF THE CITY BUILDING OFFICIAL (External Services)**

**The Office of the City 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 Bacor, 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 (New / Addition / Renovation)

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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex / Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>Property Documents</b> <ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> <li><b>If TCT is not yet in the name of applicant</b> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul> </li> <li><b>If the applicant is a lessee or TCT is in the name of a corporation</b> <ul style="list-style-type: none"> <li>• Lease Contract (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul> </li> <li><b>If the applicant is not the registered owner or with co-owner of the land</b> <ul style="list-style-type: none"> <li>• Land Owner's Affidavit of Consent (1 photocopy)</li> <li>• Extrajudicial Settlement (1 photocopy)</li> </ul> </li> </ul>	Registry of Deeds - Window D  Client/Applicant Client/Applicant Client/Applicant  Client/Applicant Client/Applicant  Client/Applicant Client/Applicant
	<b>If the applicant has a Representative</b> <ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>	Client/Applicant being represented Client/Applicant being represented
	<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C
	<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3
	<b>Local and National Agency Clearances</b> <ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> <li>• Homeowner's Association Consent (1 original)</li> </ul>	OCBO - Liga ng mga Barangay (Included in the backroom operation) HOA - Administrator Office





<ul style="list-style-type: none"> <li>National Agencies Clearances (1 colored copy)</li> <li>Affidavit of Undertaking with Additional Terms and Conditions Regarding Proposed Firewall (1 original)</li> </ul>	<p>DPWH, DepEd, CAAP, ERB, DENR, DOH, DOLE</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p>
<p><b>Application Forms</b></p> <ul style="list-style-type: none"> <li>Unified Application Form for Building Permit (4 original)</li> <li>Architectural Permit Form (5 original)</li> <li>Civil/Structural Permit Form (5 original)</li> <li>Sanitary/Plumbing Permit Form (5 original)</li> <li>Application for Electrical Permit Form (5 original)</li> <li>Mechanical Permit Form (5 original)</li> <li>Sign Permit Form (5 original)</li> <li>Electronic Permit Form (5 original)</li> <li>Locational Clearance Application Form (1 original)</li> <li>Fire Safety Evaluation Certificate Application Form (1 original)</li> <li>Contractor's Tax Application Form (1 original)</li> </ul>	<p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p>
<ul style="list-style-type: none"> <li>Relocation Survey Report and Certification (1 original, 3 photocopy)</li> </ul>	<p>Client/Applicant's Geodetic Engineer</p>
<ul style="list-style-type: none"> <li>Lot Plan with Vicinity Map (4 original blueprint)</li> </ul>	<p>Client/Applicant's Geodetic Engineer</p>
<ul style="list-style-type: none"> <li>Building Plan (4 original blueprint)</li> </ul>	<p>Client/Applicant's Engineer/Architect</p>
<ul style="list-style-type: none"> <li>Project Specification (2 original)</li> </ul>	<p>Client/Applicant's Engineer/Architect</p>
<ul style="list-style-type: none"> <li>Bill of Material (3 original)</li> </ul>	<p>Client/Applicant's Engineer/Architect</p>
<ul style="list-style-type: none"> <li>Structural Design Analysis and Computation (1 original)</li> </ul>	<p>Client/Applicant's Civil Engineer</p>
<ul style="list-style-type: none"> <li>Geotech Report/Soil Boring Test Report (1 original)</li> </ul>	<p>Client/Applicant's Engineer</p>
<ul style="list-style-type: none"> <li>Seismic Analysis (1 original)</li> </ul>	<p>Client/Applicant's Civil Engineer</p>
<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's &amp; Architect (2 photocopy)</li> </ul>	<p>Client/Applicant's Engineer/Architect</p>
<ul style="list-style-type: none"> <li>PCAB Contractor's License (2 colored photocopy)</li> </ul>	<p>Client/Applicant's Electrical Contractor</p>
<ul style="list-style-type: none"> <li>Construction Safety and Health Program (1 original, 1 colored copy)</li> </ul>	<p>CALABARZON.DOLE.gov.ph</p>
<ul style="list-style-type: none"> <li>Sketch of site/location (1 original)</li> </ul>	<p>Client/Applicant</p>
<ul style="list-style-type: none"> <li>Picture of site/location (1 colored original)</li> </ul>	<p>Client/Applicant</p>



<ul style="list-style-type: none"> <li>Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents & print order of payment or notice of disapproval	None	15 minutes 30 minutes 30 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Zoning Personnel - Zoning and Land Development Department BFP Assessor - Bureau of Fire Protection Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	1 hour	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the inspection report If OK, for assessment of fees If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Compute and print the order of payment	None	30 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/compliance checklist	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO - Bureau of Fire Protection Frontline Personnel - OCBO
		None	15 minutes	
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liganing Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Scan & archive the approved permit	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 8 hours and 25 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. This process is also applicable for Highly Technical Applications as detailed in the Amended JMC No. 2021-01 S. 2021 with prescribed maximum processing time of 20 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>BUILDING PERMIT FEE</b>	
<b>Residential</b>	
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 <sup>2</sup> – 50.00m <sup>2</sup>	3.40
Above 50.00m <sup>2</sup> – 100m <sup>2</sup>	4.80
Above 100.00m <sup>2</sup> – 150m <sup>2</sup>	6.00
Above 150m <sup>2</sup>	7.20
<b>Commercial</b>	
Up to 500 m <sup>2</sup>	₱ 23.00
Above 600 – 700 m <sup>2</sup>	22.00
Above 500 – 600 m <sup>2</sup>	20.50
Above 700 – 800 m <sup>2</sup>	19.50
Above 800 – 900 m <sup>2</sup>	18.00
Above 900 – 1,000 m <sup>2</sup>	17.00
Above 1,000 – 1,500 m <sup>2</sup>	16.00
Above 1,500 – 2,000 m <sup>2</sup>	15.00
Above 2,000 – 3,000 m <sup>2</sup>	14.00
Above 3,000 m <sup>2</sup>	12.00
<b>Institutional</b>	
Up to 500 m <sup>2</sup>	₱ 12.00
Above 500 – 600 m <sup>2</sup>	11.00
Above 600 – 700 m <sup>2</sup>	10.20
Above 700 – 800 m <sup>2</sup>	9.60
Above 800 – 900 m <sup>2</sup>	9.00
Above 900 – 1,000 m <sup>2</sup>	8.40
Above 1,000 – 1,500 m <sup>2</sup>	7.20
Above 1,500 – 2,000 m <sup>2</sup>	6.60



Above 2,000 – 3,000 m <sup>2</sup>	6.00
Above 3,000 m <sup>2</sup>	5.00
<b>Construction of Building Within Cemeteries &amp; Memorial Parks</b>	
1. Tombs	₱ 5.00/m <sup>2</sup>
2. Semi-Enclosed Mausoleums	5.00/m <sup>2</sup>
3. Enclosed Mausoleums	12.00/m <sup>2</sup>
4. Columbarium	18.00/m <sup>2</sup>
<b>Construction of Water &amp; Waste Water Treatment Tanks</b>	
Construction of Water & Waste Water Treatment Tanks	₱ 7.00/m <sup>2</sup>
<b>Construction of Reinforced Concrete or Steel Tanks for Commercial and Industrial Use</b>	
1. Above Ground up to 10.00 cu.m.	₱ 480.00
*Every cu.m. or fraction thereof 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
<b>FENCING PERMIT FEE</b>	
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
<b>LINE AND GRADE</b>	
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
<b>Construction Of Pavement</b>	
Construction of pavement up to 20m <sup>2</sup>	₱ 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
<b>STRUCTURAL AND EXCAVATION PERMIT FEE</b>	
<b>Ground Preparation &amp; Excavation Fee</b>	
Inspection & Verification Fee	₱ 200.00
Issuance of GP and EP	50.00
Excavation per cubic meter	3.00
<b>PLUMBING PERMIT FEE</b>	
Installation Fee includes 1 water closet 2 floor drains 1 lavatory 1 sink 3 faucets 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
<b>Special Plumbing Fixtures</b>	
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
<b>Construction of Septic Tank</b>	
Up to 5.00 m <sup>3</sup> of digestion chamber	₱ 24.00
Every cu. Meter of fraction thereof in excess of 5.00 m <sup>3</sup>	7.00
<b>Swimming Pools</b>	
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
<b>ELECTRICAL PERMIT FEE</b>	
<b>Total Connected Load</b>	
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
<b>Miscellaneous Fees</b>	
Residential	₱ 30.00



Commercial / Industrial		96.00
Institutional		42.00
<b>MECHANICAL PERMIT FEE</b>		
ACU (window type)		₱ 60.00/unit
ACU (package type)		90.00/ton
Sprinkler		4.00/head
Gas meter		100.00/unit
<b>Elevator</b>		
Dumbwaiter		₱ 600.00/unit
Construction Elevator		2,000.00/unit
Passenger/Freight		5,000.00/unit
Car Elevator		5,000.00/unit
<b>SIGN PERMIT FEE</b>		
<b>Type Of Sign Display</b>	<b>Business Sign</b>	<b>Advertising</b>
Neon	₱ 36.00	₱ 52.00
Illuminate	24.00	36.00
Others	15.00	24.00
Painted on	9.60	18.00
<b>ELECTRONIC FEES</b>		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio and TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending and Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection and Termination of Voice and Data Computer		2.40/outlet
E. Station/Terminal/Control Point Port/Central or Remote Panels/Outlets for Security and Alarms System		2.40/termination
F. Studios, Auditoriums, Theaters and Similar Structures for Radio and 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
<b>Construction/Erection of Towers</b>		
	<b>Self-Supporting</b>	<b>Trilon (Guyed)</b>
1. Residential	₱ 150.00	₱ 150.00
2. Commercial and 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
<b>DEMOLITION PERMIT FEE</b>		
Demolition Permit		₱ 3.00/m <sup>2</sup>
*Structures of up to 10.00 m. height		800.00
*Every meter in excess of 10.00 m.		50.00
<b>REPAIR FEE</b>		



Repair Fees		₱ 5.00/m <sup>2</sup>
<b>FILING &amp; PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational and Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00





## 2. Application for Extension/Renovation Permit (Residential 20m<sup>2</sup> 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>Property Documents</b> <ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> </ul> <b>If TCT is not yet in the name of applicant</b> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul> <b>If the applicant is not the registered owner or with co-owner of the land</b> <ul style="list-style-type: none"> <li>• Land Owner's Affidavit of Consent (1 photocopy)</li> <li>• Extrajudicial Settlement (1 photocopy)</li> </ul>	Registry of Deeds - Window D  Client/Applicant Client/Applicant Client/Applicant  Client/Applicant  Client/Applicant
	<b>If the applicant has a Representative</b> <ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>	Client/Applicant being represented Client/Applicant being represented
	<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C
	<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3
	<b>Local and National Agency Clearances</b> <ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> <li>• Homeowner's Association Consent (1 original)</li> </ul>	OCBO - Liga ng mga Barangay (Included in the backroom operation) HOA - Administrator Office



<ul style="list-style-type: none"> <li>Affidavit of Undertaking with Additional Terms and Conditions Regarding Proposed Firewall (1 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<b>Application Forms</b> <ul style="list-style-type: none"> <li>Unified Application Form for Building Permit (4 original)</li> <li>Architectural Permit Form (5 original)</li> <li>Civil/Structural Permit Form (5 original)</li> <li>Sanitary/Plumbing Permit Form (5 original)</li> <li>Application for Electrical Permit Form (5 original)</li> <li>Locational Clearance Application Form (1 original)</li> <li>Fire Safety Evaluation Certificate Application Form (1 original)</li> <li>Contractor's Tax Application Form (1 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>Lot Plan with Vicinity Map (4 original blueprint)</li> </ul>		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none"> <li>Building Plan (4 original blueprint)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Project Specification (2 original)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Bill of Material (3 original)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's and Architect (2 photocopy)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Construction Safety and Health Program (1 original, 1 colored copy)</li> </ul>		CALABARZON.DOLE.gov.ph		
<ul style="list-style-type: none"> <li>Sketch of site/location (1 original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>Picture of site/location (1 colored original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes 30 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Finance Personnel - City Finance Department BFP Assessor - Bureau of Fire Protection Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	1 hour	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	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	30 minutes	Building Official - OCBO
	1.7 Compute and print the order of payment	None	30 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/compliance checklist	See table of fees  None	15 minutes  15 minutes  15 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO – Bureau of Fire protection Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liga ng Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved permit	None	45 minutes	Record Clerk (Backroom) - OCBO
	<b>TOTAL</b>	<b>See Table of Fees</b>	<b>4 days, 8 hours and 25 minutes*</b>	



\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

TABLE OF FEES	
<b>BUILDING PERMIT FEE</b>	
<b>Residential</b>	
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 <sup>2</sup> – 50.00m <sup>2</sup>	3.40
Above 50.00m <sup>2</sup> – 100m <sup>2</sup>	4.80
Above 100.00m <sup>2</sup> – 150m <sup>2</sup>	6.00
Above 150m <sup>2</sup>	7.20
<b>FENCING PERMIT FEE</b>	
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
<b>LINE AND GRADE</b>	
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
<b>Construction Of Pavement</b>	
Construction of pavement up to 20m <sup>2</sup>	₱ 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
<b>STRUCTURAL AND EXCAVATION PERMIT FEE</b>	
<b>Ground Preparation &amp; Excavation Fee</b>	
Inspection & Verification Fee	₱ 200.00
Issuance of GP & EP	50.00
Excavation per cubic meter	3.00
<b>PLUMBING PERMIT FEE</b>	
Installation Fee includes 1 water closet 2 floor drains 1 lavatory 1 sink 3 faucets 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
<b>Special Plumbing Fixtures</b>		
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
<b>Construction of Septic Tank</b>		
Up to 5.00 m <sup>3</sup> of digestion chamber		₱ 24.00
Every cu. Meter of fraction thereof in excess of 5.00 m <sup>3</sup>		7.00
<b>ELECTRICAL PERMIT FEE</b>		
<b>Total Connected Load</b>		
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
<b>Miscellaneous Fees</b>		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
<b>REPAIR FEE</b>		
Repair Fees		₱ 5.00/m <sup>2</sup>
<b>FILING AND PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00



<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00



### 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Property Documents</b>		
<ul style="list-style-type: none"> <li>Lease Contract (1 photocopy)</li> <li><b>If the location of construction is not inside the Mall (ex. SM City Bacoor)</b></li> <li>Certified True Copy of Transfer Certificate of Title (1 original)</li> <li>Special Power of Attorney (1 photocopy)</li> </ul>	Client/Applicant	
		Lessor
		Lessor/Representative of Lessor
<ul style="list-style-type: none"> <li>Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul>		City Assessor's Department - Window # A, B, C
<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>		City Finance Department - Window # 1, 2, 3
<b>If the applicant has a Representative</b>		
<ul style="list-style-type: none"> <li>Corporate Secretary's Certificate (1 photocopy)</li> <li>Authorization Letter (1 original)</li> </ul>	Client/Applicant	
		Client/Applicant being represented
<ul style="list-style-type: none"> <li>Barangay Clearance (1 original)</li> <li>Affidavit of Undertaking (1 original)</li> </ul>		OCBO - Liga ng mga Barangay (Included in the backroom operation) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
<b>Application Forms</b>		
<ul style="list-style-type: none"> <li>Unified Application Form for Building Permit (4 original)</li> <li>Architectural Permit Form (5 original)</li> <li>Sanitary/Plumbing Permit Form (5 original)</li> <li>Application for Electrical Permit Form (5 original)</li> <li>Mechanical Permit Form (5 original)</li> <li>Sign Permit Form (5 original)</li> <li>Electronic Permit Form (5 copies)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)





<ul style="list-style-type: none"> <li>• Locational Clearance Application Form (1 copy)</li> <li>• Fire Safety Evaluation Certificate Application Form (1 copy)</li> <li>• Contractor's Tax Application Form (1 copy)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)			
• 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 and Architect (2 photocopy)	Client/Applicant's Engineer/Architect			
• PCAB Contractor's License (2 colored photocopy)	Client/Applicant's Electrical Contractor			
• Construction Safety and Health Program (1 original, 1 colored copy)	CALABARZON.DOLE.gov.ph			
• 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 and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes 30 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Zoning Personnel - Zoning and Land Development Department BFP Assessor - Fire Department Finance Personnel - City Finance Department



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Evaluate the application	None	1 hour	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.7 Compute and print the order of payment	None	30 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees  None	15 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO - Bureau of Fire Protection Frontline Personnel - OCBO
			15 minutes	
			15 minutes	
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liga ng Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Post the official receipts, issue permit number & print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan & archive the approved permit	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 8 hours and 25 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>BUILDING PERMIT FEE</b>	
<b>Commercial</b>	
Up to 500 m <sup>2</sup>	₱ 23.00
Above 600 – 700 m <sup>2</sup>	22.00
Above 500 – 600 m <sup>2</sup>	20.50
Above 700 – 800 m <sup>2</sup>	19.50
Above 800 – 900 m <sup>2</sup>	18.00
Above 900 – 1,000 m <sup>2</sup>	17.00
Above 1,000 – 1,500 m <sup>2</sup>	16.00
Above 1,500 – 2,000 m <sup>2</sup>	15.00
Above 2,000 – 3,000 m <sup>2</sup>	14.00
Above 3,000 m <sup>2</sup>	12.00



<b>Institutional</b>	
Up to 500 m <sup>2</sup>	₱ 12.00
Above 500 – 600 m <sup>2</sup>	11.00
Above 600 – 700 m <sup>2</sup>	10.20
Above 700 – 800 m <sup>2</sup>	9.60
Above 800 – 900 m <sup>2</sup>	9.00
Above 900 – 1,000 m <sup>2</sup>	8.40
Above 1,000 – 1, 500 m <sup>2</sup>	7.20
Above 1,500 – 2,000 m <sup>2</sup>	6.60
Above 2,000 – 3,000 m <sup>2</sup>	6.00
Above 3,000 m <sup>2</sup>	5.00
<b>PLUMBING PERMIT FEE</b>	
Installation Fee includes 1 water closet 2 floor drains 1 lavatory 1 sink 3 faucets 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
<b>Special Plumbing Fixtures</b>	
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



<b>Construction of Septic Tank</b>		
Up to 5.00 m3 of digestion chamber		₱ 24.00
Every cu. Meter of fraction thereof in excess of 5.00 m3		7.00
<b>ELECTRICAL PERMIT FEE</b>		
<b>Total Connected Load</b>		
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
<b>Miscellaneous Fees</b>		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
<b>MECHANICAL PERMIT FEE</b>		
ACU (window type)		₱ 60.00/unit
ACU (package type)		90.00/ton
Sprinkler		4.00/head
Gas meter		100.00/unit
<b>SIGN PERMIT FEE</b>		
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
<b>ELECTRONIC FEES</b>		
A. Central Office Switching Equipment		₱ 2.40/port
B. Broadcast Station for Radio and TV		1,000.00/location
C. Automated Teller Machine, Ticketing, Vending and Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like		10.00/unit
D. Electronics and Communications Outlets Used for Connection and Termination of Voice and 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 and 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
<b>DEMOLITION PERMIT FEE</b>		
Demolition Permit		₱ 3.00/m <sup>2</sup>
*Structures of up to 10.00 m. height		800.00
*Every meter in excess of 10.00 m.		50.00



<b>REPAIR FEE</b>		
Repair Fees		₱ 5.00/m <sup>2</sup>
<b>FILING &amp; PROCESSING FEES</b>		
	Filing Fee	Processing Fee
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00



#### 4. Application for Building Permit (Commercial PTTI's)

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

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>Antenna / Cabinet</b>	
	<ul style="list-style-type: none"> <li>• Application for Electrical Permit Form (5 original)</li> <li>• Electronic Permit Form (5 original)</li> <li>• Contractor's Tax Application Form (1 original)</li> <li>• Electrical &amp; Electronic Plan (4 original blueprint)</li> <li>• Bill of Material (2 original)</li> <li>• PRC ID and PTR of Engineer's (2 photocopy)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)  Client/Applicant's Engineer's  Client/Applicant's Engineer's Client/Applicant's Engineer's
	<b>Cellsite / Tower</b>	
	<ul style="list-style-type: none"> <li>• Unified Application Form for Building Permit (4 original)</li> <li>• Architectural Permit Form (5 original)</li> <li>• Civil/Structural Permit Form (5 original)</li> <li>• Application for Electrical Permit Form (5 original)</li> <li>• Electronic Permit Form (5 original)</li> <li>• Locational Clearance Application Form (1 original)</li> <li>• Fire Safety Evaluation Certificate Application Form (1 copy)</li> <li>• Contractor's Tax Application Form (1 original)</li> <li>• Relocation Survey Report and Certification (1 original, 3 photocopy)</li> <li>• Lot Plan with Vicinity Map (4 original blueprint)</li> <li>• Building Plan (4 original blueprint)</li> <li>• Project Specification (2 original)</li> <li>• Bill of Material (3 original)</li> <li>• Structural Design Analysis and</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)  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



<ul style="list-style-type: none"> <li>Computation (1 original)</li> <li>• Geotech Report/Soil Boring Test Report (1 original)</li> <li>• Seismic Analysis (1 original)</li> <li>• Joint Certification (1 copy)</li> <li>• PRC ID and PTR of Engineer's and Architect (2 photocopy)</li> <li>• PCAB Contractor's License (2 colored photocopy)</li> </ul>	<p>Client/Applicant's Engineer</p> <p>Client/Applicant's Civil Engineer Client/Applicant's Engineer/Architect</p> <p>Client/Applicant's Electrical Contractor</p>
<p><b>Property Documents</b></p> <ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> </ul> <p><b>If TCT is not yet in the name of applicant</b></p> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul> <p><b>If the applicant is a lessee or TCT is in the name of a corporation</b></p> <ul style="list-style-type: none"> <li>• Lease Contract (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>	<p>Registry of Deeds - Window D</p> <p>Client/Applicant Client/Applicant Client/Applicant</p> <p>Client/Applicant Client/Applicant</p>
<p><b>If the applicant has a Representative</b></p> <ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>	<p>Client/Applicant being represented Client/Applicant being represented</p>
<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul>	<p>City Assessor's Department - Window # A, B, C</p>
<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	<p>City Finance Department - Window # 1, 2, 3</p>
<p><b>Local and National Agency Clearances</b></p> <ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> <li>• Homeowner's Association Consent (1 original)</li> <li>• Height Clearance Permit (1 colored copy)</li> <li>• Affidavit of Undertaking PTTI (1 original)</li> </ul>	<p>OCBO - Liga ng mga Barangay (Included in the backroom operation) HOA - Administrator Office</p> <p>CAAP OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p>
<ul style="list-style-type: none"> <li>• Sketch of site/location (1 original)</li> </ul>	<p>Client/Applicant</p>
<ul style="list-style-type: none"> <li>• Picture of site/location (1 colored original)</li> </ul>	<p>Client/Applicant</p>
<ul style="list-style-type: none"> <li>• Expanding yellow plastic envelope and long folder (1 pc)</li> </ul>	<p>Client/Applicant</p>





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes 30 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Zoning Personnel - Zoning and Land Development Department BFP Assessor - Bureau of Fire Protection Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	1 hour	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Compute and print the order of payment	None	30 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/compliance checklist	See table of fees  None	15 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO - Bureau of Fire Protection Frontline Personnel - OCBO
			15 minutes	
			15 minutes	
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Ligan ng Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.3 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Scan and archive the approved permit	None	45 minutes	Record Clerk (Backroom) - OCBO
	<b>TOTAL</b>	<b>See Table of Fees</b>	<b>4 days, 8 hours and 25 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>BUILDING PERMIT FEE</b>	
<b>Commercial</b>	
Up to 500 m <sup>2</sup>	₱ 23.00
Above 600 – 700 m <sup>2</sup>	22.00
Above 500 – 600 m <sup>2</sup>	20.50
Above 700 – 800 m <sup>2</sup>	19.50
Above 800 – 900 m <sup>2</sup>	18.00
Above 900 – 1,000 m <sup>2</sup>	17.00
Above 1,000 – 1,500 m <sup>2</sup>	16.00
Above 1,500 – 2,000 m <sup>2</sup>	15.00
Above 2,000 – 3,000 m <sup>2</sup>	14.00
Above 3,000 m <sup>2</sup>	12.00
<b>LINE AND GRADE</b>	
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
<b>Construction Of Pavement</b>	
Construction of pavement up to 20m <sup>2</sup>	₱ 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
<b>STRUCTURAL AND EXCAVATION PERMIT FEE</b>	
<b>Ground Preparation &amp; Excavation Fee</b>	
Inspection & Verification Fee	₱ 200.00
Issuance of GP & EP	50.00
Excavation per cubic meter	3.00
<b>ELECTRICAL PERMIT FEE</b>	
<b>Total Connected Load</b>	
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	
<b>Miscellaneous Fees</b>		
Residential	₱ 30.00	
Commercial / Industrial	96.00	
Institutional	42.00	
<b>ELECTRONIC FEES</b>		
A. Central Office Switching Equipment	₱ 2.40/port	
B. Broadcast Station for Radio and TV	1,000.00/location	
C. Automated Teller Machine, Ticketing, Vending and Other Types of Electronic Dispensing Machine, Telephone Booth, Payphone and the like	10.00/unit	
D. Electronics and Communications Outlets Used for Connection and Termination of Voice and 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 and Outdoor Signages	50.00/unit	
<b>Construction/Erection of Towers</b>		
	<b>Self-Supporting</b>	<b>Trilon (Guyed)</b>
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
<b>FILING &amp; PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits	₱ 300.00	
B. For Extension Permits	100.00	
<b>ADMINISTRATIVE FINES</b>		
Light Violations	₱ 5,000.00	



Less Grave Violations	8,000.00
Grave Violations	10,000.00
<b>SURCHARGES</b>	
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
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Property Documents</b>		
<ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> </ul>		Registry of Deeds - Window D
<b>If TCT is not yet in the name of applicant</b>		
<ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul>		Client/Applicant Client/Applicant Client/Applicant
<b>If the applicant is a lessee or TCT is in the name of a corporation</b>		
<ul style="list-style-type: none"> <li>• Lease Contract (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>		Client/Applicant Client/Applicant
<b>If the applicant is not the registered owner or with co-owner of the land</b>		
<ul style="list-style-type: none"> <li>• Land Owner's Affidavit of Consent (1 photocopy)</li> <li>• Extrajudicial Settlement (1 photocopy)</li> </ul>		Client/Applicant Client/Applicant
<b>If the applicant has a Representative</b>		
<ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>		Client/Applicant being represented Client/Applicant being represented
<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land (1 photocopy)</li> </ul>		City Assessor's Department - Window # A, B, C
<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land (1 photocopy)</li> </ul>		City Finance Department - Window # 1, 2, 3
<b>Local and National Agency Clearances</b>		
<ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> </ul>		OCBO - Liga ng mga Barangay (Included in the backroom operation)
<ul style="list-style-type: none"> <li>• Homeowner's Association Consent (1 original)</li> </ul>		HOA - Administrator Office
<ul style="list-style-type: none"> <li>• National Agencies Clearances (1 original, 1 photocopy)</li> </ul>		DPWH



<ul style="list-style-type: none"> <li>Affidavit of Undertaking with Additional Terms and Conditions Regarding Proposed Firewall (1 original)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)			
<b>Application Forms</b> <ul style="list-style-type: none"> <li>Unified Application Form for Building Permit (4 original)</li> <li>Fencing Permit Form (5 original)</li> <li>Locational Clearance Application Form (1 original)</li> <li>Fire Safety Evaluation Certificate Application Form (1 original)</li> <li>Contractor's Tax Application Form (1 original)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)			
<ul style="list-style-type: none"> <li>Relocation Survey Report and Certification for vacant lot (1 original, 3 photocopy)</li> </ul>	Client/Applicant's Geodetic Engineer			
<ul style="list-style-type: none"> <li>Lot Plan with Vicinity Map (4 original blueprint)</li> </ul>	Client/Applicant's Geodetic Engineer			
<ul style="list-style-type: none"> <li>Fencing Plan (4 original blueprint)</li> </ul>	Client/Applicant's Engineer/Architect			
<ul style="list-style-type: none"> <li>Project Specification (2 copies)</li> </ul>	Client/Applicant's Engineer/Architect			
<ul style="list-style-type: none"> <li>Bill of Material (3 copies)</li> </ul>	Client/Applicant's Engineer/Architect			
<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's and Architect (2 photocopy)</li> </ul>	Client/Applicant's Engineer/Architect			
<ul style="list-style-type: none"> <li>Construction Safety and Health Program (1 original, 1 colored copy)</li> </ul>	CALABARZON.DOLE.gov.ph			
<ul style="list-style-type: none"> <li>Sketch of site/location (1 original)</li> </ul>	Client/Applicant			
<ul style="list-style-type: none"> <li>Picture of site/location (1 colored original)</li> </ul>	Client/Applicant			
<ul style="list-style-type: none"> <li>Expanding yellow plastic envelope and long folder (1 pc)</li> </ul>	Client/Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay  Zoning Personnel - Zoning and Land Development Department



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	BFP Assessor - PERSON RESPONSIBLE
			30 minutes	Bureau of Fire Protection Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	1 hour	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.7 Compute and print the order of payment	None	30 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees  None	15 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO – Bureau of Fire Protection Frontline Personnel - OCBO
			15 minutes	
			15 minutes	
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Check the clearance/certificate from Liga ng Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3 Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved permit	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 8 hours and 25 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>FENCING PERMIT FEE</b>	
A. Made of masonry, metal and 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



<b>LINE AND GRADE</b>		
C. Establishment of line and 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
<b>Construction Of Pavement</b>		
Construction of pavement up to 20m <sup>2</sup>		₱ 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
<b>STRUCTURAL AND EXCAVATION PERMIT FEE</b>		
<b>Ground Preparation &amp; Excavation Fee</b>		
Inspection and Verification Fee		₱ 200.00
Issuance of GP and EP		50.00
Excavation per cubic meter		3.00
<b>FILING AND PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00



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

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

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>Business Sign</b>	
	<ul style="list-style-type: none"> <li>• Sign Permit Form (5 original)</li> <li>• Signage Plan (4 original blueprint)</li> <li>• Contractor's Tax Application Form (1 original)</li> <li>• Bill of Material (3 original)</li> <li>• PRC ID &amp; PTR of Engineer's (1 photocopy)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) Client/Applicant's Engineer/Architect OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect
	<b>Billboard/Signboard (Wall Mounted)</b>	
	<ul style="list-style-type: none"> <li>• Unified Application Form for Building Permit (4 original)</li> <li>• Civil/Structural Permit Form (5 original)</li> <li>• Sign Permit Form (5 original)</li> <li>• Locational Clearance Application Form (1 original)</li> <li>• Fire Safety Evaluation Certificate Application Form (1 original)</li> <li>• Contractor's Tax Application Form (1 original)</li> <li>• Signage Plan (4 original blueprint)</li> <li>• Bill of Material (3 original)</li> <li>• Certificate of Structural Stability of Steel Framing and its Anchorages</li> <li>• PRC ID &amp; PTR of Engineer's (2 photocopy)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect  Client/Applicant's Engineer/Architect
	<b>Billboard/Signboard (Free Standing/Pylon)</b>	
	<ul style="list-style-type: none"> <li>• Unified Application Form for Building Permit (4 original)</li> <li>• Architectural Permit Form (5 original)</li> <li>• Civil/Structural Permit Form (5 original)</li> <li>• Sign Permit Form (5 original)</li> <li>• Locational Clearance Application Form (1 original)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)



<ul style="list-style-type: none"> <li>• Fire Safety Evaluation Certificate Application Form (1 original)</li> <li>• Contractor's Tax Application Form (1 original)</li> <li>• Lot Plan with Vicinity Map (4 original blueprint)</li> <li>• Signage Plan (4 original blueprint)</li> <li>• Bill of Material (3 original)</li> <li>• Structural Design Analysis and Computation (1 original)</li> <li>• Seismic Analysis (1 original)</li> <li>• PRC ID and PTR of Engineer's and Architect (2 photocopy)</li> </ul>	<p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p> <p>Client/Applicant's Geodetic Engineer</p> <p>Client/Applicant's Geodetic Engineer</p> <p>Client/Applicant's Engineer/Architect Client/Applicant's Engineer/Architect Client/Applicant's Civil Engineer</p> <p>Client/Applicant's Civil Engineer Client/Applicant's Engineer/Architect</p>
<p><b>Property Documents</b></p> <ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> </ul> <p><b>If TCT is not yet in the name of applicant</b></p> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul> <p><b>If the applicant is a lessee or TCT is in the name of a corporation</b></p> <ul style="list-style-type: none"> <li>• Lease Contract (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>	<p>Registry of Deeds - Window D</p> <p>Client/Applicant Client/Applicant Client/Applicant</p> <p>Client/Applicant Client/Applicant</p>
<p><b>If the applicant has a Representative</b></p> <ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>	<p>Client/Applicant being represented Client/Applicant being represented</p>
<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul>	<p>City Assessor's Department - Window # A, B, C</p>
<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	<p>City Finance Department - Window # 1, 2, 3</p>
<p><b>Local and National Agency Clearances</b></p> <ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> <li>• National Agencies Clearances (1 original, 1 photocopy)</li> <li>• Affidavit of Undertaking (1 original)</li> </ul>	<p>OCBO - Liga ng mga Barangay (Included in the backroom operation)</p> <p>DPWH</p> <p>OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)</p>
<ul style="list-style-type: none"> <li>• Approved Building Permit Plans (1 copy)</li> </ul>	<p>Client/Applicant</p>
<ul style="list-style-type: none"> <li>• Sketch of site/location (1 original)</li> </ul>	<p>Client/Applicant</p>
<ul style="list-style-type: none"> <li>• Picture of site/location (1 colored original)</li> </ul>	<p>Client/Applicant</p>



<ul style="list-style-type: none"> <li>Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes 30 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Zoning Personnel - Zoning and Land Development Department BFP Assessor - Bureau of Fire Protection Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	1 hour	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Compute and print the order of payment	None	30 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/compliance checklist	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO - Bureau of Fire Protection Frontline Personnel - OCBO
		None	15 minutes	
		None	15 minutes	
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Ligan ng Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Scan and archive the approved permit	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 8 hours and 25 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed periods for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

TABLE OF FEES		
<b>SIGN PERMIT FEE</b>		
<b>Type Of Sign Display</b>	<b>Business Sign</b>	<b>Advertising</b>
Neon	₱ 36.00	₱ 52.00
Illuminate	24.00	36.00
Others	15.00	24.00
Painted on	9.60	18.00
<b>SIGN/SIGNBOARD STRUCTURE BUILDING PERMIT FEE</b>		
<b>Structure</b>		
1. First 10.00m in height		₱ 2,400.00
2. Additional: Every meter or fraction thereof		120.00/m
<b>Excavation</b>		
1. Per cu.m of excavation for foundation		4.00/cu.m
<b>Sign Permit Fee</b>		
A. Erection/Anchorage of display area (single face) up to 4.00 sq.meters signboard area		₱ 120.00/m <sup>2</sup>
Additional: Every sq. meter or fraction thereof in excess of 4.00sq. meters		24.00/m <sup>2</sup>
B. Installation, per sq. meter or fraction thereof of display area		36.00/m <sup>2</sup>
Note: Excluding Electrical & Other Accessory Fee/s		
<b>FILING AND PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00





## 7. 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.

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Property Documents</b>		Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>		Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> </ul>		Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Mechanical Permit Form (5 original)</li> </ul>		OCBO - Liga ng mga Barangay (Included in the backroom operation)		
<ul style="list-style-type: none"> <li>• Mechanical Plan (4 original blueprint)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>• Contractor's Tax Application Form (1 original)</li> </ul>		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none"> <li>• Bill of Material (2 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>• PRC ID &amp; PTR of Engineer (1 photocopy)</li> </ul>		Client/Applicant's Mechanical Engineer		
<ul style="list-style-type: none"> <li>• Picture of site/location (1 colored original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>• Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive & encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Review the evaluation report/compliance checklist If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/compliance checklist	None	15 minutes	Building Official - OCBO
	1.5 Compute and print the order of payment	None	15 minutes	Permit Assessor - OCBO
	1.6 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment & issue official receipt or  Release the evaluation report/compliance checklist	See table of fees  None	15 minutes  15 minutes	Cashier - City Finance Department (Window #10 - OCBO)  Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liga ng Barangay and Finance	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>3 days, 5 hours and 40 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

TABLE OF FEES		
<b>MECHANICAL PERMIT FEE</b>		
ACU (window type)		₱ 60.00/unit
ACU (package type)		90.00/ton
Sprinkler		4.00/head
Gas meter		100.00/unit
<b>Elevator</b>		
Dumbwaiter		₱ 600.00/unit
Construction Elevator		2,000.00/unit
Passenger/Freight		5,000.00/unit
Car Elevator		5,000.00/unit
<b>FILING &amp; PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00



Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00



## 8. 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.

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Property Documents</b>				
<ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>		Client/Applicant being represented Client/Applicant being represented Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> </ul>		OCBO - Liga ng mga Barangay (Included in the backroom operation)		
<ul style="list-style-type: none"> <li>• Application for Electrical Permit Form (5 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>• Electrical Plan (4 original blueprint)</li> </ul>		Client/Applicant's Engineer		
<ul style="list-style-type: none"> <li>• Contractor's Tax Application Form (1 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>• Bill of Material (2 original)</li> </ul>		Client/Applicant's Engineer		
<ul style="list-style-type: none"> <li>• PRC ID and PTR of Engineer (1 photocopy)</li> </ul>		Client/Applicant's Engineer		
<ul style="list-style-type: none"> <li>• PCAB Contractor's License (2 colored photocopies)</li> </ul>		Client/Applicant's Electrical Contractor		
<ul style="list-style-type: none"> <li>• Picture of site/location (1 colored original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>• Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Finance Personnel - City Finance Department



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OCBO
	1.4 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 - OCBO
	1.5 Compute and print the order of payment	None	15 minutes	Permit Assessor - OCBO
	1.6 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/compliance checklist	See table of fees  None	15 minutes  15 minutes	Cashier - City Finance Department (Window #10 - OCBO)  Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liga ng Barangay and Finance	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>3 days, 5 hours and 40 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

TABLE OF FEES		
ELECTRICAL PERMIT FEE		
<b>Total Connected Load</b>		
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
<b>Miscellaneous Fees</b>		
Residential		₱ 30.00
Commercial / Industrial		96.00
Institutional		42.00
FILING & PROCESSING FEES		
	Filing Fee	Processing Fee
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00



<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00





## 9. Application for Electronic Permit

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

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Property Documents</b>		Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>		Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> </ul>		Client/Applicant being represented		
<ul style="list-style-type: none"> <li>• Electronic Permit Form (5 original)</li> </ul>		OCBO - Liga ng mga Barangay (Included in the backroom operation)		
<ul style="list-style-type: none"> <li>• Electronic Plan (4 original blueprint)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>• Contractor's Tax Application Form (1 original)</li> </ul>		Client/Applicant's Electronic Engineer		
<ul style="list-style-type: none"> <li>• Bill of Material (2 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>• PRC ID and PTR of Engineer (1 photocopy)</li> </ul>		Client/Applicant's Electronic Engineer		
<ul style="list-style-type: none"> <li>• Picture of site/location (1 colored original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>• Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel – OBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Finance Personnel - City Finance Department



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OCBO
	1.4 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 - OCBO
	1.5 Compute and print the order of payment	None	15 minutes	Permit Assessor - OCBO
	1.6 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment & issue official receipt or Release the evaluation report/compliance checklist	See table of fees  None	15 minutes  15 minutes	Cashier - City Finance Department (Window #10 - OCBO)  Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liga ng Barangay and Finance	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>3 days, 5 hours and 40 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we 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
<b>FILING &amp; PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00



## 10. Application for Demolition Permit

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

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Property Documents</b> <ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> </ul> <b>If TCT is not yet in the name of applicant</b> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul> <b>If the applicant is a lessee or TCT is in the name of a corporation</b> <ul style="list-style-type: none"> <li>• Lease Contract (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul> <b>If the applicant is not the registered owner or with co-owner of the land</b> <ul style="list-style-type: none"> <li>• Land Owner's Affidavit of Consent (1 photocopy)</li> <li>• Extrajudicial Settlement (1 photocopy)</li> </ul>	Registry of Deeds - Window D  Client/Applicant Client/Applicant Client/Applicant  Client/Applicant Client/Applicant  Client/Applicant  Client/Applicant	
<b>If the applicant has a Representative</b> <ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>	Client/Applicant being represented Client/Applicant being represented	
<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C	
<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3	
<b>Local and National Agency Clearances</b> <ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> <li>• Homeowner's Association Consent (1 original)</li> <li>• Affidavit of Undertaking (1 original)</li> </ul>	OCBO - Liga ng mga Barangay (Included in the backroom operation) HOA - Administrator Office  OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)	
<ul style="list-style-type: none"> <li>• Demolition Permit Form (5 original)</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) /	



		OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>Floor Plan and Elevations (4 original blueprint)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Contractor's Tax Application Form (1 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>Bill of Material (2 original)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's/Architect (1 photocopy)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Sketch of site/location (1 original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>Picture of site/location (1 colored original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 30 minutes	Liga Personnel - Liga ng mga Barangay Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	30 minutes	Plan Evaluators - OCBO
	1.4 Schedule for inspection the following day	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	15 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Compute and print the order of payment	None	15 minutes	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
	Release the evaluation report/compliance checklist	None	15 minutes	Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Check the clearance/certificate from Liga ng Barangay and Finance	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp and record the permit number	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3 Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Scan and archive the approved permit	None	30 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 5 hours and 55 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>		
<b>DEMOLITION PERMIT FEE</b>		
Demolition Permit		₱ 3.00/m <sup>2</sup>
*Structures of up to 10.00 m. height		800.00
*Every meter in excess of 10.00 m.		50.00
<b>FILING AND PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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





<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 11. Application for Excavation and Ground Preparation Permit (Commercial - Highly Technical Application)

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

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Property Documents</b>		
<ul style="list-style-type: none"> <li>• Certified true copy of Transfer Certificate of Title (1 original)</li> </ul>	Registry of Deeds - Window D	
<b>If TCT is not yet in the name of applicant</b>	Client/Applicant	
<ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Deed of Assignment/Donation or any equivalent (1 photocopy)</li> </ul>	Client/Applicant Client/Applicant Client/Applicant	
<b>If the applicant is a lessee or TCT is in the name of a corporation</b>	Client/Applicant	
<ul style="list-style-type: none"> <li>• Lease Contract (1 photocopy)</li> <li>• Corporate Secretary's Certificate (1 photocopy)</li> </ul>	Client/Applicant Client/Applicant	
<b>If the applicant is not the registered owner or with co-owner of the land</b>	Client/Applicant	
<ul style="list-style-type: none"> <li>• Land Owner's Affidavit of Consent (1 photocopy)</li> <li>• Extrajudicial Settlement (1 photocopy)</li> </ul>	Client/Applicant Client/Applicant	
<b>If the applicant has a Representative</b>		
<ul style="list-style-type: none"> <li>• Authorization Letter (1 original)</li> <li>• Special Power of Attorney (1 photocopy)</li> </ul>	Client/Applicant being represented Client/Applicant being represented	
<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C	
<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3	
<b>Local and National Agency Clearances</b>		
<ul style="list-style-type: none"> <li>• Barangay Clearance (1 original)</li> </ul>	OCBO - Liga ng mga Barangay (Included in the backroom operation)	
<ul style="list-style-type: none"> <li>• National Agencies Clearances (1 original, 1 photocopy)</li> </ul>	DPWH	
<ul style="list-style-type: none"> <li>• Affidavit of Undertaking with Additional</li> </ul>	OCBO - Window # 2 / Bacoor.gov.ph (website) /	



Terms and Conditions Regarding Proposed Firewall (1 original)		OCBO - City of Bacoor (FB page)		
<b>Application Forms</b>				
<ul style="list-style-type: none"> <li>Excavation and Ground Preparation Permit Form (5 original)</li> <li>Locational Clearance Application Form (1 original)</li> <li>Fire Safety Evaluation Certificate Application Form (1 original)</li> <li>Contractor's Tax Application Form (1 original)</li> </ul>		OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 2 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>Relocation Survey Report and Certification (1 original, 3 photocopy)</li> </ul>		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none"> <li>Lot Plan with Vicinity Map (4 original blueprint)</li> </ul>		Client/Applicant's Geodetic Engineer		
<ul style="list-style-type: none"> <li>Site Development and Foundation Plan (4 original blueprint)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Bill of Material (3 original)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's &amp; Architect (2 photocopy)</li> </ul>		Client/Applicant's Engineer/Architect		
<ul style="list-style-type: none"> <li>Construction Safety and Health Program (1 original, 1 colored copy)</li> </ul>		CALABARZON.DOLE.gov.ph		
<ul style="list-style-type: none"> <li>Sketch of site/location (1 original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>Picture of site/location (1 colored original)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>Expanding yellow plastic envelope &amp; long folder (1 pc)</li> </ul>		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application documents and issue the follow-up slip	None	1 hour	Frontline Personnel - OCBO
	1.2 Verify the documents and print order of payment or notice of disapproval	None	15 minutes 1 day 1 day 30 minutes	Liga Personnel - Liga ng mga Barangay Zoning Personnel - Zoning and Land Development Department BFP Assessor - Bureau of Fire Protection



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Finance Personnel - City Finance Department
	1.3 Evaluate the application	None	1 day	Plan Evaluators - OCBO
	1.4 Schedule for inspection	None	15 minutes	Frontline Personnel - OCBO
	1.5 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.6 Review the evaluation report/ compliance checklist If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	1 day	Building Official - OCBO
	1.7 Compute and print the order of payment	None	1 hour	Permit Assessor - OCBO
	1.8 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
		None	15 minutes	BFP CRO - Bureau of Fire Protection Frontline Personnel - OCBO
			15 minutes	
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Check the clearance/certificate from Liga ng Barangay, Zoning, Finance and BFP	None	10 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue permit number and print BPAS	None	15 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sort, stamp & record the permit number	None	1 hour	Record Clerk (Backroom) - OCBO
	2.6 Sign and approve the permit	None	15 minutes	Building Official - OCBO
	2.7 Sign/notation of the approved permit	None	3 days	City Administrator - City Administrator's Office
3. Claim the permit and sign logbook for acknowledgement	3.1 Release the approved permit	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved permit in GIS	None	45 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved permit	None	1 hour	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>8 days, 7 hours and 45 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed periods for Highly Technical Application within a maximum of 20 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>STRUCTURAL AND EXCAVATION PERMIT FEE</b>	
<b>Ground Preparation &amp; Excavation Fee</b>	
Inspection & Verification Fee	₱ 200.00
Issuance of GP & EP	50.00
Excavation per cubic meter	3.00



<b>FILING AND PROCESSING FEES</b>		
	<b>Filing Fee</b>	<b>Processing Fee</b>
<b>Residential, Educational, Recreational &amp; Institutional Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 200.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	400.00
Costing more than ₱ 1,000,000.00	200.00	600.00
<b>Business, Merchantile, Industrial, Assembly Buildings</b>		
Costing less than ₱ 250,000.00	₱ 200.00	₱ 600.00
Costing ₱ 250,000.00- ₱ 1,000,000.00	200.00	800.00
Costing more than ₱ 1,000,000.00	200.00	1,000.00
<b>Accessories</b>		
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
<b>STANDARD BUILDING PERMIT SIGNBOARD FEE (TARPAULIN FEE)</b>		
A. For Building Permits		₱ 300.00
B. For Extension Permits		100.00
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00
<b>SURCHARGES</b>		
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
<b>SECURITY SEAL</b>		
Security Seal Fee		₱ 55.00



## 12. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex / Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Documents</b>		
<ul style="list-style-type: none"> <li>Sketch or key plan of site/location (1 original)</li> </ul>		Client/Applicant
<b>Pictures of the site</b>		
<ul style="list-style-type: none"> <li>Completed structure/building/house (1 colored original)</li> <li>On-going construction of the three (3) chamber septic tank (1 colored original)</li> <li>Machineries installed with proper label (1 colored original)</li> </ul>		Building/House/Structure of the Client/Applicant Building/House/Structure of the Client/Applicant Building/House/Structure of the Client/Applicant
<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>		City Finance Department - Window # 1, 2, 3
<ul style="list-style-type: none"> <li>National Agencies Clearances (1 original, 1 photocopy)</li> </ul>		DPWH, DENR, CAAP
<ul style="list-style-type: none"> <li>Authorization Letter (1 photocopy)</li> </ul>		Client/Applicant being represented
<ul style="list-style-type: none"> <li>Approved Yellow Card from MERALCO (1 original)</li> </ul>		MERALCO
<ul style="list-style-type: none"> <li>Expanding green plastic envelope color green &amp; long folder (1 pc)</li> </ul>		Client/Applicant
<b>Application Forms</b>		
<ul style="list-style-type: none"> <li>Unified Application Form for Certificate of Occupancy (3 copies)</li> <li>Certificate of Completion Form (3 copies)</li> <li>Fire Safety Inspection Certificate Application Form FSIC (1 copy)</li> </ul>		OCBO - Window # 5 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 5 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 5 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
<ul style="list-style-type: none"> <li>Fire Safety Checklist and its corresponding FSEC (1 photocopy)</li> </ul>		Client/Applicant
<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's and Architect (2 photocopy)</li> </ul>		Client/Applicant's Engineer/Architect
<ul style="list-style-type: none"> <li>Approved Building Permit and Ancillary Permit Forms (1 photocopy)</li> </ul>		Client/Applicant



<ul style="list-style-type: none"> <li>Approved Building Plans (1 complete set)</li> </ul>		Client/Applicant		
<b>Supplementary Requirements</b> <ul style="list-style-type: none"> <li>Certificate of Structural Stability (3 original)</li> <li>Mechanical Certificate (3 original)</li> </ul>		Client/Applicant's Civil Engineer		
		Client/Applicant's Mechanical Engineer		
<b>If there are changes or revisions on actual construction of approved plans</b> <ul style="list-style-type: none"> <li>As-built Floor Plan and Site Development Plan (2 original)</li> <li>As-built Electrical Plan (2 original)               <ul style="list-style-type: none"> <li><b>If with as-built electrical &amp; for main circuit breaker is 200amp and above</b> <ul style="list-style-type: none"> <li>Short Circuit and Voltage Drop Calculation (2 original)</li> <li>Certificate of Final Electrical Inspection/Completion (3 original)</li> <li>PCAB Contractor's License (2 colored photocopy)</li> </ul> </li> </ul> </li> </ul>		Client/Applicant's Engineer/Architect		
		Client/Applicant's Electrical Engineer		
		Client/Applicant's Electrical Engineer		
		Client/Applicant's Electrical Engineer		
		Client/Applicant's Electrical Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and 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	30 minutes	Frontline Personnel - OCBO
	1.2 Endorse to City Assessor's Department for preparation of Tax Declaration of Building / Structure	None	5 minutes	Frontline Personnel - OCBO
	1.3 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OCBO BFP Inspector - Bureau of Fire Protection
	1.4 Review the inspection report If OK, for assessment of fees	None	40 minutes 40 minutes	Plan Evaluator - OBO Building Official - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If NOT OK, prepare and sign the evaluation report/ compliance checklist			
	1.5 Compute and print the order of payment	None	15 minutes 15 minutes	Permit Assessor - OCBO BFP Assessor - Bureau of Fire Protection
	1.6 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees  None	15 minutes 15 minutes 10 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO – Bureau of Fire Protection Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	15 minutes	Frontline Personnel - OCBO
	2.3 Check the FSIC from BFP	None	15 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue & print the certificate	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sign and approve the certificate	None	15 minutes	Building Official - OCBO
	2.6 Prepare the Tax Declaration of Building	None	30 minutes	Assessor's Personnel - City Assessor's Department
	2.8 Sign/notation of the approved certificate	None	3 days	City Mayor - Office of the City Mayor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Claim the certificate and sign for acknowledgement	3.1 Release the approved certificate	None	10 minutes	Frontline Personnel - OCBO
	3.2 Encode the approved certificate in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.3 Scan and archive the approved certificate	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 6 hours and 10 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. This process is also applicable for Highly Technical Applications as detailed in the Amended JMC No. 2021-01 S. 2021 with prescribed maximum processing time of 20 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>CERTIFICATE OF OCCUPANCY OR USE</b>	
<b>Residential</b>	
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
<b>Commercial</b>	
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
<b>Institutional</b>	
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
<b>Miscellaneous Fees</b>	



Inspection	₱ 600.00
Succeeding inspection	600.00
Change in Occupancy	5.00/m <sup>2</sup>
<b>ADMINISTRATIVE FINES</b>	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



### 13. Application for Change of Use or Occupancy

A Change of Use is a change to the occupancy type (use or intended use) of a building, and therefore an Occupancy Permit is required, even if no construction or alterations are anticipated.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>Application for Change of Use or Occupancy (2 copies)</li> </ul>	OCBO - Window # 5 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Certification Form (2 copies)</li> </ul>	OCBO - Window # 5 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>PRC ID &amp; PTR of Engineer's and Architect (2 photocopies)</li> </ul>	Client/Applicant's Engineer/Architect
	<p><b>If with revisions or changes on actual construction of approved plans</b></p> <ul style="list-style-type: none"> <li>As-built Floor Plan and Site Development Plan (2 original)</li> <li>As-built Electrical Plan (2 original)</li> </ul> <p><b>If with as-built electrical &amp; for main circuit breaker is 200amp and above</b></p> <ul style="list-style-type: none"> <li>Short Circuit and Voltage Drop Calculation (2 original)</li> <li>Certificate of Final Electrical Inspection/Completion (3 original)</li> <li>PCAB Contractor's License (2 colored photocopy)</li> </ul>	Client/Applicant's Engineer/Architect  Client/Applicant's Electrical Engineer  Client/Applicant's Electrical Engineer  Client/Applicant's Electrical Engineer  Client/Applicant's Electrical Engineer
	<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3
	<ul style="list-style-type: none"> <li>Picture of the site completed Structure/building/house picture (1 colored copy each side)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Authorization Letter (1 photocopy)</li> </ul>	Client/Applicant being represented
	<ul style="list-style-type: none"> <li>Sketch or Key Plan</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Expanding green plastic envelope color green &amp; long folder (1 pc)</li> </ul>	Client/Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and 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	30 minutes	Frontline Personnel - OCBO
	1.2 Endorse to City Assessor's Department for preparation of Tax Declaration of Building / Structure	None	5 minutes	Frontline Personnel - OCBO
	1.3 Site Inspection and prepare inspection report	None	1 day	Site Inspector – OBO BFP Inspector – Bureau of Fire Protection
	1.4 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	40 minutes 40 minutes	Plan Evaluator - OBO Building Official - OCBO
	1.5 Compute and print the order of payment	None	15 minutes 15 minutes	Permit Assessor - OCBO BFP Assessor - Bureau of Fire Protection
	1.6 Sign the order of payment	None	5 minutes	Building Official – OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/compliance checklist	See table of fees  None	15 minutes  15 minutes  10 minutes	Cashier - City Finance Department (Window #10 - OCBO) BFP CRO - Bureau of Fire Protection Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	15 minutes	Frontline Personnel - OCBO
	2.3 Check the FSIC from BFP	None	15 minutes	Frontline Personnel - OCBO
	2.4 Post the official receipts, issue and print the certificate	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.5 Sign and approve the certificate	None	15 minutes	Building Official - OCBO
	2.6 Prepare the Tax Declaration of Building	None	30 minutes	Assessor's Personnel - City Assessor's Department
	2.7 Sign/notation of the approved certificate	None	3 days	City Mayor - Office of the City Mayor
3. Claim the certificate and sign for acknowledgement	3.1 Release the approved certificate	None	10 minutes	Frontline Personnel - OCBO
	3.3 Encode the approved certificate in GIS	None	30 minutes	Record Clerk (Backroom) - OCBO
	3.2 Scan and archive the approved certificate	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 6 hours and 10 minutes*</b>	



\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>CERTIFICATE OF OCCUPANCY OR USE</b>	
<b>Residential</b>	
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
<b>Commercial</b>	
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
<b>Institutional</b>	
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
<b>Miscellaneous Fees</b>	
Inspection	₱ 600.00
Succeeding inspection	600.00
Change in Occupancy	5.00/m <sup>2</sup>
<b>ADMINISTRATIVE FINES</b>	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 14. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Information Sheet and Inspection Report Form for CFEI application (1 original)</li> </ul>		OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>Approved Electrical Plan or As-Built Electrical Plan (1 original blueprint)</li> </ul>		Client/Applicant		
<ul style="list-style-type: none"> <li>PRC ID's and PTR of Electrical Engineer (1 photocopy)</li> </ul>		Client/Applicant's Electrical Engineer		
<ul style="list-style-type: none"> <li>Approved Yellow Card from MERALCO (1 original)</li> </ul>		MERALCO		
<ul style="list-style-type: none"> <li>Government issued ID of applicant (1 photocopy)</li> </ul>		SSS, GSIS, PRC, Driver's License, etc.		
<ul style="list-style-type: none"> <li>Picture of the building – full view colored (1 original)</li> </ul>		Building/House of Client/Applicant		
<ul style="list-style-type: none"> <li>Certificate of Occupancy (1 photocopy)</li> </ul>		Client/Applicant		
<b>Proof of ownership</b>				
<ul style="list-style-type: none"> <li>Transfer Certificate of Title (1 photocopy)</li> <li>Deed of Absolute Sale (1 photocopy)</li> <li>Contract to Sell (1 photocopy)</li> <li>Lease Contract (1 photocopy)</li> <li>Land Owner's Affidavit of Consent (1 photocopy)</li> </ul>		Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	20 minutes	Frontline Personnel - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Review the application If OK, for assessment of fees; If NOT OK, prepare & sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.3 Compute and print the order of payment	None	10 minutes	Permit Assessor - OCBO
	1.4 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees  None	15 minutes  10 minutes	Cashier - City Finance Department (Window #10 - OCBO)  Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Post the official receipts, issue and print the certificate	None	10 minutes	Record Clerk (Backroom) - OCBO
	2.4 Sign and approve the certificate	None	10 minutes	Building Official - OCBO
	2.5 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
	2.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	10 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7 Scan and archive the approved certificate	None	15 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>3 days, 2 hours and 25 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>ELECTRICAL PERMIT FEE</b>	
<b>Total Connected Load</b>	
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
<b>Miscellaneous Fees</b>	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
<b>CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE</b>	
<b>Total Electrical Permit Fees x 110%</b>	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 15. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>Old buildings with main circuit breaker 200 amperes and ABOVE</b>	
	<b>Proof of ownership</b>	
	<ul style="list-style-type: none"> <li>Transfer Certificate of Title (1 photocopy)</li> </ul> <b>If the applicant is not the registered owner of the land</b> <ul style="list-style-type: none"> <li>Deed of Absolute Sale (1 photocopy)</li> <li>Contract to Sell (1 photocopy)</li> <li>Lease Contract (1 photocopy)</li> <li>Land Owner's Affidavit of Consent (1 photocopy)</li> </ul>	Client/Applicant  Client/Applicant Client/Applicant Client/Applicant Client/Applicant
	<ul style="list-style-type: none"> <li>Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul> <b>If the building is not yet declared</b> <ul style="list-style-type: none"> <li>Acknowledgement Receipt for Appraisal and Assessment (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C  City Assessor's Department - Window # A, B, C
	<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3
	<b>Application Forms</b>	
	<ul style="list-style-type: none"> <li>Information Sheet and Inspection Report Form for CFEI application (1 original)</li> <li>Certificate of Final Electrical Inspection/Completion Form (5 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Approved Application for Electrical Permit Form (1 photocopy)</li> </ul>	Client/Applicant's Electrical Engineer
	<ul style="list-style-type: none"> <li>Approved Electrical Plan (1 complete set)</li> </ul>	Client/Applicant's Electrical Engineer
	<ul style="list-style-type: none"> <li>PRC ID's and PTR of Electrical Engineer (1 photocopy)</li> </ul>	Client/Applicant's Electrical Engineer
	<ul style="list-style-type: none"> <li>Approved Yellow Card (1 original)</li> </ul>	MERALCO



<ul style="list-style-type: none"> <li>Government issued ID of applicant (1 photocopy)</li> </ul>	SSS, GSIS, PRC, Driver's License, etc.
<ul style="list-style-type: none"> <li>Picture of the building – full view colored (1 original)</li> </ul>	Building/House of Client/Applicant
<b>Old buildings with main circuit breaker 200 amperes and BELOW</b>	
<b>Proof of ownership</b> <ul style="list-style-type: none"> <li>Transfer Certificate of Title (1 photocopy)</li> </ul> <b>If the applicant is not the registered owner of the land</b> <ul style="list-style-type: none"> <li>Deed of Absolute Sale (1 photocopy)</li> <li>Contract to Sell (1 photocopy)</li> <li>Lease Contract (1 photocopy)</li> <li>Land Owner's Affidavit of Consent (1 photocopy)</li> </ul>	Client/Applicant  Client/Applicant Client/Applicant Client/Applicant Client/Applicant
<ul style="list-style-type: none"> <li>Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul> <b>If the building is not yet declared</b> <ul style="list-style-type: none"> <li>Acknowledgement Receipt for Appraisal and Assessment (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C  City Assessor's Department - Window # A, B, C
<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3
<b>Application Forms</b> <ul style="list-style-type: none"> <li>Information Sheet &amp; Inspection Report Form for CFEI application (1 original)</li> <li>Electrical Permit Form (5 original)</li> <li>Certification Form (5 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
<ul style="list-style-type: none"> <li>PRC ID's and PTR of Electrical Engineer (1 photocopy)</li> </ul>	Client/Applicant's Electrical Engineer
<ul style="list-style-type: none"> <li>Approved Yellow Card from MERALCO (1 original)</li> </ul>	MERALCO
<ul style="list-style-type: none"> <li>Government issued ID of applicant (1 photocopy)</li> </ul>	SSS, GSIS, PRC, Driver's License, etc.
<ul style="list-style-type: none"> <li>Picture of the building – full view colored (1 original)</li> </ul>	Building/House of Client/Applicant
<b>Supplementary Documents</b> (maybe required depending on the result of the inspection) <ul style="list-style-type: none"> <li>Building Permit / Extension Permit / Renovation Permit (1 photocopy)</li> <li>Certificate of Occupancy (1 photocopy)</li> <li>Schedule of Loads (1 photocopy)</li> <li>Correction of violations (if any)</li> </ul>	Client/Applicant  Client/Applicant Client/Applicant Client/Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	20 minutes	Frontline Personnel - OCBO
	1.2 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Compute and print the order of payment	None	10 minutes	Permit Assessor - OCBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/ compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees  None	15 minutes  10 minutes	Cashier - City Finance Department (Window #10 - OCBO)  Frontline Personnel - OCBO
	2.2. Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3. Post the official receipts, issue and print the certificate	None	10 minutes	Record Clerk (Backroom) - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Sign and approve the certificate	None	10 minutes	Building Official - OCBO
	2.5 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
	2.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	10 minutes	Record Clerk (Backroom) - OCBO
	2.7 Scan and archive the approved certificate	None	15 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 2 hours and 25 minutes</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>ELECTRICAL PERMIT FEE</b>	
<b>Total Connected Load</b>	
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
<b>Miscellaneous Fees</b>	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
<b>CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE</b>	
<b>Total Electrical Permit Fees x 110%</b> (ex. P 230.00 x 110% = P 253.0066)	<b>₱ 5,000.00</b> <b>8,000.00</b>



<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00

## 16. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>Proof of ownership</b> <ul style="list-style-type: none"> <li>• Transfer Certificate of Title (1 photocopy)</li> </ul> <b>If the applicant is not the registered owner of the land</b> <ul style="list-style-type: none"> <li>• Deed of Absolute Sale (1 photocopy)</li> <li>• Contract to Sell (1 photocopy)</li> <li>• Lease Contract (1 photocopy)</li> <li>• Land Owner's Affidavit of Consent (1 photocopy)</li> </ul>	Client/Applicant  Client/Applicant Client/Applicant Client/Applicant	
<ul style="list-style-type: none"> <li>• Tax Declaration of Real Property for Land and Building (1 photocopy)</li> </ul> <b>If the building is not yet declared</b> <ul style="list-style-type: none"> <li>• Acknowledgement Receipt for Appraisal and Assessment (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C  City Assessor's Department - Window # A, B, C	
<ul style="list-style-type: none"> <li>• Tax Clearance of Real Property for Land and Building (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3	
<b>Application Forms</b> <ul style="list-style-type: none"> <li>• Information Sheet and Inspection Report Form for CFEI application (1 original)</li> <li>• Certification Form (5 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)	
<ul style="list-style-type: none"> <li>• Approved Application for Electrical Permit (1 photocopy)</li> </ul>	Client/Applicant	
<ul style="list-style-type: none"> <li>• Approved Electrical Plan (1 original blueprint)</li> </ul>	Client/Applicant	
<ul style="list-style-type: none"> <li>• Approved Yellow Card (1 original)</li> </ul>	MERALCO	
<ul style="list-style-type: none"> <li>• Government issued ID of applicant (1 photocopy)</li> </ul>	SSS, GSIS, PRC, Driver's License, etc.	
<ul style="list-style-type: none"> <li>• Picture of the building – full view colored (1 copy)</li> </ul>	Building/House of Client/Applicant	



<b>Supplementary Documents</b> (maybe required depending on the result of the inspection) <ul style="list-style-type: none"> <li>• Building Permit / Extension Permit / Renovation Permit (1 photocopy)</li> <li>• Certificate of Occupancy (1 photocopy)</li> <li>• Schedule of Loads (1 photocopy)</li> <li>• Correction of violations (if any)</li> </ul>		Client/Applicant  Client/Applicant Client/Applicant Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	20 minutes	Frontline Personnel - OCBO
	1.2 Site Inspection & prepare inspection report	None	1 day	Site Inspector - OCBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Compute and print the order of payment	None	10 minutes	Permit Assessor - OCBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
	Release the evaluation report/compliance checklist	None	10 minutes	Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Post the official receipts, issue & print the certificate	None	10 minutes	Record Clerk (Backroom) - OCBO
	2.4 Sign and approve the certificate	None	10 minutes	Building Official - OCBO
	2.5 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
	2.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	10 minutes	Record Clerk (Backroom) - OCBO
	2.7 Scan and archive the approved certificate	None	15 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 2 hours and 25 minutes</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021,



*the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>ELECTRICAL PERMIT FEE</b>	
<b>Total Connected Load</b>	
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
<b>Miscellaneous Fees</b>	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
<b>CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE</b>	
<b>Total Electrical Permit Fees x 110%</b>	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 17. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>On-going construction with Building Permit</b>	
	<b>Application Forms</b>	
	<ul style="list-style-type: none"> <li>Information Sheet and Inspection Report Form for CFEI application (1 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Permit for Temporary Service Connection Form (5 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>PRC ID's and PTR of Electrical Engineer (1 photocopy)</li> </ul>	Client/Applicant's Electrical Engineer
	<ul style="list-style-type: none"> <li>Approved Building Plans (1 original blueprint)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Approved Yellow Card (1 original)</li> </ul>	MERALCO
	<ul style="list-style-type: none"> <li>Government ID of applicant (1 photocopy)</li> </ul>	SSS, GSIS, PRC, Driver's License, etc.
	<ul style="list-style-type: none"> <li>Meter Base</li> </ul>	MERALCO
	<ul style="list-style-type: none"> <li>Picture of the building – full view colored (1 copy)</li> </ul>	Building/House of Client/Applicant
	<b>Informal Settler Families</b>	
	<b>Application Forms</b>	
	<ul style="list-style-type: none"> <li>Information Sheet and Inspection Report Form for CFEI application (1 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Permit for Temporary Service Connection Form (5 original)</li> </ul>	OCBO - Window # 8 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Sinumpaang Salaysay Form (1 original)</li> </ul>	Urban Poor Affairs Office - Window # 1
	<ul style="list-style-type: none"> <li>PRC ID and PTR of PEE, REE, RME (1 photocopy)</li> </ul>	Client/Applicant's Electrical Engineer
	<ul style="list-style-type: none"> <li>Endorsement Letter</li> </ul>	Urban Poor Affairs Office – Window # 1
	<ul style="list-style-type: none"> <li>Tax Declaration of Real Property for Building (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C
	<p><b>If the building is not yet declared</b></p> <ul style="list-style-type: none"> <li>Acknowledgement Receipt for Appraisal and Assessment (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C



<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Building (1 photocopy)</li> </ul>		City Finance Department - Window # 1, 2, 3		
<ul style="list-style-type: none"> <li>Approved Yellow Card from MERALCO (1 original)</li> </ul>		MERALCO		
<ul style="list-style-type: none"> <li>Government issued ID of applicant (1 photocopy)</li> </ul>		SSS, GSIS, PRC, Driver's License, etc.		
<ul style="list-style-type: none"> <li>Picture of the building – full view colored (1 copy)</li> </ul>		Building/House of Client/Applicant		
<b>Supplementary Documents</b> (maybe required depending on the result of the inspection) <ul style="list-style-type: none"> <li>Revised Plans (1 original)</li> <li>Correction of violations (if any)</li> </ul>		Client/Applicant's Electrical Engineer Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	20 minutes	Frontline Personnel - OCBO
	1.2 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Compute and print the order of payment	None	10 minutes	Permit Assessor - OCBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
	Release the evaluation report/compliance checklist	None	10 minutes	Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Post the official receipts, issue and print the certificate	None	10 minutes	Record Clerk (Backroom) - OCBO
	2.4 Sign and approve the certificate	None	10 minutes	Building Official - OCBO
	2.5 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
	2.6 Type and send the CFEI Transmittal to MERALCO via electronic mail	None	10 minutes	Record Clerk (Backroom) - OCBO
	2.7 Scan and archive the approved certificate	None	15 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 2 hours and 25 minutes</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*



<b>TABLE OF FEES</b>	
<b>ELECTRICAL PERMIT FEE</b>	
<b>Total Connected Load</b>	
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
<b>Miscellaneous Fees</b>	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
<b>CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) FEE</b>	
<b>Total Electrical Permit Fees x 110%</b>	₱ 5,000.00
(ex. P 230.00 x 110% = P 253.0066)	8,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 18. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>Information Sheet and Inspection Report for Certificate of Operation Form (1 original)</li> </ul>	OCBO - Window # 3 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Mechanical Certificate (2 original)</li> </ul>	Client/Applicant's Mechanical Engineer
	<ul style="list-style-type: none"> <li>PRC ID's and PTR of Mechanical Engineer (1 photocopy)</li> </ul>	Client/Applicant's Mechanical Engineer
	<ul style="list-style-type: none"> <li>Pictures of machineries installed with proper label (1 colored original)</li> </ul>	Building of Client/Applicant
	<ul style="list-style-type: none"> <li>Approved Mechanical Permit Form (1 photocopy)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Approved Mechanical Plan (1 complete set)</li> </ul>	Client/Applicant
	<p><b>If there are Changes or Revisions on actual construction</b></p> <ul style="list-style-type: none"> <li>As Built Plan (2 original copies)</li> </ul>	Client/Applicant's Mechanical Engineer
	<ul style="list-style-type: none"> <li>Certificate of Occupancy &amp; Progress Sheet - for New Application (1 photocopy)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Previous Certificate of Operation - for Renewal (1 photocopy)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Tax Declaration of Real Property for Machinery (1 photocopy)</li> </ul>	City Assessor's Department - Window # A, B, C
	<ul style="list-style-type: none"> <li>Tax Clearance of Real Property for Machinery (1 photocopy)</li> </ul>	City Finance Department - Window # 1, 2, 3
	<ul style="list-style-type: none"> <li>Sketch of site/location (1 original)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Expanding pink plastic envelope and long folder (1 pc)</li> </ul>	Client/Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	30 minutes	Frontline Personnel - OCBO
	1.2 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Compute and print the order of payment	None	2 hours	Permit Assessor - OCBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or  Release the evaluation report/ compliance checklist	See table of fees  None	15 minutes  10 minutes	Cashier - City Finance Department (Window #10 - OCBO)  Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Post the official receipts, issue and print the certificate	None	2 hours	Record Clerk (Backroom) - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Sign and approve the certificate	None	30 minutes	Building Official - OCBO
	2.5 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
3. Claim the certificate and sign logbook for acknowledgement	3.1 Release the approved certificate	None	30 minutes	Frontline Personnel - OCBO
	3.2 Scan and archive the approved certificate	None	45 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 7 hours and 25 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>ANNUAL MECHANICAL INSPECTION FEES</b>	
<b>Refrigeration and Ice Pant, per ton</b>	
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
<b>Air Conditioning Systems</b>	
Window type air conditioners, per unit	₱ 40.00
<b>Packaged or centralized air conditioning systems</b>	
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
<b>Mechanical Ventilation, per unit, per kW</b>	
a. Up to 1kW	₱ 10.00
b. Above 1kW to 7.5kW	50.00
c. Every kW above 7.5kW	20.00
<b>Escalators and Moving Walks, Funiculars and the like</b>	
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
<b>Elevator, per unit</b>	
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
<b>Boilers, per unit</b>	
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
<b>Pressurized Water Heaters, per unit</b>	
Pressurized Water Heaters, per unit	₱ 120.00
<b>Automatic Fire Extinguishers, per sprinkler head</b>	
Automatic Fire Extinguishers, per sprinkler head	₱ 2.00
<b>Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW</b>	
a. Up to 5kW	₱ 55.00
b. Above 5kW to 10kW	90.00
c. Every kW or fraction thereof above 10kW	2.00
<b>Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW</b>	
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
<b>Compressed air, vacuum, commercial/institutional/industrial gases, per outlet</b>	
Compressed air, vacuum, commercial/institutional/industrial gases, per outlet	₱ 10.00
<b>Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher</b>	
Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher	₱ 2.00
<b>Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like</b>	
a. Per unit, up to 10kW	₱ 100.00
b. Every kW above 10kW	3.00
<b>Other machineries and/or equipment for commercial/industrial/institutional use not elsewhere specified, per unit</b>	
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
<b>Pressure Vessels, per cu. Meter or fraction thereof</b>	
Pressure Vessels, per cu. Meter or fraction thereof	₱ 40.00
<b>Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof</b>	
Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof	₱ 2.40
<b>Weighing Scale Structure, per ton or fraction thereof</b>	
Weighing Scale Structure, per ton or fraction thereof	₱ 30.00
<b>Testing/Calibration of pressure gauge, per unit</b>	
a. Each gas meter, tested, proved and sealed, per gas meter	₱ 24.00
	30.00
<b>Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit</b>	
Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit	₱ 30.00
<b>ADMINISTRATIVE FINES</b>	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 19. Application for Sign Permit Renewal (Annual Billboard/Signboard)

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

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Information Sheet & Inspection Report for Sign Permit Renewal Form (1 original)		OCBO - Window # 3 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
• Sign Permit Form (5 original)		OCBO - Window # 3 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
• Certificate of Structural Stability of Steel Framing & its Anchorages (2 original)		Client/Applicant's Civil Engineer		
• PRC ID's & PTR of Civil Engineer & Architect (1 photocopy)		Client/Applicant's Civil Engineer		
• Approved Signage Plan or As-Built Plan (1 copy)		Client/Applicant		
• Certificate of Use & previous Approved Sign Permit Form (1 photocopy)		Client/Applicant		
• Insurance Coverage and Policy (1 photocopy)		Client/Applicant		
• Tax Declaration of Real Property for Billboard/Signboard and Land (1 photocopy)		City Assessor's Department - Window # A, B, C		
• Tax Clearance of Real Property for Billboard/Signboard and Land (1 photocopy)		City Finance Department - Window # 1, 2, 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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	30 minutes	Frontline Personnel - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Compute and print the order of payment	None	15 minutes	Permit Assessor - OCBO
	1.5 Sign the order of payment	None	5 minutes	Building Official - OCBO
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or	See table of fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
	Release the evaluation report/ compliance checklist	None	10 minutes	Frontline Personnel - OCBO
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Post the official receipts, issue and print the certificate	None	20 minutes	Record Clerk (Backroom) - OCBO
	2.4 Sign and approve the certificate	None	15 minutes	Building Official - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
3. Claim the certificate and sign logbook for acknowledgement	3.1 Release the approved certificate	None	10 minutes	Frontline Personnel - OCBO
	3.2 Scan and archive the approved certificate	None	30 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>4 days, 3 hours and 10 minutes*</b>	

\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.

<b>TABLE OF FEES</b>	
<b>CERTIFICATE OF USE</b>	
50% of Building Permit Fee, excluding Excavation	
<b>Annual Inspection Fee (Structure)</b>	
100% of Building Permit Fee, excluding Excavation	
<b>Annual Inspection Fee (Structure)</b>	
Annual Inspection Fee	₱ 7,500.00
<b>Signboard Inventory Fee</b>	
One-time Signboard Inventory Fee	₱ 2,500.00
<b>Annual Renewal Fee</b>	
Per sq. meter of display area	₱ 38.00/m <sup>2</sup>
<b>ADMINISTRATIVE FINES</b>	
Light Violations	₱ 5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee	₱ 55.00



## 20. Application for 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.

<b>Office or Division:</b>	Office of the City Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>Annual Inspection Report and Recommendation Form (1 original)</li> </ul>	OCBO - Window # 3 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Certification Form (5 original)</li> </ul>	OCBO - Window # 3 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)
	<ul style="list-style-type: none"> <li>Approved Building Plan (1 complete copy) <b>If there are Changes or Revisions on actual construction</b> <ul style="list-style-type: none"> <li>As-Built Floor Plan (1 original blueprint)</li> <li>As-Built Site Development Plan (1 original blueprint)</li> <li>As-Built Electrical Plan (1 original blueprint)</li> </ul> </li> </ul>	Client/Applicant  Client/Applicant's Engineer Client/Applicant's Engineer  Client/Applicant's Engineer
	<ul style="list-style-type: none"> <li>Certificate of Occupancy (1 photocopy)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Mayor's Permit and Business License with Official Receipt (1 photocopy)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Picture of business establishment (1 original)</li> </ul>	Business establishment of Client/Applicant
	<b>For Lessor</b>	
	<ul style="list-style-type: none"> <li>Transfer Certificate of Title (1 photocopy)</li> <li>Tax Declaration of Real Property Land and Building (1 photocopy)</li> <li>Tax Clearance of Real Property Land and Building (1 photocopy)</li> </ul>	Registry of Deeds - Window D City Assessor's Department - Window # A, B, C  City Finance Department - Window # 1, 2, 3
	<b>For Lessee</b>	
	<ul style="list-style-type: none"> <li>Contract of Lease (1 photocopy)</li> </ul>	Client/Applicant
	<ul style="list-style-type: none"> <li>Expanding blue plastic envelope (1 pc)</li> </ul>	Client/Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive, encode, and record in the logbook the application and issue the follow-up slip	None	15 minutes	Frontline Personnel - OCBO
	1.2 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO
	1.3 Review the inspection report If OK, for assessment of fees; If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Issue and print the certificate and order of payment for security seal	None	15 minutes	Frontline Personnel - OCBO
	1.5 Sign and approve the certificate	None	5 minutes	Building Official - OCBO
	1.6 Sign/notation of the approved certificate	None	3 days	City Administrator - City Administrator's Office
2. Pay the required fees or receive the evaluation report/compliance checklist (comply the comments on the evaluation report/compliance checklist and proceed to Client Step 1)	2.1 Receive payment and issue official receipt or	Security Seal Fee - ₱ 55.00	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
	Release the evaluation report/ compliance checklist	None	15 minutes	Frontline Personnel - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Receive the official receipts	None	10 minutes	Frontline Personnel - OCBO
	2.3 Post the official receipts	None	10 minutes	Frontline Personnel - OCBO
3. Claim the certificate and sign for acknowledgement	3.1 Release the approved certificate	None	10 minutes	Frontline Personnel - OCBO
	3.2 Scan & archive the approved certificate	None	30 minutes	Record Clerk (Backroom) - OCBO
<b>TOTAL</b>		<b>₱ 55.00</b>	<b>4 days 2 hours and 35 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Complex Application is within a maximum of 7 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*



## 21. Processing of Building Assessment (Business Permit)

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.

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>New Business</b>				
<b>Application Forms</b>				
<ul style="list-style-type: none"> <li>New Business Inspection Summary Form (1 original)</li> <li>Annual Inspection Assessment (1 original)</li> <li>Business Permit Form (1 original)</li> </ul>		OCBO - Window # 7 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 7 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) BPLD - Window # 3		
<b>For newly Construction/Renovation business establishment</b>				
<ul style="list-style-type: none"> <li>Picture of business establishment (1 original)</li> <li>Certificate of Occupancy (1 photocopy)</li> <li>Approved Building Plan or As-Built Plan</li> </ul>		Business Establishment Client/Applicant  Client/Applicant Client/Applicant		
<b>Renewal</b>				
<b>Application Forms</b>				
<ul style="list-style-type: none"> <li>Building Assessment Renewal Form (1 original)</li> <li>Notice of Annual Inspection of Building/Establishment (1 original)</li> <li>Business Permit Form (1 original)</li> </ul>		OCBO - Window # 7 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) OCBO - Window # 7 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) BPLD - Window # 3		
<ul style="list-style-type: none"> <li>Certificate of Annual Inspection (1 photocopy)</li> </ul>		Client/Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application forms along with other requirements	1.1 Check, receive and encode the application and issue the follow-up slip	None	15 minutes	Frontline Personnel - OCBO
	1.2 Site Inspection and prepare inspection report	None	1 day	Site Inspector - OCBO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Review the inspection report If OK, for assessment of fees If NOT OK, prepare and sign the evaluation report/ compliance checklist	None	30 minutes	Building Official - OCBO
	1.4 Assess the amount of fees	None	20 minutes	Permit Assessor - OCBO
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 Evaluation report/ compliance checklist	See table of fees	15 minutes	Frontline Personnel - OCBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>1 day 1 hour and 20 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Simple Application is within a maximum of 3 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>BUILDING</b>	
<b>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:</b>	
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
<b>Divisions C-1,2, Amusement Houses, Gymnasia and the like:</b>	
First class cinematographs or theaters	₱ 1,200.00
Second class cinematographs or theaters	720.00
Third class cinematographs	520.00
Grandstand/Bleachers, Gymnasia and the like	720.00
<b>PLUMBING</b>	
<b>Annual Plumbing Inspection Fees</b>	
Each plumbing unit	₱ 60.00
<b>SIGNAGE</b>	
<b>Annual Renewal Fees</b>	
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
<b>ELECTRICAL</b>	
<b>Electrical Fees</b> (The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures)	
<b>Total Connected Load</b>	
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
<b>Total Transformer/Uninterrupted Power Supply (UPS) Generator Capacity (kVA)</b>	
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
<b>Pole/Attachment Location Plan Permit</b>	
Power Supply Pole Location	₱ 30.00
Guying Attachment	30.00



<b>Miscellaneous Fees</b> (Electric meter for union separation, alteration, reconnection or relocation)	
Residential	₱ 30.00
Commercial / Industrial	96.00
Institutional	42.00
<b>MECHANICAL</b>	
<b>Annual Mechanical Inspection Fees</b>	
<b>Refrigeration and Ice Pant, per ton</b>	
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
<b>Air Conditioning Systems</b>	
Window type air conditioners, per unit	₱ 40.00
<b>Packaged or centralized air conditioning systems</b>	
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
<b>Mechanical Ventilation, per unit, per kW</b>	
a. Up to 1kW	₱ 10.00
b. Above 1kW to 7.5kW	50.00
c. Every kW above 7.5kW	20.00
<b>Escalators and Moving Walks, Funiculars and the like</b>	
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
<b>Elevator, per unit</b>	
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
<b>Boilers, per unit</b>	
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
<b>Pressurized Water Heaters, per unit</b>	



Pressurized Water Heaters, per unit	₱ 120.00
<b>Automatic Fire Extinguishers, per sprinkler head</b>	
Automatic Fire Extinguishers, per sprinkler head	₱ 2.00
<b>Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW</b>	
a. Up to 5kW	₱ 55.00
b. Above 5kW to 10kW	90.00
c. Every kW or fraction thereof above 10kW	2.00
<b>Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW</b>	
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
<b>Compressed air, vacuum, commercial/institutional/industrial gases, per outlet</b>	
Compressed air, vacuum, commercial/institutional/industrial gases, per outlet	₱ 10.00
<b>Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher</b>	
Power piping for gas/steam/etc., per linear meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher	₱ 2.00
<b>Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like</b>	
a. Per unit, up to 10kW	₱ 100.00
b. Every kW above 10kW	3.00
<b>Other machineries and/or equipment for commercial/industrial/institutional use not elsewhere specified, per unit</b>	
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
<b>Pressure Vessels, per cu. Meter or fraction thereof</b>	
Pressure Vessels, per cu. Meter or fraction thereof	₱ 40.00
<b>Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof</b>	
Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof	₱ 2.40
<b>Weighing Scale Structure, per ton or fraction thereof</b>	
Weighing Scale Structure, per ton or fraction thereof	₱ 30.00
<b>Testing/Calibration of pressure gauge, per unit</b>	
	₱ 24.00
a. Each gas meter, tested, proved and sealed, per gas meter	30.00
<b>Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit</b>	₱ 30.00



<b>ELECTRONIC</b>		
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
<b>Construction/Erection of Towers</b>		
	<b>Self-Supporting</b>	<b>Trilon (Guyed)</b>
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
<b>ADMINISTRATIVE FINES</b>		
Light Violations		₱ 5,000.00
Less Grave Violations		8,000.00
Grave Violations		10,000.00



## 22. Processing of Request for Certified True Copy and Other Certification

A certification is issued to applicant requesting certified true copy of approved permit and certification of Building Official.

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Original Request Letter (1 original)</li> <li>Information Request Form (1 copy)</li> </ul>		Client/Requester OCBO - Window # 11 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page)		
<ul style="list-style-type: none"> <li>Government Issued IDs (2) of Requester (1 copy each)</li> </ul>		Client/Requester		
<ul style="list-style-type: none"> <li>Affidavit of Loss (1 original)</li> </ul>				
<b>If transacting with OCBO thru a representative</b> <ul style="list-style-type: none"> <li>Special Power of Attorney (for individual)</li> <li>Corporate Secretary's Certificate (for Corporation)</li> </ul>		Client/Requester Client/Requester		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished application form and/or Request Letter	1.1 Receive the request	None	15 minutes	Frontline Personnel / Officer of the Day - OBO
	1.2 Review and recommendation/instruction	None	30 minutes	Building Official - OCBO
	1.3 Check and verify the records	None	1 day	Records Clerk - OBO
	1.4 Assess the amount of fees	None	10 minutes	Permit Assessor - OCBO
	1.5 Approve the request and sign the order of payment	None	15 minutes	Building Official - OCBO





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the required fees	2.1 Receive payment and issue official receipts	See Table of Fees	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)
	2.2 Receive the official receipts	None	15 minutes	Frontline Personnel – OBO
	2.3 Post the official receipts and print the CTC or Certification	None	1 hour	Records Clerk - OBO
	2.4 Sign the Certification or Sign the Certified Documents	None	15 minutes 15 minutes	Record Custodian - OBO Building Official – OBO
3. Claim CTC or Certification and sign for acknowledgement	3.1 Release the CTC or Certification	None	10 minutes	Frontline Personnel - OCBO
	3.2 Scan and archive of request form and certificate	None	15 minutes	Records Clerk - OBO
<b>TOTAL</b>		<b>See Table of Fees</b>	<b>1 day 3 hours and 35 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Simple Application is within a maximum of 3 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>CERTIFIED TRUE COPY &amp; OTHER CERTIFICATION FEES</b>	
Certified True Copy (per page)	₱ 100.00
Other Certifications (per page)	100.00
<b>SECURITY SEAL</b>	
Security Seal Fee (per certified document/certification)	₱ 55.00



## 23. Filing of Complaint

A report and recommendation are issued to applicant requesting for inspection of building/structure.

<b>Office or Division:</b>	Office of the City Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Complaint Form and/or Complaint/Request Letter</li> </ul>		OBO - Window # 11 / Bacoor.gov.ph (website) / OCBO - City of Bacoor (FB page) Client/Complainant (Complaint/Request Letter)		
<ul style="list-style-type: none"> <li>Government Issued ID's (2) of Complainant (1 copy each)</li> </ul>		Client/Complainant		
<b>If transacting with OCBO thru a representative</b> <ul style="list-style-type: none"> <li>Authorization Letter (1 original)</li> <li>Special Power of Attorney (1 photocopy)</li> <li>Corporate Secretary's Certificate for Corporation (1 photocopy)</li> </ul>		Client/Complainant Client/Complainant Client/Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit accomplished complaint form and/or Request Letter	1.1 Interview, receive the complaint and release the order of payment	None	1 hour	Frontline Personnel / Officer of the Day - OBO
	1.2 Review and recommendation /instruction	None	30 minutes	Building Official – OBO
	If YES with advise to pay complaint filing fee & security seal issue order of payment then proceed to Step 2	None	15 minutes	Frontline Personnel -OBO
	If NO advise to pay for schedule of inspection	None	15 minutes	Frontline Personnel -OBO
2. Pay the required fees	2.1 Receive payment and issue official receipts	₱ 1,055.00	15 minutes	Cashier - City Finance Department (Window #10 - OCBO)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Receive the official receipts and schedule the inspection	None	20 minutes	Frontline Personnel -OBO
	2.3 Site inspection and prepare inspection report	None	1 day	Site Inspectors - OBO
	2.4 Review of inspection report and prepare the recommendation	None	30 minutes	Building Official - OCBO
3. Claim the inspection report and the recommendation and sign for acknowledgement	3.1 Release the inspection report and the recommendation of Building Official	None	15 minutes	Frontline Personnel - OCBO
	3.2 Scan and archive of the documents	None	30 minutes	Records Clerk - OBO
<b>TOTAL</b>		<b>₱ 55.00</b>	<b>1 day 3 hours and 50 minutes*</b>	

*\* Listed above is the usual actual time we accomplish the above-mentioned services, however as per Joint Memorandum Circular No. 2018-01 and the Amended Joint Memorandum Circular No. 2021-01 S. 2021, the prescribed period for Simple Application is within a maximum of 3 working days. Rest assured that we do our best to meet the minimum processing time set by our department.*

<b>TABLE OF FEES</b>	
<b>COMPLAINT FILING FEES</b>	
Complaint Filing Fee	₱ 1,000.00
<b>SECURITY SEAL</b>	
Security Seal Fee (per certified document/certification)	₱ 55.00



## LIST OF SERVICES

### Office of the City Vice Mayor

<b>External Services</b>	<b>Page Number</b>
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<b>Internal Services</b>	
Issuance of Authority to Travel to City Officials (as Acting Mayor)	32.10
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Attends Official Invitations from Units / Departments	32.13
Feedback and Complaints Mechanism	32.15



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

## **I. Mandate:**

**The mandate of the City Vice Mayor pursuant to Section 11 of Republic Act No. 10160 (the “Charter of the City of Bacor, Cavite”) are as follows:**

**The City Vice Mayor 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 OVM and the Sangguniang Panlungsod;**

**Subject to civil service law, rules & regulations, appoint all officials and employees of the OVM and the Sangguniang Panlungsod, except those whose manner of appointment is specifically provided in R.A No. 7160 (the “Local Government Code of 1991”);**

**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:**

**Deliver excellent public service to every Bacooreño.**

## **III. Mission:**

**Quality service at all times. Effective governance in accordance with law.**



## EXTERNAL SERVICES

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

### 1. PROVIDES ASSISTANCE TO INDIGENT PATIENTS

<b>Office or Division:</b>		Office of the Vice Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government to Client		
<b>Who may avail:</b>		Bacooreños		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Barangay Certificate (original and photocopy)</li> <li>• Medical Abstract (original and photocopy)</li> <li>• Letter request addressed to the Vice Mayor (original and photocopy)</li> </ul>		<ul style="list-style-type: none"> <li>• Barangay where indigent resides</li> </ul>		
		<ul style="list-style-type: none"> <li>• Hospital where indigent receives treatment</li> </ul>		
		<ul style="list-style-type: none"> <li>• Person requesting assistance</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1.1. Client/ visitor signs at the visitor's log book	1.1. Receive and identify the nature of the submitted documents	None	5 – 10 minutes	<b>Ground Floor:</b> - Celmar Sabino - Wanda Gloria Dangan  <b>6<sup>th</sup> Floor:</b> - Gemma Villavicencio - Nieva Dionisio
1.2. Client presents request for medical help	1.2 Check all the necessary attachments of the request letter given in the checklist	None	5 – 10 minutes	<b>Ground Floor:</b> - Celmar Sabino - Wanda Gloria Dangan



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	1.3 Return the photocopy of the letter request to the client with the rubber stamp of OVM where the date/time when the letter was received and the initials of the person who received it are indicated	None	3 minutes	6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio  Ground Floor: - Celmar Sabino - Wanda Gloria Dangan
	1.4 Attach router slip and endorse the document to the OVM Secretariat	None	3 minutes	6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio  Ground Floor: - Celmar Sabino - Wanda Gloria Dangan
	1.5 Evaluation of the request	None	10 minutes	6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.6 Release of the request (subject to availability of funds)	None	1 – 2 working days	Jenifer Legaspi/ Charity Joy Rallos
	<b>Total</b>	<b>None</b>	<b>2 working days and 36 minutes</b>	



## 2. PROVIDES NON-MEDICAL ASSISTANCE TO INDIGENTS

<b>Office or Division:</b>		Office of the Vice Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C-Government to Client		
<b>Who may Avail:</b>		Constituents/ Organizations		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Personal Letter Addressed to the Vice Mayor (original and photocopy)</li> </ul>		<ul style="list-style-type: none"> <li>Requesting Person/ Organization</li> </ul>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1.Submit letter of request/ solicitation	1.1 Receive the letter and identify the nature of the documents submitted - Burial / Financial Assistance	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.2 Check all the necessary attachments of the request letter given in the checklist	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio





CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	<p>1.3 Attach router slip and endorse the document to the OVM Secretariat</p> <p>1.4 Return the photocopy of the letter request to the client with the rubber stamp of OVM where the date/time when the letter was received and the initials of the person who received it are indicated</p> <p>1.5 Evaluation of the request</p> <p>1.6 Release of the request (subject to availability of funds)</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 – 10 minutes</p> <p>1-3 minutes</p> <p>10 minutes</p> <p>1 – 2 days</p>	<p>Ground Floor: - Celmar Sabino - Wanda Gloria Dangan</p> <p>6<sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio</p> <p>Ground Floor: - Celmar Sabino - Wanda Gloria Dangan</p> <p>6<sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio</p> <p>Jenifer Legaspi/ Charity Joy Rallos</p> <p>Jenifer Legaspi/ Charity Joy Rallos</p>
	<b>Total</b>	<b>None</b>	<b>2 working days and 43 minutes</b>	



### 3. ACTION ON COMPLAINTS / INQUIRIES

<b>Office or Division:</b>		Office of the Vice Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C-Government to Client		
<b>Who may Avail:</b>		Constituents/ Organizations		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Personal Letter Addressed to the Vice Mayor (original and photocopy)</li> </ul>		<ul style="list-style-type: none"> <li>Requesting Person/ Organization</li> </ul>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Submit letter of complaints/ inquiries	1.1 Receive the letter and identify the nature of the documents submitted - Complaints / Inquiries	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.2 Check all the necessary attachments of the request letter given in the checklist	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	1.3. Return the photocopy of the complaint letter to the client with the rubber stamp of OVM where the date/time when the letter was received and the initials of the person who received it are indicated	None	1-3 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.4 Evaluation of Complaint/Inquiry	None	15 minutes	Danilo Brizuela / Arlene Hernandez
	1.5 Endorse the Complaint/Inquiry to proper authority	None	1 working day	Raymond Orcena/James Nelseht Espiritu
	<b>Total</b>	<b>None</b>	<b>1 working day and 38 minutes</b>	



#### 4. ATTENDS OFFICIAL FUNCTIONS OUTSIDE OF CITY HALL

<b>Office or Division:</b>		Office of the Vice Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C-Government to Client		
<b>Who may Avail:</b>		Constituents/ Organizations		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Personal Letter Addressed to the Vice Mayor (at least 2 original copies)</li> </ul>		<ul style="list-style-type: none"> <li>Requesting Person/ Organization</li> </ul>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Submit letter of invitation / notice	1.1 Receive the letter of the invitation / notice	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.2 Check all the necessary information	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.3 Attach router slip and endorse the document to the OVM Secretariat	None	3 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	1.4 Endorsement of the Letter of Invitation / Notice	None	3 minutes	6th Floor: - Gemma Villavicencio - Nieva Dionisio
	1.5 Consolidation and regular updating of schedule	None		Shayne Marie Javier / Jenifer Del Rosario
	<b>Total</b>	<b>None</b>	<b>26 minutes</b>	



## INTERNAL SERVICES

### 1. ISSUANCE OF AUTHORITY TO TRAVEL OF CITY OFFICIALS (WHEN THE VICE MAYOR IS THE ACTING MAYOR)

<b>Office or Division:</b>	Office of the Vice Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may Avail:</b>	Office of the Vice Mayor /Sangguniang Panlungsod Employees Employees under the Office of the City Mayor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Leave Form (original)</li> <li>Clearance Form (original)</li> </ul>			<ul style="list-style-type: none"> <li>HRDMD</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Submit duly furnished leave / clearance form	1.1 Form checked and received	None	2 minutes	James Nelseht Espiritu / Gina San Miguel / Raymond Orcena
	1.2 Authority to Travel prepared for signature of the Vice Mayor	None	2 minutes	Raymond Orcena / Gina San Miguel
	1.3 Release to requesting individual/employee	None	Released after the signature of the Vice Mayor ( 1 working day)	Gina San Miguel / James Nelseht Espiritu
	<b>Total</b>	<b>None</b>	<b>1 working day and 4 minutes</b>	



## 2. ADDRESSES ISSUES / REQUEST OF VARIOUS UNITS / DEPARTMENTS

<b>Office or Division:</b>		Office of the Vice Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G- Government to Government		
<b>Who may Avail:</b>		Various Units / Departments of the City Government		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Personal Letter Addressed to the Vice Mayor (original and photocopy)</li> </ul>			<ul style="list-style-type: none"> <li>Requesting Unit / Department</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Submit letter of request	1.1 Receive the letter and identify the nature of the documents submitted - Complaints / Inquiries	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.2 Check all the necessary information	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	1.3 Return the photocopy of the letter request to the client with the rubber stamp of OVM where the date/time when the letter was received and the initials of the person who received it are indicated	None	1-3 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.4 Attach router slip and endorse the document to the OVM Secretariat	None	3 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.5 Evaluation of the request	None	10 minutes	Danilo Brizuela / Arlene Hernandez/ Jenifer Legaspi
	1.6 Release and Approval/Disapproval of the request (subject to availability of funds)	None	Maximum of 2 working days	Jenifer Legaspi / Charity Joy Rallos
	<b>Total</b>	<b>None</b>	<b>Maximum of 2 working days and 36 minutes</b>	





### 3. ATTENDS OFFICIAL INVITATIONS FROM UNITS / DEPARTMENTS

<b>Office or Division:</b>		Office of the Vice Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G-Government to Government		
<b>Who may Avail:</b>		Various Units / Departments of the City Government		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Personal Letter Addressed to the Vice Mayor (original and photocopy)</li> </ul>		<ul style="list-style-type: none"> <li>Requesting Unit / Department</li> </ul>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Submit letter of invitation / notice	1.1 Receive the letter of the invitation / notice	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.2 Check all the necessary information	None	5 – 10 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
	1.3 Return the photocopy of the letter request to the client with the rubber stamp of OVM where the date/time when the letter was received and the initials of the person who received it are indicated	None	1-3 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.4 Attach router slip and endorse the document to the OVM Secretariat	None	3 minutes	Ground Floor: - Celmar Sabino - Wanda Gloria Dangan  6 <sup>th</sup> Floor: - Gemma Villavicencio - Nieva Dionisio
	1.5 Endorsement of the Letter of Invitation / Notice	None	3 minutes	Shayne Marie Javier / Jenifer Del Rosario
	1.6 Consolidation and regular updating of schedule	None		Shayne Marie Javier / Jenifer Del Rosario
	<b>Total</b>	<b>None</b>	<b>29 minutes</b>	



<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send a feedback</b>	Send us questions/comments/follow-up at the Office of the Vice Mayor, Bacoor Government Center, Bayanan, Bacoor Blvd., Bacoor City, Cavite Tel. no. (046) 417-0727 and (046) 519-7300
<b>How feedbacks are processed</b>	<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>
<b>How to file a complaint</b>	<p>Send or submit to the Office of the Vice Mayor written complaint/s addressed to the Vice Mayor. The complainant can also call tel.no. (046) 481-41-00 to report complaints/ issues/ concerns.</p> <p>The complainant can also be sent via email to the SP Website (<a href="http://www.bacoorcitysp.com">www.bacoorcitysp.com</a>) which is monitored daily by SP personnel assigned to perform the said task.</p>
<b>How complaints are processed</b>	<ol style="list-style-type: none"> <li>1. The complaint is assessed by the Supervising Admin. Officer to determine if the complaint should be handled by the OVM or by the SP.</li> <li>2. If the complaint is within the exclusive jurisdiction of the Vice Mayor, the complaint shall be investigated by the SP Secretary. The recommendation of the SP Secretary shall be submitted to the Vice Mayor for her approval and shall be released once approved by the Vice Mayor.</li> <li>3. 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 for inclusion in the Order of Business of the City Council.</li> </ol>



## LIST OF SERVICES

### **Public Employment Service Office**

### **OFW Help Desk Office**

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# **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. COMPANY ACCREDITATION

A Company Accreditation for Public Employment Service Office (PESO) is a process of recognizing and certifying a company or organization as a partner of the PESO in providing employment services to the public.

<b>Office or Division:</b>	Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B Government to Business Entity			
<b>Who may avail:</b>	Business owners, company employers.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter of Intent for Accreditation with PESO Bacoor Addressed to the City Mayor</li> <li>• Company Profile</li> <li>• List of Solicited Job Vacancies</li> <li>• Photocopy of current Business Permit/ License</li> <li>• Photocopy of BIR Registration</li> <li>• Photocopy of SEC/DTI/CDA/DOLE Certification</li> <li>• Registration to PhilJobNet.gov.ph</li> <li>• Additional Requirement for Manpower Agencies/Services/Cooperatives and other Placement Agencies</li> <li>• Certification of No Pending Case</li> <li>• Kindly submit complete requirements in white long folder</li> </ul>			<ul style="list-style-type: none"> <li>• Resume is to be provided by the interested applicant</li> <li>• NSRP Form is provided for free by the PESO Office</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Client will go to PESO and ask for Company Accreditation.	1. Accompanying the Client to the room where they can sit and write on the table with ease and comfort.	None	3 minutes	Cheryl A. Gaspar Julieta C. Macarayo Ron V. Ferrer Kenric Tejuco <i>PESO Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Introduce themselves and their company profiles, Present Company ID, log into Company Logbook.	2. Accept and review the company ID for verification, & see to it that the requesting client has logged in at the Companies' Logbook.	None	5 minutes	Cheryl A. Gaspar Julieta C. Macarayo Ron V. Ferrer Kenric Tejuco <i>PESO Staff</i>
3. The Client shall be interviewed and will be assisted for processing the required documents.	3. Conduct preliminary interview, provide assistance and a brief summary of how the client would benefit for the accreditation.	None	5 minutes per applicant	Dr. Abraham D. De Castro <i>PESO Department Head 1</i>  Josefina G. Dayrit <i>PESO Staff</i> Roxann A. San Pedro <i>for PWD applicants</i>
4. The Client shall then accomplish the requirements provided by the PESO. All said requirements will be sent to PESO's official email or printed copies of documents to be given to PESO staff for review.	4.1 Looks up on our official email when the Client has sent the completed requirements or reviews presented printed documents for accreditation.	None	5 minutes per applicant	Dr. Abraham D. De Castro <i>PESO Department Head 1</i> Josefina G. Dayrit <i>PESO Staff</i>
	4.2 Reviews all the required documents in a careful and orderly fashion.	None	3 minutes per applicant	Juliet D. Macarayo Cheryl A. Gaspar <i>PESO Staff</i>
PESO issues certificate of accreditation to company	4.3 Issues certificate of accreditation	None	4 minutes per applicant	Cheryl Gaspar Julieta Macarayo <i>PESO Staff</i>
	<b>Total</b>	<b>None</b>	<b>25 minutes</b>	



## 2. 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.

<b>Office or Division:</b>	Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2B Government to Business Entity			
<b>Who may avail:</b>	Job seekers, students, out of school youth, migratory workers, persons with disabilities, returning overseas Filipino workers and displaced workers.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Updated resume of applicant with 2x2 picture (2pieces)</li> <li>Filled up National Skills Registration Program form (NSRP) which is provided by the BLE and the PESO Office for free. (1 piece only)</li> </ul>			<ul style="list-style-type: none"> <li>Resume is to be provided by the interested applicant</li> <li>NSRP Form is provided for free by the PESO Office</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Refer to the PESO Bulletin Board or PESO Facebook Account for Vacant Job Positions.	1. Publication and Posting of vacant job positions in private accredited companies of PESO in PESO Bacoor Bulletin Board or Official PESO Facebook Account	None	5 minutes	Cheryl A. Gaspar Julieta C. Macarayo Ron V. Ferrer Kenric Tejuco <i>PESO Staff</i>





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 the requesting applicant has logged in at the Applicant's Registration Book & properly complete the NSRP form.	None	3 minutes per applicant	Cheryl A. Gaspar Julieta C. Macarayo Ron V. Ferrer Kenric Tejuco <i>PESO Staff</i>
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 and find possible job placement that best suits the applicant based on his credentials or previous work.	None	5 minutes per applicant	Dr. Abraham D. De Castro <i>PESO Department Head 1</i>  Josefina G. Dayrit <i>PESO Staff</i> Roxann A. San Pedro <i>for PWD applicants</i>
	3.2. Call company and secure appointment for applicant's interview.	None	5 minutes per applicant	Dr. Abraham D. De Castro <i>PESO Department Head 1</i> Josefina G. Dayrit <i>PESO Staff</i>
	3.3. Prepare referral slip and secure appointment for the applicant's interview in the prospective PESO accredited company.	None	3 minutes per applicant	Juliet D. Macarayo Cheryl A. Gaspar <i>PESO Staff</i>
	3.4. Encode applicant's NSRP to Phil-Job.net	None	4 minutes per applicant	Roxan A. San Pedro Ron V. Ferrer Kenric Tejuco <i>PESO Staff</i>
	<b>Total</b>	<b>None</b>	<b>25 minutes</b>	



### 3. 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.

<b>Office or Division:</b>	Public Employment Service Office (PESO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen G2B Government to Business Entity
<b>Who may avail:</b>	<p><b>I. Jobseekers who are:</b></p> <ul style="list-style-type: none"> <li>a. Unemployed</li> <li>b. Skilled and unskilled workers</li> <li>c. Newly graduates</li> <li>d. Graduates who have no work</li> <li>e. Displaced Workers</li> <li>f. Employees seeking for advancement</li> </ul> <p><b>II. Employers and Agencies</b> 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><b>I. For Jobseekers</b></p> <ul style="list-style-type: none"> <li>• 2 pcs. Resume/Biodata/Curriculum Vitae</li> <li>• 2 pcs. Picture 2x2</li> <li>• Copy of Certificate of Employment</li> <li>• Copy of Diploma/Transcript of Records</li> <li>• Authenticated Birth Certificate</li> </ul> <p><b>II. Employers and Agencies</b></p> <ul style="list-style-type: none"> <li>• For private recruitment agencies must have a valid PRPA License/Authority from DOLE.</li> <li>• For overseas employment agencies must have a valid POEA License, Provincial Recruitment Authority and available job orders.</li> <li>• For contractors/subcontractors must be registered with the DOLE</li> <li>• Certificate of No Pending Case</li> <li>• Company Profile</li> </ul>	<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 From DOLE From Interested Company</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>I. For new Jobseekers,</b></p> <p>1. Proceed to the registration area and fill up the necessary information on the NSRP form.</p> <p>2. 1. After filling up the NSRP completely, jobseekers may proceed to the Job Section Area.</p> <p>2.2. Choose the position that best fits qualification and 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 the interviewer</p>	<p>1. PESO Staff tells the applicant to fill up the NSRP form.</p> <p>2. PESO Staff leads the applicant to the area of prospective employers.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>Depends on the interview</p> <p>Depends on the interview</p> <p>Depends on the interview</p> <p>Depends on the interview</p>	<p>Ms. Cheryl A. Gaspar Ms. Julieta C. Macarayo <i>PESO Staff</i> Ms. Roxan San Pedro <i>for PWD applicants</i></p> <p>Ms. Cheryl A. Gaspar Ms. Julieta C. Macarayo <i>PESO Staff</i> Ms. Roxan San Pedro <i>for PWD applicants</i></p> <p>The HR Manager The Employer</p> <p>The HR Manager The Employer The Applicant</p> <p>The HR Manager The Employer The Applicant</p>
	<b>Total</b>	<b>None</b>	<b>2 to 3 days</b>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>II. Employers and agencies</b></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 the companies</p>	<p>None</p>	<p>Depends on the submitted documents of the 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</p>	<p>None</p>	<p>Depends on the submitted documents of the company</p>	<p>Ms. Cheryl A. Gaspar Ms. Julieta Macarayo Ms. Roxan San Pedro <i>PESO Staff</i></p>
	<p><b>Total</b></p>	<p><b>None</b></p>	<p><b>2 to 3 days</b></p>	



#### 4. 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.

<b>Office or Division:</b>	Public Employment Service Office (PESO)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen
<b>Type of Transaction:</b>	G2B Government to Business Entity
<b>Who may avail:</b>	<p><b>I. Jobseekers who are:</b></p> <ul style="list-style-type: none"> <li>a. Unemployed</li> <li>b. Skilled and unskilled workers</li> <li>c. Newly graduates</li> <li>d. Graduates who have no work</li> <li>e. Displaced Workers</li> <li>f. Employees seeking advancement</li> </ul> <p><b>II. Employers and Agencies</b> 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><b>For Jobseekers</b></p> <ul style="list-style-type: none"> <li>• 2 pcs. Resume/Biodata/Curriculum Vitae</li> <li>• 2 pcs. Picture 2x2</li> <li>• Copy of Certificate of Employment</li> <li>• Copy of Diploma/Transcript of Records</li> <li>• Authenticated Birth Certificate</li> </ul> <p><b>Employers and Agencies</b></p> <ul style="list-style-type: none"> <li>• For private recruitment agencies must have a valid PRPA License/Authority from DOLE.</li> <li>• For overseas employment agencies must have a valid POEA License, Provincial Recruitment Authority and available job orders.</li> <li>• For contractors/subcontractors must be registered with the DOLE</li> <li>• Certificate of No Pending Case</li> <li>• Company Profile</li> </ul>	<p>From applicant</p> <p>From applicant</p> <p>From previous company of applicant</p> <p>From school/college/university</p> <p>From PSA</p> <p>From DOLE</p> <p>From POEA</p> <p>From DOLE</p> <p>From DOLE</p> <p>From Interested Company</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>I. For new Jobseekers</b></p> <p>1. Proceed to the registration area and fill up the necessary information on the NSRP form.</p> <p>2.1. After filling up the NSRP completely, jobseekers may proceed to the interview area.</p> <p>2.2. Choose the position that best fits qualification and 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>1. PESO Staff tells the applicant to fill up the NSRP form.</p> <p>2. PESO Staff leads the applicant to the area of prospective employers.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>Depends on the interview</p> <p>Depends on the interview</p> <p>Depends on the interview</p> <p>Depends on the interview</p>	<p>Ms. Cheryl Gaspar Ms. Julieta Macarayo <i>PESO Staff</i> Ms. Roxan San Pedro <i>for PWD applicant</i></p> <p>Ms. Cheryl Gaspar Ms. Julieta Macarayo <i>PESO Staff</i> Ms. Roxan San Pedro <i>for PWD applicant</i></p> <p>The HR Manager The Employer</p> <p>The HR Manager The Employer The Applicant</p> <p>The HR Manager The Employer The Applicant</p>
	<b>Total</b>	<b>None</b>	<b>2 to 3 days</b>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>II. Employers and agencies</b></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 job placement report or deployment report 120 days after the conduct of Job Fair.</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>NONE</p>	<p>Depends on the submitted documents of the company</p> <p>Depends on the submitted documents of the company</p>	<p>The HR Manager The Employer The PESO Staff</p> <p>Ms. Cheryl Gaspar Ms. Julieta Macarayo Ms. Roxan San Pedro <i>PESO Staff</i></p>
	<b>Total</b>	<b>None</b>	<b>3 months</b>	



## 5. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENT (SPES)

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.

<b>Office or Division:</b>	Public Employment Service Office (PESO)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen G2B Government to Business Entity	
<b>Who may avail:</b>	Jobseekers Students/Out of School Youths <ul style="list-style-type: none"> <li>• 15 to 30 years old</li> <li>• 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.</li> <li>• parent's net income after tax does not exceed PhP 36,000.00 per annum</li> <li>• obtained a passing school grade.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>I. For Jobseekers</b> <ul style="list-style-type: none"> <li>• Duly filled Registration Form 01 (3 copies) with ID pictures attached and attested by the school principal or registrar.</li> <li>• Any of the following to attest his/her age:             <ul style="list-style-type: none"> <li>- birth/baptismal certificate</li> <li>- form 138 where age is specified</li> <li>- joint affidavit of two disinterested parties regarding age of students</li> </ul> </li> <li>• Any of the following to attest the students rating:             <ul style="list-style-type: none"> <li>- form 138</li> </ul> </li> </ul>		From school/college/university  From PSA From school/college/university From concerned parties  From school/college/university





CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>- certification by the School Registrar that the student has a passing school grade during the previous semester/school year</p> <p>- certified true copy of the student's class card where his/her passing can be determined.</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><b>II. For Employers</b></p> <ul style="list-style-type: none"> <li>• Signed Pledge of Commitment</li> </ul>	<p>From school/college/university</p> <p>From school/college/university</p> <p>Parent of student Employer</p> <p>From the Company</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>I. Jobseekers</b></p> <p>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.</p>	<p>1. PESO Staff directs the applicant to fill up the NSRP /SPES form.</p>	<p>None</p>	<p>5 minutes</p>	<p>Dr. Abraham de Castro <i>PESO Department Head 1</i> Ms. Josefina Dayrit <i>PESO Staff</i></p>
<p>2. Students who will be accepted by these employers are deemed placed and are officially enrolled in the program.</p>	<p>2. PESO Staff encodes names of qualified student applicants</p>	<p>None</p>	<p>5 minutes</p>	<p>Dr. Abraham de Castro <i>PESO Department Head 1</i> Ms. Josefina Dayrit <i>PESO Staff</i></p>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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.	3. PESO staff prepares and secures necessary employment contract and submits to DOLE	None	Depends on the Partner company's compliance	The HR Manager The Employer Dr. Abraham de Castro <i>PESO Department Head 1</i> Ms. Josefina Dayrit <i>PESO Staff</i>
	<b>Total</b>	<b>None</b>	<b>2-3 months</b>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>II. Employers</b>  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. The PESO staff facilitates the document from companies and delivers it to DOLE.	None	Depends on the submitted documents of the company	The HR Manager The Employer Dr. Abraham de Castro Ms. Josefina Dayrit
	<b>Total</b>	<b>None</b>	<b>Depends on the submitted documents of the company</b>	



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

**6. BALIK PINAS! BALIK HANAP BUHAY PROGRAM (BPH)**

**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.

<b>Office or Division:</b>	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	Repatriated Returning Overseas Filipino Workers who wish to stay for good in the country and venture permanently into business.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Proof of OWWA membership</li> <li>• Proof of repatriation</li> <li>• Passport or travel documents.</li> <li>• Written Declaration</li> <li>• 1pc. 2x2 picture</li> <li>• Sketch of business site/ home address</li> <li>• Photocopy of two (2) government issued ids</li> <li>• Barangay Clearance.</li> </ul>		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 present 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 Ms. Anne Legazpi
	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 Ms. Anne Legazpi
	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	3 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
	1.4 PESO-OFW HD staff informs the OFW of schedule for seminar regarding loan preparation and training for business paper preparation.	None	2 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
	<b>Total</b>	<b>None</b>	<b>15 minutes</b>	



## OWWA WELFARE ASSISTANCE AND SOCIAL ASSISTANCE PROGRAM

### 7. MEDICAL AND DISABILITY ASSISTANCE

<b>Office or Division:</b>	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen			
<b>Who may avail:</b>	Returning Overseas Filipino Workers who are active members wish to avail of medical assistance			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Accomplished application form</li> <li>• Proof of OWWA membership</li> <li>• Passport/ Seaman's book</li> <li>• Medical certificate with PTR number</li> <li>• Supporting documents (record of operation, clinical abstract, discharge summary)</li> <li>• Photocopy of two (2) government issued ID's</li> </ul>			OFW HD Staff OWWA – OFW DFA OFW / Hospital Hospital  Valid ID of OFW	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Ms. Anne Legazpi
	1.2. PESO – OFW Staff checks the membership of the OFW in the OWWA database	None	2 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
	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	2 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
<b>Total</b>		<b>None</b>	<b>10 minutes</b>	



## OWWA EDUCATION AND TRAINING PROGRAM

### 8. 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 Php 20, 000.00 pesos per year
- First come, first serve basis only
- 13 slots per province

<b>Office or Division:</b>	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• OFW's who are still abroad whose qualified beneficiaries are in the Philippines.</li> <li>• Returning Overseas Filipino Workers who wish to avail of educational assistance to qualified dependents.</li> <li>• Legal dependent of an active OWWA member.</li> <li>• Single, not more than 21 years of age.</li> <li>• Be a Filipino citizen</li> <li>• Must be a grade 12 graduate.</li> <li>• Must not be a recipient of other scholarship grant.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Proof of latest OWWA membership</li> <li>• Accomplished application form</li> <li>• 3. 2pcs. Passport size picture</li> <li>• Certified true copy of form 137 or form 138 in Grade 12.</li> <li>• PSA birth certificate of applicant</li> <li>• PSA issued CENOMAR and Birth certificate of single OFW if applicant is his/her sibling.</li> <li>• Original medical Certificate</li> <li>• Original Certificate good moral character from the school</li> <li>• Parents Certification</li> <li>• Copy of OFWs employment contract.</li> <li>• Course curriculum (College)</li> </ul>	OWWA, OFW – OFW HD Staff OFW HD Staff OFW School, Colleges, University of beneficiary  PSA PSA  OFW – Beneficiary OFW – Beneficiary  Parents of beneficiary Recruitment Agency Schools, Colleges, University of Beneficiary	



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 Ms. Anne Legazpi
	1.2 PESO – OFW HD Staff checks the membership of the OFW in the OWWA database	None	3 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
	1.3 PESO – OFW HD 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	2 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi <i>PESO-OFW Help Desk Staff</i>
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



## 9. 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 Php 60,000.00 pesos per year.

<b>Office or Division:</b>	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Legal dependent of an active OWWA member.</li> <li>• Single, not more than 21 years of age.</li> <li>• Be a Filipino citizen</li> <li>• Grade 12 graduating student.</li> <li>• With a GWA of 80% and belongs to top 20% of grade 11/ graduating class</li> <li>• Must belong to the top 400 passers of the DOST qualifying examination</li> <li>• Must not be a recipient of other scholarship grant.</li> </ul>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Proof of latest OWWA membership</li> <li>• Accomplished application form</li> <li>• 2pcs. Passport size picture</li> <li>• Certified true copy of form 137 or form 138 in Grade 10 and Grade 11.</li> <li>• Certificate of enrolment/ registration form as Grade 12.</li> <li>• Original certification from the school principal that the applicant obtained of General Weighted Average of at least 80% or higher and that he/she belongs to the upper 20% of the Grade11.</li> <li>• PSA birth certificate of applicant</li> </ul>	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





<i>Continued...</i>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• PSA issued CENOMAR and Birth certificate of single OFW if applicant is his/her sibling.</li> <li>• Original Medical Certificate</li> <li>• Original Certificate good moral character from the school</li> <li>• Applicants Certification</li> <li>• Parents Certification on application for Immigration/ Dual citizenship of applicant.</li> </ul>			PSA – OFW  Hospital School, College, University of OFW Beneficiary  OFW OFW	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Ms. Anne Legazpi
	1.2. PESO – OFW HD Staff checks the membership of the OFW in the OWWA database	None	3 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
	1.3. PESO – OFW HD 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	2 minutes	Dr. Abraham de Castro Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi <i>PESO-OFW Help Desk Staff</i>
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	



## 10. SKILLS FOR EMPLOYMENT SCHOLARSHIP PROGRAM (SESP)

-Financial Assistance, not to exceed Php 14,500.00 pesos

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

<b>Office or Division:</b>	OFW Help Desk as supervised and managed by the Public Employment Service Office (PESO) of LGU Bacoor
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G Government to Government G2C Government to Citizen
<b>Who may avail:</b>	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) <ol style="list-style-type: none"> <li>1. At least Elementary Graduate</li> <li>2. Filipino Citizen</li> </ol>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Accomplished application form</li> <li>• 2x2 pictures (2 copies)</li> <li>• Form 137/ high school report card/ transcript of record</li> <li>• 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.</li> <li>• Proof of OWWA membership</li> <li>• Certificate of no marriage for child of OFW 18 years old and below.</li> </ul>	<p>OFW – OFW HD Staff</p> <p>Beneficiary of OFW</p> <p>School, College, University of OFW Beneficiary</p> <p>OFW Beneficiary of OFW PSA</p> <p>OFW – OFW HD Staff</p> <p>PSA</p>
<p><b>Other SESP Requirements</b></p> <ul style="list-style-type: none"> <li>• Copy of TESDA certificate program registration</li> <li>• Copy of BIR certificate of registration</li> </ul>	<p>TESDA</p> <p>BIR</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	Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi
	1.2. PESO – OFW HD Staff checks the membership of the OFW in the OWWA database	None	3 minutes	Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi <i>PESO-OFW Help Desk Staff</i>
	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	2 minutes	Ms. Victoria Jimenez Ms. Liza Bilon Ms. Rose Samala Ms. Anne Legazpi <i>PESO-OFW Help Desk Staff</i>
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	

**Note:** 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 BACOOREÑOS  
COVID-19 CONCERNS**

**CITY OF BACOR**  
*PESO - OFW HELP DESK HOTLINE*

0943-311-3920      0965-315-5904

**OWWA Regional Office & Cavite**

0917-628-9010      0926-026-8407

#StaySafe   #StayAtHome   #BeatCOVID19





## LIST OF SERVICES

### Office of the Population Development

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# OFFICE OF THE POPULATION DEVELOPMENT (External Services)

The Office of Population Development is committed to ensuring the continuous delivery of high-quality professional development programs on Population, such as Responsible Parenthood and Family Planning and Development (RPFPD), Adolescent Health and Development (AHD), and Population and Development Integration (POPDEV). These programs aim to enhance the competence and strengthen the capabilities of local government units and our partners as we work together towards building healthy, empowered, and well-planned Filipino families and communities.

## 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

We are the lead organization in population management for well-planned and empowered Filipino families and communities.

## Mission

We commit, in collaboration with partners, to create an enabling environment to:

- Empower couples and individuals to achieve their desired number, timing, and spacing of children in the context of informed choice and responsible parenthood;
- Enable adolescents to realize their full potential and total wellbeing;
- Mainstream population factors in sustainable development initiatives



## Office of the Population Development



### **Roles and Functions of Office of the Population Development in the Philippine Population and Development Program (PPDP):**

1. Conduct of demand generation or Social and Behavior Change Communication (SBCC) activities for Responsible Parenthood and Family Planning and Development (RPFDP) and Adolescent Health and Development (AHD) at the community level within the city.
2. Implementation and continual enhancement of Pre-Marriage Orientation at the city level.
3. Establishing and maintaining an extensive city-wide database that encompasses Population and Development (POPDEV), Responsible Parenthood and Family Planning and Development (RPFDP), and Adolescent Health and Development (AHD) information systems to serve as a pivotal resource for program management and enhance service delivery.
4. Conducting monitoring and evaluation of RPFDP, AHD, and POPDEV policies, plans, and strategies within the city, alongside the provision of AHD, RPFDP, and POPDEV information and services at both citywide and community levels.
5. Identification and provision of capacity development interventions for program implementers and services providers from the barangays within the city.
6. Forecasting and procurement of Family Planning (FP) supplies at the city level to augment national supply.
7. Logistics management of FP supplies at the city level.
8. Integration of regional/provincial RPFDP, AHD and POPDEV strategies in city development plans initiatives, services, investment programs and strategies based on local POPDEV context.
9. Implementation of national Adolescent Health and Development (AHD) strategies (including preventive and social protection interventions) within the context of the city and integration in the regular city development initiatives and investment program.
10. Development of the capacities of city Adolescent Health and Development (AHD) implementers and partners including those in the barangays.



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

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

<b>Office or Division</b>	Office of the Population Development			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Would-be-couples applying for marriage license			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Official Receipt (O.R) payment for PMOC Fee			City Finance Department	
2. One (1) Xerox copy of any valid government issued ID for would-be-couples			GSIS, SSS, Post Office, DFA, BIR, PSA, PAG-IBIG, Barangay	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Apply for Marriage License at Office of the City Civil Registry				Office of the City Civil Registry
1.2 Pay the PMOC fee at the Cashier		Php255.00		City Finance Department
1.3 Proceed to Office of the Population Development and register (fill out the Pre-Marriage Orientation Sheet and Registration Form)	1. Interview and assist applicants in the registration and set their schedule date and time (every Thursday) for Pre-Marriage Orientation and Counseling	None	15 minutes	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Undergo Pre-Marriage Orientation & Counseling on the schedule date specified on their follow up slip	2.1 Conduct and facilitate Pre-Marriage Orientation	None	4 hours	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Crisphina M. Castillo Social Welfare Officer IV  Sylvia D. Maglalang Nurse I  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV  Phil Depatillo Pastor (BCTO)  Cesar Roxas Pastor (BCTO)
	2.2 Conduct Pre-Marriage Counseling on schedule date and time.	None	3 hours	Crisphina M. Castillo Social Welfare Officer IV





CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Wait for the processing of PMOC Certificate	3.1 Prepare Certificate of Compliance for would-be-couples	None	5 minutes / certificate	Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV
	3.2 Prepare and sign Certificate of Counseling (would-be-couples ages 18 years old to 25 years old)	None		Office of the Social Welfare and Development
	3.3 Sign Certificate of Compliance	None	30 minutes / signatory	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Crisphina M. Castillo Social Welfare Officer IV (OSWD)  Dra. Ivy Marie C. Yrastorza City Gov't Dept. Head I (OCHS)
	3.4 Issue Certificate of Compliance for Would-be-couples attended	None	15 minutes	Freddie R. Malayao Administrative Officer III  Harold D. Medina Administrative Aide IV  Leonardo B. Jaylo Administrative Aide III



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Applicants will proceed to OCCR to submit their PMOC Certificate of Compliance	4. Release Marriage License (for complete requirements and after 10 days publication)	None		Office of the City Civil Registry
<b>Total</b>		<b>Php255.00</b>	<b>8 hours and 5 minutes</b>	

**Note:** Attendance for each Pre-Marriage Orientation and Counseling (PMOC) session is limited to 15 to 20 would-be-couples, with sessions scheduled for every Thursday.



## 2. RESPONSIBLE PARENTHOOD AND FAMILY PLANNING AND DEVELOPMENT (RPFDP)

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 (RPFDP). RPFDP enables and empowers couples to make family planning decisions to have well-managed families, and ensure their personal and family needs are met.

<b>Office or Division</b>	Office of the Population Development			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen / G2G - Government to Government			
<b>Who may avail</b>	Couples of child bearing age who wants to practice birth spacing and limiting through Family Planning			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter address to Local Chief Executive thru Office of the Population Development. 2. Request Letter from OPD 3. Venue (will fit 50-100 participants) 4. Venue (will fit 10-20 participants) 5. Provide Number of Participants (10-100)			Requesting Barangay, NGOs etc.; Office of the Population Development	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Submit Request Letter Address to Local Chief Executive	1.1 Acknowledge Receipt & Coordinate with the requesting Barangays, Partner Agencies, NGO's etc.	None	10 minutes	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV
1.2 Acknowledged receipt of the request letter	1.2 Compose a letter of request addressed to Barangays, Partner Agencies, NGO's etc.			



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1 Coordinate the request by liaising with the Office of the Population Development for specific arrangements	2. Facilitate the coordination process to establish and finalize specific arrangements for the request	None	1 day	Emilie D. De Castro City Gov't Dept. Head I
2.2 Approval of Barangays, Partner Agencies, NGO's etc.				Rowena R. Santiago Population Program Officer II  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV
3. Gather the participants in the assigned venue and register (fill out information and attendance sheet)	3. Assist in the registration of attendees	None	30 minutes	Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV
4. Undergo training/workshop on the RPFDP Program	4. Conduct and facilitate the lecture	None	2 hours	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receive Certificate of Attendance/Participation	5. Issue Certificate of Attendance/Participation	None	15 minutes	Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV
<b>Total</b>		<b>None</b>	<b>1 day, 2 hours and 55 minutes</b>	

**Note:** The duration of trainings or modules for Responsible Parenthood and Family Planning and Development Programs may be extended as deemed necessary to accommodate the specific modules needed by the participants.



### 3. ADOLESCENT HEALTH AND DEVELOPMENT (AHD)

To promote overall well-being and reduce youth reproductive health issues, including premarital sex, teenage pregnancies, abortion, STIs/HIV/AIDS, as well as other problems like gambling, alcohol, and drug abuse.

<b>Office or Division</b>	Office of the Population Development			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen / G2G - Government to Government			
<b>Who may avail</b>	Youth between the ages 13 to 19 years old			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter address to Local Chief Executive thru Office of the Population Development. 2. Request Letter from OPD 3. Venue (will fit 50-100 participants) 4. Provide Identified Number of Participants (50-100)			Requesting School, Barangay, NGO etc.; Office of the Population Development	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Submit Request Letter	1.1 Acknowledge receipt of the formal request letter submitted by the requesting schools, barangays, and other sectors of the community.	None	10 minutes	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II
1.2 Acknowledged receipt of the request letter	1.2 Compose a letter of request addressed to identified schools, Barangays, NGOs, and similar organization to conduct AHD activities	None		Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.1 Coordinate the request by liaising with the Office of the Population Development for specific arrangements</p> <p>2.2 Approval of School Authorities, Barangay Leaders, NGO Representatives, or Youth Representative etc.</p>	<p>2 Facilitate the coordination process to establish and finalize specific arrangements for the request</p>	<p>None</p>	<p>1 day</p>	<p>Emilie D. De Castro City Gov't Dept. Head I</p> <p>Rowena R. Santiago Population Program Officer II</p> <p>Freddie R. Malayao Administrative Officer III</p> <p>Clari Belle S. Medrano Population Program Worker II</p> <p>Wilson S. Mallari Administrative Aide IV</p> <p>Angelica M. Lambating Administrative Aide IV</p>
<p>3. Gather the youths in the assigned venue and register (fill out information and attendance sheet)</p>	<p>3. Assist in the registration of attendees</p>	<p>None</p>	<p>30 minutes</p>	<p>Freddie R. Malayao Administrative Officer III</p> <p>Clari Belle S. Medrano Population Program Worker II</p> <p>Wilson S. Mallari Administrative Aide IV</p> <p>Angelica M. Lambating Administrative Aide IV</p>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
4. Engage in Training/Workshop Sessions for the AHD Program.	4. Conduct and facilitate the lecture	None	2 hours	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV
5. Receive Certificate of Attendance/Participation	5. Issue Certificate of Attendance/Participations	None	15 minutes	Freddie R. Malayao Administrative Officer III  Harold D. Medina Administrative Aide IV  Leonardo B. Jaylo Administrative Aide III
<b>Total</b>		<b>None</b>	<b>1 day, 2 hours and 55 minutes</b>	

**Note:** The duration of trainings or modules for Adolescent Health and Development Programs may be extended as deemed necessary to accommodate the specific modules needed by the participants.





#### 4. POPULATION AND DEVELOPMENT INTEGRATION (POPDEV)

Population and Development Integration strategies strive to support government policies and programs that promote effective population management and well-structured families. These efforts aim to achieve population outcomes that bolster sustainable socio-economic and human development.

<b>Office or Division</b>	Office of the Population Development			
<b>Classification</b>	Simple/Complex			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	Barangay Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter address to Local Chief Executive thru Office of the Population Development.			Requesting Barangay	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Barangay will submit request letter and seek assistance to conduct Population and development Integration program	1. Acknowledge receipt of the formal request letter submitted by the requesting barangay	None	5 minutes	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV



CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Barangay shall engage in communication and coordination with their officially designated Barangay Population Worker (BPW) or any assigned personnel in the event that a BPW is unavailable.</p>	<p>2. Technical Assistance will be extended and coordinated with the designated Barangay Population Worker (BPW) or alternative personnel when a BPW is unavailable.</p>	<p>None</p>	<p>1 day</p>	<p>Emilie D. De Castro City Gov't Dept. Head I</p> <p>Rowena R. Santiago Population Program Officer II</p> <p>Clari Belle S. Medrano Population Program Worker II</p> <p>Wilson S. Mallari Administrative Aide IV</p> <p>Angelica M. Lambating Administrative Aide IV</p>
<p>3. Undergo training/workshop on Population and Development Integration</p>	<p>3. Conduct and facilitate the Training</p>	<p>None</p>	<p>2 days</p>	<p>Commission on Population &amp; Development - CALABARZON</p> <p>Emilie D. De Castro City Gov't Dept. Head I</p> <p>Rowena R. Santiago Population Program Officer II</p> <p>Clari Belle S. Medrano Population Program Worker II</p> <p>Wilson S. Mallari Administrative Aide IV</p> <p>Angelica M. Lambating Administrative Aide IV</p>



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive Certificate of Attendance / Participation	4. Issue Certificate of Attendance / Participation	None	15 minutes	Freddie R. Malayao Administrative Officer III  Harold D. Medina Administrative Aide IV  Leonardo B. Jaylo Administrative Aide III
<b>Total</b>		<b>None</b>	<b>3 days and 20 minutes</b>	

**Note:** The duration of trainings or modules for Population and Development Integration may be extended as deemed necessary to accommodate the specific modules needed by the participants.



## 5. PROVISION OF THE POPULATION DATA

The Provision of Population data is one of the services provided by the OPD to ensure accurate and up-to-date information regarding the population of our city. This service aims to facilitate access to population-related data for various purposes, including research, planning, policy-making, and decision-making.

<b>Office or Division</b>	Office of the Population Development			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen / G2G - Government to Government			
<b>Who may avail</b>	Local Government Institutions and organizations, civil society organizations, researchers, students and public in general.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter address to Local Chief Executive thru Office of the Population Development.			To be furnished by the requesting clients	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request address to LCE specifying the necessary demographic data and information	1. Receive and archived the letter from the requesting client or institution	None	10 minutes	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Coordinate with the Office of the Population Development to arrange specific details	2. Process the request and furnish the required population data and information	None	15 minutes	Emilie D. De Castro City Gov't Dept. Head I  Rowena R. Santiago Population Program Officer II  Freddie R. Malayao Administrative Officer III  Clari Belle S. Medrano Population Program Worker II  Wilson S. Mallari Administrative Aide IV  Angelica M. Lambating Administrative Aide IV
<b>Total</b>		<b>None</b>	<b>25 minutes</b>	

**Note:** The Office of the Population Development provides population data based on the available information. The data may be limited to what is currently available. Use responsibly and comply with laws.



## LIST OF SERVICES

<b><u>Office of the Sangguniang Panlungsod</u></b>	<b>Page Number</b>
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<b>Internal and External Services</b>	
Issuance of Certified True Copies of Various Documents (Committee Reports, Ordinances, Resolutions, Notices of Hearings, Minutes, Journals and other documents are brought to the SP Administrative Section)	35.3 - 35.4
Downloading Official Records Using The SP Bacoor Website	35.5
Inclusion of Various Matters in the Weekly Agenda of The Sangguniang Panlungsod	35.6 - 35.9
Feedback and Complaints Mechanism	35.10



# **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:**

**KILALANIN NA PINAKAMAHUSAY NA SANGGUNIANG PANLUNGSOD SA BUONG PILIPINAS.**

### **III. Mission:**

**SANGGUNIAN AT KATUWANG NG BAWAT BACOOREÑO TUNGO SA PROGRESO.**

### **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 flora 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;**
- e) 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;**
- f) 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;**
- g) 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;**
- h) 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 certified true copies of official records duly signed by the Members of the Council for various purposes (such as Committee Reports, ordinances, resolutions, notices of hearings, minutes, journals).

<b>Office or</b>	Office of the Sangguniang Panlungsod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Filled-up request form</li> <li>• Letter of requesting client or agency.</li> <li>• Filled-up Payment Order Form, if necessary.</li> </ul>			Sangguniang Panlungsod of Bacoor  From client/agency's documents	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client's letter of request for Certified True Copies of documents such as resolutions, ordinances, committee reports, agenda/minutes and other documents are brought to the SP Administrative Section (Room 4F22, BLDR Bldg.)	1.1 Admin Staff gives request form to client and makes initial assessment on the request of the client.	None	4 minutes	Sherrilyn Cardenas  Lyn Ainza  Sangguniang Panlungsod Staff on duty during the day.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Admin Staff forwards the request to the Records Section (Room 4F23, BLDR Bldg)	None	2 minutes	Mylynn Ambat Raquel Katigbac Sangguniang Panlungsod Staff on duty during the day.
	1.3 Records Officer looks for document requested and informs Client of its availability; issues a Payment Order Form to the Client indicating the amount to be paid.	None	2 to 20 minutes	Rufithar Sarreal  Ariel Montevirgen
	1.4 Client pays fees for documents, if necessary, at Treasurer's Office (Ground Floor, Bacoor City Hall)	P 110.00 (for the first ten pages, additional 1.00 for every succeeding page) Government Employees/ Agencies exempted from paying fees.	Depends on the number of clients being served by the Treasurer's Office	City Finance Department
	Records Officer prepares document requested upon presentation by Client of the official receipt issued by Treasury Dept; Records Officer signs certified true copy of document.	None	2-4 minutes	Rufithar Sarreal  Ariel Montevirgen
2. Client receives the requested certified true copy of document needed.	2. Records Officer releases the Certified True Copy to the requesting client.	None	3 minutes	Rufithar Sarreal  Ariel Montevirgen
	<b>Total</b>	<b>PhP 110.00</b>	<b>Around 33 minutes</b>	



## 2. DOWNLOADING OFFICIAL RECORDS USING THE SP BACOR WEBSITE

Downloading copies of the various records of the Sangguniang Panlungsod that are posted on [www.bacoorcitysp.com](http://www.bacoorcitysp.com).

<b>Office or Division:</b>	Office of the Sangguniang Panlungsod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G Government to Government / G2C Government to Citizen			
<b>Who may avail:</b>	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Internet connection Device (laptop, smartphone, tablet, or computer) with internet connection and ample digital storage space			Official Website of the Sangguniang Panlungsod ( <a href="http://www.bacoorcitysp.com">www.bacoorcitysp.com</a> )	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client visits SP Bacoor website and clicks "Legislative Tracker" tab (for copies of ordinances/resolutions), or the "Committee Report", "Hearing Schedule" tab (for Committee Reports and Attendance Records) on home page	1. Give assistance to clients (as needed)	None	45 seconds to 3 minutes depending on internet speed	Wally Gonzales
	<b>Total</b>	<b>None</b>	<b>45 seconds to 3 minutes</b>	



### 3. 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.

<b>Office or Division:</b>	Office of the Sangguniang Panlungsod			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Barangay and City Officials, People's Organizations, National Agencies and Ordinary Taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter of requesting client or agency.</li> <li>Other supporting documents, if necessary for inclusion in the agenda or next order of business</li> </ul>			Sangguniang Panlungsod of Bacoor  From client/agency's documents	
<b>CLIENT STEPS</b>	<b>AGENCYA CTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Ariel Montevirgen Lyn Ainza Rufithar Sarreal Cristina Malawig Atty. Khalid Atega Jr.
	1.2 Secretariat prepare and scan attachments	None	5 to 8 minutes	Maricris Leynes Lyn Ainza Ariel Montevirgen Raymond Felizardo
	1.3 The SP Secretariat drafts agenda to include the documents supporting the request	None	6 hours	Lyn Ainza Ariel Montevirgen Cristina Malawig Atty. Khalid Atega Jr.



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.4 Review and proofread the correctness of the prepared agenda	None	10 minutes	Atty. Khalid A. Atega Jr. SP Secretary  Cristina Malawig
	1.5 Approval/ Digital Signing of Agenda	None	5 minutes	Hon. Rowena Bautista-Mendiola City Vice-Mayor Atty. Khalid A. Atega Jr. SP Secretary
	1.6 Printing of Agenda	None	3 to 5 minutes	Maricris Leynes  Ariel Montevirgen
	1.7 Conversion of agenda to PDF	None	45 seconds per page	Maricris Leynes Ariel Montevirgen Wally Gonzales Raymond Felizardo
2. Uploading of files	2.1 Uploading of agenda in tablets, laptops and sending them to emails of the members of the council and their staff.	None	10 minutes per device	Maricris Leynes  Wally Gonzales  Lyn Ainza  Legislative Staff of City Councilor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.Referal of matters included in the agenda for First Reading.	3.1 All matters shall be taken up on First Reading and shall be referred to the proper committee/s.	None	1 to 2 hours	Presiding Officer of Sangguniang Panlungsod
	3.2 Matters referred to the proper committee shall be subjected to committee hearings	None	20 working days	Chairperson of the Standing Committee
	3.3 Matters to be approved/ disapproved based on action/ recommendation of committee and results of votes on the next session.	None	20 working days	Sangguniang Panlungsod
	3.4 Sangguniang Panlungsod shall issue a resolution/ ordinance on the decision made on the subject.	None	10 working days	SP Secretariat Atty. Khalid Atega Jr. SP Secretary



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.5 Council Members signs Resolution/ Ordinance upon receipt of print out	None	10 minutes	Wally Gonzales (If attachment of Digital Signatures is authorized by SP Members)  SP Members (if attachment of Digital Signatures is not authorized by SP Members)
	3.6 Resolution/ Ordinance will be sent to the Office of the City Mayor for signing but will still need the counter signature of the Executive Assistant of the City Mayor	None	5 working days	Hon. Strike B. Revilla City Mayor  Atty. Paul Sangalang Office of the Mayor
4. Client receives resolution/ ordinance or a letter regarding the matter	4. Upon receipt from the Office of the Mayor, SP Secretariat sends the copies of resolution/ Ordinance to the Client.	None	2 working days	Sherrilyn Cardenas  Lyn Ainza
	<b>Total</b>	<b>None</b>	<b>57 days, 8 hours, 50 minutes and 45 seconds</b>	



<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	Send us questions/comments/follow-up at the Office of the Vice Mayor, Bacoor Legislative and Disaster Resilience Building, Bayanan, Bacoor Blvd., Bacoor City, Cavite Tel. no. (046) 417-0727, (046) 519-7300
<b>How feedbacks are processed</b>	<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>
<b>How to file a complaint</b>	<p>Send or submit to the Office of the Vice Mayor written complaint/s addressed to the Vice Mayor. The complaint can also call tel. no. (046) 417-0727, (046) 519-7300 to report complaints/issues/concerns.</p> <p>The complainant can also be sent via email to the SP Website (<a href="http://www.bacoorcitysp.com">www.bacoorcitysp.com</a>) which is monitored daily by SP personnel assigned to perform the said task.</p>
<b>How complaints are processed</b>	<ol style="list-style-type: none"> <li>1. The complaint is assessed by the Supervising Admin. Officer to determine if the complaint should be handled by the OVM or by the SP.</li> <li>2. If the complaint is within the exclusive jurisdiction of the Vice Mayor, the complaint shall be investigated by the SP Secretary. The recommendation of the SP Secretary shall be submitted to the Vice Mayor for her approval and shall be released once approved by the Vice Mayor.</li> <li>3. 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 for inclusion in the Order of Business of the City Council.</li> </ol>





## LIST OF SERVICES

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# OFFICE OF SOCIAL WELFARE AND DEVELOPMENT

## (External Services)

### I. MANDATE:

The Office of Social Welfare and Development is the lead agency mandated to uplift the living conditions 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 situations.

### 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 relationships, 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.

<b>Office or Division</b>	Office of the Social Welfare and Development - 6 MSBR UNITS AND MSBR- Main - BGC
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C Government to Citizen
<b>Who may avail:</b>	All residents of Bacoor who are presently in a crisis situation and cannot cope up with their current needs.
<b>CHECKLIST OF REQUIREMENTS</b>	
<p><b>A. Burial /Financial Assistance:</b></p> <ul style="list-style-type: none"> <li>● Funeral Contract (with signature) – 1 Copy</li> <li>● Death Certificate with Registry No.</li> <li>● Personal Letter Addressed to Mayor – 1 copy</li> <li>● Must be registered voter of Bacoor</li> <li>● Valid ID of the authorized person – 1 photo copy</li> </ul> <p><b>B. Medical/Financial Assistance:</b></p> <ul style="list-style-type: none"> <li>● Clinical Abstract/ Medical Certificate with signature and license # of the attending physician, issued within 3 months– 1 copy</li> <li>● Hospital bill / laboratory request/prescription, with signature and license # of the attending physician– 1 copy</li> <li>● Must be registered voter of Bacoor</li> <li>● Valid ID of authorized person and client(patient) – 1 photocopy</li> <li>● Personal Letter Addressed to Mayor - 1 copy</li> </ul> <p><b>C. Balik Probinsya/Financial Assistance</b></p> <ul style="list-style-type: none"> <li>● Assessment /Social Case Study Report - 1 copy</li> <li>● Confirmation letter from the receiving LGU</li> <li>● Valid ID – 1 photo copy</li> </ul> <p><b>D. Social Case Study Report (to be submitted to other GO's and NGO's)</b></p>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Funeral Parlor providing the service</li> <li>● Public/private physician</li> <li>● Hospital where the client is confined, public or private physician</li> <li>● SSS, GSIS, LTO, Post Office, Barangay, PNP Pag-ibig, BIR</li> <li>● To be prepared by Social Worker</li> <li>● To be facilitated by Social Worker</li> </ul>	



<p><b>D.1. Hospitalization Assistance:</b></p> <ul style="list-style-type: none"><li>● Clinical Abstract/ Medical Certificate with signature and license # of the attending physician, issued within 3 months– 1 copy (as reference)</li><li>● Hospital bill / laboratory request/prescription, with signature and license # of the attending physician– 1 copy</li><li>● Valid ID of the authorized person and client(patient) – 1 photo copy - if the client has no valid id, he or she should secure barangay clearance.</li></ul> <p><b>D.2. Burial Assistance:</b></p> <ul style="list-style-type: none"><li>● Funeral Contract (with signature) – 1 Copy</li><li>● Death Certificate with Registry No.</li><li>● Valid ID of the authorized person and the beneficiary (deceased) – 1 photo copy (Barangay Clearance if the deceased has no valid id).</li></ul> <p><b>D.3. Financial Assistance</b> (Medicines/Maintenance)</p> <ul style="list-style-type: none"><li>● Medical Certificate, 1 copy</li><li>● Updated Prescription, 1 photocopy</li></ul> <p><b>E. Certificate of Indigency</b></p> <ul style="list-style-type: none"><li>● Certificate of No Property – 1 copy</li><li>● Barangay Indigency</li><li>● Valid ID</li></ul> <p><b>G. Certificate of Financially Incapable (Philhealth)</b></p> <ul style="list-style-type: none"><li>● Valid ID</li><li>● Medical Records</li></ul>	<ul style="list-style-type: none"><li>● Public/private physician</li><li>● Hospital where patient is confined</li><li>● SSS, GSIS, LTO, Post Office, Barangay, PNP, Pag-ibig, BIR,</li><li>● Funeral parlor providing the service</li><li>● SSS, GSIS, LTO, Post Office, Barangay, Pag-ibig, BIR,</li><li>● Public/private physician</li><li>● Public/private physician</li><li>● Assessor's Office</li><li>● Barangay</li><li>● SSS, GSIS, LTO, Post Office, Barangay, Pag-ibig, BIR,</li><li>● Public/private physician</li></ul>
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<ul style="list-style-type: none"> <li>• Social Case Study Report</li> </ul> <p><b>H. Certificate for SSS(for burial benefit claim)</b></p> <ul style="list-style-type: none"> <li>• Letter from SSS</li> </ul> <p><b>I. Certificate for Meralco/Maynilad (lifeline rate discount)</b></p> <ul style="list-style-type: none"> <li>• Meralco/Maynilad Bill</li> <li>• Certificate of no property</li> <li>• Valid ID</li> </ul>		<ul style="list-style-type: none"> <li>• Office of the Social Welfare and Development</li> </ul> <ul style="list-style-type: none"> <li>• Maynilad/Meralco</li> <li>• Assessor's Office</li> <li>• SSS, GSIS, LTO, Post Office, Barangay, Pag-ibig, BIR,</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client walk-in and submit documents at the Mayor's Socialized Benefits for Residents /BGC Main Office - MSBR	1.1. Receive, conduct intake interview/assess , validate documents  1.2 Encoding client's information in the system	none	20 minutes  Note: 1-2 days for clients needing further assessment	6 Mayor's Socialized Benefits for Residents Unit Staff (Social Worker  MSBR-Main SWA
	1.2. Forward documents for approval	none	Within the day	Ricca O. Calapit Social Welfare Officer IV  MSBR Social Worker  Emiliana DR. Ugalde SWD Officer  Mayor Strike B. Revilla City Mayor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.Client receives notification /receives the assistance	2.1. Inform client and release of assistance	none	Immediate release of financial assistance Within the day  every Friday 1-2 hours	Ricca O. Calapit Social Welfare Officer IV  MSBR Main staff
	2.2. Guarantee Letters and burial assistance are sent directly thru email to the hospital, laboratory clinics or funeral parlor	none	Within the day	Ricca O. Calapit- Social Welfare Officer IV
	2.3. Certification for SSS/Philhealth/ Meralco/Maynilad release to client.	none	Within the day	Mayor's Socialized Benefits for Residents Unit Staff  Emiliana DR. Ugalde SWD Officer
	<b>Total</b>	<b>None</b>	<b>8 hours to 2 days</b>	



## 2. CHILD DEVELOPMENT SERVICE

Provision of early childhood care and development activities which focus on the seven (7) domains of child development and in preparation for their formal entry to education.

<b>Office or Division</b>		CHILD DEVELOPMENT UNIT		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2C Government to Citizen		
<b>Who may avail:</b>		3-4.11 years old pre-school children		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Online Pre-Registration</li> <li>● Accomplished CDC Intake Form -</li> <li>● Birth Certificate –PSA/Certified thru Copy of Live Birth- 1 copy</li> <li>● Immunization Records/pertinent health records – 1 photo copy</li> <li>● 2 pcs. 1x1 ID picture</li> </ul>			<ul style="list-style-type: none"> <li>● <a href="mailto:bacoorchilddevelopmentcenter@gmail.com">bacoorchilddevelopmentcenter@gmail.com</a></li> <li>● Child Development Center where the child resides</li> <li>● PSA</li> <li>● Health Center, private or public physician</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Child's parent pre-register thru online or walk-in	1.1 CDW assesses the submitted information.	none	Within the day	Child Dev't Worker assigned in each center
2. Parent accomplished the CDC Intake form and submit requirements	2. 1. Provide parents with the CDC Intake form	none	30 minutes	Child Dev't Worker assigned in each center
3. Parents attend face to face parent's orientation meeting	2.1. Conduct face to face orientation meeting with parents regarding the service and its policies/guidelines	none	3 hours	EDDC Focal Persons and Team Leaders  Child Dev't Worker assigned in each center  Social Worker



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES-SING TIME</b>	<b>PERSON RESPONSIBLE</b>
4.1. Child attends face to face sessions	4.1. Provide CDC structured learning activities	none	2 hours a day, Monday to Friday for 10 months	Child Dev't Worker assigned in each center
4.2. Child participates in the CDC Supplementary Feeding	4.2. Provides hot meals for Supplementary Feeding	none	20 minutes/day for 120 days	Cristina O. Elalto Nutrition Officer 4  Nutrition staff  Child Devt Workers
4.3. Child undergoes monthly height and weight monitoring	4.3. Conduct weight and height monitoring	none	5 minutes/ child /month	ECCD Coordinators  Child Devt Worker
5. Child undergoes ECCD Assessment twice in 10 months	5.1 Conduct ECCD Assessment twice in 10 months	none	Within the day/child/ 1st & 2nd assessment	Child Devt Worker
6. Child completes the 10-month session	6.1. Termination of service/ recognition ceremony	none	3 hours – one time only	Office of the Mayor  Emiliana D. Ugalde CSWD  ECCD Focal Persons  CDW Coordinators/ Team Leaders  Child Dev't Workers
<b>Total</b>		<b>None</b>	<b>10 months / completion of full Child Development Service</b>	

**CHILD DEVELOPMENT SERVICE IS COVERED BY RA 8980, RA 6972**





### 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

<b>Office or Division</b>	Office of the Social Welfare and Development (OSWD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Individuals/Families affected/victims of natural and man-made disasters.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certification from BFP (if fire victims)</li> <li>• Certificate of Eligibility, Certification that families/individuals are affected by the calamity</li> </ul>			<ul style="list-style-type: none"> <li>• Bureau of Fire Protection (Bacoor)</li> <li>• OSWD – City of Bacoor</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Enlist in the list of affected families from the barangay	1. Receives reports of affected families from the barangay	None	10 minutes	Mayor's Socialized Benefits for Residents (MSBR) staff that covers the affected barangay
2. Client undergoes intake interview and receives DAFAC	2.1. Conduct intake interview /prepares DAFAC	None	20 minutes per client	Mayor's Socialized Benefits for Residents (MSBR) staff covering the barangay *With support from other OSWD based on the # of victims and Alert Level



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.2. Provide hot meals and other non-food items	None	Immediately (2 hours after the incident)	Mayor's Socialized Benefits for Residents (MSBR) staff covering the barangay. Nutrition Unit Staff Community Kitchen staff
	2.3. Ocular survey/Validation	None	1-2 days depends on the number of affected families	Mayor's Socialized Benefits for Residents (MSBR) staff covering the barangay  With support from other MSBR Units based on the # of victims and Alert Level
3. Client receives the assistance	3. Provision of relief assistance and other support assistance (emergency shelter/financial assistance)	None	1 day Immediately upon approval of request	Mayor's Socialized Benefits for Residents (MSBR) staff /social worker covering the barangay  Ms. Emiliana D. Ugalde – CSWD Officer  City Mayor  With support from other MSBR Units based on the # of victims and Alert Level
	<b>Total</b>	<b>None</b>	<b>3 days, 2 hours and 30 minutes</b>	



## B. With Evacuation Centers

<b>Office or Division</b>		Office of the Social Welfare and Development (OSWD)		
<b>Classification</b>		Highly technical/ Multi-Stage Processing		
<b>Type of Transaction</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		Individuals/Families affected/victims of natural and man-made disasters		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Certification from BFP (if fire victims)</li> <li>• Certificate of Eligibility, Certification that families/individuals are affected by the calamity</li> </ul>		Bureau of Fire Protection (Bacoor) OSWD – City of Bacoor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES-SING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Affected individuals/families stay in the evacuation center	1. Setting up of Evacuation Centers, provision of hot meals and other support services	none	2 hours	Emiliana D. Ugalde, CSWDO Social workers assigned in MSBR Unit covering the concerned barangay
	1.1 Victims are provided with all their needs for the entire duration of stay in the evacuation center.	none	1 -2 weeks	Cristina Elalto Nutrition Officer 4, Nutrition Unit Staffs, Social Worker assigned as Camp Manager SWA
	1.2. Conduct Intake Interview and issue DAFAC	none	20 minutes per client	Social Workers, SWA
	1.3. Prepare/Submit Initial Disaster Report for other GO's and NGO's	none	2 hours	Felicidad C. de Castro CGADH Emiliana D. Ugalde CSWD Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
	1.4 Validation in the area/site	none	1 day or more depending on the number of affected families	Social Workers, , SWA, CDC
	1.5. Master listing /Sanitation of files/data	none	1-2 days but depends on the number of affected families	Records Management Unit staff Ross Aniel Rubion Team Leader
2. Attend meetings regarding their rehabilitation plan	2. Conduct meeting with the victims regarding rehabilitation plans	none	2 hours	Social Worker Emiliana D. Ugalde SWD Officer Other dept heads involved in the operation Office of the Mayor
2.1. Carry out the agreed rehabilitation plan	2.1. Implementation of rehabilitation plans -	none	1 day ( or longer depending on the number of affected families)	Social Worker Emiliana D. Ugalde SWD Officer Other department heads involved in the operation Office of the Mayor
	2.2. Termination (preparation of termination report)	none	3 hours	Felicidad C. de Castro – CGADH Emiliana D. Ugalde SWD Officer
	<b>Total</b>	<b>None</b>	<b>2 weeks, 4 days, 9 hours and 20 minutes</b>	

\*\*\* *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, foundling, child-at-risk,, 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, CHILD AT RISK, TRAFFICKING CASES

<b>Office or Division</b>	GIRLS' HOME			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Female children below 18 years old who are Child in Conflict with the Law, abused, abandoned, child at risk, foundling, neglected, trafficked			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Referral letter, 1 copy</li> <li>● Police or barangay blotter, 1 copy</li> <li>● Medical certificate, 1 copy</li> <li>● Birth Certificate/ Baptismal Certificate/Health Record/School Record, 1 copy</li> <li>● Social Case Study Report, 1 copy</li> </ul>			<ul style="list-style-type: none"> <li>● Office of the referring party</li> <li>● PNP, Barangay</li> <li>● Hospital, Health Center</li> <li>● PSA, Local Civil Registrar, Church, school</li> <li>● Social Worker in Special Case Unit/MSBR Unit</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client is turned over to Special Case Unit/Mayor's Socialized Benefits for Residents (MSBR) Unit/ Reach out operation team	1. Conduct intake interview, assessment and recommendation	none	1 hour	Special Case Unit Social Worker Mayor's Socialized Benefits for Residents (MSBR) Unit Social Workers Reach out Operation Team



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Child undergoes medical or medico-legal	2. Assist the minor for medical or medical-legal examination in Health Center, NBI Manila, Hospital	none	1 day	Mayor's Socialized for Benefits for Residents (MSBR) Unit Staff/ Special Case Unit Staff/Reach out Operation Staff
3. Turn-over to Girl's Home (female only)	3. Provide temporary shelter/residential services and other support services	none	24 hours a day  6 months, (stay depends on the case )	Kathrina R. De Castro Center Head SWO 3 Social Welfare Aide Psychologist Livelihood Trainor Houseparents Administrative Staff Food Custodian
4. Child files complaint, if needed	4. Assist the child/minor to file complaint, if needed	none	1 day	Kathrina De Castro Center Head SWO 3
5. Attends pre-discharge conference	5. Conduct pre-discharge conference thru zoom/face to face	none	2 hours	Emiliana D. Ugalde SWD Officer Kathrina R. De Castro Center Head SWO 3 Social Welfare Aide Houseparent MSBR Unit Social Worker/Special Case Social Worker Psychologist Child/Minor Parent/Guardian



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Minor reintegrates /turn-over to custodian or to other agency.	6. Discharge Conference and Turn over the minor to family/ or to other institution	none	2 hours	Emiliana D. Ugalde SWD Officer  Kathrina R. De Castro Center Head SWO 3  MSBR Social Worker/Special Case Unit  Barangay Council For the Protection of Children (BCPC) Focal Person Guardian/Parent Child

**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:**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Client is turned over to the center by PNP/ barangay	1.Conduct intake interview and prepared/submit approved discernment report	none	1 day( within 7 days upon admission)	Kathrina R. De Castro Center Head SWO 3 Social Welfare Aide
2. Stays in the center and avails of the shelter programs and services	2. Provide temporary shelter/residential care and other support services	none	24 hours a day,  Stay is not definite, depends on the case	Kathrina R. De Castro Center Head SWO 3 SWA Psychologist Livelihood Trainor Houseparents Admin Staff Food Custodian



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Attends the pre-discharge conference	3. Conduct Pre-discharge conference	none	2 hours	Emiliana D. Ugalde SWD Officer  Kathrina R. De Castro Center Head SWO 3  SWA  Admin Staff  Psychologist  Livelihood Trainor  MSBR Unit Social Worker/Special Case Unit Social Worker  Houseparent
4. Minor reintegrates with family/ or transferred to other agency	4. Release/ Turn-over the minor to parents/ guardian/Marillac Hills	none	half day	Emiliana D. Ugalde SWD Officer  Kathrina De Castro Center Head SWO 3  SWA  MSBR Unit Social Worker/Special Case Unit Social Worker

**\*\*\*GIRLS' HOME is covered under RA 9344, RA 10630, RA 7610, RA 92  
 Total processing time: 24 hours residential care provided 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.

<b>Office or Division</b>	HALFWAY HOUSE			
<b>Classification</b>	Highly Technical / Multi-Stage Processing			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Male children below 15-17 years old who are Child in Conflict with the Law, Child at Risk			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Referral letter -1 copy</li> <li>• Police or barangay blotter – 1 copy</li> <li>• Medical certificate – 1 copy</li> <li>• Birth Certificate, baptismal/ health record or school record (that will prove client's age) -1 copy</li> </ul>			<ul style="list-style-type: none"> <li>• Office of the referring party</li> <li>• PNP, Barangay</li> <li>• Hospital, Health Center</li> <li>• CHO</li> <li>• PSA, Local Civil Registrar, school</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Client is turned over to the center (by PNP, Reach Out Operation Team)	1. Conduct intake interview and prepare /submit approved discernment	none	1 day (within 7 days upon admission)	Christian Joshua Guillermo Center Head SWO 3  Camille Ann Intia SWO-1  Social Welfare Aide  Reach Out Operation Team



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Stays in the shelter and avails of the shelter program and services	2. Provides residential care and other support services	none	stays depends on the case	Christian Joshua Guillermo Center Head SWO 3  Camille Ann Intia SWO-1  Admin Staff  House parents
3. Attend pre-discharge conference	4. Conduct pre-discharge conference for after care arrangement/turn-over	none	2 hours	Christian Joshua Guillermo Center Head SWO 3 Camille Ann Intia SWO-1 MSBR Social Worker Houseparent Psychologist Child
4. Minor reintegrates with family/transfer to other agency	5. Release/turn over the minor to parents/guardian/NTSB/Community	none	½ day	Christian Joshua Guillermo Center Head SWO 3 Camille Ann Intia SWO-1 Emiliana D. Ugalde MSBR

**HALFWAY HOUSE is covered under RA 9344, RA 10630**

**Total processing time: Stay of children in the shelter is not definite; depends on the case resolution.**



## 6. ISSUANCE OF SOLO PARENT ID

Issuance of ID to qualified and assessed solo parents pursuant to Republic Act 11861 or the Expanded Solo Parent Welfare Act , an Act which provides extra benefits to solo parents.

<b>Office or Division</b>	Office of the Social Welfare and Development
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C Government to Citizen
<b>Who may avail:</b>	A parent who is left alone with the responsibility of parenthood to his/ her minor dependents or whose age is 22 years old or above but could not fully take care of themselves due to mental incapacity.
<p><b>CHECKLIST OF REQUIREMENTS BASED ON SOLO PARENT'S CATEGORY</b></p> <p>Code 1- For solo Parent left alone as a result of rape:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of the child/ren</li> <li>● Complaint Affidavit</li> <li>● Medical Record on the incidence of Rape</li> <li>● Notarized Sworn Affidavit of the Solo Parent that he or she has the parental care and support of the children (for the renewal of SP ID and booklet ,only the sworn affidavit shall be submitted every year)</li> <li>● Affidavit of Barangay Official attesting that the SP is a resident of the barangay and that the child/ren is / are under the parental care and support of the solo parent.</li> <li>● Proof of Income / Certificate of employment (for employed)</li> <li>● Certificate of Attendance</li> </ul> <p>Code 2-For solo parent left alone due to death of spouse:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of Child/ren</li> <li>● Marriage Certificate</li> <li>● Death Certificate</li> </ul>	<p><b>WHERE TO SECURE</b></p> <p>Local Civil Registrar /PSA PNP</p> <p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare Department</p> <p>Local Civil Registrar or PSA</p>



<ul style="list-style-type: none"> <li>● Notarized Sworn Affidavit of the SP (for the renewal of SPIC and booklet , only the sworn affidavit shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of Income/ Certificate of Employment ( for employed)</li> <li>● Certificate of Attendance</li> </ul>	<p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare Department</p>
<p>Code 3-For solo parent left alone on an account of detention or criminal conviction of spouse/partner:</p>	
<ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Marriage Certificate, if married</li> <li>● Certificate of Detention of a Certification that a Spouse is serving sentence or at least 3 months issued by the law enforcement agency having custody of the detained spouse or committed order by the court</li> <li>● Notarized Sworn Affidavit of the SP, (for the renewal of SPIC and Booklet, requirement bullet #3 and 4 shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of income/ Certificate of employment (for employed)</li> <li>● Certificate of Attendance</li> </ul>	<p>Local Civil Registrar/PSA</p> <p>City Jail / BJMP (or where the client is detained)</p> <p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare Department</p>
<p>Code 4-For solo parent left alone due to on an account of physical or mental incapacity of the spouse/partner:</p>	
<ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Marriage Certificate, if married</li> <li>● Medical Record or Certificate issued not more than 3 months or PWD ID</li> <li>● Notarized Sworn Affidavit of the SP, (for the renewal of SPIC and Booklet, requirement bullet #3 and 4 shall be submitted every year)</li> <li>● Barangay Affidavit</li> </ul>	<p>Local Civil Registrar/PSA</p> <p>Private / Public Physician , PDAO</p> <p>Notary Public</p> <p>Barangay Hall</p>



<ul style="list-style-type: none"> <li>● Proof of Income/ Certificate of employment (for employed)</li> <li>● Certificate of Attendance</li> </ul> <p>Code 5-For solo parent left alone due to on an account of legal or de facto separation</p>	<p>Office of the Social Welfare Department</p>
<ul style="list-style-type: none"> <li>● Birth Certificate of Child/ren</li> <li>● Marriage Certificate</li> <li>● Judicial Decree of Legal Separation of spouses or in case of de facto an affidavit of two (2) disinterested person attesting to the fact of separation of the spouses</li> <li>● Notarized Sworn Affidavit of the SP, (for the renewal of SPIC and Booklet, requirement bullet #3 and 4 shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of income/ Certificate of Employment (for employed)</li> <li>● Certificate of Attendance</li> </ul>	<p>Local Civil Registrar /PSA</p> <p>Regional Trial Court/ Municipal Trial Court</p> <p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p>
<p>Code 6-For solo parent left alone due to on an account of declaration of nullity or annulment of marriage or divorce:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Marriage Certificate annotated with the fact of declaration of nullity of marriage or annulment of marriage or judicial of foreign divorce</li> <li>● Notarized Sworn affidavit of the SP (for renewal of SPIC and booklet, only the Sworn affidavit shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of Income/ Certificate of Employment (if employed)</li> <li>● Certificate of Attendance</li> </ul>	<p>Local Civil Registrar/PSA</p> <p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p>



<p>Code 7-For solo parent left alone due to on an account of abandonment by the Spouse/partner:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Marriage Certificate or Affidavit of the applicant SP</li> <li>● Affidavit of two (2) disinterested persons attesting to the abandonment of the spouse</li> <li>● Police or barangay record of the fact of abandonment</li> <li>● Notarized Sworn affidavit of the SP (for renewal of SPIC and booklet, only the Sworn affidavit shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of income/ Certificate of Employment (for employed)</li> <li>● Certificate of Attendance</li> </ul>	<p>Local Civil Registrar/PSA</p> <p>PNP / Barangay Hall</p> <p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p>
<p>Code 8/9 - For solo parent left alone due to spouse or family member of an OFW:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Marriage Certificate , if the applicant is the spouse of the OFW or birth certificate or other competent proof or relationship between the applicant and the OFW , if the applicant is the family member of the OFW</li> <li>● POEA-Sec or its equivalent document</li> <li>● Photocopy of passport or stamp showing continuous 12 months of overseas work</li> <li>● Proof of income of the OFW;s spouse or family member</li> <li>● Notarized sworn affidavit that the SP is not cohabiting or co-parent (for the renewal of SPIC and booklet ,requirements bullet #3,4,5 and 6 shall be submitted every year)</li> </ul>	<p>Local Civil Registrar/ PSA</p> <p>POEA</p> <p>Notary Public</p>



<ul style="list-style-type: none"> <li>● Barangay Affidavit</li> <li>● Proof of income / Certificate of Employment (for employed)</li> <li>● Certificate of Attendance</li> </ul> <p>Code 10- For solo parent left alone as unmarried mother / father:</p> <ul style="list-style-type: none"> <li>● Birth certificate of the child/ren</li> <li>● Certificate of No Marriage (CENOMAR)</li> <li>● Notarized Sworn Affidavit of the SP (for the renewal of SPIC and Booklet ,requirements bullet #2,3 ,and 4 shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of Income/ Certificate of Employment (for employed)</li> <li>● Certificate of Attendance</li> </ul> <p>Code 11- For solo parent left alone as legal guardian, foster parent, adoptive parent:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Proof of guardianship, proof of adoption and proof of foster care</li> <li>● Notarized Sworn Affidavit of the SP (for the renewal of SPIC and Booklet ,requirements bullets #3 ,and 4 shall be submitted every year)</li> <li>● Barangay Affidavit</li> <li>● Proof of income/ Certificate of Employment (for employed)</li> <li>● Certificate of Attendance</li> </ul> <p>Code 12- For solo parent left alone as relative within the fourth (4th) civil degree:</p> <ul style="list-style-type: none"> <li>● Birth Certificate of the Child/ren</li> <li>● Death Certificate , Certificate of incapacity or judicial declaration of absence or presumptive death of the parents or legal guardian</li> </ul>	<p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p> <p>Local Civil Registrar/PSA</p> <p>Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p> <p>Local Civil Registrar/ PSA Regional Trial Court / Municipal Trial Court Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p> <p>Local Civil Registrar/PSA PDAO, Private / Public Physician</p>
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<ul style="list-style-type: none"> <li>• Proof of relationship of the relative to the parent or legal guardian</li> <li>• Notarized Sworn Affidavit of the SP (for the renewal of SPIC and Booklet ,requirements bullets #3 ,and 4 shall be submitted every year)</li> <li>• Barangay Affidavit</li> <li>• Proof of income/ Certificate of Employment (for employed)</li> <li>• Certificate of Attendance</li> </ul> <p>Code 13- For solo parent left alone as pregnant :</p> <ul style="list-style-type: none"> <li>• Medical Record of her pregnancy</li> <li>• Sworn affidavit that the SP is not cohabiting with a partner or co-parent who is providing support to the pregnant woman</li> <li>• Barangay Affidavit</li> <li>• Proof of Income/ Certificate of Employment (for employed)</li> <li>• Certificate of Attendance</li> </ul>		<p>Regional Trial Court/ Municipal trial Court Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p> <p>Private / Public Physician Notary Public</p> <p>Barangay Hall</p> <p>Office of the Social Welfare and Development</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Fill up Solo Parent ID application Form	1. Receive application form and conduct interview	none	10 minutes	MSBR Unit staffs covering the barangay where the client lives  MSBR-BGC (inquiry only) Maritess Advincula





<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Assessment / Validation and Home Visitation	2. Conducts Validation/ Home Visitation	none	1 day	MSBR Unit staffs covering the barangay where the client lives
3. Solo Parent attends Orientation	3. Conducts Orientation	none	1 hour	MSBR Unit staffs covering the barangay where the client lives
4. Submit complete documents/ receive solo parents ID	4. Check completeness of documents for submission to MIS for photo capturing and printing of ID/ Releasing of ID	none	1 hour	Maritess Advincula  Emiliana DR. Ugalde,RS W
	<b>Total</b>	<b>None</b>	<b>1 day, 2 hours and 10 minutes</b>	

## **7. PRE-MARRIAGE ORIENTATION AND COUNSELING**

The Pre Marriage Orientation and Counseling (PMOC) program is a flagship program of the government designed to 1) provide Would -be couples necessary information they will need in performing their roles well as husband and wife 2) Prepare them the challenge of married life and their responsibilities as spouses, family members and future parents; and 3. to give them a better understanding of what marriage is so that they can firm up their decision to get married based on sufficient knowledge and clear expectations. It is conducted by the PMOC Team composed of the City Population Office (leading office), City Health Office, Office of Social welfare and Development with special participation of the City Transformation Office.



## A. PRE-MARRIAGE ORIENTATION

Provision of orientation and counseling to couples before getting married. Orientation and counseling 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. It is conducted by:

<b>Office or Division</b>	OSWD			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	All couples planning to get married			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Application for Marriage License</li> <li>• Payment of Marriage License Fee</li> </ul>			Local Civil Registrar City Treasurer's Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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 and Office of the Social Welfare and Development (maximum of 15 couples)	none	4 hours	Crisphina M. Castillo SWO 4  Christian Joshua Guillermo SWO 3  Faith D. Fajutagana SWO-3
	<b>Total</b>	<b>None</b>	<b>4 hours</b>	

## B. PRE-MARRIAGE COUNSELING

The Counseling session is a deeper level from the orientation which aims to provide assistance and guidance to contracting parties towards an informed decision about their forthcoming married life. This Counseling session is required by law (Family Code of the Philippines 1987) and is important to prepare would be married couple/s for married life and its challenges



<b>Office or Division</b>	OSWD-Special Case Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail</b>	Couples planning to get married who are 25 years old and below or those who found out to have many differences based on their Marriage Expectation Inventory (MEIF).			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Application for Marriage License</li> <li>• Payment of Marriage License Fee</li> <li>• Marriage Expectation Inventory Form (MEIF)</li> </ul>			Local Civil Registrar City Treasurer's Office  City Population Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Couple attends the orientation has already applied for marriage license and paid necessary fees has attended the joint Pre-Marriage Orientation and answered already the Marriage Inventory (MEIF)	1. Conduct pre-marriage counseling maximum of 6 would be couples	none	3 hours	Crisphina M. Castillo SWO 4  Christian Joshua Guillermo SWO 3  Faith D. Fajutagana SWO-3
	1.2. Prepares/signs the PMC Certificate	none	5 minutes	Crisphina M. Castillo/SWO 4  Christian Joshua Guillermo SWO 3  Faith D. Fajutagana SWO-3
2. Couple accepts the PMC Certificate	2. Release the PMC Certificate	none	5 minutes	Crisphina M. Castillo/SWO 4  Christian Joshua Guillermo SWO 3  Faith D. Fajutagana SWO-3
	<b>Total</b>	<b>None</b>	<b>3 hours and 10 minutes</b>	



## 8. SPECIAL OPERATION FOR CHILDREN - SAGIP BATANG LANSANGAN, SPECIAL BAJAO OPERATION AND CURFEW OPERATION

### A. SAGIP BATANG LANSANGAN, SPECIAL BAJAO OPERATION

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

<b>Office or Division</b>	Office of Social Welfare and Development (Cluster 1 1 MSBR 1-3) and Cluster 2 - MSBR 4-6 )			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Street children, child laborers,			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None; based on messages or reports from concerned citizens/ barangay				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Concerned citizen or barangay reports cases of children in street situation	1. Coordinate and conduct Reach Out Operation with the team (OSWD, Barangay, PNP, BPSU, BDRRMO)	none	24 hours	Emiliana D. Ugalde SWDO  Faith Fajutagana SWO-III  Reach-out Team staff
2. Children in the street are reached out	2. Intake interview and counseling to reached out children and their parents with Barangay Council for the Protection of Children (BCPC)	none	1 hour	Reach Out Team
	2.1. Assist the reached out children for medical check up	none	1 hour	Reach-out Team staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Turn-over the reached out children to Shelter for Boys/Girls' Home or Strike Halfway House for further intervention	none	30 minutes	Reach-out Team staff  Shelter for Boys', Girls' Home, Halfway House, social worker/staff
	<b>Total</b>	<b>None</b>	<b>2 hours and 40 minutes</b>	

**Total processing time: 2 hours and 40 minutes; but please take note the said operation is continuously conducted on a 24- hr basis.**

## B. CURFEW OPERATION

This project aims to ensure the safety of the children, prevent juvenile crime and to protect them from any form of abuse and facilitate their turn-over to their families or placement in other appropriate institutions.

<b>Office or Division</b>	Office of Social Welfare and Development /Cluster 11 (MSBR 1-3) and Cluster 2 - (MSBR 4-6 )			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Children or minors who is in the street without any elder companion between 10:00 PM to 4:00 AM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Minor Birth Certificate, Baptismal, School ID, Parents Valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Curfew Operation Referral from Barangays /Curfew Team	1. Intake interview and counseling to the minors and parents	none	30 minutes	Curfew Team staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Turn-over the minor to Shelter for Boys/ Girls' Home or Strike Halfway House for further intervention	none	30 minutes	Curfew Team  Shelter for Boys/Girls Home or Halfway House staff
2. Termination	2. Turn-over to family/other agencies /termination		10 minutes	Shelter for Boys', Girls' Home, Halfway House, social worker/staff
	<b>TOTAL</b>	<b>none</b>	<b>1 hour and 10 minutes</b>	

## 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.

<b>Office or Division</b>	Office of the Social Welfare and Development– SLP Unit	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Family Heads, women, youth, PWD's, 4P's beneficiaries, SDG Member and other groups referred by SLP	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● Initial Assessment Report</li> <li>● Barangay Clearance</li> <li>● Valid ID with Address in Bacoor</li> </ul>		<ul style="list-style-type: none"> <li>● OSD</li> <li>● Barangay Hall where he/she lives</li> </ul>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client inquiries at Mayor's Socialized Benefits for Residents (MSBR) Unit.	1. Conducts Intake Interview, initial assessment and refer case to SLP Unit	none	20 minutes per client	Mayor's Socialized Benefits for Residents (MSBR) Unit Social worker/Staff
	1.2. Refer to SLP Unit for final assessment/ validation	none	1 hour	Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III SLP Unit Staff
2. Attend social preparation activities	2. Conduct social preparation activities a. Capacity Building b. Basic Micro Entrepreneurship c. Basic Business Management	none	5 days	Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III  SLP Unit Staff
3. Participate in the organization and preparation of group project	3. Organize the participants into SLP groups	none	2 days	Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III  SLP Unit Staff



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.1. Prepare, Review and Submit of Group Project Proposal	none	5 days	Emiliana DR. Ugalde, RSW SWDO  Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III  SLP Unit Staff
	3.2 Approval of Project Proposal	none	1 day	Emiliana DR. Ugalde, RSW SWDO  City Mayor
4. Client receives the assistance	4. Release the assistance	none	2 hours	Emiliana DR. Ugalde, RSW SWDO  Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III  SLP Unit Staff
5. Client implements the project and attends follow –up meetings, pay rollback for 1 year	5.. Monitoring of the project implementation, conduct meetings and rollback collection	none	24 months	Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III  SLP Unit Staff





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Client graduates from the program	6. Evaluates/Terminates the program or referral to other services, if necessary.	none	After 24 months	Emiliana DR. Ugalde, RSW SWDO  Carlos Cataga SLP Unit Head  Gina Pornelos, RSW SWO-III
<b>Total</b>		<b>None</b>	<b>24 months, 13 days, 3 hours and 10 minutes</b>	

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

## 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.

<b>Office or Division</b>	SHELTER FOR BOYS	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	Abused, abandoned, neglected, street children, foundling male children below 15 years old	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● Referral letter, 1 copy</li> <li>● Police or barangay blotter, 1 copy</li> <li>● Medical certificate, 1 copy</li> <li>● Birth Certificate, 1 copy ( if applicable)</li> </ul>		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 Special Case Unit/Mayor's Socialized Benefits for Residents (MSBR) Unit/ Reach out operation team	1. Conduct intake interview, assessment and recommendation	none	1 hour	Kathleen Muyot – SWO 1 Rosana Fuentes – SWO 1  Mayor's Socialized Benefits for Residents (MSBR) Unit Social Workers  Reach out Operation Team
2. Child undergoes medical or medico-legal	2. Assist the minor for medical or medical-legal examination in Health Center, NBI Manila	none	1 hour to 1 day	Mayor's Socialized for Benefits for Residents (MSBR) Unit Staff/ Special Case Unit Staff/Reach out Operation Staff
3. Turn-over to Home for Boys (male only)	3. Provide temporary residential care and other support services	none	6 months (stays depends on the case)	Mayor's Socialized Benefits for Residents (MSBR) Unit staff/ Special Case Unit Social Worker  Hannah Phoebe Rodriguez Center Head SWO 3  SWA  Psychologist Livelihood Trainor  Houseparents  Admin Staff Cook



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4..Child files complaint, if needed	4.Assist the child/minor to file complaint	none	24 hours	Hannah Phoebe Rodriguez Center Head SWO 3
5. Attends pre-discharge conference	5. Conduct pre-discharge conference thru zoom/face to face	none	2 hours	Emiliana D. Ugalde SWD Officer  Hannah Phoebe Rodriguez Center Head SWO 3  SWA  Houseparent  MSBR Unit Social Worker/Special Case Social Worker  Psychologist
6. Minor reintegrates with family/ or transferred to other agency	4. Release/ Turn-over the minor to parents/ guardian/	none	4 hours	Emiliana D. Ugalde SWD Officer  Hannah Phoebe Rodriguez Center Head SWO 3  SWA  MSBR Unit Social Worker/Special Case Unit Social Worker

**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 counseling to child and his family, assistance in filing the case, referral to other agencies for the other support services.

<b>Office or Division</b>	Special Case Unit			
<b>Classification</b>	Highly Technical / Multi-Stage Processing			
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government			
<b>Who may avail:</b>	Children with behavioral problem, child custody, abused cases, abandoned/neglected, foundling, other concerns on children			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Basic Requirements <ul style="list-style-type: none"> <li>● Referral/endorsement letter</li> <li>● Blotter/report from the barangay/PNP -1 copy</li> <li>● Birth Certificate/Baptismal Certificate/ School Record, if needed, 1 copy</li> <li>● Marriage Contract (child custody, child support)</li> <li>● Medical Certificate/medico legal, if needed</li> </ul> <b>Note: Other requirements may be requested based on the assessment of the case but not limited to the above.</b>			<ul style="list-style-type: none"> <li>● Referring agency</li> <li>● Barangay where the client resides/WCPD -PNP</li> <li>● Local Civil Registrar, church school,</li> <li>● Government hospital, physician</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES-SING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Case refer to or walk-in at Special Case Unit or in Mayor's Socialize Benefits for Residents	1. Conduct Intake interview and assessment	none	1 hour	Special Case Social worker  Mayor's Socialized Benefits for Bacoor Residents Social Workers
	1.1 Provides appropriate assistance/intervention based on immediate needs identified	none	1 to 3 days	Special Case Unit Social Workers/  Mayor's Socialized Benefits for Bacoor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Formulation and Participation in the Intervention Plan	2. Prepare and Implement the Intervention Plan and Case Conference	none	one week to six months	Residents Social Workers Emiliana DR. Ugalde SWDO Special Case Unit Social Workers/ Mayor's Socialized Benefits for Bacoor Residents Social Workers Halfway House, Girls Home, Home for Boys
3. Participation for the Termination of the Case	3. Termination of the Case	none	3 hour	Emiliana DR. Ugalde SWDO Special Case Unit Social Workers/ Mayor's Socialized Benefits for Bacoor Residents Social Workers Halfway House, Girls Home, Home for Boys

**Total Processing: 1 to 3 days; but please take note that there are some cases that need further intervention from one (1) week up to six (6) months.**

## **B. SPECIAL SOCIAL SERVICES FOR ELDERLY AND PWD'S**

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



<b>Office or Division</b>		Office of Social Welfare and Development – Special Program and Mayor’s Socialized Benefits for Residents		
<b>Classification</b>		Complex / Highly Technical		
<b>Type of Transaction</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		Foundling, abandoned senior citizens/PWD’s , “taong grasa”		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Referral letter</li> <li>blotter/report from the barangay/NGO’s1 copy</li> <li>Medical Certificate, 1 copy</li> </ul>			<ul style="list-style-type: none"> <li>GO and NGO’s</li> <li>Barangay where the client resides</li> <li>Public/private physician</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Case/client Refer to Special Case Unit or in Mayor’s Socialize Benefits for Residents	1. Conduct intake interview and assessment	none	30 minutes	Special Case Unit workers Mayor’s Socialized Benefits for Residents
.	1.2 Provide appropriate Intervention based on the immediate needs identified	none	1 to 3 days	Special Case Unit workers Mayor’s Socialized Benefits for Residents Worker
	1.3. Prepares/ submit assessment report/recommen- dation for approval and Conduct Case Conference	none	1 to 3 days	Emiliana DR. Ugalde OSWD Officer Special Case Unit Social Worker Mayor’s Socialized Benefits for Residents Worker Strike Home Care For the Elder



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Participation to the Treatment Plan/ Termination of the Case	2.Implementation of Plan /Termination of the case	none	3 hour	Emiliana DR. Ugalde SWDO  Special Case Unit Social Workers/  Mayor's Socialized Benefits for Bacoor Residents Social Workers

**Total Processing: 1 to 3 days; but please take note that there are some cases that need further intervention from one (1) week up to six (6) months.**

### **KALINGA SA MATANDA AND PERSONS WITH DISABILITY**

Provision of yearly cash assistance to Elderly and PWD to augment on their daily/medical needs.

<b>Office or Division</b>	OSWD – Special Program		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>	Senior Citizens and Persons With Disability who are resident of the City of Bacoor and with Bacoor ID		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Senior Citizen</li> <li>● Persons with Disability ID</li> </ul>		<ul style="list-style-type: none"> <li>● OSCA</li> <li>● PDAO</li> </ul>	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordination meeting with OSCA/Senior Presidents/PWD Presidents	1.The SWDO/Special Program staff conducts meeting with the OSCA/Senior Presidents/PWD Presidents for updating the masterlist	none	3 hours	Emiliana DR. Ugalde, RSW-SWDO  Maiza Magtibay, RSW and special program staff  OSCA/Senior Presidents/PWD Presidents
2.Submits the updated masterlist for processing	2. Receives the updated masterlist	none	5 minutes	Maiza Magtibay, RSW Special Program Staffs Ross Aniel Rubion and IT Staffs
3. Processing and Approval	3. The Records Management Unit consolidates the list and the Special Program unit prepares and process the documents	none	1 day	Maiza M. Magtibay, RSW Special Program staffs, Ross Aniel Rubion and Records Management staffs  Jackelyn Rosales
	3.1.The SWDO approves the validated masterlist	none	1 day	Emiliana DR. Ugalde, RSW SWDO





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Distribution of financial assistance	4. Release of the assistance/Pay-out	none	2 hours/venue	Special Program staff MSBR staffs  Emiliana DR. Ugalde, RSW SWDO  City Mayor

**Total Processing: 2 days, 5 hours and 5 minutes but please take note that distribution of assistance to 47 barangays takes 2 months**

#### **PROVISION OF CASH ASSISTANCE TO CENTENARIAN**

Provision of cash assistance to qualified residents who have reached 100 years old.

<b>Office or Division</b>	OSWD – Special Program
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government
<b>Who may avail:</b>	Senior Citizens who are resident of the City of Bacoor and with Bacoor ID

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● Birth or Baptismal Certificate of the Centenarian</li> <li>● Senior Citizen ID or any other gov't issued ID with birthdate               <ul style="list-style-type: none"> <li>● Barangay Clearance</li> <li>● Barangay Indigency</li> <li>● Barangay Certification (certifying the age age of the centenarian)</li> </ul> </li> </ul> <p>If authorized representative please provide also the additional requirements:</p>	<ul style="list-style-type: none"> <li>● PSA/OCR</li> <li>● OSCA/GO's</li> </ul>



<ul style="list-style-type: none"> <li>• Barangay Clearance of the Authorized Representative</li> <li>• Barangay Indigency of the Authorized Representative</li> <li>• Photocopy of valid ID of the Representative</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for processing and approval	1. Receive and process the assistance	none	Within the day	Andrelyn Calara Sonia Recana  Maiza Magtibay, RSW Special program staff
	1.2 .The SWDO approves and recommends for funding	none	Within the day	Emiliana DR. Ugalde, RSW SWDO  City Mayor
2. Receive the assistance	2. Release of the assistance	none	Within the day as per schedule	Special Program staffs  Emiliana DR. Ugalde, RSW SWDO  City Mayor
		<b>Total</b>	<b>1 day</b>	

### 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.

<b>Office or Division</b>	Special Case Unit/ Mayor's Socialize for Residents (MSBR) Unit
<b>Classification</b>	Complex / Multi-Stage
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government



<b>Who may avail:</b>		Disadvantaged women who are residents of Bacoor, VAW Victims, Trafficked victims, Victim of Exploitation		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Referral/endorsement</li> <li>● Blotter</li> <li>● Sinumpaang salaysay if already file</li> <li>● Birth Certificate (as necessary) – certified true copy</li> <li>● Medical Certificate, if needed – 1 copy</li> </ul>			<ul style="list-style-type: none"> <li>● Referring agency</li> <li>● Barangay/WCPD-PNP</li> <li>● Local Civil Registrar</li>   <li>● Public /private physician</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Referral /Walk-in	1. Intake interview/assessment	none	1 hour	Special Case Unit Social Worker Mayor's Socialized Benefits for Residents(MSBR) Unit staff
	1.1. Provide appropriate Intervention based on the immediate needs.	none	1- 3 days	Special Case Unit Social Worker Mayor's Socialized Benefits for Residents(MSBR) Unit staff
	1.2 .Prepare/submit assessment report/case management plan.	none	1- 3 days	Emiliana DR. Ugalde OSWD Officer Special Case Unit Social Worker Mayor's Socialized Benefits for Residents(MSBR) Unit staff
2.Participation to the Intervention Plan/ Termination of the Case	2.Implementation of Plan /Termination of the case	none	3 hour	Emiliana DR. Ugalde SWDO Special Case Unit Social Worker Mayor's Socialized Benefits for Residents(MSBR) Unit staff

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



#### 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.

<b>Office or Division</b>		CSWDO – SPECIAL PROGRAM UNIT		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		Individuals referred by NHA, Court, HUDRD, PCUP, DPWH		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Referral/endorsement – 1 copy</li> </ul>			*NHA, Court, UPHDO, PCUP	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES- SING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. In person inquiry/referred by other agency	1.1 Conduct intake interview and initial assessment	none	20 minutes	Maiza Magtibay, RSW Special Program staff
	1.2 Refer to MSBR for the conduct of area validation and preparation of reports	none	Within the day	Maiza Magtibay, RSW Special Program staff MSBR staff
	1.3 Recommend and indorse the qualified beneficiaries	none	Within the day	Maiza Magtibay, RSW Special Program staff Emiliana DR. Ugalde, RSW- SWDO
2. Prepare needed requirements/avail the assistance	2. Submit reports to concerned agencies for approval	none	1 hour	Maiza Magtibay, RSW Special Program Staff Emiliana DR. Ugalde, RSW- SWDO

**\*\*\* SPECIAL TIE -UP PROJECT FOR FAMILIES qualified as multi-stage  
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 the 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 children giving priority to 6-59 months 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

<b>Office or Division</b>		Nutrition Unit		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>		6 months to 6 years old undernourished children		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Masterlist of Children with Nutritional status</li> </ul>			* Barangay OPT Result	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Children participate in the OPT	1.1. Conduct of weight and height validation	none	4 minutes per child	Cristina O. Elalto/Nutrition Officer 4 Nutrition Staff SWA
	1.2. Consolidation and Masterlisting of the identified children who are undernourished	none	3 minutes per child	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. Social Preparation Activities (Coordination Meeting and Referral to CHO)	none	Within the day	Emiliana D. Ugalde SWD Officer Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Enroll to Feeding Program	3. Master listing of qualified children beneficiaries enrolled in the feeding program	none	2 minutes/child	Nutrition staff
3.1 Attendance to Feeding Program	3.1. Provision of dry ration/ hotmeals to feeding clients	none	2 minutes /child ( for 120 days)	Emiliana D. Ugalde SWD Officer Cristina O. Elalto/Nutrition Officer 4
4. Client's parents participates in evaluation	4.Evaluation/termination once the nutritional status is rehabilitated	none	2 minutes /child	Emiliana D. Ugalde SWD Officer Cristina Elalto Nutrition Officer 4 Nutrition staff
<b>Total</b>		<b>None</b>	<b>120 days (duration of implementation)</b>	

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

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

<b>Office or Division</b>	Nutrition Unit	
<b>Classification</b>	Highly Technical / Multi-Stage Processing	
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government	
<b>Who may avail:</b>	3 to 6 years old wasted and severely children	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Masterlist of Children with Nutritional status of children (wasted and severely wasted)</li> </ul>		* Barangay OPT Result



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES-SING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Children in their home wait for the for the OPT team	1. Conduct of weight and height validation	none	4 minutes per child	Cristina O. Elalto/Nutrition Officer 4 Nutrition Unit Staff
	1.2. Consolidation of validated data and Identification of Moderately Acute (MAM) and Severely Acute Malnutrition (SAM) cases	none	6 minutes per child	Cristina O. Elalto/Nutrition Officer 4 Nutrition Unit Staff
2. SAM/MAM Children will undergo Taste Testing	2. Taste test of children identified as SAM and MAM cases	none	10 minutes	Cristina O. Elalto/Nutrition Officer 4 Nutrition Unit Staff
3. Children and parents go to the Barangay Health Stations for the medical check-up and deworming	3. Refer for pre-medical check-up to Rural Health Unit	none	10 minutes	Cristina O. Elalto/ Nutrition Officer 4 Emiliana D. Ugalde
4. Parents undergo nutrition counseling	4. Nutrition Counselling to parents on the use of RUTF/RUSF (dosage and frequency)	none	30 minutes to 1 hour per parent	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Staff
	4.1 Releasing of RUTF/RUSF to mothers of SAM/MAM child with photo documentation	none	5 minutes	Nutrition staff
<b>Total</b>		<b>None</b>	<b>90 days (duration of implementation)</b>	

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



### C. BARANGAY NUTRITION COUNCIL TECHNICAL ASSISTANCE

<b>Office or Division</b>		Nutrition Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G Government to Government		
<b>Who may avail:</b>		Barangay Councils of the City of Bacoor		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Request letter to CSWDO</li> </ul>			* Barangay OPT Result	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Barangay Nutrition Council provides communication letter addressed to OSWD-Bacoor thru email or in person	1.1. Receives /Forward letter request to Nutrition Unit with approval or instruction of the SWDO for Technical Assistance	none	10 minutes	Emiliana D. Ugalde SWD Officer  Admin Unit Staff: Andrelyn Calara Mary Grace Vargas
2. Barangay Nutrition Council receives confirmation of their request	2. Conduct BNC Technical Assistance	none	2-3 hours	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Technical Staff
	<b>Total</b>	<b>None</b>	<b>3 hours and 10 minutes</b>	

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

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

<b>Office or Division</b>	Nutrition Unit
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government
<b>Who may avail:</b>	Barangay Nutrition Council





CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>Request letter to CSWDO</li> </ul>			* Barangay OPT Result	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Nutrition Council provides communication letter addressed to OSD	1.1. Receives/ Forward letter request to Nutrition Unit with approval or instruction of the OSD for the provision of IEC materials	none	5 minutes	Emiliana D. Ugalde SWD Officer Admin Unit Staff: Andrelyn Calara Mary Grace Vargas
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	2-3 hours	Cristina O. Elalto Nutrition Officer 4 Nutrition Unit Technical staff
	<b>Total</b>	<b>None</b>	<b>3 hours and 5 minutes</b>	

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

### 13. SCHOLARSHIP PROGRAM

A project of the LGU that provides financial assistance to augment the educational needs of the students to support the parents in sustaining their children's rights to education.

<b>Office or Division</b>	Scholarship Unit
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government



<b>Who may avail:</b>		Public and Private Junior, Senior High School and College Students		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• MOA with schools</li> <li>• Recommendation from the school</li> <li>• Certificate of Enrollment</li> <li>• Valid School ID of student</li> <li>• Resident of the City of Bacoor</li> </ul>			<ul style="list-style-type: none"> <li>• Office of the Mayor</li> <li>• School where the student is enrolled</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Stakeholders attend Coordination Meeting	1.Facilitates meeting	none	3 hours	Emiliana DR. Ugalde, RSW-SWDO Stakeholders (public and private)
	1.1 Receives recommended masterlist via soft and hard copy	none	5 minutes	Admin Special Program staffs Stakeholders (public and private)
2. Client visits the nearest MSBR for intake interview and assessment	2.Conduct intake interview, assessment and checking of documents	none	20 minutes per student	MSBR Social Worker
	2.1.Encoding, Consolidation and Finalization of masterlist	none	1 day per school	Maiza Magtibay, RSW Oliver Morona Special program unit Records Management unit
3. Submits requirements for Approval	3. Approve the application	none	1 day	Emiliana DR. Ugalde,RSW City Mayor



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. The beneficiary receives the assistance	4. Release of financial assistance	none	Semestral (senior high and college)  Annually (junior High school)	Scholarship Unit staff MSBR Staff  Emiliana DR. Ugalde, RSW  City Mayor

**Total processing time is within a year.**

**\*\*\* SCHOLARSHIP PROGRAM IS QUALIFIED FOR MULTI-STAGE PROCESS**

## 14. STRIKE HOME CARE FOR THE ELDERLY

Residential/center-based social protection services to senior citizens/elderly which provides 24/7 home care for 60 years old and above who are abandoned and foundling. It provides homelife services and support services to restore their dignity as human beings.

<b>Office or Division</b>	STRIKE HOME CARE FOR THE ELDERLY		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	G2C Government to Citizen G2G Government to Government		
<b>Who may avail:</b>	Abandoned and foundling senior citizens found in Bacoor City, Cavite		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Referral letter, 1 copy</li> <li>● Police or barangay blotter, 1 copy</li> <li>● Medical certificate, 1 copy</li> <li>● Social Case Study Report, 1 copy</li> </ul>		<ul style="list-style-type: none"> <li>● Office of the referring party</li> <li>● PNP, Barangay</li> <li>● Hospital, Health Center</li> <li>● Social Worker in Special Case Unit/MSBR Unit Social Worker/Focal Person for Reach out Operation</li> </ul>	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client is turned over to Special Case Unit/Mayor's Socialized Benefits for Residents (MSBR) Unit/ Reach out operation team	1. Conduct intake interview, assessment and recommendation	none	1 hour	Kathleen Muyot – SWO 1 Rose Fuentes – SWO 1  Mayor's Socialized Benefits for Residents (MSBR) Unit Social Workers  Reach out Operation Team
2. Senior Citizen undergoes medical examination	2. Assist the senior citizen for medical examination in Health Center/hospital	none	2 hour	Mayor's Socialized for Benefits for Residents (MSBR) Unit Staff/ Special Case Unit Staff/Reach out Operation Staff
3. Turn-over to Strike Home care for the Elderly	3. Receive turn-over of the senior citizen	none	2 hours	Mr. Christian Joshua Guillermo Strike Home Care for the Elderly staff
4. Client avails of the residential care services while at the center	4. Provide temporary shelter/residential services and other support services	none	6 months or more (stay depends on the case )	Christian Joshua Guillermo Center Head SWO 3 Social Welfare Aide Houseparents/ Caregiver Administrative Staff Psychologist Cook



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Attends pre-discharge conference	5. Conduct pre-discharge conference thru zoom/face to face	none	2 hours	Emiliana D. Ugalde SWD Officer Christian Joshua Guillermo Center Head SWO 3 SWA Houseparent/ Caregiver MSBR Unit Social Worker/Special Case Social Worker Psychologist Client Relative
6. Client reintegrated /turn-over to custodian or to other agency.	6. Discharge Conference and Turn over the senior citizen to family/ or to other institution	none	2 hours	Emiliana D. Ugalde SWD Officer  Christian Joshua Guillermo Center Head SWO 3  MSBR Social Worker/Special Case Unit  Barangay Focal Person for Senior Citizen  Relative/family  Client

**Strike Home Care for Elderly is covered under RA 7876, RA 7432, RA 9257**

**Total Processing time: 24 hours home care provided to senior citizen/elderly; stay of senior citizen/elderly in the home care is not definite, depends on the case**



## 15. ADOPTION

The Office of Social Welfare and Development Office provides a Comprehensive Social Case Study Report (SCSR) as a requirement in processing adoption pursuant to Republic Act 11642 or the “Domestic Administrative Adoption and Alternative Child Care Act”.

Domestic adoption is categorized into seven (7) case categories depending on the nature of adoption being applied for by the petitioner/s, circumstances of the case and the assessment of the RACCO (Regional Alternative Child Care Office)/LGU social worker.

<b>Adoption Case Category</b>	<b>Description</b>
Regular	This is applicable for applicants of regular adoption who are independently placed under the care of Prospective Adoptive Parent/s (PAP/s).
Stepparent	This is applicable for petitioners who wish to adopt the legitimate or marital child/ren of their legal spouse.
Relative	This is applicable for petitioners who wish to adopt a relative whose relationship falls within the fourth degree of consanguinity or affinity.
Joint Relative	This is applicable for petitioners who wish to adopt the illegitimate or non-marital children of their legal spouse. The birth parent and the now legal spouse shall file a joint relative adoption.
One’s Own Non-Marital Child	This is applicable for petitioners who wish to adopt their own biological child/ren to elevate the status of their legitimacy.



Adoption Case Category	Description
Adult	This is applicable for petitioners who wish to adopt a person whom they have consistently considered and treated as their own child for at least three (3) years before the age of majority.
Office or Division	Office of Social Welfare and Development
Classification	Highly Technical
Type of Transaction	G2C Government to Citizen
Who may avail:	All residents of Bacoor who intend to/ are recommended to process/undergo Domestic Administrative Adoption

GENERAL CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notarized Petition for Adoption	c/o Petitioner <i>(with template from RACCO)</i>
Home Study Report and Child Study Report or Social Case Study Report (whichever is applicable, prepared within six (6) months based on the date of report	c/o CSWDO Adoption Social Worker <i>(with template from RACCO)</i>
Philippine Statistics Authority (PSA) copies of birth record of the PAP/s and the child/ren	PSA, LCR, Business Establishments processing the same (malls, etc.)
PSA copies of Marriage Certificate and/or Certificate of No Marriage (CENOMAR),  in case of termination of marriage, Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate, if foreign applicant;  Decree of Annulment, Decree of Nullity of Marriage, or Decree of Legal Separation or the PSA copy of the Certificate of Marriage with annotation of the annulment of marriage, declaration of nullity of marriage or legal separation for Filipino applicant	PSA, LCR, Business Establishments processing the same (malls, etc.)  Foreign country of origin  Regional Trial Court



<b>Contd...GENERAL CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>National Bureau of Investigation (NBI), Police Clearance or Court Clearances.</p> <p>If foreign national, clearance from police authorities where he or she has lived for more than twelve (12) months anytime in the past fifteen (15) years</p>	<p>NBI, PNP, Regional Trial Court</p> <p>Foreign country of origin</p>
<p>PSA copies of the Death Certificate of the child's biological parents, if applicable</p>	<p>PSA, LCR, Business Establishments processing the same (malls, etc.)</p>
<p>Original copy of the CDCLAA, if applicable</p>	<p>CSWDO/ RACCO</p>
<p>Result of the recent medical evaluation of the child and the PAP/s prepared within six (6) months prior to petition for domestic administrative adoption</p>	<p>Public/ Private Physician (with template from RACCO)</p>
<p>Psychological evaluation prepared within two (2) years based on the date of report</p>	<p>Licensed Psychologist (with template from RACCO)</p>
<p>Psychological evaluation of the child, for children five (5) years old and above prepared within two (2) years based on the date of the report</p>	<p>Licensed Psychologist (with template from RACCO)</p>
<p>Child care plans with a list of at least three (3) temporary custodians of the child in order of preference in case of death, absence or incapacity of the PAP/s</p>	<p>c/o Petitioner</p>
<p>Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references, of one preferably from an employer or supervisor or with whom the PAP/s have business dealings. Contact details of the persons must be indicated in the letter</p>	<p>c/o Petitioner</p>
<p>Recent close-up and whole-body pictures (5R) of the child and the PAP/s taken within the last six (6) months</p>	<p>c/o Petitioner</p>
<p>Documents showing the financial capacity of the PAP/s</p>	
<p>Written consent from the following:</p> <p>( <input type="checkbox"/> ) Adoptee, if ten (10) years of age or over</p>	<p>c/o Petitioner</p>





<b>Contd...GENERAL CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<input type="checkbox"/> Biological parents of the child, if known, or the legal guardian, or the proper government instrumentality which has legal custody of the child, except in the case of a Filipino of legal age, if, prior to the adoption, said person has been consistently considered and treated as their own child by the adopters for at least three (3) years <input type="checkbox"/> Marital and adopted children, ten (10) years of age or over, of the adopters, if any. <input type="checkbox"/> Non-marital children, ten (10) years of age or over, of the adopter if living with said adopter or over whom the adopter exercises parental authority and the latter's spouse, if any <input type="checkbox"/> The spouse, if any, of the adoptee	c/o Petitioner
PSA copy of death certificate of the child's biological parents, if applicable	PSA, LCR, Business Establishments
PSA copy of death certificate of either petitioner, if applicable	PSA, LCR, Partner Business Establishments processing the same (malls, etc.)
Barangay certification and affidavit of two disinterested persons to prove that the adoptee has been treated and considered as the child of the petitioners for at least three (3) years before the age of majority	Barangay Hall
Attendance at Pre-Adoption training or in applicable cases, undertaking to complete pre-adoption training prior to the issuance of Adoption Order	c/o Petitioner <i>(Certificate of Attendance to be issued by RACCO)</i>
Certificate of Approval as adoptive applicants	RACCO IV-A
Certificate of Matching, if applicable	RACCO IV-A
Pre-Adoption Placement Authority (PAPA)	RACCO IV-A
Verification and certification against non-forum shopping	c/o Petitioner <i>(with template from RACCO)</i>
Other documentary requirements, as needed	c/o Petitioner
<b>NOTE:</b>  <b>Requirement varies depending on the category of adoption being applied for. The PAP shall refer to the list of requirements forwarded to them by the RACCO during Pre-Adoption Forum and may further asks assistance from CSWDO for guidance.</b>	



CLIENT STEPS	AGENCIES ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON/ AGENCY
1. Prospective Adoptive Parent/s (PAPs) walk-in at the SWDO-BGC Main Office	1. Adoption social worker conducts intake interview and initial assessment, and refers him/her to attend "Pre-Adoption and Foster Care Online Forum" conducted by RACCO	none	30 minutes	Adoption social worker
2. PAP/s attends "Pre-Adoption and Foster Care Online Forum"	None	none	3 hours	RACCO IV-A
3. PAP/s submits requirements in person or thru an authorized representative	Adoption Social Worker checks/ reviews/ validates the authenticity and completeness of the documents submitted and assists him/ her in case of non-completion.	none	30 minutes	Adoption social worker
4. PAPs and/ Adoptee's availability to participate in the interview  <i>Note: Step 4 will only commence once the PAPs have submitted complete requirements</i>	Adoption social worker conducts home visitation/ validation, and interview with the PAPs and Adoptee, and collateral interviews in the community	none	3 hours (1 hour for PAPs, 1 hour for the Adoptee, 1 hour collateral interviews in the barangay/ community). Can be conducted on two or three different dates.	Adoption social worker



CLIENT STEPS	AGENCIES ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON/ AGENCY
<b>5. A. In case of Abandoned Child under Regular Adoption</b>	Adoption social worker coordinates tri-media publication and assists the Special Case Social Worker who acted on the case to prepare circumstances of foundling.	Fees to be paid to tri-media c/o CSWDO	Three (3) consecutive "Panawagan" or announcement in three (3) different dates	Adoption social worker and 1 Special Case Social Worker  Tri-media publication; radio, TV network and newspaper.
<b>B. In case of Surrendered Child under Regular Adoption</b>	Adoption social worker to request/ facilitate the following:	Fees to be paid for the registered mail (PhilPost)	3 months	City/ Municipal Social Welfare Office where the birth parent resides.
<b>C. In case of Relative Adoption</b>	<ul style="list-style-type: none"> <li>-Parenting Capability Assessment Report (PCAR)</li> <li>-Signing of Deed of Voluntary Commitment (DVC)</li> <li>-Certificate of Authority for a Notarial Act (CANA)</li> <li>-Prepare Social Case Study Report for the issuance of CDCLAA (Certificate Declaring the Child Legally Available for Adoption)</li> </ul>			In case the birth parent resides within Bacoor, PCAR will be prepared by the Special Case Social Worker while the series of psychosocial counseling and interventions prior to DVC signing and actual signing of DVC, as well as request for CANA will be facilitated by the adoption social worker.



<b>CLIENT STEPS</b>	<b>AGENCIES ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>RESPONSIBLE PERSON/ AGENCY</b>
<b>D. In case of Petition for Domestic Administrative Adoption (DAA) with application for Rectification of Simulated Birth Record (RA112220)</b>	Adoption Social Worker checks/ reviews/ validates the authenticity/ completeness of the submitted documents and assists him/her in case of non-completion.	none	30 minutes	Adoption social worker
	Upon completion of documents, the Adoption Social worker prepares an Endorsement Letter and eventually submits such documents to RACCO	none	Within 1 week upon submission of complete documents	The RACCO prepares the Social Case Study Report
<b>PAPs to provide other needed additional information/ supplemental document, as needed</b>	Adoption Social Worker to prepare Comprehensive Social Case Study Report: Home Study Report and/ Child Study Report, whichever applies	none	1 month	Adoption Social Worker
<b>PAPs to claim the Social Case Study Report (SCSR) and the complete documents at CSWD Office and submit to RACCO</b>	Adoption Social Worker to release to the PAPs the Social Case Study Report to the PAPs, duly signed and sealed in an envelop	none	Upon signing/ approval of SCSR	Adoption Social Worker  PAPs to submit the SCSR and complete documents to RACCO IV-A

**Total Processing Time: 3 months, but please take note that most of the time, not definite, depends on the case & completion of requirements of PAPs**



## LIST OF SERVICES

### **Bacoor City Culture, History, Arts and Tourism Office**

<b>External Services</b>	<b>Page Number</b>
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Delivery of Tour Guiding Services	37.3 – 37.4
Utilization of Local Parks and Cultural Properties	37.5 – 37.6
List of Fees	37.6
Leasing of Marching Band Instrument and Equipment	37.7
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Management of Special Events and Activities	37.12



# **BACCOOR CITY CULTURE, HISTORY, ARTS and TOURISM OFFICE (External and Internal Services)**

**The Tourism and Cultural Affairs Department provides the public with access to local tourism and historical data, tour guiding services, and assistance on Department of Tourism Accreditation applications. It is also mandated to implement and organize programs, projects, activities, and events related to tourism-building as well as maintain local government-owned recreational parks and cultural properties. Furthermore, the office manages a database of community marching bands which stores all the information on locally registered musicians and artists. It also handles the Bacoor Special Program for the Arts, a program designed for local elementary and high school students who want to enhance their skills in performing arts. In addition, the Department manages the Tourism Information and Historical Research Center located at Plaza de Padre Mariano Gomes, supplying visitors with information on the city's attractions, lodgings, maps, and other items relevant to tourism and culture. The 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, interviews related to local tourism and cultural situation, public records, and other related documents.

<b>Office or Division:</b>		Bacoor City Culture, History, Arts, and Tourism Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Client		
<b>Who may avail:</b>		Interested Individuals		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service;</li> <li>Request Form for Tourism and Historical Data</li> <li>Other supporting documents, if necessary.</li> </ul>			Client	
			Tourism and Cultural Affairs Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Robert V. Ferma Clerk
	1.2 Conduct short interview regarding the request	None	10 minutes	Robert V. Ferma Clerk
	1.3 Provide request form	None	2 minutes	Robert V. Ferma Clerk
2. Fill out request form	2.1 Receive request form	None	2 minutes	Robert V. Ferma Clerk
	2.2 Process request	None	<b>Depends on the nature and volume of requests received</b>	Gabriel Mark B. Martinez Tourism Operations Officer I  Jose Napoleon L. Cuenca Jr. Senior Admin. Asst. II  Karen Joy F. Torres Administrative Assistant II
	<b>Total</b>	<b>None</b>	<b>Approximately 1 day</b>	



## 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.

<b>Office or Division:</b>	Bacoor City Culture, History, Arts, and Tourism Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	Interested Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service;</li> <li>Request Form for Tourism and Historical Data</li> <li>Other supporting documents, if necessary.</li> </ul>			Client	
			Tourism and Cultural Affairs Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Ronald B. Ocampo Tourism Staff
	1.2 Conduct short interview regarding the request	None	10 minutes	Ronald B. Ocampo Tourism Staff
	1.3 Provide request form	None	2 minutes	Ronald B. Ocampo Tourism Staff
2. Fill out request form	2.1 Receive request form	None	2 minutes	Ronald B. Ocampo Tourism Staff
	2.2 Process request by coordinating with chosen tourism sites	None	3 days	Gabriel Mark B. Martinez Tourism Operations Officer I  Karen Joy F. Torres Administrative Assistant II





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.3 Inform the client regarding the status of request	None	10 minutes	Ronaldo J. Angeles Staff
3. Wait for the request to materialize	3. Provide tour guiding services	None	<b>Depends on the nature and volume of requests received</b>	Jose Napoleon L. Cuenca Jr. Senior Admin. Asst. II  Ronaldo J. Angeles Tourism Staff  Carlos C. Tamayo Driver  Alvin F. Adolfo Public Service Coordinator
	<b>Total</b>	<b>None</b>	<b>Approximately 4 days</b>	



### 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 it is 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.

<b>Office or Division:</b>		Bacoor City Culture, History, Arts, and Tourism Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Client		
<b>Who may avail:</b>		Interested Individuals		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service;</li> <li>Lease of Venue Form</li> <li>Proof of Payment / Official Receipt (for Bacoor Eco-Park only) Other supporting documents, if necessary.</li> </ul>			Client  Bacoor Eco-Park Admin Office Bacoor Eco-Park Admin Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Cyrus B. Acosta Park Attendant II
	1.2 Conduct short interview regarding the request	None	10 minutes	Ivy June Montilla Public Service Coordinator Ma. Teresa R. Nartea Public Service Coordinator
	1.3 Provide request form	None	2 minutes	Myra Hidalgo Public Service Coordinator



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Fill out request form	2.1 Receive request form	None	2 minutes	Jesus E. Trinidad Jr. Public Service Coordinator
	2.2 Pay processing fees	Varies (please see below)	10 minutes	Mark Joseph G. Jalandoni Public Service Coordinator
	2.3 Issue official receipt	None	5 minutes	Mark Joseph G. Jalandoni Public Service Coordinator
3. Wait for the request to materialize	3.1 Lend local parks and cultural properties' facilities	None	<b>Depends on the request</b>	Jesus E. Trinidad Jr. Public Service Coordinator  Mharvin Aivan C. Dela Cruz Public Service Coordinator
	<b>Total</b>	<b>Please see list of fees below</b>	<b>Approximately 3 days</b>	

### LIST OF FEES

#### BACoor ECO-PARK

#### Service Fees

<b>Stalls</b>	Monthly rental	P 2,000.00
	Monthly water supply	P 1,000.00
	Monthly power supply	P 23.00 per kwh
<b>Basketball Court</b>	Hourly rental without electricity	P 100.00
	Hourly rental with electricity	P 200.00
<b>Gazebo</b>	Rental for four hours	P 3,500.00
	Excess of every hour	P 250.00



#### 4. LEASING OF MARCHING BAND INSTRUMENT AND EQUIPMENT

The City of Bacoor launched a culture and arts program in 2017 to educate young members of the community of their strong musical heritage. To flourish and sharpen their innate skills in creativity and artistry, both aspiring and established musicians may seek assistance from homegrown marching bands and utilize local government-procured instruments and equipment free of charge.

<b>Office or Division:</b>	Bacoor City Culture, History, Arts, and Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	Interested Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service;</li> <li>Request Form</li> <li>Other supporting documents, if necessary.</li> </ul>			Client  Tourism and Cultural Affairs Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Bernard Dominic A. Martin Messenger
	1.2 Conduct short interview regarding the request	None	10 minutes	Bernard Dominic A. Martin Messenger
	1.3 Provide request form	None	5 minutes	Bernard Dominic A. Martin Messenger
2. Fill out request form	2.1 Receive request form	None	10 minutes	Edward Ely M. Ignacio Messenger
3. Wait for the approval of request	3.1 Release instrument and/or equipment	None	10 minutes	Edward Ely M. Ignacio Messenger
	<b>Total</b>	<b>None</b>	<b>40 minutes</b>	



## 5. DISTRIBUTION OF TOURISM AND CULTURAL MATERIALS

Individuals may request tourism and cultural materials such as brochures, flyers, magazines, books, newspapers, leaflets, journals, and other consumable items free of charge.

<b>Office or Division:</b>	Bacoor City Culture, History, Arts, and Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	Interested Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service;</li> <li>Request Form</li> <li>Other supporting documents, if necessary.</li> </ul>			Client  Tourism and Cultural Affairs Department	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	John Patrick Amerna Clerk
	1.2 Conduct short interview regarding the request	None	10 minutes	John Patrick Amerna Clerk
	1.3 Provide request form	None	5 minutes	John Patrick Amerna Clerk
2. Fill out request form	2.1 Receive request form	None	10 minutes	Edward Ely M. Ignacio Messenger
3. Wait for the approval of request	3.1 Release tourism and cultural material	None	10 minutes	Edward Ely M. Ignacio Messenger
	<b>Total</b>	<b>None</b>	<b>40 minutes</b>	



## 6. ASSISTANCE ON DEPARTMENT OF TOURISM ACCREDITATION

Department of Tourism (DOT) Accreditation is a Certification issued to a tourism enterprise that officially recognizes it 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.

<b>Office or Division:</b>	Bacoor City Culture, History, Arts, and Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Client			
<b>Who may avail:</b>	Interested Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service; Other supporting documents, if necessary.</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Virgie B. Ramos Clerk
	1.2 Conduct short interview regarding the request	None	10 minutes	Virgie B. Ramos Clerk
	1.3 Provide the client with DOT accreditation requirements	None	10 minutes	Virgie B. Ramos Clerk
	1.4 Inform the client to submit the requirements through DOT accreditation portal	None	5 minutes	Virgie B. Ramos Clerk
	<b>Total</b>	<b>None</b>	<b>30 minutes</b>	



## 7. ISSUANCE OF PUBLIC EVENT PERMIT \*\*\*

Public Event Permit is a written authorization to be issued by this office authorizing the holding of a public event pursuant to the provisions of City Ordinance No. 263-2023. Public events are concerts, motorcades, parades, rallies, races, and other activities participated in by fifty (50) or more natural persons or fifteen (15) or more motor vehicles held anywhere in the City of Bacoor. The said term shall also encompass extra-curricular activities of schools/learning institutions, religious processions, and funeral processions to be held on public roads and other public places regardless of the number of participants in the said activities.

<b>Office or Division:</b>	Bacoor City Culture, History, Arts, and Tourism Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Client G2B Government to Business G2G Government to Government			
<b>Who may avail:</b>	Interested Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Written request addressed to the City Mayor specifying the intent to acquire service;</li> <li>• Public Event Registry Form</li>   <li>• Traffic Management Plan</li> <li>• Emergency Evacuation Plan</li> <li>• Surety Bond (for concerts and movie premiers)</li> <li>• Other supporting documents, if necessary.</li> </ul>			Client  Tourism and Cultural Affairs Department Client Client Reputable Bonding Company	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Edwin B. Guinto Tourism and Cultural Affairs Officer
	1.2 Conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto Tourism and Cultural Affairs Officer
	1.3 Provide Public Event Registry form	None	2 minutes	Surelan Jay A. Coquilla Clerk



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Fill out Public Event Registry form	2.1 Receive Public Event Registry form	None	2 minutes	Surelan Jay A. Coquilla Clerk
	2.2 Endorse and route permit request to relevant parties	None	3 days	Surelan Jay A. Coquilla Clerk
	2.3 Set a meeting with the organizer and involved government offices	None	1 day	Surelan Jay A. Coquilla Clerk
3. Coordinate with the involved government offices	3.1 Finalize details of the event with the organizer and involved government offices	None	1 day	Surelan Jay A. Coquilla Clerk
	3.2 Create public advisory on social media regarding the event	None	30 minutes	Melvin A. Miranda Clerk Jhoanna Marie B. Labonete Clerk
4. Receive Public Event Permit	4.1 Issue Public Event Permit	None	10 minutes	Surelan Jay A. Coquilla Clerk
	<b>Total</b>	<b>None</b>	<b>5-6 days</b>	

*According to City Ordinance No. 263-2023, in the case of concerts or movie premiers, the organizers of the said event/s shall submit a surety bond issued by a reputable bonding company in the amount of P100,000.00 which amount shall be used to compensate any person who may be injured/damaged in the course of holding the event or immediately after its holding which are attributable to the fault or negligence of the organizer/s or their employees/agents. The said bond shall be returned to the organizer/s not later than thirty (30) days after the holding of the public event.*





## 8. MANAGEMENT OF SPECIAL EVENTS AND ACTIVITIES

Special events and activities include those opportunities for leisure, social, or cultural experience outside the normal range of tourism destinations and attractions found in the city.

<b>Office or Division:</b>	Bacoor City Culture, History, Arts, and Tourism Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G Government to Government			
<b>Who may avail:</b>	Interested Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Written request addressed to the City Mayor or the City Tourism and Cultural Affairs Officer specifying the intent to acquire service; Other supporting documents, if necessary.</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written request	1.1 Receive letter	None	5 minutes	Edwin B. Guinto Tourism and Cultural Affairs Officer
	1.2 Conduct short interview regarding the request	None	10 minutes	Edwin B. Guinto Tourism and Cultural Affairs Officer
	1.3 Provide request form	None	5 minutes	Lamberto M. Galvez Laborer
2. Fill out request form	2.1 Receive request form	None	2 minutes	Lamberto M. Galvez Laborer
	2.2 Process request by coordinating with relevant parties	None	<b>Depends on the request</b>	Melvin A. Miranda Clerk Jhoanna Marie B. Labonete Clerk
3. Facilitate event/activity	3.1 Co-manage activity with the other party	None	<b>Depends on the request</b>	Lamberto M. Galvez Laborer Gerriel M. Guinto Public Service Coordinator
<b>Total</b>		<b>None</b>	<b>15 - 20 days</b>	



## LIST OF SERVICES

### Office of Veterinary Services

<b>External Services</b>	<b>Page Number</b>
1. Rabies Vaccination	38.2
2. Redeeming Impounded Dog / Cat	38.3 – 38.5
3. Redeeming Impounded Livestock	38.6 – 38.7
4. Adoption of Impounded Dog / Cat	38.8 – 38.9
5. Deworming	38.10 – 38.11
6. Immunization (5-in-1 vaccines)	38.11 – 38.12
7. Sterilization for Dogs and Cats	38.12 – 38.14
8. Euthanasia Service	38.14 – 38.15
9. Veterinary Health Certificate (VHC) for Travel of Dogs and Cats	38.15 – 38.18
10. Veterinary Health Certificate (VHC) for Travel of Game Fowl and other Avian Species	38.19 – 38.20
11. Meat Inspection	38.21 – 38.23
12. Feedback and Complaints Mechanism	38.24



# **OFFICE OF VETERINARY SERVICES**

## **(External Services)**

**The Office of Veterinary Services is tasked to deliver veterinary public health services and animal health services. Our mandate is to Implement Animal Welfare Laws/Ordinances. The Office of Veterinary Services 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 Office of Veterinary Services aims to prevent the spread of zoonotic diseases such as Rabies, educate pet owners on Animal Welfare Laws & Ordinances, 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 in 47 barangays of the city. We also accept walk-in clients in the Office/Clinic every Friday from 9am- 12pm.

<b>Office or Division:</b>	Office of Veterinary Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Residents of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Valid ID showing Bacoor address</li> <li>Dog/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.</li> <li>The dog/cat should be in good physical condition.</li> </ul>			National Government Agencies like SSS, LTO, PRC, etc.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client brings their dog/cat to barangay vaccination site. Wearing of face mask is optional.	1.1. Record client and pet information	None	10 minutes	Rosario De Gula/ Norman Del Rosario
	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	5 minutes	Dr. Ella Mae Gandia
	<b>Total</b>	<b>None</b>	<b>Approximately 1 hour</b>	



## 2. REDEEMING IMPOUNDED DOG / CAT

Pet owners may redeem their impounded dog/cat.

<b>Office or Division:</b>		Office of Veterinary Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Residents of Bacoor City		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Proof of Ownership</li> <li>• Barangay Clearance</li> </ul>			- Barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 release form 2.a. Secure sterilization form (if applicable)	2. Issue release/ 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



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay corresponding fees:	4. Issue payment forms	<b>Impounding Fee</b> P200.00/day	15 minutes	Rosario De Gula
a. Impounding fee	a. Impounding fee	<b>Sterilization Fee</b> Castration: Dog – P1,500.00 Cat – P1,000.00	15 minutes	Rosario De Gula
b. Sterilization fee (if applicable)	b. Sterilization fee: castration/spay	Spay: Dog – P1,000.00 Cat – P500.00		
d. Owner's penalty		<b>Owner's penalty – P500.00</b>		
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



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Present dog to Veterinarian for Rabies vaccination	6.1. Veterinarian will administer Rabies Vaccine  6.2. Issue Rabies vaccination certificate	None	Depends on cooperation of animal  2 minutes	Dr. Ella Mae Gandia  Rosario De Gula
7. Present dog to Veterinarian on date of surgery (when applicable)	7.1. Issue Sterilization Certificate (when applicable)  7.2. Issue Release form	None	5 minutes	Dr. Ella Mae Gandia
	<b>Total</b>	<b>Fees may vary depending on the services given to client's pet</b>	<b>40 minutes to 1 hour (with sterilization process)</b>	



### 3. REDEEMING IMPOUNDED LIVESTOCK

Impounded livestock may be redeemed at the City Pound

<b>Office or Division:</b>		Office of Veterinary Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Residents of Bacoor City		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Proof of Ownership</li> <li>● Barangay Clearance</li> </ul>			- Barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Personally check the identity of livestock in the City Pound	1. Attend to client's inquiries	None	Depends on client	Ernesto Mendoza, Jr.
2. Present required documents 2.a. Present Barangay clearance 2.b Proof of ownership	2. Receive required documents  2.1 Issue Payment Form	None	15 minutes	Rosario De Gula
3. Pay Impounding fee at Cashier (City Finance Office)	3. Receives payment	<b>Impounding Fee</b> P200.00 per head per day <b>Owner's penalty</b> P2500.00	15 minutes	Cashier (City Finance Office)
4. Present Official receipts to Veterinarian	4.1. Receive required documents	None	5 minutes	Dr. Ella Mae Gandia





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Issue Release form			
5. Submit copy of above documents and Release form to following offices:  a. Office of Veterinary Services b. Barangay concerned/ HOA concerned	5. Receive documents  Upon receipt of Release form and other documents, impounded livestock may be released to owner.	None	20 minutes	a. Office of Veterinary Services - Dr. Ella Mae Gandia/ Ernesto Mendoza, Jr.  b. Barangay/ HOA official concerned (when applicable)
	<b>Total</b>	<b>Fees may vary depending on the services, see list of fees above</b>	<b>1 hour and 30 minutes</b>	



#### 4. ADOPTION OF IMPOUNDED DOG/CAT

Selected impounded dogs/cats not claimed within 3 days will be put up for adoption for 10 days.

<b>Office or Division:</b>		Office of Veterinary Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Residents of Bacoor City		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Valid ID</li> </ul> (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.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Choose dog/cat to be adopted.	1. Assist clients on their inquiries	None	Depends on client	Rosario De Gula/ Ernesto Mendoza, Jr.
2. Secure, fill up, and submit the following forms:  a. Adoption Form  b. Sterilization Form (if applicable)	2. Issue needed forms to client  2.1. Receive filled-up forms  2.2. Schedule date of surgery (when applicable)	None	5 minutes	Rosario De Gula



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Pay required fees	3. Issue Payment form	<b>Adoption Fee –</b> P300.00	2 minutes	Dr. Ella Mae Gandia
3.1. Receive acknowledged receipt	3.1. Issue Acknowledgement receipt			
3.2. Receive official receipt	3.2. Release official receipt	<b>Sterilization Fee:</b> Castration: Dog – P1,500.00 Cat – P1,000.00		Dr. Ella Mae Gandia
	3.3 Issue the ff. certificates: a. Certificate of Adoption b. Rabies Vaccination Certificate	Spay: Dog – P1,000.00 Cat – P500.00		
	<b>Total</b>	<b>List of Fees stated above</b>	<b>40 minutes to 1 hour (with sterilization process)</b>	



## 5. DEWORMING

Dogs and cats are dewormed against intestinal worms.

<b>Office or Division:</b>	Office of Veterinary Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Residents of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Puppies: 2 weeks old and above/ adult dogs</li> <li>• Kittens: 1 month old and above/ adult cats</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in Consultation Logbook	1. Interview client for client information and Pet information	None	5 minutes	Rosario De Gula/ Norman Del Rosario
2. Pay Deworming fee	2.1. Issue Payment Form  2.2. Receive Payment	Deworming Fee: P150.00 per 10 kilogram Body Weight	5 minutes	Rosario De Gula
3. Present dog/cat for deworming	3.1. Administer Dewormer	Fees stated above	Depends on cooperation of animal	Dr. Ella Mae Gandia
3.2. Receive official receipt	3.2. Release official receipt		10 minutes	Rosario De Gula
	<b>Total</b>	<b>Corresponding fees stated above</b>	<b>40 minutes</b>	



## 6. IMMUNIZATION (5-in-1 VACCINE)

The office also services vaccination against common infectious diseases in dogs namely: Parvovirus, Distemper, Parainfluenza, Hepatitis, and Leptospirosis (5in1 Vaccine).

<b>Office or Division:</b>		Office of Veterinary Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Residents of Bacoor City		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Puppies: 6 weeks old and above</li> <li>• Adult dogs</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in Consultation Log Book	1.1. Interview client for client information and pet information 1.2. Receive Immunization form	None	5 minutes	Rosario De Gula/ Norman Del Rosario
2.1. Receive payment form  2.2 Pay Immunization fee	2.1 Issue Payment Form  2.2 Receive Payment	Vaccination Fee: P500.00 per (5 in 1 vaccine)	5 minutes	Rosario De Gula
3. Present dog/cat for vaccination	3.1. Administer vaccine  3.2. Issue Vaccination Certificate  3.3. Release Official receipts	Fees stated above	Depends on cooperation of animal  10 minutes  2 minutes	Dr. Ella Mae Gandia
	<b>Total</b>	<b>P 500.00</b>	<b>Approximately 45 minutes</b>	



## 7. 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 Office of Veterinary Services offers Castration and Spaying services to pet owners for a minimal fee.

<b>Office or Division:</b>	Office of Veterinary Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Residents of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● <b>CASTRATION</b> <ul style="list-style-type: none"> <li>- Dog: 6 months old</li> <li>- Cat: 6 months old</li> </ul> </li> <li>● <b>SPAYING</b> <ul style="list-style-type: none"> <li>- Dog: 6 months old</li> <li>- Cat: 6 months old</li> </ul> </li> </ul> <p>(Dogs/cats should be in good health. Older dogs and cats may be sterilized depending on the discretion of the Veterinary surgeon. The age listed above is the recommended age to perform surgery.)</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up Sterilization Consent form	1. Attends to client's inquiries	None	2 minutes	Rosario De Gula
2. Submit filled up Sterilization Consent form	2.1. Receive Sterilization Consent form	None	2 minutes	Rosario De Gula



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Issue Payment Form			
3. Pay Sterilization fee	3.1. Receive Payment  3.2. Issue Acknowledgement Receipt  3.3. Schedule date of surgery	<b>Sterilization Fee:</b>  Castration: Dog – 1,500.00 Cat – 1,000.00  Spaying: Dog – 1,000.00 Cat – 500.00	15 minutes	Rosario De Gula  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 the surgeon	Dr. Ella Mae Gandia
5. Receive Official Receipts	5. Release Official receipts	None	2 minutes	Dr. Ella Mae Gandia
	<b>Total</b>	<b>Depends on the services given, fees are stated above</b>	<b>Approximately 1 hour and 40 minutes (includes surgery)</b>	



## 8. EUTHANASIA SERVICE

(City Ordinance No.19 Series 2012 Section 9 & 11)

Pet owners may have their pets euthanized at the Office of Veterinary Services . 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.

<b>Office or Division:</b>		Office of Veterinary Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Residents of Bacoor City		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>By appointment Call or Text 0966 827 0252</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in Consultation Logbook	1. Interview client for client information and pet information	None	2 minutes	Rosario De Gula
2. Receive Payment Form	2. Issue Payment Form	None	2 minutes	Rosario De Gula
3. Pay Euthanasia fee	3. Receive Payment	<b>Euthanasia Fee:</b> PHP 1,000.00	15 minutes	Rosario De Gula  Dr. Ella Mae Gandia
	3.1. Perform Euthanasia procedure		Depends on condition of Dog	
	3.2 Issue Euthanasia Certificate		20 minutes	
	3.3 Release Carcass to Owner		15 minutes	
5. Receive Official Receipt	5. Give Official Receipt	None	1 minute	Dr. Ella Mae Gandia/ Rosario De Gula
<b>Total</b>		<b>P 1,000.00</b>	<b>55 minutes</b>	





## 9. VETERINARY HEALTH CERTIFICATES (VHC) FOR TRAVEL OF DOGS AND CATS

Pet owners may be issued a Veterinary Health Certificate for Rabies for Travel purposes.

<b>Office or Division:</b>	Office of Veterinary Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Residents of Bacoor City			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>● Dogs should be 4 months old and above.</li> <li>● Cats should be 4 months old and above.</li> <li>● Pets should be vaccinated against rabies.</li> <li>● Pets should be in good health.</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure, fill up, and submit Information sheet	1. Attends to client's inquiries	None	5 minutes	Rosario De Gula
	1.1 Receive Information sheet	None		Rosario De Gula



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1 Submit Vaccination certificate (if applicable)	2.1 Issue Veterinary Health Certificate (if vaccinated after 2 weeks or more but within a period of 1 year and certificate presented is signed by a licensed vet)	None	5 minutes	Dr. Ella Mae Gandia
2.2 If Vaccination certificate is not available	2.2. Record client and pet information 2.3. Veterinarian administers Rabies vaccine 2.4. Issuance of Rabies vaccination Certificate 2.5. Issuance of Veterinary Health Certificate will be 14 days after vaccination	None	10 minutes	Dr. Ella Mae Gandia
		None	Depends on animal	Dr. Ella Mae Gandia



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Apply online for Shipping Permit from National Veterinary Quarantine Services Division: <u><a href="mailto:baiquarantineph@gmail.com">baiquarantineph@gmail.com</a></u> 09183963807 09154794649	3. Online Application c/o National Veterinary Quarantine Services Division	None	Depends on duration of process (online application by the client not included)	Personnel in-charge at National Veterinary Quarantine Services Division, Bureau of Animal Industry
	<b>Total</b>	<b>None</b>	<b>40 minutes</b>	



## 10. VETERINARY HEALTH CERTIFICATES FOR TRAVEL PERMIT FOR GAMEFOWLS AND OTHER AVIAN SPECIES

Gamefowl and other bird owners may be issued a Veterinary Health Certificate for Newcastle Disease for travel purposes.

<b>Office or Division:</b>		Office of Veterinary Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C Government to Citizen		
<b>Who may avail:</b>		Residents of Bacoor City		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Newcastle Disease Vaccine</li> <li>• Chicken 2 weeks of age or older</li> <li>• Other Requirements as stated in D.A. Administrative Order No.5 "Guidelines on the local transport/shipment of animals, Animal Products &amp; by-products"</li> </ul>			<ul style="list-style-type: none"> <li>• Selected poultry supplies stores.</li> <li>• Copy is available on the internet.</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure, fill up, and submit Information sheet	1. Attends to client's inquiries	None	5 minutes	Rosario De Gula
	1.1 Receive Information sheet	None		Rosario De Gula
2. Present bird for vaccination.	2. Veterinarian will vaccinate bird.	None	Depends on number of birds to be vaccinated	Dr. Ella Mae Gandia



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pick-up Vaccination Certificate after 14 days	3. Issue Vaccination Certificate after 14 days	None	5 minutes	Dr. Ella Mae Gandia Rosario De Gula
4. Apply online for Shipping Permit from National Veterinary Quarantine Services Division: <a href="mailto:baiquarantineph@gmail.com">baiquarantineph@gmail.com</a> 09183963807 09154794649	4. Online Application c/o National Veterinary Quarantine Services Division	None	Depends on duration of process (online application by the client not included)	Personnel in-charge at National Veterinary Quarantine Services Division, Bureau of Animal Industry
	<b>Total</b>	<b>None</b>	<b>Approximately 40 minutes</b>	



## 11. MEAT INSPECTION SERVICES

To protect human and animal health against direct and indirect hazards.

<b>Office or Division:</b>	Office of Veterinary Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Meat Dealers and Suppliers, Meat Stall Holders, and Meat Handlers (Including Vendors)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>A. POST-ABATTOIR INSPECTION</b> <b>Bacoor Public Market</b>  <b>1. Meat Inspection Certificate (MIC)</b> <b>2. Certificate of Meat Inspection (COMI)</b> <b>(for frozen meat, chicken and meat by-products)</b>			1. Point of Origin (Slaughterhouse) 2. From Cold Storage of Imported (Boxed) Meat	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Meat Dealer or representative presents Meat Inspection Certificate (MIC) or COMI for checking and verification	1. Meat Inspector check and verify the Meat Inspection Certificate (MIC) or COMI	None	10 minutes	James San Gabriel Danilo Satsatin Jr.
2.1. Meat dealer or representative will secure Post Abattoir Fee Form 2.2. Meat Dealer or representative will pay fee at the City Finance Office	2.1. Meat Inspector will issue Post Abattoir Fee Form  2.2. Cashier at City Finance Office will issue Official Receipt (OR)	Php 20.00 per carcass	20 minutes	James San Gabriel Danilo Satsatin Jr.  Cashier at City Finance Office
	<b>Total</b>	<b>See above</b>	<b>30 minutes</b>	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>B. Inspection of Meat Establishment and Meat Markets</b>  <b>1. Meat Inspection Certificate(MIC)</b> <b>2. Certificate of Meat Inspection(COMI)</b> <b>3. Updated Business Permit</b>		1. Point of Origin (Slaughterhouse) 2. From Cold Storage of imported meat 3. BPLD, Ground Floor, Bacoor City Hall, BarangaY Bayanan, Bacoor Boulevard, City of Bacoor, Cavite		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Meat Inspection Certificate (MIC) or COMI	1. Meat Inspector check and verify the Meat Inspection Certificate (MIC) or COMI	None	5 minutes	James San Gabriel Danilo Satsatin Jr.
2. Present Business Permit	2. Meat Inspector will check and verify Business Permit and inspect facilities	None	10 minutes	James San Gabriel Danilo Satsatin Jr.
	<b>Total</b>	<b>None</b>	<b>15 minutes</b>	



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>C. ANTE MORTEM INSPECTION</b>				
<b>1. Veterinary Health Certificate(VHC)</b>			1.Veterinarian from Farm of Point of Origin	
<b>2. Shipping Permit(SP)</b>			2. National Veterinary Quarantine Services Office from Point of Origin	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Veterinary Health Certificate (VHC) and Shipping Permit (SP)	1.1. Meat Inspector will check and verify Veterinary Health Certificate(VHC) and Shipping Permit (SP)  1.2. Proceed with Ante-Mortem inspection	None	10 minutes	James San Gabriel Danilo Satsatin, Jr.
	<b>Total</b>	<b>None</b>	<b>10 minutes</b>	

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<b>D. POST MORTEM INSPECTION</b>				
<b>1. Meat Inspection Certificate (MIC)</b>			1. Meat Inspectors from Office of Veterinary Services	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Meat Inspection Certificate(MIC)	2. Meat Inspector will issue MIC after post-mortem inspection	Php 0.30 per head	10 minutes	James San Gabriel Danilo Satsatin, Jr.
	<b>Total</b>	<b>See above</b>	<b>10 minutes</b>	





## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback</b>	<ul style="list-style-type: none"><li>- They can message the facebook account. Facebook Account: Bacoor City Veterinary Services Office</li><li>- They can also call or text 0966-827-0252</li><li>- They can also email <a href="mailto:bacoorcityvet@gmail.com">bacoorcityvet@gmail.com</a></li></ul>
<b>How feedbacks are processed</b>	Feedbacks are read and answered by the Veterinarian and addressed accordingly.
<b>How to file a complaint</b>	<ul style="list-style-type: none"><li>- They can personally visit the Office to file a complaint.</li></ul>
<b>How complaints are processed</b>	<ul style="list-style-type: none"><li>- Complaints will be investigated and resolved accordingly.</li></ul>



## LIST OF SERVICES

### Zoning and Land Development Department

<b>Internal Services</b>	<b>Page Number</b>
Land Survey of City of Bacoor Properties	39.2 – 39.4
<b>External Services</b>	
Special Survey Permit (Checking and Approval)	39.5 – 39.6
Zoning Inspection Fee (for Business Permit)	39.7 – 39.8
Issuance of Zoning Classification Certificate (For Trucking/ Garage, Funeral Home, Chapel, Crematorium, Gas Station)	39.9 – 39.11
Land Use and Zoning/Locational Clearance (for Building Permit)	39.12 – 39.15
Development Permit	39.16 – 39.18
Alteration Permit	39.19 – 39.21
Backfilling Permit	39.22 – 39.24
Issuance of Decision on Zoning	39.25 – 39.27
Endorsement for Reclassification	39.28 – 39.30



# **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 BACOOR PROPERTIES

Land survey of City of Bacoor properties as requested by the City Mayor and other departments concerned.

<b>Office or Division</b>		Zoning and Land Development Department		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2G – Government to Government		
<b>Who may avail</b>		Internal Clients		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certified true copy of title/s</li> <li>• Approved plan/s and</li> <li>• Technical Descriptions</li> </ul>			<ul style="list-style-type: none"> <li>• Register of Deeds</li> <li>• Bureau of Lands / Land Registration Authority</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the 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	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>  Jonathan S. Bautista <i>Comm. Affairs Asst. I</i>  Enrique S. Santos  Ezekiel John 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>  Jerome D. Renomeron  Luisito P. Tiglao <i>Zoning Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.3 Plotting of data gathered	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Enrique S. Santos Ezekiel John 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 Michael A. Javier Jaime M. Largo Jr. <i>Zoning Staff</i>
	1.5 Uploading of data from field survey	None	Within the day	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jaime M. Largo Jr. Ezekiel John Santos Michael A. Javier <i>Zoning Staff</i>
	1.6 Marking and putting of monuments	None	Approximately 1 day per survey	Ferdie S. Javier Michael A. Javier Jaime M. Largo Jr. <i>Zoning Staff</i>



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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	Within the 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>
<p><b>Maximum Duration of Process: Approximately 6 days for land survey and within the day processing (for complex land surveys) (complete requirements)</b></p>				



## 2. SPECIAL SURVEY PERMIT (CHECKING AND APPROVAL)

Checking and approval of Relocation plan and certificate for the application of Building Permit.

<b>Office or Division</b>	Zoning and Land Development Department			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Land owner, Interested party			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Updated relocation plan and certificate</li> <li>• Photocopy of title covering the subject lot, latest tax declaration</li> <li>• Proof of updated real property tax payments</li> <li>• Photocopy of the updated Professional Regulations Commission (PRC) and PTR License of the geodetic engineer who surveyed the said lot.</li> </ul>			<ul style="list-style-type: none"> <li>• Geodetic Engineer</li> <li>• Register of Deeds/ Assessors Office</li> <li>• City of Treasurers Office</li> <li>• Geodetic Engineer</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Present the required documents at the window (Window transaction only)	1.1 Accept and validate documents	None	Within the day	Kimberly Joyce Sotto-Jaca  Mary Charm P. Dasco  Christy G. Baring  <i>Zoning Staff</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checking of relocation plan and certificate based from the technical description of the title	None	Within the day	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Enrique S. Santos Jerome D. Renomeron <i>Zoning Staff</i>
	1.3 Issuance of order of payment and inform requesting party to pay corresponding fee	None	Within the day	Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco <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	₱ 100.00 per lot	Within the day	Cashier Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco <i>Zoning Staff</i> Engr. Arthur S. San Jose <i>Department Head</i>
	2.2 Releasing of relocation plan and certificate with approval	None	Within the day	Christy G. Baring Enrique S. Santos <i>Zoning Staff</i>
	<b>Total</b>	<b>₱ 100.00</b>		
<b>Maximum Duration of Process: Within the day (complete requirements) (excluding the period of payment)</b>				





### 3. ZONING INSPECTION FEE (FOR BUSINESS PERMIT)

Checking and assessment of Business Permit Form for Zoning Inspection Fee.

<b>Office or Division</b>	Zoning and Land Development Department			
<b>Classification</b>	Simple			
<b>Type of Transasaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Business owner, interested party			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>For New Business:</b> <ul style="list-style-type: none"> <li>Original and Xerox Copy of (Barangay Business Clearance</li> <li>DTI or SEC Registration Sketch of business location</li> <li>Front full view of business establishment</li> <li>Real Property Tax Payment</li> <li>Contract of Lease/Authorization letter for the use of the property with rental fees</li> <li>HOA Board Resolution Approval.</li> </ul> <b>For Renewal:</b> <ul style="list-style-type: none"> <li>Last business permit</li> <li>Basis for computing taxes, 2021 BIR Income Tax Return (1701Q or 1701A) or 2022 BIR 2550M/2550Q/2551Q or the Audited Financial Statement.</li> <li>Job vacancies in the business concerned (if any), the total number of employees of the business, and the number of employees residing in the City of Bacoor.</li> </ul>			<ul style="list-style-type: none"> <li>Barangay Hall</li> <li>DTI</li> <li>Business owner</li> <li>City Treasurers office</li> <li>Lessor</li> <li>Home Owner's Association</li> <li>Business owner</li> <li>BIR</li> <li>Business owner</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents at the window (Window transaction only)	1.1 Accept and validate documents	None	Within the day	Michael A. Javier Jerome D. Renomeron Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco Ferdie S. Javier <i>Zoning Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2 Assessment / Computation of Zoning Inspection Fee (Checking as per CLUP)	None	Within the day	Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome L. Velasquez <i>Clerk II</i> Jerome D. Renomeron Ferdie S. Javier <i>Zoning Staff</i>
	1.3 Signing / Approval of Zoning Inspection Fee	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Jerome L. Velasquez <i>Clerk II</i> Jerome D. Renomeron Ferdie S. Javier <i>Zoning Staff</i>
	1.4 Encoding and Recording of data	None	Within the day	Mary Charm P. Dasco Kimberly Joyce Sotto-Jaca Christy G. Baring <i>Zoning Staff</i>
	1.5 Releasing of Business Permit Form	None	Within the day	Christy G. Baring  Kimberly Joyce Sotto-Jaca  <i>Zoning Staff</i>
<b>Maximum Duration of Process: Within the day (complete requirements)</b>				



#### 4. ISSUANCE OF ZONING CLASSIFICATION CERTIFICATE (FOR FUNERAL HOME, CHAPEL, CREMATORIUM, GAS STATION, APARTMENT/MULTI-FAMILY DWELLING)

Issuance of Zoning Classification Certificate.

<b>Office or Division</b>	Zoning and Land Development Department			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail?</b>	Lot / Business owner, interested party			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter from the Owner of the property</li> <li>• Photocopy of Title</li> <li>• Tax Declaration</li> <li>• Updated Official Receipt of Real Property Tax</li> <li>• Payment/Tax Clearance,</li> <li>• Certificate of No Improvement (if land only)</li> <li>• Lot/Survey Plan with vicinity map</li> <li>• Barangay Clearance for Business,</li> <li>• Sketch and picture of business location</li> <li>• Deed of Sale</li> <li>• Contract of Lease</li> <li>• HOA Board Resolution Approval</li> </ul>			<ul style="list-style-type: none"> <li>• Lot Owner</li> <li>• Register of Deeds</li> <li>• Assessor's Office</li> <li>• City Treasurers Office</li> <li>• Assessor's Office</li> <li>• Geodetic Engineer</li> <li>• Barangay Hall</li> <li>• Owner</li> <li>• Owner</li> <li>• Lessor</li> <li>• Home Owners Association</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents at the window (Window transaction only)	1.1. Accept and validate documents	None	Within the day	Jerome L. Velasquez <i>Clerk II</i>  Jonathan S. Bautista <i>Comm. Affairs Asst. I</i>  Jerome D. Renomeron <i>Zoning Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.2 Assessment and Evaluation of the property	None	Within the day	Jerome L. Velasquez <i>Clerk II</i> Enrique S. Santos Ezekiel John 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  ₱ 55 per Security Seal	Within the day	Cashier  Jerome L. Velasquez <i>Clerk II</i> Kimberly Joyce Sotto-Jaca <i>Zoning Staff</i>
	2.2 Preparation of Zoning Classification / Certificate	None	Within the day	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Mary Charm P. Dasco <i>Zoning Staff</i>
	2.3 Signing / Approval of Zoning Classification / Certificate	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Recording of data Releasing of Zoning Classification / Certificate	None	Within the day	Kimberly Joyce Sotto-Jaca  Mary Charm P. Dasco  Christy P. Baring  <i>Zoning Staff</i>
	<b>Total</b>	<b>P 555.00</b>		
<b>Maximum Duration Process: Approximately 1 day for inspection and within the day processing (complete requirements) (excluding the period of payment)</b>				



## 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.

<b>Office or Division</b>	Zoning and Land Development Department			
<b>Classification</b>	Simple, Complex and Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen			
<b>Who may avail</b>	Lot owner, interested party			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Authorization Letter (Notarized)/ID of Owner and Representative</li> <li>• Bill of Materials/Cost Estimates and Building/Structural Plan</li> <li>• Transfer Certificate of Title/Deed of Sale</li> <li>• Tax Declaration (Land and Building)</li> <li>• Picture of Location of Construction</li> <li>• HOA Board Resolution Approval</li> </ul>			<ul style="list-style-type: none"> <li>• Lot Owner</li> <li>• Architect/ Civil Engineer</li> <li>• Register of Deeds/ Lot Owner</li> <li>• Assessor's Office</li> <li>• Lot Owner</li> <li>• Home Owners Association</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents to One Stop Shop for Construction Permit (OSCP) at the window (Window transaction only)	1.1 Accept and validate documents	None	Within the day	Jerome D. Renomeron Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco <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	Within the day	Jerome D. Renomeron Mary Charm P. Dasco <i>Zoning Staff</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Encoding of Zoning / Locational Clearance Fee on Zoning Administration System	None	Within the day	Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco Christy G. Baring <i>Zoning Staff</i>
	1.6 Inform requesting party to pay corresponding fee	Please refer to the Table of Fees on Page 41.14	Within the day	Christy G. Baring Mary Charm P. Dasco <i>Zoning Staff</i>
2. Pay Zoning fee at the City Treasurer's Office	2.1 Encode OR # and Printing of Locational Clearance and Certificate	None	Within the day	Cashier Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco <i>Zoning Staff</i>
	2.2 Signing / Approval of Zoning and Locational Clearance and Building Plan	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>
	2.3 Recording / releasing of Locational Clearance and Zoning Certificate	None	Within the day	Mary Charm P. Dasco / Kimberly Joyce Sotto-Jaca <i>Zoning Staff</i>



<b>Table of Fees:</b>	
<b>A. Single residential structure attached or detached</b>	
1. ₱ 100,000 and below	₱ 200
2. Over ₱ 100,000 to ₱ 200,000	₱ 400
3. Over ₱ 200,000	₱ 500 + 1/10 of 1% of cost in excess of 200,000
<b>B. Apartments/Townhouse</b>	
1. ₱ 500,000 and below	₱ 1,000
2. Over ₱ 500,000 to ₱ 2,000,000	₱ 1,500
3. Over ₱ 2,000,000	₱ 2,500 + 1/10 of 1% of cost in excess of 2M Regardless of the number of doors
<b>C. Dormitories</b>	
1. ₱ 2 Million and below	₱ 2,500
2. Over ₱ 2 Million	₱ 5,000 + 1/10 of 1% of cost in excess of 2M
<b>D. Institutional</b>	
1. Below ₱ 2 Million	₱ 2,000
2. Over ₱ 2 Million	₱ 2,000 + 1/10 of 1% of cost in excess of 2M
<b>E. Commercial, Industrial &amp; Agro-Industrial Project Cost of which:</b>	
1. Below ₱ 1,000	₱ 1,000
2. Over ₱ 100,000 to ₱ 500,000	₱ 1,500
3. Over ₱ 500,000 to ₱ 1 Million	₱ 2,000
4. Over ₱ 1 Million to ₱ 2 Million	₱ 3,000
5. Over ₱ 2 Million	₱ 5,000 + 1/10 of 1% of cost in excess of 2M
<b>F. Special Uses/Special Projects</b>	
(Gasoline station, cell sites, slaughter house, treatment plant, etc.)	
1. Below ₱ 2 Million	₱ 5,000.00
2. Over ₱ 2 Million	₱ 5,000 + 1/10 of 1% of cost in excess of 2M
<b>Other Fees:</b>	
Locational Clearance Fee:	₱ 50
Zoning & Land Use Verification Fee:	₱ 2,000 (for residential)
Zoning & Land Use Verification Fee:	₱ 3,000 (for commercial & Industrial)





Zoning & Land Use Verification Fee:	₱ 1,500 (for Social, Educational & Institutional)
Processing Fee (for Residential):	Total Floor Area x 1
Processing Fee (for Commercial):	Total Floor Area x 3
Security Seal: 55 / each cert. x 2:	₱ 110
Zoning Certificate:	₱ 500
Special Survey permit Fee:	₱ 100 per lot
<p><b>Penalty on construction without Locational Clearance:</b></p> <p>The owner / contractor of the project being constructed without Locational Clearance shall pay ₱ 2,000.00 per day of violation on the number of days the construction has begun. The owner / contractor and the Zoning Administrator / Officer will meet to agree on time and motion with regards to the construction without Locational Clearance.</p>	
<p align="center"><b>Maximum Duration of Process: Approximately 1 day for inspection and within the day processing (complete requirements) (excluding the period of payment)</b></p>	



## 6. DEVELOPMENT PERMIT

Approval and Issuance of Development Permit

<b>Office or Division</b>	Zoning and Land Development Department
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	Contractor, interested party
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Project proposal w/ company/proponents profile</li> <li>• Formal letter to the City Mayor for the initial presentation of the proposed project</li> <li>• SEC (Certificate of Incorporation)</li> <li>• Notarized Secretary's Certificate</li> <li>• Notarized Deed of Absolute Sale</li> <li>• Affidavit of Non-tenancy and DAR clearance (if land is classified as agricultural)</li> <li>• Certificate Authorizing Registration (CAR)</li> <li>• BIR Form No. 2000-OT (Documentary Stamp)</li> <li>• BIR Form No. 0605 (Payment form)</li> <li>• License to Sell &amp; Certificate of Registration</li> <li>• AutoCAD/e-file of the subdivision Project</li> <li>• Certified Copy of the Transfer Certificate of Title</li> <li>• Tax Declaration of Real Property-Land &amp; Bldg.</li> <li>• Zoning Classification Certification</li> <li>• Real Property Tax Receipt</li> <li>• Tax Clearance of Real Property</li> <li>• Environmental Compliance Certificate (ECC) and/or Certificate of Non-Coverage (CNC)</li> <li>• Joint Venture Agreement / Lease Agreement</li> <li>• Notarized Neighbors consent</li> <li>• Home Owners Association Certificate</li> <li>• Barangay Clearance for construction</li> <li>• Barangay workers clearance</li> <li>• Site Development Plan, Vicinity Map and Land Use Allocation Data</li> <li>• Location Plan / Survey Plan</li> <li>• Site Topographic Map</li> <li>• Road Stationing Plan</li> <li>• Pavement Detail</li> <li>• Storm Drainage Layout Plan and Manhole</li> <li>• Water System Layout Plan</li> <li>• Water Retarding Basin</li> <li>• Road Section and Details</li> </ul>	<ul style="list-style-type: none"> <li>• Owner</li> <li>• Owner</li> <li>• SEC</li> <li>• SEC</li> <li>• Owner</li> <li>• Notary Public &amp; Dept. of Agrarian Reform-Provincial</li> <li>• Owner</li> <li>• DHSUD</li> <li>• Licensed Engineer/Architect</li> <li>• Register of Deeds</li> <li>• Assessor's Office</li> <li>• Zoning Department</li> <li>• Treasurer's Office</li> <li>• DENR</li> <li>• Owner / Developer</li> <li>• Owner</li> <li>• HOA</li> <li>• Barangay Hall</li> <li>• Licensed Engineer/Architect</li> <li>• Licensed Geodetic Engineer</li> <li>• Licensed Engineer/Architect</li> </ul>



Continuation... CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>• RCP Connection Details and Outfall Detail</li> <li>• Water System Connection</li> <li>• Perimeter Fence Layout</li> <li>• CCTV Layout Plan</li> <li>• MRF Plan</li> <li>• Electrical Plan</li> <li>• Sewage Treatment Plan</li> <li>• Traffic Management Plan</li> <li>• Earthquake Plan</li> <li>• Notarized Affidavit of Commitment</li> <li>• Notarized Affidavit of Undertaking</li> </ul>			<ul style="list-style-type: none"> <li>• Licensed Engineer/Architect</li> <li>• Licensed Engineer/Architect</li> <li>• Owner</li> </ul>	
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	None	Within the day	Mary Charm P. Dasco  Kimberly Joyce Sotto-Jaca  <i>Zoning Staff</i>
	1.2 Assessment and Evaluation of documents	None	Within the day	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		1 day	Ferdie S. Javier Jerome D. Renomeron <i>Zoning Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	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 corresponding fee	<b>₱ 20.00 per square meter</b>  <b>₱ 1,250.00 per hectare</b>	Within the day	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	Within the day	Cashier
	2.2. Preparation and printing of Development Permit	None	Within the day	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	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4. Recording of data Releasing of Development Permit and Locational Clearance	None	Within the day	Kimberly Joyce Sotto-Jaca  Mary Charm P. Dasco <i>Zoning Staff</i>
<b>Maximum Duration of Process: Approximately 7 working days 1 hour and 30 minutes (complete requirements) (excluding the period of payment)</b>				



## 7. ALTERATION PERMIT

Approval and Issuance of Alteration Permit

<b>Office or Division</b>	Zoning and Land Development Department
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to Citizen
<b>Who may avail</b>	Contractor, interested party
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter request for Alteration</li> <li>• Detailed summary of the affected area for alteration indicated on the new site development plan</li> <li>• Approved Schematic/Subdivision Plan</li> <li>• Development Permit</li> <li>• License to sell and Certificate of Registration</li> <li>• Articles of Incorporation</li> <li>• Secretary's Certificate (stating the approval of such Alteration by the Board of Directors)</li> <li>• Tax Declaration of Real Property – Land &amp; Building (Rev. 2019)</li> <li>• Real Property Tax Receipts</li> <li>• Tax Clearance</li> <li>• Certified copy of Transfer Certificate of Title</li> <li>• Environmental Compliance Certificate (ECC) and/or Certificate of Non-Coverage (CNC)</li> <li>• Homeowners' written conformity or consent regarding the alteration; Majority of Buyers/Lot owners-if no registered HOA yet; if there is an existing HOA, a Board Resolution of no objection to the Alteration</li> <li>• AutoCAD file of the affected lots/areas</li> <li>• Vicinity Map/Lot Plan, Subdivision Plan and Alteration Plan</li> <li>• Water Distribution System Plan</li> <li>• Drainage System Layout Plan</li> <li>• Road Layout Plan/Road Profile Plan/X-Section of Roads</li> <li>• Engineering Details</li> <li>• Sewage Treatment Plan (STP)</li> <li>• MRF Plan</li> <li>• Traffic Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Owner</li> <li>• Licensed Engineer/Architect</li> <li>• Owner</li> <li>• DHSUD</li> <li>• SEC</li> <li>• Assessor's Office</li> <li>• Treasurer's Office</li> <li>• Register of Deeds</li> <li>• DENR</li> <li>• Owner;HOA</li> <li>• Licensed Engineer/Architect</li> </ul>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the 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	None	5 minutes per application	Mary Charm P. Dasco  Kimberly Joyce Sotto-Jaca  <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		1 day	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 corresponding fee	<b>₱ 20.00 per square meter</b> <b>₱ 1,250.00 per hectare</b>	Approximately 20 minutes per application	Jerome L. Velasquez <i>Clerk II</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Alteration Permit	None	Approximately 10 minutes per Alteration Permit	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Assistant I</i>
	2.3. Signing of Alteration Permit form and Plan/s	None	Approximately 10 minutes per Alteration Permit	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4. Recording of data Releasing of Alteration Permit and Locational Clearance	None	5 minutes	Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco <i>Zoning Staff</i>
<b>Maximum Duration of Process: Approximately 7 working days for inspection and SP Public Hearing and within the day processing (complete requirements) (excluding the period of payment)</b>				



## 8. BACKFILLING PERMIT

Approval and Issuance of Backfilling Permit

<b>Office or Division</b>	Zoning and Land Development Department	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C - Government to Citizen	
<b>Who may avail</b>	Contractor, interested party	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Project proposal w/ company/proponents profile</li> <li>• Notarized Deed of Absolute Sale</li> <li>• Authorization Letter</li> <li>• Affidavit of Non-Tenancy and/or DAR Clearance</li> <li>• Certified copy of Transfer Certificate of Title</li> <li>• Tax Declaration of Real Property – Land (Rev. 2019)</li> <li>• Zoning Classification Certification</li> <li>• Tax Clearance of Land/Building</li> <li>• Joint Venture Agreement (optional)</li> <li>• Barangay Clearance for Backfilling</li> <li>• Environmental Compliance Certificate (ECC) and/or Certificate of Non-Coverage (CNC)</li> <li>• Site Development Plan and Schematic Plan</li> <li>• Relocation Plan with Vicinity Map and Relocation Certificate</li> <li>• Updated PRC and PTR License of the Geodetic Engineer</li> <li>• Site Topographic Map</li> <li>• Perimeter Fence Layout</li> <li>• Affidavit of Commitment</li> <li>• Affidavit of Undertaking</li> </ul>	<ul style="list-style-type: none"> <li>• Owner</li> <li>• Notary Public &amp; Dept. of Agrarian Reform-Provincial</li> <li>• Register of Deeds</li> <li>• Assessor's Office</li> <li>• Zoning Department</li> <li>• Treasurer's Office</li> <li>• Owner</li> <li>• Barangay Hall</li> <li>• DENR</li> <li>• Licensed Engineer/Architect</li> <li>• Licensed Geodetic Engr.</li> <li>• Licensed Engineer/Architect</li> <li>• Owner</li> </ul>





<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents at the window (Window transaction only)	1.1 Accept and validate documents	None	Within the day	Mary Charm P. Dasco Kimberly Joyce Sotto-Jaca <i>Zoning Staff</i>
	1.2 Assessment and Evaluation of documents	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i> Jerome L. Velasquez <i>Clerk II</i>
	1.3 Inspection		1 day	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 corresponding fee	<b>₱ 20.00 per square meter</b> <b>₱ 1,250.00 per hectare</b>	Within the day	Jerome L. Velasquez <i>Clerk II</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Pay Zoning fee at the City Treasurer's Office	2.1. Record Official Receipt No.	Same as above	Within the day	Cashier
	2.2. Preparation and printing of Backfilling Permit	None	Within the day	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Assistant I</i>
	2.3. Signing of Backfilling Permit form and Plan/s	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4. Recording of data Releasing of Backfilling Permit and Locational Clearance	None	Within the day	Kimberly Joyce Sotto-Jaca Mary Charm P. Dasco <i>Zoning Staff</i>
<b>Maximum Duration of Process: Approximately 7 working days for inspection and SP Public Hearing and within the day processing (complete requirements) (excluding the period of payment)</b>				



## 9. ISSUANCE OF DECISION ON ZONING (FOR LTFRB NEW AND RENEWAL)

Issuance of Decision on Zoning.

<b>Office or Division</b>	Zoning and Land Development Department	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2C - Government to Citizen	
<b>Who may avail?</b>	Lot / Business owner, interested party	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Letter from the Owner of the property</li> <li>• Authorization Letter (if applicable)</li> <li>• Certified copy of Transfer Certificate of Title</li> <li>• Tax Declaration of Real Property Land and/or Building (Rev. 2019)</li> <li>• Updated Official Receipt of Real Property Tax</li> <li>• Tax Clearance of Land and/or Building</li> <li>• Certificate of No Improvement (if land only)</li> <li>• Sketch/Lot Plan with vicinity map</li> <li>• Approved Consolidation-Subdivision Plan (if applicable)</li> <li>• HOA Board Resolution Approval</li> <li>• Mayors Permit (current year)</li> <li>• Barangay Clearance for Business</li> <li>• Picture of property (land/building)</li> <li>• Directional Sketch</li> <li>• Deed of Absolute Sale</li> <li>• Contract of Lease</li> <li>• Articles of Incorporation</li>   <li>• Picture showing the actual number of cars, buses, tractor heads, trucks, trailers or closed/winged vans</li> <li>• Affidavit of Undertaking</li> <li>• Copy of the Original Decision on Zoning previously issued (for renewal)</li> <li>• Road Maintenance Permit/Clearance</li> </ul> <p>For vacant lot/s:</p> <ul style="list-style-type: none"> <li>• Relocation Survey Report with Relocation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Lot Owner</li> <li>• Lot Owner</li> <li>• Register of Deeds</li> <li>• Assessor's Office</li>   <li>• City Treasurers Office</li>   <li>• Assessor's Office</li>   <li>• Licensed Geodetic Engr.</li>   <li>• Home Owners Association</li> <li>• BPLO</li> <li>• Barangay Hall</li>   <li>• Owner</li>   <li>• Lessor</li> <li>• SEC</li>   <li>• Owner</li>   <li>• City Engineering Office</li>   <li>• Licensed Geodetic Engr.</li> </ul>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents at the window (Window transaction only)	1.1. Accept and validate documents	None	Within the day	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	Within the day	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  ₱ 55 per Security Seal	Within the day	Cashier  Jerome L. Velasquez <i>Clerk II</i>  Kimberly Joyce Sotto-Jaca <i>Zoning Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.2 Preparation of Decision on Zoning	None	Within the day	Jerome L. Velasquez <i>Clerk II</i> Jonathan S. Bautista <i>Comm. Affairs Asst. I</i> Mary Charm P. Dasco <i>Zoning Staff</i>
	2.3 Signing / Approval of Decision on Zoning	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4 Recording of data Releasing of Decision on Zoning	None	Within the day	Kimberly Joyce Sotto-Jaca  Mary Charm P. Dasco  Christy P. Baring <i>Zoning Staff</i>
	<b>Total</b>	<b>P 555.00</b>		
<b>Maximum Duration Process: Approximately 1 day for inspection and within the day processing (complete requirements) (excluding the period of payment)</b>				



## 10. ENDORSEMENT OF RECLASSIFICATION TO CITY ASSESSORS OFFICE

Endorsement of Reclassification to City Assessors Office.

<b>Office or Division</b>	Zoning and Land Development Department	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2C - Government to Citizen	
<b>Who may avail?</b>	Lot / Business owner, interested party	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ul style="list-style-type: none"> <li>• Letter from the Owner of the property</li> <li>• Authorization Letter (if applicable)</li> <li>• Certified copy of Transfer Certificate of Title</li> <li>• Tax Declaration of Real Property Land and/or Building (Rev. 2019)</li> <li>• Tax Clearance of Land and/or Building</li> <li>• Sketch/Lot Plan with vicinity map</li> <li>• Approved Consolidation-Subdivision Plan (if applicable)</li> <li>• HOA Board Resolution Approval</li> <li>• Mayors Permit (current year)</li> <li>• Barangay Clearance for Business</li> <li>• Updated Picture of property</li> <li>• Directional Sketch</li> <li>• Deed of Absolute Sale</li> <li>• Affidavit of Undertaking</li> <li>• Affidavit of Non-Tenancy and/or Certificate of Clearance from Department of Agrarian Reform (if classified as Agricultural)</li> <li>• Articles of Incorporation (for Corporation)</li> <li>• Secretary's Certificate (for Corporation)</li> </ul> <p>For vacant lot/s:</p> <ul style="list-style-type: none"> <li>• Relocation Survey Report with Relocation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Lot Owner</li> <li>• Lot Owner</li> <li>• Register of Deeds</li> <li>• Assessor's Office</li>   <li>• City Treasurers Office</li>   <li>• Licensed Geodetic Engr.</li>   <li>• Home Owners Association</li> <li>• BPLO</li> <li>• Barangay Hall</li>   <li>• Owner</li>   <li>• DAR</li>   <li>• SEC</li>   <li>• Licensed Geodetic Engr.</li> </ul>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required documents at the window (Window transaction only)	1.1. Accept and validate documents	None	Within the day	Jerome L. Velasquez <i>Clerk II</i>  Mary Charm P. Dasco  Jerome D. Renomeron <i>Zoning Staff</i>
	1.2 Assessment and Evaluation of the property	None	Within the day	Jerome L. Velasquez <i>Clerk II</i>  Enrique S. Santos  Ezekiel John 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 zoning certificate  ₱ 700 for zoning reclassification fee  ₱ 55 per certificate	Within the day	Cashier  Jerome L. Velasquez <i>Clerk II</i>  Kimberly Joyce Sotto-Jaca <i>Zoning Staff</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.2 Preparation of Endorsement for Reclassification	None	Within the day	Jerome L. Velasquez <i>Clerk II</i>  Mary Charm P. Dasco  Jerome D. Renomeron <i>Zoning Staff</i>
	2.3 Signing / Approval of Endorsement for Reclassification	None	Within the day	Engr. Arthur S. San Jose <i>Department Head</i>
	2.4 Recording of data Releasing of Endorsement for Reclassification	None	Within the day	Kimberly Joyce Sotto-Jaca  Mary Charm P. Dasco  Christy P. Baring  <i>Zoning Staff</i>
	<b>Total</b>	<b>₱ 1,310.00</b>		
<b>Maximum Duration Process: Approximately 1 day for inspection and within the day processing (complete requirements) (excluding the period of payment)</b>				





<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	Fill-up Feedback Form and/ Routing Form at the Ground Floor Lobby, Public Assistance and Complaints Desk Officer
<b>How feedbacks are processed</b>	<ul style="list-style-type: none"> <li>• The Client fill-up the Feedback Form</li> <li>• The Client may also write a Feedback Letter regarding the person or department concern.</li> <li>• When positive feedback is given, appreciation is given in form of Certificate of Recognition to be presented at the Employees Flag Raising Ceremony.</li> <li>• When negative feedback is given, it is forwarded to concerned department/individual to work on certain services to be developed</li> </ul>
<b>How to file a complaint</b>	<ul style="list-style-type: none"> <li>• Complaints can be filed on a <b>Personal Basis</b> (Face to Face) at the <b>Public Assistance and Complaints Desk Officer</b></li> <li>• <b>Hotline Dial 161</b> of the <b>Bacoor Disaster Risk Reduction Management Office (BDRRMO) Call Center</b></li> </ul>
<b>How complaints are processed</b>	The <b>Public Assistance and Complaints Desk Officer</b> initially attends to client's complaints or the <b>Bacoor Disaster Risk Reduction Management Office (BDRRMO) Staff Call Center</b> receives complaint through <b>Hotline Dial 161</b> . For employee concerns, it will be forwarded to <b>Human Resources Development and Management Department</b> and the HRDMD will further coordinate with the person or department concerned to further address and provide appropriate action regarding the filed complaint. For non-employee concerns, it will be directly forwarded to ARTA Officer for further appropriate action.
<b>Contact Information of: City Government of Bacoor Bacoor City Complaints Desk Unit Anti-Red Tape Act Presidential Complaint Center Contact Center ng Bayan</b>	Bacoor Disaster Risk Reduction Management Office (BDRRMO) Staff Call Center Hotline Dial 161 baccomplaintdeskunit@gmail.com (046) 481-4100 loc. 139 Arta: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> PCC: 8888 CCB: 0908-8816565



## LIST OF OFFICES

Office	Address	Contact Information
<b>Bacoor City Hall Building, Bacoor Government Center, Bacoor Boulevard Barangay Bayanan, City of Bacoor, Cavite</b>		
<b>Accounting</b> (Office of the City Accounting and Internal Audit Services)	2 <sup>nd</sup> Floor	(046) 481 4130 (046) 481-4100 loc. 305/306
<b>Administrator</b> (City Administrator's Office)	3 <sup>rd</sup> Floor	(046) 481-4142 (046) 481-4100 loc. 405
<b>Agriculture</b> (Office of the City Agricultural Services)	1 <sup>st</sup> Floor	(046) 481-4131 (046) 481-4100 loc.308
<b>Assessor</b> (City Assessor's Department)	1 <sup>st</sup> Floor	(046) 481-4111 (046) 481-4100 loc. 202
<b>BPLD</b> (Business Permits and Licensing Department)	1 <sup>st</sup> Floor	(046) 481-4112 (046) 481-4100 loc. 204
<b>BTMD</b> (City Bacoor Traffic Management Department)	1 <sup>st</sup> Floor	(046) 481-4100 loc. 233
<b>Budget</b> (City Budget Department)	3 <sup>rd</sup> Floor	(046) 481-4141 (046) 481-4100 loc. 404
<b>CCR</b> (Office Of The City Civil Registry)	1 <sup>st</sup> Floor	(046) 481-4122 (046) 481-4100 loc. 217
<b>CEO</b> (Office of the City Engineer)	2 <sup>nd</sup> Floor	(046) 481-4138 (046) 481-4100 loc. 318 / 339
<b>CESD</b> (City Environment Service Department)	2 <sup>nd</sup> Floor	(046) 481-4128 (046) 481-4100 loc. 303
<b>CPDC</b> (City Planning and Development Coordinating Office)	2 <sup>nd</sup> Floor	(046) 481-4136 (046) 481-4100 loc. 316
<b>E-GOV / MIS</b> (E-Governance Department / Management Information System)	3 <sup>rd</sup> Floor	(046) 481-4102 (046) 481-4100 loc. 409
<b>Finance / Treasury</b> (City Finance Department / City Treasurer's Office)	1 <sup>st</sup> Floor	(046) 481-4113 (046) 481-4100 loc. 228



Office	Address	Contact Information
<b>Bacoor City Hall Building, Bacoor Government Center, Bacoor Boulevard Barangay Bayanan, City of Bacoor, Cavite</b>		
<b>GSO</b> (Office of the General Services)	Lower Ground Floor	(046) 481-4114 (046) 481-4100 loc. 207
<b>Cemetery</b> (City Cemetery Office)	Lower Ground Floor	(046) 481-4100 loc. 337
<b>HRDMD</b> (Human Resources Development and Management Department)	2 <sup>nd</sup> Floor	(046) 481-4143 (046) 481-4100 loc. 407
<b>HUDRD</b> (Housing Urban Development and Resettlement Department)	2 <sup>nd</sup> Floor	(046) 481-4100 loc. 301/302
<b>LEDIPO</b> (Local Economic Development and Investment Promotions Office)	1 <sup>st</sup> Floor	0995 159 4247
<b>Legal</b> (Office of the City Legal Service)	3 <sup>rd</sup> Floor	(046) 481-4145 (046) 481-4100 loc. 415
<b>Mayor's Office</b> (Office of the City Mayor)	3 <sup>rd</sup> Floor	(046) 481-4100 loc. 412
<b>Complaint's Desk</b> (Bacoor City Complaints Desk Unit)		(046) 481-4100
<b>Cooperative</b> (Office for the Development of Cooperatives)	1 <sup>st</sup> Floor	(046) 481-4100 loc. 416
<b>LYDO</b> (Local Youth Development Office)	3 <sup>rd</sup> Floor	(046) 481-4100
<b>OBO</b> (Office of the City Building Official)	1 <sup>st</sup> Floor	(046) 481-4121 (046) 481-4100 loc. 215
<b>PESO</b> (Public Employment Service Office)	2 <sup>nd</sup> Floor	(046) 481-4137 (046) 481-4100 loc. 317
<b>Population</b> (Office of the Population Development)	3 <sup>rd</sup> Floor	(046) 481-4147 (046) 481-4100 loc. 408
<b>SWD</b> (Office of the Social Welfare and Development)	2 <sup>nd</sup> Floor	(046) 481-4124 loc. 225 / 226 (046) 481-4100 loc. 105
<b>BCCHATO (Tourism)</b> (Bacoor City Culture, History, Arts and Tourism Office)	2 <sup>nd</sup> Floor	(046) 481-4115 (046) 481-4100 loc. 208
<b>Zoning</b> (Zoning and Land Development Department)	1 <sup>st</sup> Floor	(046) 481-4139 (046) 481-4100 loc. 319



Office	Address	Contact Information
<b>Bacoor Government Center, Bacoor Boulevard Barangay Bayanan, City of Bacoor, Cavite</b>		
<b>BDRRMO</b> (Bacoor Disaster Risk Reduction and Management Office)	<b>5<sup>th</sup> Floor Bacoor Legislative and Disaster Resilience Building</b>	Hotline 161 (046) 417-0727
<b>CICRD</b> (City Information and Community Relations Department)	<b>2<sup>nd</sup> Floor and 3<sup>rd</sup> Floor Old Bacoor Command Center Building</b>	(046) 481-4100 loc. 426
<b>Livelihood</b> (City Livelihood and Development Office)	<b>2<sup>nd</sup> Floor Negosyo Center National Agency Building</b>	(046) 436-2165 Revilla Center San Nicolas: (046) 471-6878
<b>OCHS</b> (Office of the City Health Services)	<b>Sagip Buhay Recovery and City Health Center Building</b>	(046) 435- 3420
<b>OSCA</b> (Office of the Senior Citizens Affairs)	<b>People's Center Building</b>	09952467450
<b>OVM</b> (Office of the City Vice Mayor)	<b>1<sup>st</sup> and 6<sup>th</sup> Floor Bacoor Legislative and Disaster Resilience Building</b>	(046) 417-0727 (046) 519-7300
<b>PDAO</b> (Person with Disability Affairs Office)	<b>People's Center Building</b>	09974308392
<b>SP</b> (Office of the Sangguniang Panlungsod)	<b>4<sup>th</sup> and 6<sup>th</sup> Floor Bacoor Legislative and Disaster Resilience Building</b>	(046) 417-0727 (046) 519-7300
<b>Sports</b> (Sports Development Unit)	<b>2<sup>nd</sup> Floor Strike Gymnasium Building</b>	09952762508
<b>Veterinary</b> (City Veterinary Services Office)	<b>Animal Shelter/Pound, Ibaba, Salinas 1, Bacoor, Cavite</b>	0966-827-0252