



Sangguniang Bayan Office (SBO)

External Services

1. Review of Appropriation Ordinance (AO) of Component Barangays of the Municipality by the Sanggunian Bayan (Barangay Annual Budget)

Office or Division:	Sangguniang Bayan Office (SBO)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government



Who may avail:	Component Barangays of the Municipality of Itogon	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Transmittal Letter	Punong Barangay / Barangay Secretary	
Appropriation Ordinance (Sealed). (5 copies) <ul style="list-style-type: none"> ▶ Budget Message ▶ BBP Form No. 1 – Budget of Expenditures and Sources of Financing ▶ BBP Form No. 2 – Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results ▶ BBP Form No. 2-A – List of Projects Chargeable Against the 20% Development Fund ▶ BBP Form No. 3 - Plantilla of Personnel ▶ BBP Form No. 4 - Statement of Indebtedness, if any 	Punong Barangay / Barangay Secretary	
Annual Investment Program, duly approved by the Barangay Sanggunian through a Resolution. (5 copies) w/ List of PPAs of the ff: <ul style="list-style-type: none"> ▶ Support to Gender and Dev't ▶ Senior Citizens and Persons with Disabilities ▶ Combating AIDS ▶ Local Council for the Protection of Children ▶ Programs to address the problem of Illegal Drugs as incorporated in the Barangay Peace and Order Plan 	Punong Barangay / Barangay Secretary	
Indicative Annual Procurement Plan (2 copies)	Punong Barangay / Barangay Secretary	
DILG-endorsed GAD Plan & Budget Certification (2 copies)	From MLGOO of LGU Itogon – PNP-IMPS Building, in front of the Municipal Building, Poblacion, Itogon, Benguet	
Barangay Disaster Risk Reduction & Management (DRRM) Plan (1 copy)	Punong Barangay / Barangay Secretary	
Barangay Nutrition Action Plan (1 copy)	Punong Barangay / Barangay Secretary	



		23 Minutes	
Review of the Barangay Budget pursuant to Section 333 of RA 7160			



2. Review of Appropriation Ordinance (AO) of Component Barangays of the Municipality by the Sanggunian Bayan (Barangay Supplemental Budget)

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Component Barangays of the Municipality of Itogon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transmittal Letter		Punong Barangay / Barangay Secretary		
Appropriation Ordinance (Supplemental Budget) [Sealed] (3 copies)		Punong Barangay / Barangay Secretary		
Supplemental Annual Investment Program, duly approved by the Barangay Sanggunian through a Resolution. (3 copies)		Punong Barangay / Barangay Secretary		
Funds actually available: - Certified Statement of Additional Realized Income - Certification of Savings		Certified by Barangay Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook and present all of the requirements stated above for processing and wait for notice through text message to claim the Resolution giving favourable review of the Barangay AO	1.0 Receive and check the completeness of the required documents * If incomplete, advice the client to submit the lacking documents and submit it to the SB Office	None	20 minutes	LLSE II SB Office or LLSO II SB Office
	1.1 If complete, advice the client to wait within sixty (60) days after the receipt of their		Maximum of sixty (60) days, pursuant to Section 333 of RA 7160	



	<p>appropriation ordinance for review of the Sangguniang Bayan (pursuant to Section 333 of RA 7160).</p> <p>1.2 Inform the client that they will be notified through text message upon the approval of their Barangay AO (Supplemental Budget)</p>			
2. Upon notified, return to the SB Office and receive the Resolution giving favorable review of AO	2. Issue the Review / Action on Appropriation Ordinance (AO)	None	3 minutes	<i>LLSE II</i> SB Office or <i>LLSO II</i> SB Office
TOTAL		None	Maximum of 60 days, 23 minutes	
Review of the Barangay Budget pursuant to Section 333 of RA 7160				



3. Review on the Sangguniang Kabataan Annual/ Supplemental Budget

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Component Barangays of the Municipality of Itogon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transmittal Letter		SK Barangay Chairman / SK Secretary		
Resolution approving the SK Annual / Supplemental Budget –Three (3) original copies		SK Council		
Annual / Supplemental Budget supported by the following: <ul style="list-style-type: none"> ▶ Comprehensive Barangay Youth Development Plan (CBYP) – One (1) original copy ▶ Annual / Supplemental Barangay Youth Investment Program (ABYIP) – Three (3) copies (sealed) ▶ Certification from the Barangay Treasurer on the Ten (10%) of the general fund of the barangay set aside for SK – One original copy 		SK Council Barangay Treasurer		
Original copy of the certification of the SK Treasurer of all other funds actually available for appropriation		Certified by SK Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook and present all of the requirements stated above for processing and wait for notice through text message to claim the Resolution giving favourable review of the SK Budget	1.0 Receive and check the completeness of the required documents * If incomplete, advice the client to submit the lacking documents and submit it to the SB Office	None	30minutes	LLSE II SB Office or LLSO II SB Office



	<p>1.1 If complete, advise the client to wait within sixty (60) days after the receipt of their budget for review of the Sangguniang Bayan</p> <p>1.2 Inform the client that they will be notified upon the approval of their SK Budget</p>		(Maximum sixty [60] days, pursuant to RA 7160)	
2. Upon notified, return to SB Office and received the Resolution giving favorable review of the SK Budget	2. Issue the Review / Action on their SK Budget	None	10minutes	LLSE // SB Office or LLSO // SB Office
TOTAL		None	Maximum of 60 days, 40 minutes	
Review of the Barangay Budget pursuant to Section 333 of RA 7160				



4. Review of Barangay Ordinances (Revenue Code, Regulatory, and other ordinances)

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Component Barangays of the Municipality of Itogon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transmittal Letter		Punong Barangay / Barangay Secretary		
Original copy of the approved Ordinance/Code		Punong Barangay / Barangay Secretary		
<ul style="list-style-type: none"> ▶ For Revenue Code and Regulatory Ordinances with penal provisions, attach the following requirements: <ul style="list-style-type: none"> ✓ Notice of Public consultation ✓ Minutes of Public Consultation ✓ Copy of attendance during the public consultation / hearing 		Punong Barangay / Barangay Secretary Punong Barangay / Barangay Secretary Punong Barangay / Barangay Secretary		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook and present all of the requirements stated above for processing and wait for notice through text to claim the Resolution giving favourable review of the Barangay Ordinance	1.0 Receive and check the completeness of the required documents * If incomplete, advise the client to submit the lacking documents and submit it to the SB Office 1.1 If complete, advise the client to wait within thirty (30) days after the receipt of their ordinance for review of the Sangguniang Bayan	None	30minutes (Maximum thirty [30] days, pursuant to RA 7160)	<i>LLSE II</i> SB Office <i>or</i> <i>LLSO II</i> SB Office



	1.2 Inform the client that they will be notified upon the approval of their Barangay Ordinance			
2. Upon notified, return to SB Office and receive the Resolution giving favorable review of the Ordinance	2. Issue the Review / Action on their Ordinance	None	10minutes	LLSE II SB Office or LLSO II SB Office
TOTAL		None	Maximum of 30 days, 40 minutes	
Review of the Barangay Ordinance pursuant to Section 447 of RA 7160				



5. Issuance of requested copies of official records, documents (Resolution & Ordinances)

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Valid ID: - Government Issued Identification Card - Student Identification Card - Company Identification Card		Client / Requester - BIR, Post Office, DFA, PSA, SSS, GSIS, PRC, LTO (driver's license) - From the School where the student currently enrolled in - From the company where the client currently working in		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook & fill out the request form for particular document; purpose & no. of copies; if none, request verbally	1.0 Receive the request form and search for the requested document 1.1 Check the document then issue Order of Payment	None	30 minutes	<i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Issue Official Receipt	Photocopy- PhP5.00/ short bond PhP7.00/ long bond Certification Fee- PhP50.00/ document Verification Fee- PhP 50.00	30 minutes	<i>Revenue Collection Clerks</i> Municipal Treasury Office



3. Return to SB Office, present the Official receipt and then receive the requested document	3. Release the duly certified true copy/ies of the document	None	2 minutes	<i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office
TOTAL		Varies	1 hour, 2 minutes	



6. Issuance of Permit to Transfer of Remains / Cadaver

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate issued by the LCR of Itogon and Signed by the Municipal Health Officer		Municipal Local Civil Registry Office		
Official Receipt (OR) of Paid Death Certificate		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook & present the Death Certificate and provide information when & where to transfer the cadaver	1.0 Receive the information 1.1 Upon verification of the document, instruct the client to proceed to Treasury Office and pay for the required fee	None	5 minutes	<i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Issue Official Receipt	Php100.00	30 minutes	<i>Revenue Collection Clerks</i> Municipal Treasury Office
3. Return to SB Office, present the Official receipt and then receive the requested document	3.0 Supplement the permit with the information and O.R. No.	None	20 minutes	<i>LLSE II /</i> <i>Administrative Assistant III</i> SB Office



	3.1 Have it signed by the signing authority			<i>Secretary to the Sanggunian SB Office</i>
4. Receive the requested document and verify / check the supplied info	4. Release the Permit to Transfer of Remains/ Cadaver	None	5 minutes	<i>LLSE II SB Office or Administrative Assistant III SB Office</i>
TOTAL		None	1 hour	



7. Accreditation of Associations and/or Organizations (People’s Organization, Non-Government Organizations) per Ordinance No. 47, s. 2018 & RA 7160

Office or Division:	Sangguniang Bayan Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. All (18 years old and above); and 2. Residents of Itogon only.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for accreditation (5 copies)	Sangguniang Bayan Office – 2 nd Floor Left Wing, Municipal Hall, Poblacion, Itogon, Benguet
Resolution of the particular venture requesting for Accreditation (5 copies)	The Association requesting for accreditation
Barangay Resolution indorsing the request for accreditation (5 copies)	From the Office of the Punong Barangay of the client’s respective barangay
List of Officers & Members with their addresses (5 copies). (all officers & members must be registered voters of the Municipality certified by the COMELEC Officer and a bonafide residents of Itogon w/ barangay certification)	The Association requesting for accreditation
Constitution by-laws notarized by a legitimate notary public (5 copies)	The Association’s requesting for accreditation
Certificate of Registration (5 copies). (SEC / DOLE / CDA, or in the case of IPOs must be issued by the NCIP)	The following must be secured from: <ul style="list-style-type: none"> ▶ SEC- Security Exchange Commission (3rd Floor, Newtown Plaza Bldg., corner Leonard Wood Road, No. 42 Claro M. Recto St., Baguio City) ▶ DOLE- Department of Labor & Employment (Regional Office, Cabinet Hill, Baguio City) ▶ CDA- Cooperative Development Authority (3rd Floor EDNCP Building, 358 Magsaysay Avenue, Baguio City) ▶ NCIP- CAR: National Commission on Indigenous People Regional Office, Peliz Loy Bldg., Masaysay Avenue, Baguio City



Certificate of Bank Account (5 copies)		From where the association opened their bank account		
Accomplishment Report for the immediately preceding fiscal year duly accomplished & signed by the Secretary & President of the Association (5 copies)		The Association requesting for accreditation		
Audited Financial Report for immediately preceding FY or Financial Reports signed by the President and Treasurer (5 copies)		The Association requesting for accreditation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook and then secure list of requirements from the service provider and accomplish all the needed requirements. **If the required documents are already complete, present it to the service provider for validation.	1.0 Provide the applicant/ client the list of requirements and instruct / advise the client to accomplish required documents 1.1 Receive and check the completeness the documents	None	30 minutes	<i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office
2. Secure acknowledgement receipt of filed application and wait for notification through text to claim the approved Resolution & Certificate of Accreditation	2.0 Inform the client that within twenty (20) working days, they will be notified upon the approval of their application for accreditation 2.1 Record & include it in the order of business	None	2 minutes Maximum of twenty (20) working days	<i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office



3. Upon notified, client should proceed to SB Office to secure the approved Resolution & Certificate of Accreditation.	3.0 Instruct the Client to sign in the logbook and issue Order of Payment 3.1 Prepare the duly signed accreditation	None	5 minutes	LLSE II SB Office or Administrative Assistant III SB Office
4. Pay the accreditation Fee to the Treasury Office	4. Accept payment and issue the Official Receipt	PhP400.00 (Renewable every 3 years)	30 minutes	Revenue Collection Clerk Municipal Treasury Office
5. Return to SB Office and present the Official Receipt and Obtain the approved and duly signed Resolution and Certificate of Accreditation.	5.0 Photocopy and record the Official Receipt 5.1 Issue the approved and duly signed Resolution and Certificate of Accreditation	None	10 minutes	LLSE II SB Office or Administrative Assistant III SB Office
TOTAL		PhP 400.00	Maximum of 20 days, 1 Hour, 17 Minutes	



8. Renewal of Accreditation of Associations and/or Organizations (People’s Organization, Non-Government Organizations) per Ordinance No. 47, s. 2018 & RA 7160

Office or Division:	Sangguniang Bayan Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All Itogon Residents only (18 years old and above)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Renewal request form issued by the Special Accreditation Committee (SAC)		Sangguniang Bayan Office – 2 nd Floor Left Wing, Municipal Hall, Poblacion, Itogon, Benguet
Resolution authorizing the association’s president to renew their accreditation (5 copies)		The Association requesting for the renewal of their accreditation
Barangay Resolution indorsing the request for accreditation (5 copies)		From the Office of the Punong Barangay of the client’s respective barangay
Updated list of Officers and Members with their addresses (5 copies).		The Association requesting for the renewal of their accreditation
Constitution by-laws notarized by a legitimate / authorized notary public (5 copies)		The Association requesting for accreditation
Certificate of Registration (5 copies). (SEC / DOLE / CDA, or in the case of IPOs must be issued by the NCIP)		<p>The following must be secured from:</p> <ul style="list-style-type: none"> ▶ SEC- Security Exchange Commission (3rd Floor, Newtown Plaza Bldg., corner Leonard Wood Road, No. 42 Claro M. Recto St., Baguio City) ▶ DOLE- Department of Labor & Employment (Regional Office, Cabinet Hill, Baguio City) ▶ CDA- Cooperative Development Authority (3rd Floor EDNCP Building, 358 Magsaysay Avenue, Baguio City) ▶ NCIP- National Commission on Indigenous People



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sign in the client logbook and then secure list of requirements from the service provider and accomplish all the needed requirements</p> <p>**If the required documents are already complete, present it to the service provider for validation.</p>	<p>1.0 Provide the applicant/ client the list of requirements and instruct / advise the client to accomplish required documents</p> <p>1.1 Receive and check the completeness of the documents</p>	None	30 minutes	<p><i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office</p>
<p>2. Secure acknowledgement receipt of filed application and wait for notification through text to claim the approved Resolution & Certificate of Accreditation</p>	<p>2.0 Inform the client that within twenty (20) working days, they will be notified upon the approval of their application for accreditation</p> <p>2.1 Record & include it in the order of business</p>	None	<p>2 minutes</p> <p>*Maximum of 20 working days</p>	<p><i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office</p>
<p>3. Upon notification, client should proceed to SB Office to secure the approved Resolution & Certificate of Accreditation.</p>	<p>3.0 Instruct the Client to sign in the logbook and to pay for the accreditation fee</p>	None	5 minutes	<p><i>LLSE II</i> SB Office or <i>Administrative Assistant III</i> SB Office</p>



	3.1 Prepare the duly signed accreditation			
4. Pay the accreditation Fee to the Treasury Office	4. Issue the Official Receipt	PhP 400.00 (Renewable every 3 years)	30 minutes	Revenue Collection Clerk Treasury Office
5. Return to SB Office and present the Official Receipt and Obtain the approved and duly signed Resolution and Certificate of Accreditation.	5.0 Photocopy and record the Official Receipt 5.1 Issue the approved and duly signed Resolution and Certificate of Accreditation	None	10 minutes	LLSE II SB Office or Administrative Assistant III SB Office
TOTAL		PhP 400.00	Maximum of 20 days, 1 hour, 17 minutes	



9. Application of Tricycle Franchise (Stage I: Provisional MTOP Application for New Tricycle and Issuance of 60 Days Provisional Tricycle Franchise)

Office or Division:	Sangguniang Bayan Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Itogon Residents only (18 years old and above)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Registration (COR) and Official Receipt (OR) of Motorcycle / Motorcycle with sidecar (Original copy with photocopy)	LTO – Land Transportation Office (District Office La Trinidad, Benguet; Pacdal Baguio City District Office; LTO Satellite Licensing Office Upper Session Road, Post Office Bldg., Baguio City)
Proof of Common Carrier Insurance (Original Copy with photocopy)	From Motor vehicle / Motorcycle Insurance Company
Barangay Clearance (1 original copy)	From the Office of the Punong Barangay of the applicant's respective barangay
Police Clearance (1 original copy)	Itogon Municipal Police Station (IMPS)-PNP, Poblacion, Itogon, Benguet or at Tuding Police Station in front of Monterazas Village entrance.
Health Clearance (1 original copy)	Municipal Health Office
Community Tax Clearance (CEDULA) (Original Copy)	From the applicant's respective barangay office; or at Municipal Treasury Office located Left Wing 2 nd Floor of the Municipal Hall, Poblacion, Itogon, Benguet
Barangay Certification on the applied place / zone of operation (1 original copy)	From the Office of the Punong Barangay of the applicant's respective barangay
Picture of the Tricycle Unit (Front, Back, Left and Right Side) (1 printed copy)	From the applicant
ID Picture of the Operator (2 pieces)	From the applicant
Photocopy of Professional Driver's License issued by the LTO (if the transferee is also the driver of the tricycle unit).	From Land Transportation Office (LTO)
Fully Accomplish MTOP Form	IMTFRB-Sangguniang Bayan Office
Application / Petition Form for Motorized Tricycle Franchise	IMTFRB-Sangguniang Bayan Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sign in the client logbook and Secure the Following from the Service Provider:</p> <ul style="list-style-type: none"> ▶ MTOP Application Form ▶ Application/ Petition for Motorized Tricycle Franchise Form 	<p>1.0 Provide the following to the Applicant:</p> <ul style="list-style-type: none"> • MTOP and Application Form • Application/ Petition for Motorized Tricycle Franchise Form <p>1.1 Instruct / advise the client to accomplish required documents and Fill out the MTOP Form</p>	None	1 hour	<p><i>LLSE II</i> SB Office</p> <p>or</p> <p><i>Administrative Aide VI</i> SB Office</p>
<p>2. Accomplish all the needed requirements, & fill out the MTOP & Application /Petition for Motorized Tricycle Franchise Form</p>	<p>2. Receive and check the completeness of the documents</p>			
<p>3. Return / Submit the duly accomplished application & supporting documents</p> <p>Note: COR & O.R. of the motorcycle MUST be under the name of the applicant.</p>	<p>3. Instruct the Applicant to pay the Filing Fee, Provisional MTOP, Inspection Fee, & Verification Fee to the Treasury Office</p>			



4. Pay the Tricycle Franchise, MTOP, Inspection, & Filing Fee, MTOP Plate	4. Issue Official Receipt	Filing Fee: PhP 200.00 Provisional MTOP Fee: PhP 100.00 Inspection Fee: PhP 55.00 Verification Fee: PhP 25.00	30minutes	<i>Revenue Collection Clerks</i> <i>Municipal Treasury Office</i>
5. Return to SB Office and Present the Official Receipt	5. Calendar the application in the SB Order of Business	None	2 minutes	<i>LLSE II</i> <i>SB Office</i>
6. Wait for the Instruction and notification through text message to claim the Provisional Franchise and MTOP	6. Inform the applicant that within twenty (20) days, they will be notified thru text upon the approval of their Provisional IMTF & MTOMP Application	None	Maximum of twenty (20) days	<i>or</i> <i>Administrative Aide VI</i> <i>SB Office</i>
7. Return to SB Office upon notified on the release of the MTOP and provisional Tricycle Franchise	7.0 Instruct the applicant to sign in the logbook 7.1 Issue the approved provisional franchise & MTOP		15 Minutes	<i>LLSE II</i> <i>SB Office</i> <i>or</i> <i>Administrative Aide VI</i> <i>SB Office</i>



<p>8. Sign in the Logbook & secure the MTOP and the Provisional Tricycle Franchise.</p> <p><i>Note: If the applicant failed to submit the CONVERTED unit within sixty (60) days to the SB Office, the MTOP will be invalidated and the applicant shall start the same process that as if there is no other applicant in the waiting list</i></p>	<p>8. Advise the applicant to go to LTO for the conversion of their unit from "Private" to "FOR HIRE" within 60 days</p>			
TOTAL		PhP 380.00	Maximum of 20 days, 1 hour, 47 minutes	
Pursuant to Itogon Municipal Ordinance No. 55, S. 2018				



10. Application of Tricycle Franchise (Stage II: Application and Issuance of Tricycle Franchise [Permanent Franchise for Five (5) Years] (Ord. No. 55, s.)

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Itogon Residents only (18 years old and above)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration (COR) and Official Receipt (OR) of “FOR-HIRE” Tricycle and/or Motorcycle w/ sidecar (Original copy with photocopy)		LTO – Land Transportation Office (District Office La Trinidad, Benguet; Pacdal Baguio City District Office; LTO Satellite Licensing Office Upper Session Road, Post Office Bldg., Baguio City)		
Application / Petition Form for Itogon Motorized Tricycle Franchise		SB Office, Left Wing 2 nd Floor, Municipal Hall Bldg., Poblacion, Itogon, Benguet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook and present the following: ▶ Original COR and OR of the CONVERTED Tricycle Unit from “Private” to “FOR HIRE” ▶ TRICYCLE UNIT	1.0 Receive and Check the validity of the applicant’s COR and OR 1.1 Instruct the Applicant to Pay the Permanent /Regular Franchise Fee	None	15 minutes	LLSE II SB Office Or Administrative Aide VI SB Office
2. Pay the Tricycle Franchise, MTOP, Inspection, & Filing Fee, MTOP Plate 2.1 Return to SB Office	2. Issue Official Receipt	Tricycle Franchise Fee: PhP 1,000.00 (renewable after 5 years) MTOP Fee:	30 minutes	Revenue Collection Clerks Municipal Treasury Office



		<p>PhP 165.00 (renewable annually)</p> <p>MTOP Plate: PhP 300.00 (renewable after 3 years)</p> <p>Mayor's Business Permit Fee PhP 300.00 (renewable annually)</p> <p>MTOP Sticker: P100.00 (renewable annually)</p>		
3. Present the Tricycle Unit for Inspection	3. Inspect the Tricycle Unit Enter the data in the record book	None	20 minutes	LLSE II Sb Office Or Sb Office
4.0 Return to SB Office 4.1 Wait for the Instruction of the Service Provider and wait notification through text message of Permanent Tricycle Franchise	4.0 Calendar the application in the SB Order of Business 4.1 Inform the applicant that within twenty (20) days, they will be notified through text message upon the approval of their application.	None	3 minutes (Maximum of Twenty [20] Days)	LLSE II Sb Office Or Administrative Aide VI SB Office



<p>5.0 Return to SB Office upon notified on the Release of the approved Permanent Franchise</p> <p>5.1 Secure the duly approved 5-Year Regular/Permanent Motorized Tricycle Franchise</p>	<p>5.0 Instruct the client to sign in the logbook.</p> <p>5.1 Issue the duly approved 5-Year Regular/ Permanent Motorized Tricycle Franchise</p>	<p>None</p>	<p>10 minutes</p>	<p><i>LLSE II</i> SB Office</p> <p><i>Administrative Aide VI</i> SB Office</p>
TOTAL		PhP 1,865.00	Maximum of 20 days, 1 hour, 18 minutes	
Pursuant to Itogon Municipal Ordinance No. 55, S. 2018				



11. Application for the Revocation of Tricycle Franchise

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	1. All (18 years old and above) with Tricycle Franchise; and 2. Residents of Itogon only.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for revocation		The applicant (tricycle operator)		
Original copy of existing Tricycle Franchise and MTOP		The applicant (tricycle operator)		
MTOP Plate		The applicant (tricycle operator)		
Certificate of Closure of Business		Mayor's Office 2 nd Floor Municipal Building, Poblacion, Itogon		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook & submit/present the letter request for revocation & Surrender the Original Copy of Tricycle Franchise	1.0 Instruct the Client to sign in the logbook 1.1 Receive the letter request and Tricycle Franchise' Copy 1.2 Instruct the client to pay the filing fee to the Treasury Office	None	30 minutes	<i>LLSE II</i> SB Office or Administrative Aide VI SB Office
2. Proceed to the Treasury office and Pay the filing fee (revocation of Tricycle Franchise)	2. Issue Official Receipt	Filing Fee: PhP 200.00 Verification Fee: Php 25.00 Inspection Fee: PhP 55.00	30 minutes	<i>Revenue Collection Clerks</i> Municipal Treasury Office



3.0 Return to SB Office and present the Official Receipt	3.0 Receive the Official receipt and	None	2 minutes and	LLSE II SB Office or Administrative Aide VI SB Office
3.1 Wait for the Instruction of the Service Provider and wait for notification through text message for the issuance of Resolution for the Revocation of their Permanent Tricycle Franchise	3.1 Inform the applicant that within twenty (20) days, they will be notified thru text upon the approval of the Resolution for Revocation		Maximum of 20 days upon filing	
4. Return to SB Office upon Notified on the Release of the Resolution for Revocation	4. Instruct the client to sign in the logbook.	None	10 minutes	<i>LLSE II</i> SB Office or <i>Administrative Aide VI</i> SB Office
5. Secure the copy of said resolution.	5. Issue the duly approved Resolution			
TOTAL		PhP 280.00	Maximum of 20 days, 1 hour, 12 minutes	
Pursuant to Itogon Municipal Ordinance No. 55, S. 2018				



12. Application for the Renewal of Motorized Tricycle Operator's Permit (MTOPT)

Office or Division:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Itogon Residents only (18 years old and above) with Tricycle Franchise			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest LTO-Official Receipt (OR) of the Tricycle Unit		Land Transportation Office LTO Wangal, La Trinidad, Benguet		
Latest MTOPT		The applicant (tricycle operator)		
Barangay Clearance		From Punong Barangay Office of the operator's respective barangay		
Certificate of Tax Clearance (CEDULA)		From Punong Barangay Office of the operator's respective barangay; OR From Municipal Treasury Office (Municipal Building, Poblacion, Itogon)		
Police Clearance		From PNP-IMPS Poblacion Police Station Purok I, Poblacion, Itogon, Benguet; OR PNP-IMPS Tuding Police Station located at Tuding, Itogon, Benguet		
Medical Clearance		Municipal Health Services Office, Municipal Health Building, Poblacion, Itogon		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook & submit the required documents	1.0 Check and verify the submitted documents 1.1 Instruct the applicant to pay the required fees to the office of the Municipal Treasurer 1.2 Input all necessary information in the MTOPT Form	NONE	30 Minutes	LLSE II SB Office or Administrative Aide VI SB Office



2. Proceed to the Treasury office and Pay all the required fees	2. Issue Official Receipt	Filing Fee: PhP 200.00 Verification Fee: PhP 25.00 Inspection Fee: PhP 55.00 MTOP Fee: PhP 165.00 MTOP Sticker Fee: PhP 100.00 Mayor's Business Permit Fee: PhP 300.00	30 minutes	<i>Revenue Collection Clerk Municipal Treasury Office</i>
3.0 Go back to SB Office and present the Official Receipt 3.1 Receive the new MTOP	3.0 Receive the Official Receipt and 3.1 Issue the New MTOP	None	10 minutes	<i>LLSE II SB Office or Administrative Aide VI SB Office</i>
TOTAL		PhP 845.00	1 hour, 10 minutes	
Pursuant to Itogon Municipal Ordinance No. 55, S. 2018				



13. Application for the Change of Ownership of Tricycle Franchise

*As a general rule, franchise, being a privilege is hereby declared **non-transferable**, except when the transfer is made to legitimate spouse, parents, children, brother/sister, or when both franchise holder and transferee are members of the same accredited Tricycle Operators and Drivers Association.*

Provided, further, that, the transferee is a bonafide and actual resident of the municipality, and qualified under the provisions of this Ordinance.

Provided, however, that a person whose franchise had been cancelled or revoked for any violation of the provisions herein, or of any law or municipal ordinance of similar application shall be disqualified to transfer his/her franchise to persons specified in this section.

Office or Division:	Sangguniang Bayan Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All Itogon Residents only (18 years old and above) with Tricycle Franchise	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Letter request for change of ownership of the tricycle franchise	The applicant (tricycle operator)	
Original copy of existing Tricycle Franchise and MTOP	The applicant (tricycle operator)	
Duly subscribed Affidavit executed by the transferor to the effect that transfer of Tricycle Franchise was from the original franchise grantee	The applicant (tricycle operator)	
Original copy of the duly executed Deed of Absolute Sale or Deed of Transfer	The applicant (tricycle operator)	
Duly executed Affidavit of Undertaking of the Transferee/Vendee, categorically declaring that no subsequent transfer or disposition of the unit and franchise shall be executed, and that violation of the same shall mean automatic cancellation of the franchise	The transferee of the tricycle unit	



Original and photocopies of the Certificate of Registration (CR) and latest Official Receipt (OR) of the motorcycle/tricycle issued by the LTO		Land Transportation Office LTO Wangal, La Trinidad, Benguet		
Other documents that may be required as necessary, e.i. Extrajudicial settlement with waiver of rights if the applicant is a transferee of a franchised tricycle		The applicant (tricycle operator)		
Photocopy of two (2) valid identification of the operator (company ID or government issued: Driver's License, SSS, and the like)		The applicant (tricycle operator)		
Photocopy of two (2) valid identification of the transferee (company ID or government issued: Driver's License, SSS, and the like)		The transferee of the tricycle unit		
Photocopy of Professional Driver's License issued by the LTO (if the transferee is also the driver of the tricycle unit).		LTO – Land Transportation Office (District Office La Trinidad, Benguet; Pacdal Baguio City District Office; LTO Satellite Licensing Office Upper Session Road, Post Office Bldg., Baguio City)		
Barangay Clearance and Permit of the Transferee		From Punong Barangay Office of the operator's respective barangay		
Police Clearance of the Transferee		From PNP-IMPS Poblacion Police Station Purok I, Poblacion, Itogon, Benguet; OR PNP-IMPS Tuding Police Station located at Tuding, Itogon, Benguet		
Community Tax Clearance (CEDULA)		Punong Barangay Office of the operator's respective barangay; OR From Municipal Treasury Office (Municipal Building, Poblacion, Itogon)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook & submit/present the documents required for the change of ownership	1.0 Instruct the Client to sign in the logbook 1.1 Receive and check/verify the documents	None	30 minutes	LLSE II SB Office or Administrative Aide VI SB Office



2. Proceed to the Treasury office and Pay the filing fee (Revocation of Tricycle Franchise)	2. Issue Official Receipt	Filing Fee: PhP 200.00 Verification Fee: PhP 25.00	30 minutes	Revenue Collection Clerks Municipal Treasury Office
3.0 Go back to SB Office and present the Official Receipt 3.1 Wait for the Instruction of the Service Provider then wait for notification through text for the issuance of Resolution for the Revocation of their Permanent Tricycle Franchise.	3. Receive the Official receipt and Inform the applicant that within twenty (20) days, they will be notified thru text upon the approval of the Resolution and new MTOP for change of ownership	None	2 minutes (Maximum of twenty [20] days) upon filing	LLSE II SB Office or Administrative Aide VI SB Office
4.0 Return to SB Office upon notification to secure Resolution of change of ownership 4.1 Secure the copy said resolution and new MTOP	4.0 Instruct the client to sign in the logbook 4.1 Issue the duly approved Resolution and new MTOP	None	10 minutes	LLSE II SB Office or Administrative Aide VI SB Office
TOTAL		PhP 225.00	Maximum of 20 days, 1 hour, 12 minutes	

**Pursuant to Itogon Municipal Ordinance No. 55, S. 2018;
Section 19. Non-Transferability of Tricycle Franchise and MTOP**



14. Application for Change of Motorized Tricycle Unit

All Tricycle Franchisees in the Municipality shall secure authorization from IMTFRB-Sangguniang Bayan before processing the change of their motorcycle unit in Land Transportation Office (LTO). An Authorization through IMTFRB Resolution will be issued to the applicant once the request for “change of motorized unit” is approved by the Sanggunian

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	1. All (18 years old and above) with Tricycle Franchise; and 2. Residents of Itogon only.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request for change of motorized tricycle unit		The applicant (tricycle operator)		
Original copy of existing Tricycle Franchise and MTOP		The applicant (tricycle operator)		
Copy of Official Receipt(OR) and Certificate of Registration (COR) of the existing unit		The applicant (tricycle operator)		
Copy of OR and COR of the new motorcycle		The applicant (tricycle operator)		
Tricycle Association’s permit to change unit. If none, Barangay permit.		Tricycle and Driver’s Association of the Applicant OR From the Punong Barangay Office of the operator’s respective barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook & submit/present the documents required for the change of motorized tricycle unit	1.0 Instruct the Client to sign in the logbook	None	30 minutes	LLSE II SB Office or Administrative Aide VI SB Office
	1.1 Receive and check/verify the documents			



<p>2. Proceed to the Treasury office and Pay the filing fee (change unit)</p>	<p>2. Issue Official Receipt</p>	<p>Filing Fee: PhP 200.00</p> <p>Verification Fee: PhP 25.00</p> <p>Inspection Fee: PhP 55.00</p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks</i> Municipal Treasury Office</p>
<p>3.0 Return to SB Office and present the Official Receipt</p> <p>3.1 Wait for the Instruction of the Service Provider then wait for notification through text message for the issuance of Resolution authorizing the applicant to change his/her motorized tricycle unit</p>	<p>3.0 Receive the Official receipt.</p> <p>3.1 Inform the applicant that within twenty (20) days and they will be notified thru text upon the approval of the Resolution authorizing the operator to change his/her motorized tricycle unit</p>	<p>None</p>	<p>2 minutes</p> <p>Maximum of 20 days upon filing</p>	<p><i>LLSE II</i> SB Office</p> <p>or</p> <p><i>Administrative Aide VI</i> SB Office</p>
<p>4.0 Return to SB Office upon notification to secure the copy said resolution</p> <p>4.1 Proceed to LTO to process the change of the motorcycle unit</p>	<p>4.0 Instruct the client to sign in the logbook.</p> <p>4.1 Issue the duly approved Resolution</p> <p>4.2 Instruct the client to proceed to LTO to process the same</p>	<p>None</p>	<p>2 hours, 25 minutes including LTO processing time</p>	<p><i>LLSE II</i> SB Office</p> <p>or</p> <p><i>Administrative Aide VI</i> SB Office</p>



3. Upon receiving and COR of the new Motorcycle Unit from LTO, submit it to SB Office in order to obtain the new MTOP	5. Receive the new COR and OR, then issue new MTOP indicating the details provided in the applicant's new COR & OR	None	30 minutes	<p><i>LLSE II</i> SB Office</p> <p>or</p> <p><i>Administrative Aide VI</i> SB Office</p>
TOTAL		PhP 280.00	Maximum of 20 days, 3 hours, 57 minutes	
Pursuant to Itogon Municipal Ordinance No. 55, S. 2018				



15. Application for Tricycle Driver's Accreditation

Office or Division:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	1. All (18 years old and above); and 2. Residents of Itogon only.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form for Tricycle Driver's Accreditation		Sangguniang Bayan of Itogon Office 2 nd Floor Left Wing, Municipal Building		
Professional Driver's License with restriction 1 (original copy and one [1] photocopy)		LTO – Land Transportation Office (District Office La Trinidad, Benguet; Pacdal Baguio City District Office; LTO Satellite Licensing Office Upper Session Road, Post Office Bldg., Baguio City)		
Police Clearance (original copy)		From PNP-IMPS Poblacion Police Station Purok I, Poblacion, Itogon, Benguet; OR PNP-IMPS Tuding Police Station located at Tuding, Itogon, Benguet		
Barangay Clearance and Certificate of residency from where the driver's respective barangay		From Punong Barangay Office of the applicant's respective barangay		
Medical Certificate		Municipal Health Services Office, Municipal Health Building, Poblacion, Itogon		
Community Tax Certificate (CEDULA)		From Punong Barangay Office of the operator's respective barangay; OR From Municipal Treasury Office (Municipal Building, Poblacion, Itogon)		
One piece (2x2) picture		The applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook & submit/present the required documents	1.0 Instruct the Client to sign in the logbook	None	30 minutes	LLSE II SB Office
	1.1 Receive and check/verify the documents			or Administrative Aide VI SB Office



	1.2 Instruct the applicant to pay the necessary fees to the MTO			
2. Proceed to the MTO and Pay the driver's accreditation fee	2. Issue Official Receipt	Tricycle Driver's Accreditation Fee: PhP 100.00	30 minutes	<i>Revenue Collection Clerks</i> Municipal Treasury Office
3.0 Return to SB Office and present the Official Receipt 3.1 Wait for the instruction then wait for notification trough text message for the issuance of Resolution for the Driver's Accreditation and ID Card	3.0 Receive the Official Receipt 3.1 Inform the applicant that within twenty (20) days, they will be notified thru text upon the approval of their application for tricycle driver's accreditation	None	2 minutes (Maximum of 20 days)	<i>LLSE II</i> SB Office or <i>Administrative Aide VI</i> SB Office
4. Return to SB Office upon notification on the Release of the Resolution for tricycle driver's accreditation and ID Card	4.0 Instruct the client to sign in the logbook. 4.1 Issue the duly approved Tricycle Driver's Accreditation and ID Card	None	10 minutes	<i>LLSE II</i> SB Office or <i>Administrative Aide VI</i> SB Office
TOTAL		PhP 100.00	Maximum of 20 days, 1 hour, 12 minutes	



16. Borrowing Books and Other Reading Materials

Office or Division:	Municipal Library - Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All (Library Users)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued I.D. (GSIS, SSS, BIR, Post Office, DFA, PSA, Pag-IBIG, Voter's ID); OR		Client		
Company issued I.D.		From where the clients is employed		
Valid Student Identification Card, if the client is student		From the School where the student is currently enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Instruct the Client to sign in the logbook	None	2 minutes	<i>Librarian II</i> SB Office
2. Ask for the Assistance of the Librarian	2. Assist the Client in accessing the KOHA System			
2.0 Access the KOHA System to find book information (Title, Author, etc.)	3.0 Receive the Call Slip and retrieve the book or material needed from the shelves	None	5 minutes	<i>Librarian II</i> SB Office
3.1 Fill out the Call Slip	2.1 Allow the client to check the book or material			



3. Secure the book/magazines, or any library resources	4. Instruct the borrower/client that he/she must be cleared with all materials before borrowing again	None	2 minutes	<i>Librarian II</i> SB Office
TOTAL		None	9 minutes	



17. Computer and Internet Access

Office or Division:	Municipal Library - Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All (Library Users)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any valid ID (e.g. school ID, Driver's license, PRC ID, government issued ID)		Client / user		
Valid Student Identification Card, if the client is student		From the School where the student currently enrolled in.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign in the Client Logbook	1.0 Instruct the Client to sign in the logbook	None	2 minutes	<i>Librarian II</i> SB Office
1.1 Ask for the Assistance of the Librarian	1.1 Record the log-in time at the user's logbook			
2. Proceed to use available PC <i>If all computers are in use, wait for your turn</i>	2. Assist the first time user/client	None	2 minutes	<i>Librarian II</i> SB Office
3.0 Stop using computer after desired time limit expires <i>Note: Logout/sign out from any email or social media account</i>	3.0 Monitor time limit per computer 3.1 Advise the client save all his/her work before logging out	None	1-hour maximum access to internet per client	<i>Librarian II</i> SB Office
4. Printed materials for a maximum of 2-3 pages	4. Release printed materials	None		<i>Librarian II</i> SB Office
TOTAL		None	1 hour, 4 minutes	



18. TECH4ED (Technology for Education to gain Employment, train Entrepreneurs towards Economic Development) Services

Office or Division:	Municipal Library - Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All (Library Users)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any valid ID (e.g. school ID, Driver's license, PRC ID, government issued ID)		Client / user		
2. Valid Student Identification Card, if the client is student		From the School where the student currently enrolled in.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Sign in the Client Logbook	1.0 Instruct the Client to sign in the logbook	None	2 minutes	<i>Librarian II</i> SB Office
1.1 Ask for the Assistance of the Librarian	1.1 Record the log-in time at the user's logbook			
2. Proceed to use available PC If all computers are in use, wait for your turn	2.0 Assist the client in creating his/her email account (If no email account) 2.1 Assist the client in registering to the Tech4Ed Program using his/her email account	None	5 minutes	<i>Librarian II</i> SB Office
3. Log in to the Tech4Ed Portal – Online access to NBI Registration, DTI Registration, Passport Online Appointment, ALS,	3. Assist the Client	None	1-hour maximum access to internet per client	<i>Librarian II</i> SB Office



Skills Training, PRC Online Application(New/Renew), Learning English Pinoy (LEAP) & other Government Services				
4. Stop using computer after desired time limit expires <i>Note: Logout / sign out from any email or social media account</i>	4. Check the computer for the next client/user	None	3 minutes	<i>Librarian II SB Office</i>
TOTAL		None	10 minutes and maximum of 1-hour access of internet	