



## **Chapter VII**

### **Municipal Mayor's Office (MO)**

#### **Internal Services**



## 1. Authority to Travel

It is a document being issued to an official or employee at least a week before the travel made outside the Philippines whether on Official Business or for personal reasons.

<b>Office or Division:</b>		Human Resource Management Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G-Government to Government		
<b>Who may avail:</b>		All Municipal Officials (except the Mayor) and employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order, if for Official Business		Respective Offices		
Approved Application for Vacation Leave, if for personal reasons		HRMO		
Clearance, CSC Form No. 7, s. 2017		HRMO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Give the logbook to the client	None	3 minutes	<i>All HRMO Staff HRMO</i>
2. Submit the required documents for initial assessment and verification	2.0. Receive the required documents and check for completeness	None	30 minutes	<i>All HRMO Staff HRMO</i>
	2.1 Prepare the Authority to Travel and endorse to the Municipal Mayor for approval			
	2.2 Review and Approve the Authority to Travel	None	5 minutes	<i>Municipal Mayor Mayor's Office</i>
3. Receive the approved Authority to Travel	3. Record, file and issue a copy of the approved Authority to Travel to the employee	None	5 minutes	<i>All HRMO Staff HRMO</i>
<b>TOTAL</b>		<b>None</b>	<b>43 minutes</b>	



## 2. Certificate of Employment

The Certificate of Employment is being issued to whether currently employed or already retired employees to attest their employment in the municipality for a particular period for whatever legal intents and purposes.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government G2C-Government to Citizen			
<b>Who may avail:</b>	All Municipal Officials and Employees, current, retired, separated or resigned			
<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. Sign in the client logbook at the municipal lobby and at the office	1. Give the logbook to the client	None	5 minutes	<i>Information Officer</i> Public Assistance and Complaints Desk (PACD)
2. State purpose and other circumstances for the Employment Certification *Secure OP	2.0 Issue Order of Payment (OP)  2.1 Start processing the request, check from the Service Record or 201 file for the information	None	3 minutes	<i>All HRMO Staff</i> HRMO
3. Pay the required fees at the Municipal Treasury Office by showing OP *Secure OR	3. Accept payment based on the OP and issue OR	Certification Fee- PhP 50.00/ copy  Verification Fee- PhP 50.00	30 minutes	<i>Revenue Collection Clerk</i> MTO



4. Return to the HRMO for the processing and releasing of the Certification	4.0 Check the OR 4.1 Review, certify and issue the Certificate to the client	None	3 minutes	<i>All HRMO Staff HRMO  Admin. Office V (HRMO III) HRMO</i>
<b>TOTAL</b>		<b>PhP 100.00</b>	<b>41 minutes</b>	



### 3. Processing of Application and Appointment for Vacant Position

It is a process which starts from receiving the application up to the selection process to be conducted by the Human Resource Management Personnel Selection Board (HRMPSB).

<b>Office or Division:</b>	Human Resource Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G-Government to Government G2C-Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Application</b>		
Fully accomplished Personnel Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ) (6 copies)	Applicant	
Performance rating in the last rating period for all positions (6 copies)	Applicant	
Authenticated Photocopy of Certificate of Eligibility/rating/license (6 copies)	Civil Service Commission (CSC) or Professional Regulation Commission (PRC)	
Photocopy of Transcript of Records (6 copies)	Applicant/School attended	
<b>Appointment, original</b>		
Medical Certificate (CS Form No. 211, Revised 2017) issued by a Licensed Government Physician	HRMO	
Certificate of Live Birth duly authenticated by the Philippine Statistics Authority (PSA) or Local Civil Registrar (LCR) of the municipality or city where the birth was registered	LCR or PSA	
Marriage Contract/Certificate duly authenticated by the PSA or LCR of the municipality or city where the marriage was registered	LCR or PSA	
Valid National Bureau of Investigation (NBI) Clearance	NBI	
Diploma or Transcript of Records (TOR), certified true copy by Department of Education (DepEd) or by Commission on Higher Education (CHED), if necessary	DepEd or CHED	



<b>Appointment, Promotion/Transfer</b>				
Clearance (CS Form No. 7, s. 2017)		HRMO		
Performance Rating/s for one (1) year which should be at least Very Satisfactory (VS)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook at the office	1. Give the logbook to the client	None	3 minutes	<i>Information Officer (PACD)</i>
2. Submit the required documents for initial assessment and verification	2.0 Receive the required documents and check for completeness	None	30 minutes	<i>All HRMPSB Secretariat HRMO</i>
	2.1 Conduct short listing of qualified and eligible applicants then set schedule of interview	None	5 days	<i>Human Resource Management Personnel Selection Board (HRMPSB)</i>
	2.3 Notify shortlisted applicants for written examination and interview	None	1 day	<i>HRMPSB Secretariat</i>
3. Attend job interview and wait for further notice on the result of successful applicants	3.0 Conduct interview for shortlisted applicants	None	1 day	<i>HRMPSB Members</i>
	3.1 Prepare Summary of results and endorsement of top 5 successful applicants to the Appointing Authority.	None	1 day	<i>HRMPSB Secretariat</i>



	3.2 Notify appointed applicants to submit necessary appointment documents	None		
4. Submit necessary documents for processing of appointment	4.0 Prepare appointment papers	None	5 days	<i>HRMO Staff</i> HRMO
	4.1 Check for authenticity and completeness of the submitted documents			Highest ranking HRMO
	4.2 Approves appointment papers	None	1 day	<i>Municipal Mayor</i> for positions within the Executive Department OR <i>Municipal Vice- Mayor</i> for positions within the Sangguniang Bayan (SB)



	<p>4.3 Endorse all appointments to the Civil Service Commission Field Office (CSCFO) for confirmation</p> <p>** Confirmation of the SB for appointments of a Department Head is required before the CSC confirmation</p>	None	1 day	<i>All HRMO Staff</i> HRMO
<b>TOTAL</b>		<b>None</b>	<b>15 Days, 33 minutes</b>	





#### 4. Approval of Travel Orders (TO) and Trip Tickets

Personnel travelling for Official Business must be covered with an appropriate travel order signed by the Local Chief Executive or the Municipal Administrator.

<b>Office or Division:</b>		Administrative/ Records Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G-Government to Government		
<b>Who may avail:</b>		All Municipal Officials and Employees of Itogon		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Training/ Meeting requested by other agencies- attach the document/letter of invitation/request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit TO at the frontline service	1.0 Record and assign a control number	None	5 minutes	<i>Messenger II</i> Mayor's Office
	1.1 Forward the document to the LCE/ Municipal Administrator for approval or signature		5 minutes	
2. May wait or return later to claim the approved TO/Trip Ticket	2. Release the TO or Trip Ticket	None	2 minutes	<i>Messenger II</i> Mayor's Office
<b>TOTAL</b>		<b>None</b>	<b>12 minutes</b>	



## 5. Processing of Financial transactions/Documents (Vouchers/Checks) for Signature/Approval of the Mayor/Administrator (Inter-Office)

The Local Chief Executive and/or Municipal Administrator signs checks and vouchers paid out of the municipality's coffer.

<b>Office or Division:</b>		Office of the Municipal Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G-Government to Government, G2B-Government to Business		
<b>Who may avail:</b>		Municipal Employees of Itogon Business Owners/Entities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request Slip signed by the end user and the Municipal Budget Officer		End User/ Municipal Budget Office		
Voucher signed by the Municipal Accountant and Municipal Treasurer		Municipal Accounting Office Municipal 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. Submit voucher	1. Record the voucher	None	5 minutes	<i>Administrative Assistant I</i> Mayor's Office
2. Wait	2. Bring the voucher to the Mayor/Administrator, whoever is available for signing	None	5 minutes	<i>Administrative Assistant I</i> Mayor's Office
3. Bring voucher to the Cashier for the preparation of check	3. Prepare the check and have it signed by the Municipal Treasurer	None	30 minutes	<i>Revenue Collection Clerks</i> MTO
4. Return the Voucher and Check to the Office of the Mayor	4.0 Record the Check Number and date of Check		5 minutes	<i>Administrative Assistant I</i> Mayor's Office
	4.1 Bring the check to the Mayor/Administrator for signature		5 minutes	<i>Administrative Assistant I</i> Mayor's Office



5. Bring signed check and voucher to the Accounting Office for the Preparation of the Check Advice	5. Prepare Check Advice		10 minutes	<i>Municipal Accounting Office Staff</i>
6. Bring back to the cashier to receive check	6. Record and release check to the claimant		5 minutes	<i>Municipal Treasury Staff</i>
<b>TOTAL</b>		<b>None</b>	<b>1 hour, 5 minutes</b>	



## External Services



## 1. Certification of Documents/Records on File

Certified copies of documents/records on file may be issued to requesting parties for legal purposes provided by a written request and approved by the Local Chief Executive (LCE) or Administrator

<b>Office or Division:</b>		Administrative/ Records Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>		General Public Business/Private Sectors Educational/Religious Institutions NGOs/ Government Agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request	1.0 Receive, stamp, record/ assign a control number to the document	None	5 minutes	<i>Administrative Asst. II/ Clerk IV Mayor's Office</i>
	1.1 Submit to the LCE/Administrator for approval	None	5 minute	<i>Messenger II Mayor's Office</i>
	1.2 If, approved, retrieve the document	None	10 minutes	<i>Administrative Officer III/ Records Officer II Mayor's Office</i>
	1.3 Issue Order of Payment		5 minutes	
2. Pay the required fees at the Municipal Treasury Office (MTO) by showing the OP *Secure Official Receipt (OR)	2. Accept payment based on the OP and issue OR	PhP 100.00	15 minutes	<i>Revenue Collection Clerk MTO</i>



3. Return to the Mayor's Office and present Official Receipt (OR)	3.1 Check the OR 3.2 Certify and release the document	None	5 minutes	<i>Administrative Officer III/ Records Officer II</i> Mayor's Office
<b>TOTAL</b>		<b>PhP 100.00</b>	<b>45 minutes</b>	





## 2. Issuance of Certifications/Job Recommendations/Working Permits

Documents requested by clientele attesting existence/ non-existence of business, non-employment and working permits are issued to individuals seeking employment outside the municipality or a requirement by other agencies/ companies.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Government Agencies Private Agencies/Entities/Corporations Business Owners/Sectors General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Cert of Non-Business/Indigency:</b>				
Barangay Certificate/ Cert of Indigency		Barangay Hall		
Certificate of Non-Property		Municipal Assessor's Office		
CTC- Community Tax Certificate		Barangay Hall/ Mun. Treasury Office		
<b>For Job Recommendations:</b>				
Application Letter				
Resume'/Bio Data				
Barangay Certification of Residency		Barangay Hall		
Police Clearance		Itogon Municipal Police Station		
<b>For Certificate of Posting:</b>				
Letter request stating the nature/ purpose of the request				
Copy of the document to be posted (2 copies) duly received by the Office of the Municipal Mayor				
<b>For Working Permit:</b>				
Barangay Certification of Residency		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. Submit required documents	1.0 Inspect/review the documents	None	3 minutes	<i>Mayor's Office staff</i>
	1.1 Issue Order of Payment		5 minutes	



	<p>1.2 Print Certification/ Job recommendation/ Working Permits</p> <p>1.3 Forward document to the Municipal Mayor/ Mun. Administrator for signature</p> <p><i>Note: Job recommendations are given free to the requisitioner upon submission and verification of the required documents.</i></p>		<p>5 minutes</p> <p>5 minutes</p>	<p><i>Messenger II</i> Mayor's Office</p>
2. Pay the required fee at the Treasury Office	<p>2.0 Receive the Order of Payment</p> <p>2.1 Issue Official Receipt after receipt of payment</p>	PhP 100.00	15 minutes	<p><i>Revenue Collection Clerk</i> Municipal Treasury Office</p>
3. Return to Mayor's Office to present proof of payment	<p>3.0 Retrieve signed documents from the Municipal Mayor/Municipal Administrator</p> <p>3.1 Seal, scan and release document</p>	None	<p>2 minutes</p> <p>5 minutes</p>	<p><i>Messenger II</i> Mayor's Office</p> <p><i>Mayor's Office staff</i></p>
<b>TOTAL</b>		<b>PhP 100.00</b>	<b>40 minutes</b>	





### 3. Issuance of Mayor's Clearance

The Mayor's clearance is issued to individuals needing this document attesting that he/she has no pending case filed with the Office of the Mayor.

<b>Office or Division:</b>		Office of the Municipal Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C-Government to Citizen		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay Hall		
Police Clearance		Itogon Municipal Police Station		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents	1.0 Inspect/review the documents	None	5 minutes	<i>Mayor's Office Staff</i>
	1.1 Issue Order of Payment and instruct the client to pay fees at the Treasury Office		5 minutes	
	1.2 Print Mayor's Clearance		5 minutes	
	1.3 Forwards to the Municipal Mayor for signature		5 minutes	
2. Pay the required fee at the Treasury Office	2.0 Receive the Order of Payment	PhP 100.00  **additional PhP 50.00/ authenticated copy	30 minutes	<i>Revenue Collection Clerk Municipal Treasury Office</i>
	2.1 Issue Official Receipt after receipt of payment			
3. Return to the Mayor's Office and present the Official Receipt (OR)	3.0 Check the OR	None	2 minutes	<i>Mayor's Office Staff</i>
	3.1 Get the signed Clearance from the Municipal Mayor/ Municipal Administrator		2 minutes	



	3.2 Seal, scan/ photo copy		6 minutes	
	3.3 Certify true copy of the clearance and release the same		10 minutes	
<b>TOTAL</b>		<b>PhP 100.00</b>	<b>1 hour, 10 minutes</b>	



#### 4. Issuance of Permit to Transport Large Cattle

Permit issued to clients seeking permit to transport large cattle from the municipality to other places.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen; G2B-Government to Business			
<b>Who may avail:</b>	Cattle Raiser/Owner Business Sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay Hall		
Police Clearance		PNP		
Certificate of Ownership		Applicant		
Animal Health Certificate from the Veterinarian		Municipal Agriculture Office		
Official Receipt (OR) for the Permit to Transport		Municipal 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. Submit requirements	1.0 Receive, stamp and review the submitted requirements	None	15 minutes	<i>Mayor's Office Staff</i>
	1.1 Prepare and release the Permit		15 minutes	<i>Mayor's Office Staff</i>
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	



## 5. Issuance of Special Permits

Issued for the conduct of special events such as concerts, rallies, religious activities and other social events

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	General Public Business/Private Sectors Educational/Religious Institutions Advertising Agencies/ TV Networks/ Race Organizers NGOs/ Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request stating the nature/purpose of the request		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present letter request	1.0 Receive, stamp and record the letter	None	5 minutes	<i>Mayor's Office Staff</i>
	1.1 Forward the letter to the Municipal Mayor/ Administrator for approval		5 minutes	<i>Messenger II Mayor' Office</i>
	1.2 Upon Approval of the request, issue Order of Payment and instruct the client to pay fees at the Treasury Office		5 minutes	<i>Mayor's Office Staff</i>
	1.3 Prepare the special permit for signature of the Mayor/ Administrator		10 minutes	<i>Mayor's Office Staff</i>



2. Proceed to the Treasury Office to pay the necessary fees	2.0 Receive the Order of Payment  2.1 Issue Official Receipt after receipt of payment	<i>Pls. refer to the table below</i>	15 minutes	<i>Revenue Collection Clerk Mun. Treasury Staff</i>
3. Return to the Mayor's Office and present Official Receipt (OR)	3.0 Check the OR  3.1 Issue the Permit to the client	None	2 minute  3 minutes	<i>Mayor's Office Staff</i>
<b>TOTAL</b>		<b>Varies</b>	<b>45 minutes</b>	

**\*\* Permit Fee for the Conduct of Group Activities**, not more than 24 hours (page 82 of the 2016 Revised Revenue Code of the Municipality of Itogon)

Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	500.00
Dances	300.00
Coronation and Ball	300.00
Promotional Sales	500.00
Other Group Activities	300.00
Amusement sports or other similar events	300.00



## 6. Provision of Legal Assistance/Services

Legal Opinions/ advice to questions of law by the Local Chief Executive, Municipal Officials and Employees of Itogon and walk-in clients/constituents

<b>Office or Division:</b>		Legal Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G-Government to Government, G2C-Government to Citizen		
<b>Who may avail:</b>		Local Chief Executive Municipal Officials & Employees of Itogon General Public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Legal Assistance Form		Receiving Clerk/ Front Desk, Mayor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach the front desk and briefly inform the assistance needed.	1. Instruct client to fill out assistance form	None	5 minutes	<i>Administrative Aide IV</i>
2. Fill out assistance Form	2.0 Check completeness of the filled out form  2.1 Submit form to the lawyer	None	5 minutes	<i>Administrative Aide IV</i>
3. Approach the lawyer for advice/ legal assistance	3. Provide advice/ legal assistance	None	15 minutes	<i>Attorney III</i>
<b>TOTAL</b>		<b>None</b>	<b>25 minutes</b>	



## 7. Provision of Livelihood Assistance

The Municipality supports the livelihood programs.

<b>Office or Division:</b>	Livelihood Section	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Accredited Organizations/Associations/Cooperatives within the Municipality	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Application Form (Annex A) (three (3) sets, 1 original – 2 photocopy)		Livelihood Section
SB Resolution for accreditation/renewal (three (3) sets/photocopies)		Sangguniang Bayan Office
Current list of members and officers with their addresses certified by the Secretary and the President/Chairman (three (3) sets/photocopies)		Association Secretary/President/Chairman
Updated financial statement/report signed by the Treasurer and the President/Chairman (three (3) sets/photocopies)		Association Treasurer/President/Chairman
Updated accomplishment report submitted by the Secretary and the President/Chairman (three (3) sets/photocopies)		Association Secretary/President/Chairman
Photocopy of updated passbook or bank account statement (three (3) sets/photocopies)		Association Treasurer/President/Chairman
Project Proposal (three (3) sets/photocopies)		Association Secretary/President/Chairman
Board resolution authorizing the Officer-in-Charge/President/Chairman to enter into MOA with the Local Chief Executive (LCE) (three (3) sets/photocopies)		Association Secretary/President/Chairman
Sangguniang Barangay Resolution Indorsing the Project Proposal (three (3) sets/photocopies)		Barangay Hall
Cedula/Community Tax Certificate Class "C" shall be secured (three (3) sets/photocopies)		Municipal Treasury Office
Barangay Business Clearance (three (3) sets/photocopies)		Barangay Hall



Business Permit (three (3) sets/photocopies)		Business Permit & Licensing Section (BPLS)		
Photocopy of Official Receipt (three (3) sets/photocopies) <i>Note: In lieu for the application, submit photocopy of Certificate of Registration from the BIR</i>		BIR		
PMT Inspection Report		Livelihood Section		
Endorsement		Livelihood Section		
Memorandum of Agreement (MOA)		Livelihood Section		
Resolution		Sangguniang Bayan Office		
Certificate of Availability of Fund (CAF)		Municipal Accounting 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 Registration	1. Give logbook to the client	None	3 minutes	<i>Administrative Aide VI Mayor's Office</i>
2. Submit requirements	2.0. Provide Checklist and conduct pre-assessment based from the available documentary requirements	None	5 minutes	<i>Administrative Aide VI Mayor's Office</i>
	2.1 Give application form and provide short briefing on the livelihood process		5 minutes	
3. Fill up Application Form	3. Complete documentary requirements shall be marked "RECEIVED," the Project Monitoring Team will conduct	None	8 weeks	<i>Municipal Livelihood /Cooperative Specialist</i>





	inspection of the Project site of the client before endorsing to the Sangguniang Bayan for resolution authorizing the Local Chief Executive to enter into Memorandum of Agreement with the proponent.			
4. Return to the Treasury Office for the release of Check	4. Ensure livelihood project implementation through monitoring of payment schedules	None	3 years	<i>Municipal Livelihood /Cooperative Specialist</i>
<b>TOTAL</b>		<b>None</b>	<b>3 years, 8 weeks, 13 minutes</b>	



## 8. Receiving and acting on Incoming Documents

Correspondence/Documents intended for the Local Chief Executive (LCE) /Municipal Administrator are received, recorded and numbered in the communication log.

Requests for endorsements are likewise acted upon accordingly.

<b>Office or Division:</b>	Administrative/ Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	General Public Business/Private Sectors Educational/Religious Institutions Advertising Agencies/ TV Networks NGOs/ Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter		Applicant		
Resolution		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. If delivered personally, client signs in the logbook and submit document to the frontline service	1.0 Receive, stamp, record/ assign a control number to the document	None	5 minutes	<i>Admin. Asst. II (Clerk IV)</i> Mayor's Office
	1.1 A receiving copy is given back to the client		2 minutes	<i>Admin. Asst. II (Clerk IV)</i> Mayor's Office
2. Get the receiving copy and to follow-up transactions after documents are endorsed to concerned offices	2.0 Endorse the documents to the Mayor/ Municipal Administrator for their perusal/signing	None	5 minutes	<i>Administrative Officer III/ Records Officer II</i> Mayor's Office



	2.1 Get acted documents from the LCE/ Mun. Administrator		3 minutes	<i>Messenger II</i> Mayor's Office
	2.2 Record actions		5 minutes	<i>Administrative Officer III/</i>
	2.3 Scan and reproduce copy for receiving file		8 minutes	<i>Records Officer II</i> Mayor's Office
	2.4 Deliver the acted documents to the concerned person/office		5 minutes	
	2.5 Request the receiving personnel to sign and indicate the date of receipt		2 minutes	
<b>TOTAL</b>		<b>None</b>	<b>35 minutes</b>	



## 9. Rental Services

Rental of ambulance/ facilities/ office equipment/furniture (gymnasium, training center, sleeping quarters, municipal grounds, use of municipal owned tables, mono block chairs, sound system, tents etc)

<b>Office or Division:</b>	Supply Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	General Public Business/Private Sectors Associations/Cooperatives Educational/Religious Institutions Advertising Agencies/ TV Networks NGOs/ Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request addressed to the Mayor stating the nature/purpose of the request (2 copies)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present letter request	1.0 Receive, stamp and record the letter	None	5 minutes	<i>Mayor's Office Staff</i>
	1.1 Check/Verify the availability of the requested equipment/facility		10 minutes	
	1.2 Accomplish rental form		20 minutes	
2. Sign the accomplished rental form and return the form to the attending staff	2.0 Receive the signed form	<i>Pls. refer to the table below</i>	10 minutes	<i>Mayor's Office Staff</i>
	2.1 Assess and compute the required fees			
	2.2 Issue Order of Payment			



3. Proceed to the Treasury Office to pay the necessary fees	3.0 Receive the Order of Payment 3.1 Issue Official Receipt after receipt of payment		30 minutes	Revenue Collection Clerk Municipal Treasury Office
4. Present the OR to the Supply Office	4. Orient the client on what to do with the equipment (caring and operating), when and where to pick-up and return, and what to observe to preserve the cleanliness		10 minutes	Supply Officer for the equipment or furniture Mayor's Office  Caretaker for the Gov't Facilities/Bldgs. Mun. Engineering Office  Municipal Health Office for the Ambulance
<b>TOTAL</b>		<b>Varies</b>	<b>1 hour, 25 minutes</b>	

### \*\*Rental of Municipal Equipment

Description	Rate/day (PhP)
1. Pipe Threader	200.00
2. Monobloc chair	10.00
3. Sound System:	
Speaker	150.00
Amplifier	350.00
Mixer	600.00
Microphone	100.00
Mic Stand	200.00
4. Parachute	500.00
5. Seat cover	5.00
6. Table cover	10.00
7. Kitchen/cooking utensils (silyasi, cooking pots)	Not in the Revenue Code



**\*\* Rental of Municipal Buildings and Facilities,**

Description	Rate/hour (PhP)
Gymnasium (with light)	500.00
Gymnasium (without light)	300.00

**Office Space (per month); Itogon Training Center (ITC)**

Description	Rate/month (PhP)
<b>1. Function Hall Only (inclusive of Water and Janitorial Services)</b>	
1.1. Private Use (such as Thanksgiving Party, Birthday Party, Wedding etc)	3,000.00
1.2. For Government Use	1,000.00
<b>2. Sleeping Quarter Amenities</b>	
2.1. Conference Room Only	500.00
2.2. Dining and Living Room Only	500.00
2.3. Kitchen and Breakfast Area	300.00
2.4. For Nos. 2.1 – 2.3 (package)	1,000.00
2.5. Private Office with storerooms and cabinets	150.00
<b>3. Second Floor Lodging Accommodation only</b>	
3.1 Four (4) beds double deck (4 to 8 persons with toilet & bathroom -2)	225.00/head
3.2 Four (4) beds double deck (4 to 8 persons without toilet & bathroom -1)	200.00/head
3.3 Three (3) beds double deck (3 to 6 persons with toilet & bathroom -2)	250.00/head
3.4 Three (3) beds double deck (3 to 6 persons without toilet & bathroom -1)	200.00/head
3.5 Matrimonial bedroom with toilet and bathroom	800.00/room
3.6 Matrimonial bedroom without toilet and bathroom	600.00/room
3.7 for additional bed (per bed single type)	100.00/day
<b>4. Economy Package</b>	
4.1 Package <b>A</b> : use of both 2.4 and ITC Function Hall	3,000.00
4.2 Package <b>B</b> : use of 2.4, ITC Function Hall and all bedrooms of item 3.1 to 3.6 (30-45 persons)	10,000.00
4.3 Package <b>C</b> : use of both item 2.4 and all bedrooms with inside toilet and bathroom, (20-25 persons)	7,000.00
4.4 Package <b>D</b> : use of both item 2.4 and all bedrooms without inside toilet and bathroom, (15-20 persons)	4,000.00
4.5 For rental of the whole sleeping quarter and amenities for a number of months or years, a rental fee shall be recommended by the Local Finance Committee (LFC) or Sangguniang Bayan (SB) subject to a signing of Memorandum of Agreement (MOA)	



## 10. Solemnization of Marriages

The Municipal Mayor is duly licensed to solemnize civil marriages in his office

<b>Office or Division:</b>		Office of the Municipal Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Application of Marriage/ Marriage License				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Give the logbook to the client		2 minutes	
2. Inquire/ arrange for the desired schedule of marriage	2.0 Check the schedule/ availability of the mayor  2.1 Take the couple's name & contact number  2.2 Brief the couple on what to do and what to bring during the wedding  2.3 Set the schedule of marriage		5 minutes	<i>Community Affairs Officer II Office of the Mayor</i>
3. Return on the scheduled date of marriage and proceed at the Mayor's Office	3. Solemnize the Marriage		45 minutes	<i>Municipal Mayor</i>



4. Bring the Certificate of Marriage to the LCRO for registration	4.0 Receive the Certificate of Marriage and verify/ check completeness of data entered and processes registration		15 minutes	LCRO staff
	4.1 Issue Order of Payment and instruct client to pay at the Treasury Office		5 minutes	LCRO staff
5. Pay the solemnization fee and sponsorship fee	5.0 Receive the Order of Payment	Solemnization fee-PhP300.00	30 minutes	<i>Revenue Collection Clerk</i> Mun. Treasury Office
	5.1 Issue Official Receipt after receipt of payment	Sponsorship fee –PhP 100.00/ sponsor		
6.0 Return to the LCRO, present Official Receipt (OR)	6.0 Check OR	None	2 minutes	<i>LCRO Staff</i>
6.1 Get the registered document	6.1 Release/ Issues registered document		2 minutes	<i>LCRO Staff</i>
<b>TOTAL</b>		<b>Varies</b>	<b>1 hour, 46 minutes</b>	





## 12. Labor Employment and Manpower Development

The Municipality is concerned with rendering assistance to individuals, families and groups in societal relationship or in meeting people's basic needs such as labor, employment and manpower development. It also includes Community affairs development.

<b>Office or Section</b>	Public Employment Services Office (PESO) –Itogon			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Job Seekers Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request (Agencies)		Requesting agency or individual		
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign-in the client logbook in the Municipal Lobby and Office frontline	1. Give the logbook to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby  <i>Administrative Aide IV</i> MPDO
2. Give written request to the frontline personnel for receipt and proper recording	2.0 Receive the written request  2.1 Duly record the document in the Log Book of Incoming Communications  2.2 Give the document to the PESO Designate for proper information and appropriate action	None	10 minutes	<i>Administrative Aide IV</i> MPDO



3. Proceed to the desk of the PESO Designate for brief interview and wait for the needed information to be given	3.0 Interview the client relevant to the data sought  3.1 Search for posted needed jobs outside and/or within the Municipality	None	10 minutes	<i>PESO Designate</i> MPDO
4. Get the information needed.	4. Give the details/information needed.	None	10 minutes	<i>PESO Designate</i> Municipal Planning and Development Office
<b>TOTAL</b>		<b>None</b>	<b>36 minutes</b>	



## 12. Public Employment Information System (PEIS) Registration

The Public Employment Information System (PEIS) is an enhanced version of the Skills Registry System. It is a database of active manpower supply containing all profiles of all persons and employers registered under the National Skills Registration Program (NSRP). It is a system that will capture the pool of available talents at the community level.

<b>Office or Section</b>	Public Employment Services Office (PESO) –Itogon			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Job Seekers; Employers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
National Skills Registration System (NSRS) Form			PESO-Itogon	
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign-in the client logbook in the Municipal Lobby and Office frontline	1. Give the logbook to the client	None	6 minutes	<i>PACD</i> Municipal Lobby <i>PESO Designate</i> MPDO
2. Inquire to the PESO Designate on the needed information	2. Answer and explain the query.	None	10 minutes	<i>PESO Designate</i> MPDO
3. Get, fill up and Submit the National Skills Registration System (NSRS) form and wait for further instruction.	3. Give National Skills Registration System (NSRS) Form to the client to be filled-up  3.1 Verify duly submitted form  3.2 Enter information in the PEIS web portal	None	20 minutes	<i>PESO Designate</i> MPDO
<b>TOTAL</b>		<b>None</b>	<b>36 minutes</b>	



### 13. Special Program for the Employment of Students (SPES)

The Special Program for the Employment of Students (SPES) is a mandatory program of the government to provide poor but deserving students to be employed and compensated during summer vacations. (2 batches).

<b>Office or Section</b>	PESO –Itogon			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	High School & College Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Pre-numbered Special Program for the Employment of Students (SPES) application form.		PESO-Itogon		
Passport Size ID Picture (3 copies)				
Birth/Baptismal Certificate or Form 137/138 (Original and Photocopy)		PSA		
Latest copy of grades (Original and Certified Photocopy)		School last attended		
*For OSY, Barangay Certificate of Good Moral Character issued by the barangay.		Barangay		
Latest copy of any of the following: - ITR or BIR Form 2316 - Certificate of Tax Exemption issued by the Bureau of Internal Revenue (BIR) - Barangay certificate attesting that the income of the parent does not exceed the annual threshold level as determined by the NEDA – 130,620.00 -Letter request (Agencies)		BIR BIR  Barangay		
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook in the Municipal Lobby and log book of applicants for SPES	1. Give the logbook to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby  <i>PESO Designate</i> MPDO



<p>2. Get, Fill-up and submit SPES Application Form</p> <p><i>Note: If within Quota (set by DOLE), proceed to Step 4</i></p>	<p>2.0 Give SPES Application Form to the client</p> <p>2.1 Interview the applicant if candidate for SPES is qualified as beneficiary based on the submitted SPES Application Form;</p>	None	20 minutes	<i>PESO Designate MPDO</i>
<p>3. Wait for further notice of the screening examination (until last day of application)</p>	<p>3. Inform SPES Applicants of the scheduled date of screening examination</p> <p><i>Note: * Screening Examination Day depends upon the approval of pledge at DOLE-CAR</i></p>	None	5 days	<i>PESO Designate MPDO</i>
<p>4. Attend personally on the scheduled date and venue of the screening examination</p>	<p>4. Facilitate the conduct of the screening examination (<i>Top SPES Applicants within the Quota set by DOLE</i>)</p>	None	3 hours	<i>PESO Designate MPDO</i>
<p>5. <i>If within the Top SPES Applicants set by DOLE, prepare the requirements for SPES</i></p>	<p>5. Give and explain the list of requirements</p>	None	10 minutes	<i>PESO Designate MPDO</i>



6. Submit required documents and wait for further instructions on the start of work.	6. Interview the applicant and review the submitted documents	None	10 minutes	<i>PESO Designate</i> Municipal Planning and Development Office
7. Attend orientation scheduled by PESO	7. Facilitate the Orientation to all SPES beneficiaries prior to the start of their work	None	4 hours	<i>PESO Designate</i> Municipal Planning and Development Office
<b>TOTAL</b>		<b>None</b>	If number of applicants is within the Quota set by DOLE: <b>4 hours, 46 minutes*</b> If number of applicants exceeded the Quota set by DOLE: <b>5 days, 7 hours, 46 minutes</b>	

#### 14. Information on Tourism, Culture and History Programs, Tourist Destinations and Activities



The municipality supports the tourism industry by promoting the potential and emerging tourist attractions of the place.

<b>Office or Section</b>	Municipal Tourism Office – Itogon			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail</b>	- Government agencies - Researchers/ Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (For Researchers)				
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook in the Municipal Lobby and Office frontline	1. Give the logbook to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby  <i>MTAO Designate</i> MPDO
2. Inquire or submit letter request to the MTAO Designate	2. Receive request; and/or  2.1 Interview the client relevant to the data/ information being sought	None	5 minutes	<i>MTAO Designate</i> MPDO
3. Wait for the preparation of the necessary data needed	3. Prepare necessary data needed	None	20 minutes <i>(depending on the volume of needed data)</i>	<i>MTAO Designate</i> MPDO
4. Receive data needed from MTAO Designate	4. Release the data needed to the client	None	5 minutes	<i>MTAO Designate</i> MPDO
<b>TOTAL</b>		<b>None</b>	<b>36 minutes</b>	

## 15. Processing of Municipal Scholarship Program (Secondary Level)



The Municipal Scholarship Program by virtue of the Amended Municipal Ordinance No. 82, s. 2016 is a priority project of the Local Government intended to assist poor but deserving students with academic weight average of at least 80% to attain Secondary Education. Application Forms are available at the Office of the Municipal Mayor. Deadline for submission of application is on the last working day of April every year.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Elementary Graduate			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For New Applicant:</b> <ul style="list-style-type: none"> <li>● Xerox Report Card/DECS Form 138</li> <li>● Application Form</li> <li>● Barangay Certificate of Residency</li> <li>● Recent 2 x 2 Photo (2 pcs.);</li> <li>● Certificate of Good Moral Character from the last school attended</li> <li>● Recent Individual Tax Return (ITR) or Cert. of Indigent issued by the Mun. Social Welfare &amp; Dev't Office (MSWDO) of Itogon</li> <li>● Certification of Enrollment, if Senior High School</li> </ul>		<ul style="list-style-type: none"> <li>● School</li> <li>● Mayor's Office</li> <li>● Barangay Hall</li> <li>● Photo Shop</li> <li>● School</li>   <li>● BIR or MSWD</li>   <li>● School</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. <i>Application</i> - Submit necessary requirements and fill out the Application for Scholarship form	1.0 Provide Application Form and check the correctness and completeness of the accomplished Application Form	None	5 minutes	<i>Sr. Admin. Asst I (Data Controller IV)</i>
	1.1 Interview, pre-assess, filing and encode the details of		15 minutes	<i>Sr. Admin. Asst. I (Data Controller IV)</i>





	<p>applicant into the computer</p> <p>1.2 Prepare the list of applicants to be indorsed at the Office of the Municipal Social Welfare and Development Officer (MSWDO) for evaluation and assessment through “family means” test</p> <p>1.3 Receive the result of the assessment and evaluation of the MSWDO and prepare the Notice of Meeting/ Schedule of Scholarship Board to convene and screen/select the qualified applicants</p> <p>1.4 Screen and select the qualified applicants</p>		<p>2 hours</p> <p>15 minutes</p> <p>3 hours</p>	
2. <i>Signing of Scholarship Contract –</i>	2.0 Prepare the approved list of Municipal Scholars and	None	2 days, 1.5 hours	Sr. Admin. Asst I (Data Controller IV)



Present the school ID	<p>prepare the Scholarship Contracts.</p> <p>2.1 Prepare the notice for signing of Scholarship Contract and the Payroll of the Scholars</p> <p>2.3 Administer signing of Scholarship Contracts and give brief orientation to the scholars.</p>		<p>5 hours</p> <p>4 hours</p>	<p>Sr. Admin. Asst I (Data Controller IV)</p> <p>LCRO II</p> <p>Sr. Admin. Asst I (Data Controller IV)</p>
3. <i>Submission of Academic Report Card-</i> Proceed to the Mayor's Office and present the Original Report Card	<p>3.0 Receive the original card and photo copy for evaluation. The general average will be recorded as basis for the continuation of scholarship</p> <p>3.1 After evaluation of card, determine the remaining</p>	None	<p>4 minutes</p> <p>1 hour</p>	<p><i>Sr. Admin. Asst I (Data Controller IV)</i></p>



	number of scholars for accommodation in the succeeding school year.			
<b>TOTAL:</b>			<b>4 days, 1 hour, 9 minutes</b>	

## 16. Business Permitting and Licensing

Any individual or corporation, who established, operate, conduct or maintain their respective business within the Municipality is subject to the payment of graduated



business tax, fees and other charges. The tax, fees and other charges shall be paid within the first twenty (20) days of January of in the quarterly installment within the first twenty (20) days of January, April, July and October of each year.

<b>Office or Division:</b>	Office of the Mayor-BOSS
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B — Government to Business
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS (Basic Requirements)</b>	<b>WHERE TO SECURE</b>
<b>1. For New Businesses:</b> 1.1 Unified Form  1.2 Barangay Clearance  1.3 Sanitary Permit 1.4 Proof of business registration  <b>2. For Renewal of Business Permits:</b> 2.1 Basis for computing business tax  2.2 Barangay Clearance  2.3 Sanitary Permit	<ul style="list-style-type: none"> <li>– Business Permits and Licensing Office, Barangay Hall, Municipality of Itogon Website</li> <li>– Barangay Hall where the business is located – Office of the Punong Barangay</li> <li>– Rural Health Unit – Sanitary Inspector’s Office</li> <li>– For Single Proprietor – DTI; For Partnership/Corporation/Association – SEC;</li> <li>– For Cooperatives – CDA</li>   <li>– Owner’s Financial Statement/Income Tax Returns/Statement of Gross Receipts for the preceding year</li> <li>– Barangay Hall where the business is located – Office of the Punong Barangay</li> <li>– Rural Health Unit – Sanitary Inspector’s Office</li> </ul>
<b>Additional Requirements for the following Establishments (NEW/EXPANSION):</b>	
<b>Financial Institutions (Banks/Pawnshops/Foreign Exchange Dealer/Money Changer/Lending/Remittance Agents)</b> Certificate of Registration or Authority to Operate	Bangko Sentral ng Pilipinas (BSP)
<b>Employment Agency/Manpower/Recruitment</b> FOR LOCAL EMPLOYMENT – License to Operate FOR OVERSEAS EMPLOYMENT – Authority to Recruit	Department of Labor & Employment  Philippine Overseas and Employment Administration
<b>Security Agency</b> License to Operate	Philippine National Police
<b>Water Station</b> Microbiological Test Total Coliform, E. Coli & Heterotrophic Plate Count <b>Physical/Chemical Test</b> Permit to Operate	Any accredited laboratory clinic  Department of Health



<b>Drugstore</b> License to Operate License of Pharmacist	Bureau of Food and Drugs Administration Professional Regulation Commission
<b>Manufacturing/Dealer/Importer of TOYS</b> License to Operate	Bureau of Health Devices & Technology (BHDT) of DOH
<b>Gasoline Station</b> Certificate of Compliance	Department of Energy (DOE)
<b>Videoke Bars</b> Health Certificate Occupational Permit	Municipal Health Office Mayor's Office
<b>Learning Institution</b> Certificate of Recognition	Department of Education/Commission on Higher Education
<b>Chemical Dealer/Storage</b> Certificate of Compliance	Department of Environment and Natural Resources
<b>Soap/Cosmetics</b> <b>Manufacturing/Dealer/Retailer</b> License to Operate Certificate of Product Registration	Food and Drug Administration
<b>Mining Industry</b> Certificate of Clearance	Department of Environment and Natural Resources
<b>Funeral Services</b> Category I – Establishments with chapels, and embalming facilities and offering funeral services <ul style="list-style-type: none"> <li>• License of Embalmer</li> <li>• Building Permit</li> </ul> Category II – Establishment with chapels, and offering funeral services but without embalming <ul style="list-style-type: none"> <li>• Memorandum of Agreement to any  Category I Establishment and ratified by  the Office of the Province of Benguet</li> </ul> Category III – Establishment offering only funeral services from the house of the deceased to the burial ground <ul style="list-style-type: none"> <li>• Memorandum of Agreement to any  Category I Establishment and ratified by  the Office of the Province of Benguet</li> </ul>	Department of Health Office of the Municipal Engineer and Building Official  Provincial Local Government Unit of Benguet Capitol, La Trinidad, Benguet  Provincial Local Government Unit of Benguet Capitol, La Trinidad, Benguet
<b>Chemical (Sodium Cyanide)</b> <b>Distributor/Storage Facility</b> Chemical Control Order (CCO) Registration Environmental Compliance Certificate (ECC)	Department of Environment and Natural Resources
<b>Water Delivery</b> Physical/Chemical Test	Any accredited laboratory clinic



	Department of Health
<b>Blasting Contractor/Dealer/Retailer</b> Agreement or contract of the project with duration Endorsement from the Municipal Engineer	Municipal Engineering Office
<b>Franchise Business</b> Franchise Agreement	Franchisor/Franchisee
<b>Restaurant/Eatery/Bakery/Street Foods</b> Health Certificate – X-ray & Stool Exam	Municipal Health Office
<b>Junkshop/Yard/Scrap buy &amp; sell</b> Proof of ownership of land or proof of right to occupy and use property	Municipal Assessor's Office
<b>Swimming Pools/Spa</b> Water quality - analysis	Any accredited laboratory clinic
<b>Quarrying sand and gravel</b> Area Status & Clearance ECC	CENRO MGB-DENR
<b>Carnivals, Fairs and Amusement Park, Cockpit Arena, Bingo Parlors &amp; Outlets, Theater and Cinemas</b> Grand Authorities	Congress/PAGCOR/Sangguniang Panlungsod Franchise
<b>Memorial Park, Cemetery or Private Burial Ground</b> Operational Clearance Barangay Resolution of no objection	DOH Barangay Hall
<b>Additional Requirements for the following SPECIAL PROJECTS (NEW/EXPANSION):</b>	
<b>Cell Sites</b> <b>Dumpsites, Mine Waste or Tailings</b> <b>Gasoline Station</b> <b>Independent Waste Treatment Plants</b> <b>Electric Generating Plant</b> <b>Electric Transmission Lines</b> <b>Telegraph and Telephone Lines</b> <ol style="list-style-type: none"> <li>Zoning clearance</li> <li>Vicinity Map</li> <li>Site Plan</li> <li>Evidence of ownership</li> <li>Certified true copy of Provisional Authority.</li> <li>Conversion order from DAR if located within agricultural zone.</li> <li>Radiation Protection Evaluation</li> <li>Written consent from subdivision association or the residence of the area concerned if the special projects is located within the residential zone.</li> </ol>	<ul style="list-style-type: none"> <li>– Municipal Planning and Development Office</li> <li>– Applicant</li> <li>– Municipal Assessor's Office</li> <li>– NTC for cell sites, telephone lines</li> <li>– ERB for gasoline stations, power plant</li> <li>– DAR</li> <li>– DOH</li> <li>– Concerned association/community</li> </ul>



i) Barangay Council Resolution endorsing the special projects.		– Respective barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. APPLICATION FILING AND VERIFICATION</p> <ul style="list-style-type: none"> <li>– Proceed to the Business One – Stop Shop (BOSS)</li> <li>– Submit the Unified Application Form: duly accomplished with complete documentary requirements</li> </ul>	<p>1.0 Accept Application Form and check the completeness of the supporting documents.</p> <p>1.1 Encode the client's information for new business</p> <p>1.2 Update the client's record for renewal</p> <p>1.3 Forward all the client's documents to the revenue collection clerk</p>	See table below	20 Minutes	<p><i>BPLO</i></p> <p>Business One – Stop Shop (BOSS)/ Negosyo Center</p>
<p>2. PAY</p> <ul style="list-style-type: none"> <li>– Pay the required tax and fees</li> </ul>	<p>2.0 Assess the business based on gross receipts of the preceding year/Income Tax Return</p> <p>2.1 Compute business tax</p> <p>2.2 Accept payment and issue official receipt</p> <p>2.3 Forward all the documents to the BPLO</p>		30 Minutes	<p><i>Revenue Collection Clerk</i></p> <p>BOSS/ Negosyo Center</p>



<b>3. CLAIM</b> – Wait for the issuance of the Business Permit – Receive Mayor's/ Business Permit with owner's copy of the supporting documents/ attachments – Secure OR	<b>3.0</b> Check client's information, business/trade name and other important details.  <b>3.1</b> Print Mayor's/ Business Permit  <b>3.2</b> Issue/Release business permit with the client's copy of the supporting documents/ attachments, OR.	None	10 Minutes	<i>BPLO</i> BOSS/ Negosyo Center
<b>TOTAL:</b>			<b>60 minutes</b>	
<b>Note: <u>Standard Processing Time.</u> Processing time for business registrations should not exceed:</b> <b>a) One (1) day to two (2) days for new business permit applications, and</b> <b>b) One (1) day for business permit renewals</b>				

<b>TAXES/FEES TO BE PAID</b>	
<b>***Title I, Chapter I, Article 7. Imposition of Tax. Tax on Business</b>	
<p><b>Section 1.</b> On manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:</p>	
<u>Amount of Gross Sales/Receipts For the Preceding Calendar Year:</u>	<u>Tax Per Annum</u>
Less than ₱10,000.00	₱181.50
₱10,000.00 or more but less than 15,000.00	242.00
15,000.00 or more but less than 20,000.00	332.20
20,000.00 or more but less than 30,000.00	484.00
30,000.00 or more but less than 40,000.00	726.00
40,000.00 or more but less than 50,000.00	907.50
50,000.00 or more but less than 75,000.00	1,452.00
75,000.00 or more but less than 100,000.00	1,815.00
100,000.00 or more but less than 150,000.00	2,420.00





150,000.00 or more but less than 200,000.00	3,025.00
200,000.00 or more but less than 300,000.00	4,235.00
300,000.00 or more but less than 500,000.00	6,050.00
500,000.00 or more but less than 750,000.00	8,800.00
750,000.00 or more but less than 1,000,000.00	11,000.00
1,000,000.00 or more but less than 2,000,000.00	15,125.00
2,000,000.00 or more but less than 3,000,000.00	18,150.00
3,000,000.00 or more but less than 4,000,000.00	21,780.00
4,000,000.00 or more but less than 5,000,000.00	25,410.00
5,000,000.00 or more but less than 6,500,000.00	26,812.50
6,500,000.00 or more At a rate of forty one and one-fourth percent (41.25%) of one percent (1%).	

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under Section 3 of this Article.

**Section 2.** On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Tax Per Annum</u>
Less than ₱1,000.00	₱19.80
₱1,000.00 or more but less than 2,000.00	36.30
2,000.00 or more but less than 3,000.00	55.00
3,000.00 or more but less than 4,000.00	79.20
4,000.00 or more but less than 5,000.00	110.00
5,000.00 or more but less than 6,000.00	133.10
6,000.00 or more but less than 7,000.00	157.30
7,000.00 or more but less than 8,000.00	181.50
8,000.00 or more but less than 10,000.00	205.70
10,000.00 or more but less than 15,000.00	242.00
15,000.00 or more but less than 20,000.00	302.50
20,000.00 or more but less than 30,000.00	363.00
30,000.00 or more but less than 40,000.00	484.00
40,000.00 or more but less than 50,000.00	726.00



50,000.00 or more but less than 75,000.00	1,089.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,057.00
150,000.00 or more but less than 200,000.00	2,662.00
200,000.00 or more but less than 300,000.00	3,630.00
300,000.00 or more but less than 500,000.00	4,884.00
500,000.00 or more but less than 750,000.00	7,260.00
750,000.00 or more but less than 1,000,000.00	9,680.00
1,000,000.00 or more but less than 2,000,000.00	11,000.00
2,000,000.00 or more	Fifty-Five Percent (55%) of one percent (1%)

The businesses enumerated in Section 1 above shall no longer be subjected to the tax on wholesalers, distributors, or dealers herein provided for.

**Section 3.** On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder:

- a. Rice and Corn;
- b. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- c. Cooking oil and cooking gas;
- d. Laundry soap, detergents, and medicine;
- e. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- f. Poultry feeds and other animal feeds;
- g. School supplies; and
- h. Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates of one half (1/2) of the rates prescribed under Sections (1), (2), and (4) of this Article.

**3.1** On manufacturers, assemblers, repackers, processors of essential commodities in accordance with the following schedule:

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>		<u>Tax Per Annum</u>	
	Less than ₱10,000.00		₱90.75
₱ 10,000.00	or more but less than	₱15,000.00	121.00
15,000.00	or more but less than	20,000.00	166.10
20,000.00	or more but less than	30,000.00	242.00
30,000.00	or more but less than	40,000.00	363.00
40,000.00	or more but less than	50,000.00	453.75
50,000.00	or more but less than	75,000.00	726.00
75,000.00	or more but less than	100,000.00	907.50



100,000.00	or more but less than	150,000.00	1,210.00
150,000.00	or more but less than	200,000.00	1,512.50
200,000.00	or more but less than	300,000.00	2,170.50
300,000.00	or more but less than	500,000.00	3,025.00
500,000.00	or more but less than	750,000.00	4,400.00
750,000.00	or more but less than	1,000,000.00	5,500.00
1,000,000.00	or more but less than	2,000,000.00	7,562.50
2,000,000.00	or more but less than	3,000,000.00	9,075.00
3,000,000.00	or more but less than	4,000,000.00	10,890.00
4,000,000.00	or more but less than	5,000,000.00	12,705.00
5,000,000.00	or more but less than	6,500,000.00	13,406.25
6,500,000.00	or more at a rate not exceeding Twenty and sixty-three percent (20.63%) of one percent (1%)		

**3.2** On wholesalers, distributors, or dealers of essential commodities in accordance with the following schedule in the amount of:

<u>Gross Sales/Receipts for the</u> <u>Preceding Calendar Year</u>		<u>Tax Per Annum</u>	
	Less than ₱1,000.00		₱9.90
₱ 1,000.00	or more but less than	₱ 2,000.00	18.15
2,000.00	or more but less than	3,000.00	27.50
3,000.00	or more but less than	4,000.00	39.60
4,000.00	or more but less than	5,000.00	55.00
5,000.00	or more but less than	6,000.00	66.55
6,000.00	or more but less than	7,000.00	78.65
7,000.00	or more but less than	8,000.00	90.75
8,000.00	or more but less than	10,000.00	102.85
10,000.00	or more but less than	15,000.00	121.00
15,000.00	or more but less than	20,000.00	151.55
20,000.00	or more but less than	30,000.00	181.50
30,000.00	or more but less than	40,000.00	242.00
40,000.00	or more but less than	50,000.00	363.00
50,000.00	or more but less than	75,000.00	544.50
75,000.00	or more but less than	100,000.00	726.00
100,000.00	or more but less than	150,000.00	1,028.50
150,000.00	or more but less than	200,000.00	1,331.00
200,000.00	or more but less than	300,000.00	1,815.00
300,000.00	or more but less than	500,000.00	2,442.00
500,000.00	or more but less than	750,000.00	3,630.00
750,000.00	or more but less than	1,000,000.00	4,840.00
1,000,000.00	or more but less than	2,000,000.00	5,500.00
2,000,000.00	or more at a rate not exceeding Twenty-seven and a half percent (27.50%) of one percent (1%).		

**3.3** On retailers of essential commodities in accordance with the following schedule in the amount of:



	<u>Gross Sales/Receipts for the Preceding year</u>	<u>Rate of Tax Per Annum</u>
	₱400,000.00 or less	1%
	More than ₱400,000.00	Plus 0.50% in excess of ₱400,000.00
<b>Section 4.</b>	On retailers.	
	<u>Gross Sales/Receipts for the Preceding year</u>	<u>Rate of Tax Per Annum</u>
	₱400,000.00 or less	2%
	More than ₱400,000.00	Plus 1% in excess of ₱400,000.00
<b>Section 5.</b>	On contractors in accordance with the following schedule. As used in this Section, the term "contractor" shall include:	
	<ul style="list-style-type: none"> <li>a. General engineering, general building and specialty contractors as defined under applicable laws, filling, demolition and salvage works contractors;</li> <li>b. Proprietors or operators of mine drilling apparatus;</li> <li>c. Proprietors or operators of dockyards;</li> <li>d. Persons engaged in the installation of water system, and gas or electric light, heat, or establishments;</li> <li>e. Proprietors or operators of smelting plants; engraving plating and plastic lamination establishments;</li> <li>f. Proprietors or operators of establishments for repairing, repainting, upholstering, washing or greasing of vehicles, heavy equipment, vulcanizing, recapping and battery charging;</li> <li>g. Proprietors or operators of furniture shops and establishments for planning or surfacing and re-cutting of lumber and sawmills under contract to saw or cut logs belonging to others;</li> <li>h. Proprietors or operators of dry-cleaning or dyeing establishments, steam laundries, and using washing machines;</li> <li>i. Proprietors or owners of shops for the repair of any kind of mechanical and electrical devices, instruments, apparatus, or furniture and shoe repairing by machine or any mechanical and electrical devices;</li> <li>j. Proprietors or operators of establishments or lots for parking purposes;</li> <li>k. Proprietors or operators of tailor shops, dress shops, milliners and hatters, beauty parlors, barbershops, massage clinics, sauna, Turkish and Swedish baths, slenderizing and body-building saloon and similar establishments; photographic studios; funeral parlors;</li> <li>l. Proprietors or operators of hotels, motels, and lodging houses;</li> <li>m. Proprietors or operators of arrester and stevedoring, warehousing, or forwarding establishments;</li> <li>n. Master plumbers, smiths and house or sign painters;</li> </ul>	



- o. Printers, bookbinders, lithographers, publishers except those engaged in the publication or printing of any newspaper, magazine, review or bulletin which appears at regular intervals with fixed prices for subscription and sale and which is not devoted principally to the publication of advertisements;
- p. Business agents, private detectives or watchman agencies;
- q. Commercial and immigration brokers; and
- r. Cinematographic film owners, lessor and distributors.

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Tax Per Annum</u>
Less than ₱5,000.00	₱30.25
₱5,000.00 or more but less than 10,000.00	67.50
10,000.00 or more but less than 15,000.00	115.00
15,000.00 or more but less than 20,000.00	181.50
20,000.00 or more but less than 30,000.00	302.50
30,000.00 or more but less than 40,000.00	423.50
40,000.00 or more but less than 50,000.00	605.00
50,000.00 or more but less than 75,000.00	968.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,178.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 250,000.00	3,993.00
250,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 400,000.00	6,776.00
400,000.00 or more but less than 500,000.00	9,075.00
500,000.00 or more but less than 750,000.00	10,175.00
750,000.00 or more but less than 1,000,000.00	11,275.00
1,000,000.00 or more but less than 2,000,000.00	12,650.00
2,000,000.00 or more	Fifty-five percent (55%) of One Percent (1%)

Provided that in no case shall the tax on gross sales of ₱2,000,000.00 or more be less than ₱12,650.00.

**Section 6.** On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

**Section 7.** On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of ₱ 50.00 per peddler annually.

- (a) Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt from the peddlers' tax herein imposed; and
- (b) The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before



engaging in such activity.

**Section 8.** On other businesses hereunder enumerated:

- a. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderias or food caterers;
- b. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night or day clubs, cocktail lounges, cabarets or dance halls, videoke/ karaoke bars, skating rinks, exclusive clubs such as country and sports clubs, resorts, steam bath houses, swimming pools, and other similar places, billiard and pool tables, darts, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, Ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments;
- c. Commission agents;
- d. Lessors, dealers and brokers of real estate;
- e. Travel agencies and travel agents;
- f. Boarding houses, pension houses, apartments, apartelles, and condominiums;
- g. Subdivision owners/ Private Cemeteries and Memorial Parks;
- h. Privately-owned markets;
- i. Private schools;
- j. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- k. Operators of Cable Network System, Telecommunication Facilities;
- l. Operators of computer services establishment;
- m. Power producers/operators of Hydro Electric Power Plant and wholesalers, distributors or dealers of electricity including electric cooperatives;
- n. General consultancy services;
- o. Welding shops, service stations, white/blue, printing, recopying, or photocopying services, assaying laboratories, ball mills, rod mills, leaching plant, Carbon in Pulp processing Plant, advertising agencies, shops for shearing animals, vaciador shops, stables, construction of motor vehicles, animal drawn vehicles, and/or tricycles, lathe machine shops, furniture shops, and proprietors of bulldozers and other heavy equipment available to others for consideration, and Smoke emission testing service center; and
- p. All other similar activities consisting essentially of the sales of services for a fee.

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Tax Per Annum</u>
Less than ₱5,000.00	₱30.25
₱5,000.00 or more but less than 10,000.00	67.50
10,000.00 or more but less than 15,000.00	115.00
15,000.00 or more but less than 20,000.00	181.50



20,000.00 or more but less than 30,000.00	302.50
30,000.00 or more but less than 40,000.00	423.50
40,000.00 or more but less than 50,000.00	605.00
50,000.00 or more but less than 75,000.00	968.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,178.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 250,000.00	3,993.00
250,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 400,000.00	6,776.00
400,000.00 or more but less than 500,000.00	9,075.00
500,000.00 or more but less than 750,000.00	10,175.00
750,000.00 or more but less than 1,000,000.00	11,275.00
1 Million or more but less than 2,000,000	12,650.00
2,000,000.00 or more	Fifty-five percent (55%) of One Percent (1%)

Provided that in no case shall the tax on gross sales of ₱2,000,000.00 or more be less than ₱12,650.00.

**Section 9.** On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

<u>Gross Sales/Receipts for the Preceding year</u>	<u>Rate of Tax Per Annum</u>
₱400,000.00 or less	2.2%
More than ₱400,000.00	Plus 1.1% in excess of ₱400,000.00

**\*\*\*Title II – NON – TAX REVENUE Chapter I. Permit and Regulatory Fees**  
**Article 21. Mayor’s Permit Fee on Business**

**Section 1. Imposition of Fee.** There shall be collected an annual fee for the issuance of a Mayor’s Permit to operate a business, pursue an occupation or calling, or undertake an activity within the Municipality.

For purposes of the Mayor’s Business Permit Fee, the following Philippine definition of business size is hereby adopted:





Characteristics Cottage	ASSET SIZE	Number of Workers	Mayor's Permit Fee
Class A	Php100,000.00 and below		₱300.00
Class B	Over Php100,000.00 to Php300,000.00		500.00
Class C	Over Php300,000.00 to Php500,000.00		800.00
Micro	₱501,000.00 – 3,000,000.00	1-9	₱1,000.00
Small	₱3,000,001.00 – 15,000,000.00	10-99	3,000.00
Medium	₱15,000,001 – 100,000,000.00	100-199	5,000.00
Large	Above ₱100,000,000.00	Above 200	10,000.00

**Article 53. Sanitary Inspection Fees for Business Establishments**

**Section 1. Imposition of Fee.** There shall be collected the following annual fees from each business establishment in this municipality or house for rent, for the purpose of supervision and enforcement of existing rules and regulations and safety of the public in accordance with the following schedule:

	<u>Fee, (₱)</u>
a. Manufacturer of food and food products	300.00
b. Other manufacturers / processors	200.00
c. Private markets, shopping centers, "talipapa"	200.00
Private schools	200.00
d. Clinics/hospitals	300.00
e. Gasoline service stations	200.00
f. Amusement places such as theaters, coliseum, cockpits	200.00
g. Importers, exporters and wholesalers	200.00
h. Public eating places such as restaurants, refreshment parlors, carinderias, catering services, etc	300.00
i. Apartments, hotels, inns and pension houses	200.00
j. Boarding houses and other similar establishments	200.00
k. Night clubs, disco houses, bars, sauna bath, etc.	500.00
l. Beauty parlors, barber shops, boutiques, etc.	200.00
m. Establishments offering services such as welding, vulcanizing, laundry, printing, publishing, tailoring and other similar establishments	150.00
n. Warehouse and similar establishments	100.00
o. Other similar establishments not included above	100.00





**Article 54. On Health Services**

**Section 3. Laboratory Fees**

Laboratory Test	<u>Fee (₱)</u>
– Urinalysis	₱ 60.00
– Fecalysis	₱ 60.00

**Article 24. Fee for Sealing and Licensing of Weights and Measures**

**Section 3. Imposition of Fees.** Every person before using instruments of weights and measures within this municipality shall first have them sealed and licensed annually and pay therefore to the Municipal Treasurer the following fees:

(a) For sealing metric instruments of weights:	<u>Fee, (₱)</u>
With capacity of not more than 30 kg.	30.00
With capacity of more than 30 kg.	50.00

**Article 50: Police Clearance**

**Section 1. Imposition of Fee.** There shall be collected for each police clearance certificate obtained from the Office of the Chief of Police of Itogon, Benguet, the following fees:

(a) <u>Police clearance for local purposes</u>	<u>Fee, (₱)</u>
– Operation of Business	100.00

**Article 22. On Business Registration Plates and Sticker**

**Section 3. Imposition of Fees.** All persons applying for the issuance of Business/Mayor's Permit shall be required to pay an additional imposition in the amount mentioned-below representing the actual and other incidental costs incurred by the Municipality of the color-coded business registration plates, to wit:

	<u>Fee, (₱)</u>
3.1. New Business Registration Plate	₱ 300.00
3.2. Renewal Sticker	₱ 100.00

**Article 30. Permit Fee on Special Projects**

**SECTION 4. Imposition of Fees –** The established special projects shall pay the following corresponding permit fees annually;

- a) Cell sites – Php25,000.00
- b) Dumpsites, Mine Waste or Tailings – Php50,000.00
- c) Independent Waste Treatment Plant – Php50,000.00
- d) Electric Generating plant – Php25,000.00
- e) Telegraph, Telephone Lines and other Telecommunication Facilities – Php10,000.00
- f) Other Similar Project – Php10,000.00

**Note: Processing Time is reckoned upon receipt of complete documents**  
Standard Processing Time. Processing time for business registrations should not exceed:



- c) *One (1) day to two (2) days for new business permit applications, and*
- d) *One (1) day for business permit renewals*

## **Chapter VIII**

### **Municipal Planning and Development Office (MPDO)**

#### **Internal Services**