



MUNICIPALITY OF ANGAT

CITIZEN'S CHARTER 2026 1st Edition



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I. Mandate:

General Supervision and control over all programs, projects, services and activities of the municipal government. Enforcement of laws and ordinances relative to the governance of the municipality and exercise its corporate powers provided for under Sec. 22 of the new Local Government Code, implement all approved policies, programs, projects, services and activities of the Municipality.

II. Vision:

A reformed and progressive agro-industrial town in the heart of the province with healthy, empowered, and God-loving citizens in an ecologically-balanced and safe infrastructures that is governed by people-centered and transparent leaders.

III. Mission:

Strengthen the acricultural, aquaculture, and mineral resoures-producing sectors by introducing new technologies, modern facilities, and advanced marketing strategies for maximizing growth and production. To uplift the living condition of Angateños by providing effective and efficient basic services through good governance.

IV. Service Pledge:

We, the officials and employees of the Municipal Government of Angat, commit to:

1. Perform our duties and responsibilities with utmost integrity, competency and dedication;
2. Adhere to the principle of transparency and accountability;
3. Attend to all applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and lunch break;
4. Provide assistance to the public in filling and investigating complaints against officials and employees of our municipality.



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Municipal Mayor's Office
External Services



1. Educational Assistance

This assistance is given to the qualified students whose residents of the municipality. Educational assistance applications are accepted and processed during the 2nd semester of every school year.

Office or Division:	Municipal Mayor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All qualified students whose residents of the municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Educational Assistance Form (1 original)	Local Youth Development Division
2. Certificate of Registration / Enrollment (COR/COE) (1 original)	School
3. Certificate of Grades (COG) (1 photocopy)	School
4. Barangay Indigency (1 original)	Barangay
5. Student's Identification Card (1 photocopy)	School

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Educational Assistance Form and submit together with other applicable requirements	1.1 Check the validity and completeness of documents submitted	None	5 minutes	Admin Aide III Mayor's Office
	1.2 Encode and Process the submitted application	None	7 days	
	1.3 Sign for Approval	None	5 minutes	Mayor Mayor's Office
2. Wait for a Notification of the Educational assistance	2. Inform the applicant on the schedule of the releasing of the educational assistance	None	5 minutes	Admin Aide III Mayor's Office
3. Receive the Educational Assistance	3. Release the Educational Assistance	None	2 minutes	
TOTAL		None	7 days 17 minutes	



2. Enrolment to Dialysis Center

All Angat residents needs to be enrolled in the municipality to qualify for Angat Dialysis Center.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All dialysis patients of Angat			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. PhilHealth Member Data Record (1 photocopy)			PhilHealth Office	
2. Barangay Indigency (1 original)			Barangay Hall	
3. Barangay Residency (1 original)			Barangay Hall	
4. 2 Government Issued-ID addressed in Angat, Bulacan (1 photocopy)			Client	
5. If representative, Authorization Letter (1 original)			Client	
6. Enrolment Form with Terms and Conditions (1 original)			Mayor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Enrolment Form submit required documents	1.1 Check the validity and completeness of documents submitted	None	3 minutes	Mayor's Staff Mayor's Office
	1.2 Encode the details of the patient	None	3 minutes	Mayor's Staff Mayor's Office
	1.3 Sign for Approval	None	2 minutes	Mayor / Administrator Mayor's Office
2. Receive the enrolment form and proceed to Angat Dialysis Center	2. Release the approve enrolment form and refer to Angat Dialysis Center	None	5 minutes	Mayor's Staff Mayor's Office
TOTAL		None	13 minutes	

3. Issuance of Authority to Travel Abroad

This authority will be presented in the Immigration and serves as proof that the employee is authorized to travel abroad and with the approval of the Head of Agency or by the authorized officials.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	All Elected and Permanent Municipal Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Leave Form (2 original)		Human Resource Management Office		
2. Clearance (4 original)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	Admin. Aide III Mayor's Office
	1.2 Prepare Authority to Travel	None	2 minutes	
	1.3 Sign for Approval	None	2 minutes	Municipal Mayor Mayor's Office
2. Receive Authority to Travel	2. Release authority to Travel	None	2 minutes	Admin. Aide III Mayor's Office
TOTAL		None	8 minutes	



4. Issuance of Bus / Jeepney Operator's Permit

The Bus/Jeepney Operator's Permit are documents granting franchise or license to operate for business or for hire.

Issuance of Operator's Permit annually is based on existing law & Municipal Ordinance to authorize individuals to render public transport in the Municipality of Angat.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Bus & Jeepney Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Receipt / Certificate of Registration of the Vehicle (1 photocopy)		LTO		
2. Previous Bus/Jeepney Operator's Permit (1 photocopy)		Mayor's Office		
3. Non-Expired Driver's License (1 photocopy)		LTO		
4. Community Tax Certificate (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	<i>Admin. Aide II</i> Mayor's Office
	1.2 Assess operator's permit fee and issue Order of Payment.	None	3 minutes	<i>Admin. Aide II</i> Mayor's Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented Jeepney New Renewal Bus New Renewal (Additional Fee for Late Registration 25% x amount paid)	PHP 580.00 480.00 PHP 650.00 550.00	5 minutes	<i>Cashier</i> Treasurer's Office
3. Return to Mayor's Office and present official receipt	3.1 Receive the Official Receipt and prepare the permit	None	10 minutes	<i>Admin. Aide III</i> Mayor's Office
	3.2 Sign for Approval	None	2 minutes	<i>Mayor / Administrator</i> Mayor's Office
4. Receive the approved Jeep/Bus Permit, Sticker and Plate.	4. Release approved Jeep/Bus Permit, Sticker and Plate.	None	3 minutes	<i>Administrative Aide III</i> Mayor's Office
TOTAL				
Jeepney		PHP		
 New		580.00		
 Renewal		480.00		
Bus		PHP		
 New		650.00		
 Renewal		550.00		
Late Registration Fee		25% of base amount	25 minutes	



5. Issuance of Endorsement Letter and Certifications

This endorsement letter is being issued to the residents of the municipality; a letter written endorsing or supporting the applicant to agencies who can guarantee for the person's educational or professional performance.

Service certification is a document issued to the deceased barangay peacekeeping officer of the municipality, for burial assistance or other purposes.

Office or Division:	Municipal Mayor's Office
Classification:	Simple
Type of Transaction:	G2C-Government to Government
Who may avail:	Residents Only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For medical assistance/guarantee letter: 1. Government-issued ID addressed in Angat (1 original) see annex A 2. Medical Certificate of the patient (1 original) 3. Billing statement (1 original)	Client Doctor/Physician Hospital /Medical Institution
For agricultural equipment: 1. Request letter to create endorsement letter(1 original)	Municipal Agriculture Office
For school application: 1. Student Identification Card (1 original)	Client
For deceased Barangay Peacekeeping Officer: 1. Certification issued by the Barangay Officials(1 original)	Barangay
For quarrying permit: Certification issued by the Barangay Officials (1 original)	Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1.1 Check the validity and completeness of documents submitted	None	2 minutes	<i>Mayor's Staff Mayor's Office</i>
	1.2 Prepare the requested certification	None	5 minutes	<i>Mayor's Staff Mayor's Office</i>
	1.3 Sign for Approval	None	2 minutes	<i>Mayor Mayor's Office</i>
2. Receive the certification	2. Release the certification	None	1 minutes	<i>Mayor's Staff Mayor's Office</i>
Total		None	10 minutes	



6. Issuance of Financial, Medical & Burial Assistance

Financial assistance to individuals in crisis situations is given to those indigent Angateños who are in need for the payments of their hospital bills, funeral services and who have no means to provide for their medication and other needs.

Office or Division:	Municipal Mayor's Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All Residents Only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Government-issued ID addressed in Angat (1 photocopy)	Patient
2. Government-issued ID addressed in Angat (1 photocopy)	Representative
3. Request Letter (1 original)	Client
4. Barangay Indigency Certificate (1 original)	Barangay (where the client resides)
5. If Medical Assistance Medical Abstract/Medical Certificate/Hospital Bill/Treatment Protocol (1 photocopy)	Hospital/Medical Institution
6. If Burial Assistance Death Certificate (1 photocopy)	MCR
7. AICS Form and Cash Voucher (1 original)	MSWDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1.1 Check the validity and completeness of documents submitted	None	2 minutes	<i>Admin Staff</i> Mayor's Office
	1.2 Stamp for approval and endorse to MSWD	None	1 minutes	<i>Admin Staff</i> Mayor's Office
2. Present complete requirements with stamp to MSWD Office Ground Floor	2. Interview the Client and release AICS Form, Cash voucher with attachment	None	16 minutes	<i>MSWD Staff</i> MSWDO
3. Return to Mayor's Office and submit the AICS form, Cash voucher with attachment	3.1 Review the AICS Form	None	2 minutes	<i>Admin Staff</i> Mayor's Office
	3.2 Sign for approval	None	2 minutes	Mayor/ Administrator Mayor's Office
4. Receive the Financial Assistance	4. Release the Approved Amount Financial Assistance	None	2 minutes	<i>Disbursing Officer</i> Mayor's Office
TOTAL		None	25 minutes	



7. Issuance of Mayor's Clearance

The Mayor's Clearance certify that the individual is a resident of the municipality, is of good moral character and a law-abiding citizen. The Clearance / Certification is a document usually availed of by individuals seeking employment, scholarship, for a firearms license and for any personal or other purposes.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (1 original) 2. NBI / Police Clearance(1 original)		Municipal Treasurer's Office NBI or PNP-Angat		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	<i>Admin. Aide III</i> Mayor's Office
	1.2 Issue Order of Payment.	None	1 minute	
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 55.00	5 minutes	<i>Cashier/Clerk</i> Treasurer's Office
3. Return to Mayor's Office and present official receipt	3.1 Receive the Official Receipt, prepare the clearance and record and file a copy	None	5 minutes	<i>Admin. Aide III</i> Mayor's Office
	3.2 Sign for Approval	None	2 minutes	<i>Mayor / Administrator</i> Mayor's Office
4. Receive approved Mayor's Clearance / Certificate	4. Release the Mayor's Clearance /Certificate	None	2 minutes	<i>Admin. Aide III</i> Mayor's Office
TOTAL		PHP 55.00	17 minutes	



8. Issuance of Purchase Order of Gas

A purchase order (PO) is the official offer documenting the exact requirements of the buyer in terms of quality, quantity, performance, pricing, and payment terms for the products or services. It is issued by the mayor's office staff to their partner gas station. Each purchase order is given a serial number by the staff. It includes details such as the order date, names of the driver, product to purchase, price, and total quantity of other items required.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Municipal Government of Angat Employees/BFP/PNP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Driver License (1 original)		Land Transportation Office		
2. Travel Order / Pass Slip (1 original)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	Mayor's Staff Mayor's Office
	1.2 Prepare the requested document	None	2 minutes	Mayor's Staff Mayor's Office
	1.3 Sign for Approval	None	2 minutes	Administrator Mayor's Office
3. Received Trip Ticket	3. Release Trip Ticket	None	3 minutes	Mayor's Staff Mayor's Office
Total		None	9 minutes	

9. Issuance of Senior Citizen's ID and Booklet (New & Replacement)

Senior Citizens ID and booklet is given to Angat residents who reaches ages 60 and above in order for them to enjoy the benefits and privileges provided by law.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Angat Residents ages 60 above Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government-issued ID addressed in Angat (1 original)		Government Agencies		
2. Senior Citizen's Application Form with Signature		Mayor's Office		
3. Senior Citizen Data Form (For new senior citizen only)		Mayor's Office		
4. 1x1 ID Picture (2pcs)		Client		
5. Affidavit of Loss (for Lost Senior Citizen ID) (1 original)		Notary Public		
6. Old Senior Citizen ID (for replacement Senior Citizen ID) (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Application Form and submit with the requirements	1.1 Check the validity and completeness of documents submitted	None	3 minutes	Admin Staff Mayor's Office
	1.2 Prepare the Senior Citizen's ID and Booklet	None	5 minutes	Admin Staff Mayor's Office



3. Receive the Senior Citizen's ID and Booklet	3. Release the Senior Citizen's ID and Booklet and Grocery packs (for new senior citizen)	None	2 minutes	Admin Staff Mayor's Office
TOTAL		None	10 minutes	

10. Issuance of Truck Sticker

Truck sticker is issued to monitor all trucking companies that enter and have transactions within the municipality.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government G2B - Government to Business			
Who may avail:	All truck driver and truck owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Driver's License (1 photocopy)			Land Transport Office	
2. Official Receipt and Certificate of Registration (1 photocopy)			Land Transport Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	3 minutes	Mayor's Staff Mayor's Office
	1.2 Fill-out the Truck Sticker Form	None	3 minutes	Mayor's Staff Mayor's Office
2. Receive Truck Sticker	2. Release Truck Sticker with serial number	None	5 minutes	Mayor's Staff Mayor's Office
TOTAL		None	11 minutes	



11. Medical and Laboratory Test Assistance

Medical and Laboratory assistance is given when the laboratory procedure/medicines are not available in the Rural Health Unit.

Office or Division:	Municipal Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government-issued ID of the beneficiary showing address is in Angat (1 original) see annex A		Client		
2. Updated Medical Prescription / Laboratory Request/Referral (1 original)		Client's Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1.1 Check the validity and completeness of documents submitted	None	3 minutes	<i>Admin Staff Mayor's Office</i>
	1.2 Check for the availability at the Health Office or affiliated Pharmacy or Laboratory Clinic	None	3 minutes	<i>Admin Staff Mayor's Office</i>
	1.3 Refer to the Health Office if available	None	2 minutes	<i>Admin Staff Mayor's Office</i>
	1.4 Prepare Endorsement Slip to the affiliated Pharmacy or Laboratory Clinic if not available in the MHO	None	3 minutes	<i>Admin Staff Mayor's Office</i>
	1.5 Sign for Approval	None	2 minutes	<i>Municipal Administrator Mayor's Office</i>
2. Receive the endorsement slip and proceed to the MHO or affiliated Pharmacy or Laboratory Clinic	2. Release the endorsement slip and instruct to proceed to the MHO or affiliated Pharmacy or Laboratory Clinic	None	2 minutes	<i>Admin Staff Mayor's Office</i>
	TOTAL	None	15 minutes	



12. Solemnization of Marriage

Pursuant to the Local Government of 1991, one of the duties of the Municipal Mayor is to solemnize marriage. This is included in the responsibilities of the Mayor's Office to prepare the Marriage Contract to be signed by the contracting parties, witnesses and the Municipal Mayor as the solemnizing officer.

Office or Division:	Municipal Mayor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All individuals eligible to get married			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage License (1 original)		Municipal Civil Registry Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Check the validity and completeness of documents submitted	None	3 minutes	<i>Mayor's Staff Mayor's Office</i>
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 500.00	5 minutes	<i>Cashier/Clerk Treasurer's Office</i>
3. Present Official receipt and request the preferred schedule of solemnization	3. Check the availability of schedule	None	5 minutes	<i>Mayor's Staff Mayor's Office</i>
4. Confirm the correctness of the details on the Marriage Certificate	4. Prepare four copies of Marriage certificate and check details on the certificate	None	5 minutes	<i>Mayor's Staff Mayor's Office</i>
5. Return on the schedule date of Solemnization	5.1 Confirm the set schedule with the client	None	3 minutes	<i>Mayor's Staff Mayor's Office</i>
	5.2 Officiate Civil Wedding Ceremony	None	1 hour	<i>Mayor Mayor's Office</i>
	5.3 Submit to MCR for registration of marriage	None	1 day	<i>Mayor's Staff Mayor's Office</i>
	5.4 Inform client to pick-up Marriage Certificate	None	2 minutes	<i>Mayor's Staff Mayor's Office</i>
6. Receive Marriage Certificate	6. Release Marriage Certificate	None	2 minutes	<i>Mayor's Staff Mayor's Office</i>
TOTAL		PHP 500.00	1 day 1 hour 20 minutes	



Municipal Vice Mayor's Office
External Services



1. Issuance of Municipal Tricycle Operator's Permit

The MTOP, otherwise known as Motorized Tricycle Operator's Permit is the document granting franchise or license to operate for business or for hire. Issuance of Operator's Permit annually is based on existing law & Municipal Ordinance to authorize individuals to render public transport in the Municipality of Angat.

Office or Division:	Vice Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Motorized Tricycle Owners / Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Updated Original Receipt / Certificate of Registration of the Vehicle (photocopy)		LTO		
2. Proof of Purchase / Deed of Sale (original)		Motorcycle Dealer / Seller		
3. Valid Driver's License (original)		LTO		
4. Community Tax Certificate (original)		Municipal Treasurer's Office – Window 1		
5. TODA Certification (original)		TODA President		
6. Proof of Payment (original)		Municipal Treasurer's Office – Window 1		
7. Previous MTOP (if Renewal)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all documentary requirements	1. Check the validity and completeness of documents submitted	None	4 minutes	Vice Mayor's Staff <i>Vice Mayor's Office</i>
	1.2 Issue order of Payment	None	1 minute	
2. Pay the corresponding fees by showing the order of payment to Municipal Treasurer's Office window 1	2. Accept payment and issue official receipt based on the order of payment presented	NEW	5 minutes	<i>Cashier</i> Treasurer's Office
		Filing Fee		
	Franchise	120.00		
	Tin Plate	150.00		
	I.D.	30.00		
	Parking Fee	50.00		
	Annual Tax	10.00		
	Mayor's Fee	115.00		
		615.00		
	RENEWAL			
	Franchise	PHP		
	I.D.	120.00		
	Sticker	30.00		
	Parking Fee	50.00		
	Annual Tax	50.00		
	Mayor's Fee	10.00		
		115.00		
		375.00		
3. Return to the Vice Mayor's Office and present the Official Receipt.	3.1 Take picture of the driver and print for the Identification Card	None	10 minute	Vice Mayor's Staff <i>Vice Mayor's Office</i>
	3.2. Prepare MTOP	None	10 minute	
	3.3 Sign for Approval	None	1 minute	Vice Mayor's <i>Vice Mayor's Office</i>
	3.4 Record and Photocopy documents for file copy	None	10 minute	Vice Mayor's Staff <i>Vice Mayor's Office</i>
4. Receive the approved MTOP.	4. Release MTOP Permit, MTOP Identification Card and TIN Plate or Sticker	None	4 minute	Vice Mayor's Staff <i>Vice Mayor's Office</i>
	TOTAL	PHP	45 minutes	
	New	615.00		
	Renewal	375.00		



Sangguniang Bayan Office
External Services



1. Issuance of Certification of no Pending Case

A Certification of No Pending Case is a document that certifies an individual does not have any pending cases against them. This document is often required for various purposes such as business transactions, loan application or other legal matters.

Office or Division:	Sangguniang Bayan Secretariat			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter of No Pending Administrative Case			Barangay Captain	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1.1 Receive request letter and verify from the master list of officials with pending administrative case	None	5 minutes	<i>Admin. Aide I</i> SB Secretariat
	1.2 Prepare the certification	None	10 minutes	Senior Admin Asst I SB Secretariat
	1.3 Review and sign the certification	None	5 minutes	<i>SB Secretary</i> SB Secretariat
	1.4 Record in the logbook	None	2 minutes	Admin Aide I SB Secretariat
2. Receive certificate of no pending case	2. Release certificate of no pending case	None	2 minutes	Sr. Admin Aide I SB Secretariat
TOTAL		None	24 minutes	



2. Issuance of Certified True Copy of Resolutions & Ordinance

The Office of the Secretary to the Sangguniang Bayan is the depository of all records of the Sangguniang Bayan, such as resolutions, ordinances, journals and minutes of the said office. Request for Issuance of said documents will be subject for the approval of the Municipal Vice Mayor and/or the SB Secretary.

Office or Division:	Sangguniang Bayan Secretariat			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2B - Government to Business G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a certified true copy of Resolutions & Ordinance	1. Give Order of Payment	None	5 minutes	<i>Admin. Aide I</i> SB Secretariat
	1.1. Locate & photocopy the requested resolution or ordinance	None	20 minutes	<i>Sr. Admin. Aide I</i> SB Secretariat
	1.2. Stamp with "Certified True Copy" the printed document	None	5 minutes	<i>SB Secretary</i> SB Secretariat
	1.3. Record in the logbook	None	3 minutes	<i>Sr. Admin. Aide I</i> SB Secretariat
2. Pay the corresponding fee, by showing the order of payment to Municipal Treasurer's office window 1	2. Accept the payment and Issue Official Receipt based on the order of payment presented	Private Use PHP 55.00 Official Use None	5 minutes	<i>Cashier</i> <i>Treasurer's Office</i>
3. Return to the SB Office and present the Official Receipt	3. Accept the Official Receipt	None	2 minutes	<i>Admin. Aide I</i> SB Secretariat
4. Receive the copy of resolution or ordinance and sign in the logbook	4. Release the requested copy of resolution and or ordinance	None	2 minutes	<i>Admin. Aide I</i> SB Secretariat
TOTAL		None	42 minutes	



Municipal Accounting Office

Internal Services



1. Issuance of BIR Form 2316 (Withholding Tax Certificate on Compensation)

Issuance of first copy of BIR Form 2316 to the employees is being made on/before 28th of February of every year. Additional copy can be made by municipal employee upon request.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - For Government to Government			
Who may avail:	Municipal Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request BIR Form 2316	1.1 Check records	None	5 Minutes	Administrative Officer IV Accounting Office
	1.2 Print BIR Form 2316	None	3 Minutes	Administrative Officer IV Accounting Office
	1.3 Check the form and sign for approval	None	3 Minutes	Municipal Accountant Accounting Office
2. Receive the BIR Form 2316	2. Release the BIR Form 2316	None	1 Minute	Administrative Officer IV Accounting Office
TOTAL:		None	12 minutes	

2. Issuance of Certificate of PhilHealth Contributions and Certificate of Remittances

Certificate of PhilHealth Contributions – A certificate to be issued only to a Municipal Official or employee who is still in service that certifies he/she is an active member of PhilHealth and shows the monthly breakdown of premiums paid for the last 6 months. This also serves as one of the requirements when claiming PhilHealth claims/discounts.

Certificate of Remittances – A certificate to be issued to a Municipal Official or employee who is still in service or retired from the service. This certificate shows the monthly paid contributions or loans of an employee. This serves as an additional requirement when reconciling records with GSIS and other government agencies whose records are not complete or with unposted contributions/loans.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - For Government to Government			
Who may avail:	Municipal Officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for certification	1.1 Check remittance list/payroll for the period covered of the request	None	10 minutes	Administrative Assistant III Accounting Office
	1.2 Prepare and print the certification	None	10 Minutes	Administrative Assistant III Accounting Office
	1.3 Review and sign the certification	None	3 minutes	Municipal Accountant Accounting Office
2. Receive the certification	2. Release the signed certification	None	1 Minute	Administrative Assistant III Accounting Office
TOTAL:		None	24 minutes	



Municipal Accounting Office

External Services



1. Issuance of BIR Form 2307 (Certificate of Creditable Tax Withheld)

Request made by suppliers, contractors and other creditors for a copy of their Certificate of Taxes Withheld.

BIR Form 2307 - A certificate to be accomplished and issued to recipients of income subject to expanded withholding tax paid by a Payor/Withholding Agent including government money payments made by a government office showing therein the monthly breakdown of the total income payments made and the total taxes withheld and remitted during the quarter/period.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2B - For Government to Business			
Who may avail:	Business Entity / Suppliers / Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request BIR Form 2307	1.1. Check list of BIR remittances	None	3 Minutes	Administrative Aide VI Accounting Office
	1.2 Prepare and print BIR Form 2307	None	5 Minutes	Administrative Aide VI Accounting Office
	1.3 Check the form and computation of taxes withheld and sign for approval	None	3 Minutes	Municipal Accountant Accounting Office
2. Receive the BIR Form 2307	2. Release the signed BIR Form 2307	None	1 Minute	Administrative Aide VI Accounting Office
TOTAL:		None	12 minutes	



2. Issuance of Liquidation Report and Certifications

Liquidation Report – a document that shows the fund received for a specific purpose and the summary of expenses incurred. It also shows the total amount utilized and balance to be reverted back to Bureau of Treasury, if any.

Certification of Full Liquidation – a document that certifies that the fund has been fully utilized and no balance shall be reverted back.

Certification of Fund Utilization – a breakdown of total amount utilized per expense category and the unutilized balance

Certification of Savings – a document that certifies the available Net Income for Re-Appropriation or Balance Unappropriated

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G - For Government to Government
Who may avail:	All Concerned Office

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Liquidation Report or Certification	1.1 Check the accounting records and e-NGAS	None	10 Minutes	Administrative Assistant III Accounting Office
	1.2 Prepare and print the Liquidation Report or Certification	None	10 Minutes	Administrative Assistant III Accounting Office
	1.3 Review and sign the Liquidation Report or Certification	None	3 Minutes	Municipal Accountant Accounting Office
2. Receive the Liquidation Report or Certification	2. Release the signed Liquidation Report or Certification	None	1 Minute	Administrative Assistant III Accounting Office
TOTAL:		None	24 minutes	



3. Preparation of Online Advice of Checks Issued

Prepares and approve online advice of checks issued via Land Bank weAccess. Approved advice of checks is required by Land Bank for clearing.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - For Government to Government			
Who may avail:	Government Depository Bank			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Check duly signed by the Municipal Treasurer and Municipal Mayor		Municipal Treasurer's Office Municipal Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive duly signed checks from Mayor's Office together with Disbursement Vouchers and other attachments	1.1 Encode the checks into the List of Checks Issued and BIR remittances, if any tax withheld.	None	5 Minutes	Accounting Staff Accounting Office
	1.2 Prepare Journal Entry Voucher	None	20 minutes	Admin Aide VI Accounting Office
	1.3 Prepare and upload the online advice of checks	None	10 minutes	Accounting Staff Accounting Office
	1.4 Review and approve the uploaded online advice of checks via Land Bank weAccess	None	5 minutes	Municipal Accountant Accounting Office
	1.5 Forward the checks with approved advice to the Municipal Treasurer's Office	None	3 minutes	Accounting Staff Accounting Office
TOTAL:		None	43 minutes	

4. Receiving of Barangay Reports and Disbursement Vouchers

Receive barangay reports from the 16 barangays to be forwarded to the Auditor's Office for post-audit.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2B - For Government to Government			
Who may avail:	Barangay Officials (16 barangays)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reports of Paid Vouchers (1 Original)		Barangay Treasurer		
2. Monthly Summary of Checks Issued (1 Original)		Barangay Treasurer		
3. Cash receipts and collection (1 Original)		Barangay Treasurer		
4. Cashbook (1 Original)		Barangay Treasurer		
5. Summary of Payments (1 Original)		Barangay Treasurer		
6. Disbursement Voucher (1 Original)		Barangay Treasurer		
7. Registry of Appropriation and Obligations (1 Original)		Barangay Record Keeper		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receive the required documents	None	5 Minutes	Administrative Assistant II Accounting Office
	1.2. Check the completeness of the reports and submit to Auditor's Office	None	10 Minutes	Administrative Assistant II Accounting Office
TOTAL:		None	15 minutes	



Municipal Agriculture Office

External Services



1. Free Anti-Rabies Vaccination

Anti-rabies vaccination refers to the process of administering a vaccine to animals to protect them against rabies, a deadly viral disease that affects the central nervous system and can be transmitted to humans (zoonotic disease). Vaccinating animals, particularly domestic pets like dogs and cats, is a critical measure in controlling and preventing the spread of rabies.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Dog and Cat Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Government Issued ID (1 Original)			See Annex A	
2. Veterinary Card Record (if available)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required document.	1.1 Check the presented valid ID and Interview the client	None	2 minutes	<i>Agricultural Extension Worker</i> Municipal Agriculture Office
	1.3 Asses the condition of the animal	None	1 minute	<i>Agricultural Extension Worker</i> Municipal Agriculture Office
2. Fill-up Dog & Cat Registry Form	2. Conduct short briefing	None	2 minutes	<i>Agricultural Extension Worker</i> Municipal Agriculture Office
3. Restrain the animal	3. Vaccinate the animal	None	5 minutes (depends on the number of animals)	<i>Designated Veterinarian</i> Municipal Agriculture Office
TOTAL:		None	10 minutes	



2. Issuance of FCAs Endorsement Letter

Issuance of Endorsement Letter certifies that the Farmer Cooperative and Associations (FCAs) are eligible of requesting different agriculture-related programs and projects.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Farmer Cooperative and Associations (FCAs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent with Board Resolution (1 Original)			Client	
2. List of members under RSBSA – FFRS (1 Original)			Client	
3. Minutes of the meeting (1 photocopy)			Client	
4. SEC Registration (1 photocopy)			Client	
5. Financial Statements for the last 3 years (1 photocopy)			Client	
6. Programs and Projects Documentation (1 Original)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	<i>Agricultural Extension Worker Agriculture Office</i>
	1.2 Interview the FCA's Representative	None	5 minutes	<i>Municipal Agriculture Officer (MAO) Agriculture Office</i>
	1.3 Prepare endorsement and forward to the Municipal Agriculture Officer for approval	None	5 minutes	<i>Agricultural Extension Worker Agriculture Office</i>
	1.4 Sign for approval	None	1 minute	<i>Municipal Agriculture Officer (MAO) Agriculture Office</i>
2. Receive Endorsement Letter	2.1 File a copy for record purposes and release the endorsement letter	None	1 minute	<i>Agricultural Extension Worker Agriculture Office</i>
TOTAL		None	14 minutes	



3. Purchase or Request of Vegetable Seedlings

Intesifying the promotion of urban gardening and to ensure food availability and sustain production through the distribution of the subsidized vegetables seedlings.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2G-Government to Government			
Who may avail:	Government Agency, School, Farmers & Constituents of Angat			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
If Farmers and constituents of Angat 1. Order Form 2. Government Issued ID (1 Original)			Municipal Agriculture Office Annex A	
If Government Agency and school 3. Letter of Request (1 Original)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order Form or Letter of Request	1.1 Receive Order Form or Request Letter (If Government Agency or School)	None	2 minutes	<i>Agricultural Extension Worker</i> Agriculture Office
	1.2 (If Farmers or Constituent) Asses the corresponding fee	None	3 minutes	
2. Pay the corresponding fees based on the order form	2.1 Accept payment and issuance receipt based on the order form Sili Talong Kamatis Patola Upo Ampalaya Bell pepper Papaya Growing medium	PHP 100.00/tray 100.00/tray 100.00/tray 200.00/tray 200.00/tray 800.00/tray 170.00/tray 25.00/pc 50.00/tray	5 minutes	<i>Agricultural Extension Worker</i> Municipal Agriculture Office
	2.2 Forward order form to the Greenhouse for preparation of seedlings	None	(4 weeks depending on the crops growth)	
3. Receive the seedlings at Greenhouse Barangay Binagbag, Angat, Bulacan	3.1 Inform client for pick-up of seedlings	None	1 minute	<i>Greenhouse Farm Worker</i> Municipal Agriculture Office
	3.2 Release seedlings	None	1 minute	
TOTAL		PHP 100.00/tray 100.00/tray 100.00/tray 200.00/tray 200.00/tray 800.00/tray 170.00/tray 25.00/pc 50.00/tray	12 minutes (4 weeks depending on the crops growth)	



4. Registry System for Basic Sector in Agriculture (RSBSA)

A registry of farmers, fisherfolk, livestock raisers and farm laborers that serves as target mechanism of beneficiaries for different agriculture-related programs and services of the government.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Farmers of Angat

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Registry for Basic Sector in Agriculture (RSBSA) Enrollment form	Municipal Agriculture Office
2. Updated Identification Card (1 Original)	Client
3. Certificate of Land Title or Tax Declaration (1 Photocopy)	Client
4. 2 x 2 picture Card (1 Original)	Client
5. Barangay Certification as Farmer Card (1 Photocopy)	Barangay Hall
6. Barangay Certification as Livestock Raiser (1 Photocopy)	Barangay Hall
7. Barangay Certification as Farm Worker (1 Photocopy)	Barangay Hall
If not the lot owner	
8. Written agreement of the land owner (1 Original)	Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	<i>Agricultural Extension Worker</i> Agriculture Office
	1.2 Encode to Municipal RSBSA Database	None	3 minutes	
	1.2 Signed by the Agricultural Extension Worker (AEW)	None	1 minute	
	1.4 Signed by the Municipal Agriculture Officer (MAO) & the Municipal Agriculture and Fishery Officer (MAFC)	None	1 minute	<i>Municipal Agriculture Officer</i> <i>Municipal Agriculture and Fishery Office</i> Agriculture Office
	1.5 Submits the Registry System for Basic Sector in Agriculture (RSBSA) application to the Provincial and Regional Office	None	(6 Months depending on the approval of DA-Regional Field Office)	<i>Agricultural Extension Worker</i> Agriculture Office
2. Receive the RSBSA stub	2.1 Inform client of the approve application	None	1 minute	<i>Agricultural Extension Worker</i> Agriculture Office
	2.2 Issue RSBSA Stub	None	2 minutes	
TOTAL		None	10 minutes (6 Months depending on the approval of DA-Regional Field Office)	



Municipal Assessor's Office

External Services



1. Issuance of Certificate or Notice of Cancellation for Demolished Property

Demolition of Property refers to the act of cancelling the latest record of a certain parcel of land as per the documents submitted which serve as a proof that the property has been demolished.

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transactions	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
Checklist of Requirements			Where to secure	
1. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)			Property Owner	
2. Land Title, Copy of Tax Declaration or RPT Receipt (1 Photocopy)			Property Owner	
3. Demolition Permit (1 Photocopy)			Engineering Office	
4. Barangay Certification, as needed (2 photocopies)			Barangay	
5. Real Property Tax Receipt of current year (2 photocopies)			Treasurer's Office	
If done by a representative (relative of property owner):				
1. Authorization Letter (1 original)			Property Owner	
2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy)			Client Property Owner	
3. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)				
If owner's child			PSA, LCR, Property Owner	
1. Birth Certificate (1 photocopy)			PSA, LCR, Property Owner	
If owner's spouse			PSA, LCR, Property Owner	
1. Marriage Certificate (1 photocopy)				
If owner is deceased				
1. Death Certificate (1 photocopy)				
If done by a representative (non-relative of property owner):			Notary Public	
1. Special Power of Attorney, to act and make decisions on behalf of the owner (1 Original)				
2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy)			Client	
3. 1 Government Issued ID of one of Heirs (see Annex A) (1 Photocopy)			Heirs	
If owner's child			PSA, LCR, Property Owner	
1. Birth Certificate (1 photocopy)			PSA, LCR, Property Owner	
If owner's spouse			PSA, LCR, Property Owner	
1. Marriage Certificate (1 photocopy)				
If owner is deceased				
1. Death Certificate (1 photocopy)				
If done by a representative of a Corporation:			Corporation	
1. Notarized Secretary's Certificate / Board Resolution authorizing representative to transact with Government Agency (1 Original)				
2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy)			Representative	
3. 1 Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)			Property Owner	
If done by a Buyer / Donee:			Notary Public	
1. Notarized and Signed Deed of Absolute Sale / Deed of Donation (1 photocopy)				
2. 1 Government Issued ID of Buyer/s (see Annex A) (1 Photocopy)			Buyer	
3. 1 Government Issued ID of Seller/s (see Annex A) (1 Photocopy)			Property Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the required documents	1. Check the validity and completeness of documents submitted	None	10 minutes	<i>Local Assessment Operations Officer I Assessor's Office</i>
	1.2 Issue the Order of Payment	None	2 minute	<i>Local Assessment Operations Officer I / Admin Aide IV Assessor's Office</i>
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 100.00 **	5 minutes	<i>Cashier Treasurer's Office</i>
3. Provide details for Inspection	3. Schedule the Field Inspection	None	5 minutes (5 days, if for field Inspection)	<i>Field Inspector Assessor's Office</i>
4. Return to Assessor's Office and present OR	4.1 Receive Official receipt and record in the Logbook	None	2 minute	<i>Local Assessment Operations Officer I Assessor's Office</i>
	4.2 Trace back previous records, as needed	None	15 minutes	<i>Admin Aide IV / Admin Aide I Assessor's Office</i>
	4.3 Prepare and validate certification	None	2 days	<i>Local Assessment Operations Officer I Assessor's Office</i>
	4.4 Sign for approval	None	5 minutes	<i>Municipal Assessor Assessor's Office</i>
	4.5 Inform the client to pick-up document	None	3 minutes	<i>Local Assessment Operations Officer I Assessor's Office</i>
5. Receive the Certification and Notice of Cancellation	5. Release the certificate and Notice of Cancellation	None	1 minute	<i>Local Assessment Operations Officer I Assessor's Office</i>
TOTAL:		PHP 100.00	2 days 48 minutes and additional 5 days (if for inspection)	

** under Section 254 (2) of Revenue Code of 2016 (Mun. Ordinance No. 2016-02), p. 85



2. Issuance of Certified True Copy of Tax Declaration, Certificate of Property Holdings / No Property Holdings, Certificate of No Improvement, Certificate of Property Boundaries, and other Certifications

Tax Declaration serves as the municipal permanent record for every property owner (land, building & machinery)

Certificate of Property Holdings / No Property Holdings issued by the Municipal Assessor's Office serves as an official document that provides information about a property owner's real estate holdings. It serves as a reference for tax payment, legal purposes, and other related matters.

Certificate of No Improvement serves as an official document which provides proof that there's no valuable addition made to the property, hence, a vacant lot.

Certificate of Property Boundaries serves as an official document that indicates the adjoining properties that bound the subject land.

Office or Division:	Municipal Assessor's Office	
Classification:	Simple	
Type of Transactions	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
Checklist of Requirements		Where to secure
1. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)	Property Owner	
2. Land Title, Copy of Tax Declaration or RPT Receipt (1 Photocopy)	Property Owner	
If done by a representative (relative of property owner): 1. Authorization Letter (1 original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)	Property Owner Client Property Owner	
If owner's child 1. Birth Certificate (1 photocopy)	PSA, LCR, Property Owner	
If owner's spouse 1. Marriage Certificate (1 photocopy)	PSA, LCR, Property Owner	
If owner is deceased 1. Death Certificate (1 photocopy)	PSA, LCR, Property Owner	
If done by a representative (non-relative of property owner): 1. Special Power of Attorney, to act and make decisions on behalf of the owner (1 Original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of one of Heirs (see Annex A) (1 Photocopy)	Notary Public Client Heirs	
If owner's child 1. Birth Certificate (1 photocopy)	PSA, LCR, Property Owner	
If owner's spouse 1. Marriage Certificate (1 photocopy)	PSA, LCR, Property Owner	
If owner is deceased 1 Death Certificate (1 photocopy)	PSA, LCR, Property Owner	
If done by a Buyer / Donee: 1. Notarized and Signed Deed of Absolute Sale / Deed of Donation (1 photocopy) 2. 1 Government Issued ID of Buyer/s (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Seller/s (see Annex A) (1 Photocopy)	Notary Public Buyer Property Owner	
If done by a representative of a Corporation: 1. Notarized Secretary's Certificate / Board Resolution authorizing representative to transact with Government Agency (1 Original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)	Corporation Representative Company	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Check the validity and completeness of documents submitted	None	5 minutes	<i>Assessment Clerk I / Assessor's Office</i>
	1.2 Check the database for the availability of the requested document	None	3 minutes	<i>Assessment Clerk I / Assessor's Office</i>
	1.3 Issue the Order of Payment	None	3 minutes	<i>Assessment Clerk I / Assessor's Office</i>
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 50.00**	5 minutes	<i>Cashier / Treasurer's Office</i>
	Other Certificate	PHP 100.00**		
3. Return to Assessor's Office and present OR	3.1 Receive Official receipt and record in the Logbook	None	2 minutes	<i>Assessment Clerk I / Admin Aide I / Assessor's Office</i>
	3.2 Trace back previous records, as needed	None	15 minutes	<i>Admin Aide I / Assessor's Office</i>
	3.3 Prepare and validate certification	None	15 minutes	<i>Assessment Clerk I / Assessor's Office</i>
	3.4 Sign for approval	None	10 minutes	<i>Municipal Assessor / Assessor's Office</i>
4. Receive the Certified true copy of Tax Declaration	4. Release the Certified true copy of Tax Declaration or Certificate	None	1 minute	<i>Assessment Clerk I / Admin Aide I / Assessor's Office</i>
TOTAL Simple Copy of Tax Declaration Other Certificates		PHP50.00 PHP100.00	59 minutes	

** under Section 254 (2) of Revenue Code of 2016 (Mun. Ordinance No. 2016-02), p. 85



3. Reassessment, New Declaration / Republic of the Philippines Claimed by, and Reclassification of Real Property

Reassessment is the reassigning of new assessed value to property, particularly real estate, as the result of a general, partial, or individual reappraisal of the property.

New Declaration refers to the declaration or discovery of a new parcel of real property. A new Tax Declaration will be issued to support the ownership of a newly declared land, building, or machinery.

Reclassification refers to the act of specifying the classification of the land as per its Actual Use or Land Use, whether it may be Residential, Agricultural, Commercial, Industrial, Minerals, or Special.

Office or Division:	Municipal Assessor's Office
Classification:	Highly Technical
Type of Transactions	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 Government Issued ID of Owner (see Annex A) (1 original)	Property Owner
2. Tax Declaration / Original Title, if any. (2 photocopies)	Owner / Registry of Deeds
3. Real Property Tax Receipt of current year (2 photocopies)	Municipal Treasurer's Office
4. Reclassification Fee Receipt (2 photocopies)	Municipal Treasurer's Office
5. Barangay Certification, as needed. (2 photocopies)	Barangay
6. Field Inspection Report, as needed.	Municipal Assessor's Office
7. If New Declaration of Land, Affidavit of Ownership & Actual Use (2 photocopies)	Notary Public
8. If New Declaration of Land, CENRO Certification-Alienable and Disposable (2 photocopies)	CENRO - Tabang, Guiguinto
9. If New Declaration of Land, BARC Certification (2 photocopies)	Barangay
10. If New Declaration of Land, Survey Plan, if Tax Declaration only. Approved Plan, if Titled Property. (2 photocopies)	Geodetic Engineer - Private
11. If New Declaration of Land, Lot Data Computation / Technical Description (2 photocopies)	DENR - Pampanga
12. If New Declaration of Land, Real Property Back Taxes Receipt (10 Years) (2 photocopies)	Municipal Treasurer's Office - Ground Floor
If done by a representative (relative of property owner):	
1. Authorization Letter (1 original)	Property Owner
2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy)	Client
3. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)	Property Owner
If owner's child	
1. Birth Certificate (1 photocopy)	PSA, LCR, Property Owner
If owner's spouse	
1. Marriage Certificate (1 photocopy)	PSA, LCR, Property Owner
If owner is deceased	
1. Death Certificate (1 photocopy)	PSA, LCR, Property Owner
If done by a representative (non-relative of property owner):	
1. Special Power of Attorney, to act and make decisions on behalf of the owner (1 Original)	Notary Public
2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy)	Client
3. 1 Government Issued ID of one of Heirs (see Annex A) (1 Photocopy)	Heirs
If owner's child	PSA, LCR, Property Owner
1. Birth Certificate (1 photocopy)	PSA, LCR, Property Owner
If owner's spouse	PSA, LCR, Property Owner
1. Marriage Certificate (1 photocopy)	PSA, LCR, Property Owner
If owner is deceased	PSA, LCR, Property Owner
1. Death Certificate (1 photocopy)	PSA, LCR, Property Owner



If done by a Buyer / Donee: 1. Notarized and Signed Deed of Absolute Sale / Deed of Donation (1 photocopy) 2. 1 Government Issued ID of Buyer/s (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Seller/s (see Annex A) (1 Photocopy)	Notary Public Buyer Property Owner
If done by a representative of a Corporation: 1. Notarized Secretary's Certificate / Board Resolution authorizing representative to transact with Government Agency (1 Original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)	Corporation Representative Signatory

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Check the validity and completeness of documents submitted	None	10 minutes	<i>Local Assessment Operations Officer I Assessor's Office</i>
	2.2 Assess the corresponding reclassification fees based on Revenue Code and issue Order of Payment	See Annex B	2 minutes	<i>Local Assessment Operations Officer I Assessor's Office</i>
2. Pay for the required fee by showing the order of payment at Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 100.00 **	5 minutes	<i>Cashier Treasurer's Office</i>
3. Return to Assessor's Office and present OR	3.1 Receive Official receipt and record in the Logbook	None	2 minute	<i>Local Assessment Operations Officer I Assessor's Office</i>
	3.2 Schedule the Field Inspection, as needed	None	5 minutes (5 days, if for Field Inspection)	<i>Field Inspector Assessor's Office</i>
	3.2 Prepare and validate certification	None	2 days	<i>Local Assessment Operations Officer I Assessor's Office</i>
	3.3 Sign for approval	None	5 minutes	<i>Municipal Assessor Assessor's Office</i>
	3.5 Inform the client to pick-up document	None	2 minutes	<i>Local Assessment Operations Officer I / Admin Aide IV Assessor's Office</i>
4. Receive the New Tax Declaration	4. Release the New Tax Declaration	None	1 minute	<i>Local Assessment Operations Officer I Assessor's Office</i>
TOTAL		PHP 100.00 Assessed Based on the Revenue code	2 days and 32 minutes + 5 days (if, for field inspection)	

** Under Section 254 (2) of Revenue Code of 2016 (Mun. Ordinance No. 2016-02), p. 85

** See Annex B, if for Reclassification



4. Transfer of Ownership, Subdivision of Property, Consolidation, Correction of Entries

Transfer of Ownership This transaction is the transmission of one property owner to the new owner/s based on the submitted deed of instrument, including but not limited to, Deed of Donation, Deed of Absolute Sale, Extra Judicial Settlement of Estate, and Self-Adjudication.

Subdivision of Property is the process of subdividing a parcel of land into multiple parts with a tax declaration on each subdivided portion of the land.

Consolidation is the act of consolidating or merging two or more parcels of land by the dissolution or cancellation of its existing records, and issuing a new declaration.

Correction of Entries this process is for individuals who want to make corrections on their details on the Tax Declaration.

Office or Division:	Municipal Assessor's Office
Classification:	Highly Technical
Type of Transactions	G2C - Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)	Property Owner
2. Tax Declaration / Original Title, if any. (2 photocopies)	Property Owner / Registry of Deed
3. Notarized Deed of Instrument (Deed of Absolute Sale, Deed of Donation, Extrajudicial Settlement of Estate, etc.) w/ identification of signatories (2 photocopies)	Notary Public
4. Transfer Tax Receipt (2 photocopies)	Provincial Treasurer's Office
5. Real Property Tax Receipt of current year (2 photocopies)	Municipal Treasurer's Office
6. Certificate Authorizing Registration (2 photocopies)	BIR (RDO 25B) - Guiguinto
7. Subdivision Plan, if subdivided into parts. (2 photocopies)	Geodetic Engineer
8. Notarized Affidavit of Publication, if EJS. (2 photocopies)	Notary Public
9. Barangay Certification, as needed. (2 photocopies)	Barangay
10. Notarized Affidavit, as needed.. (2 photocopies)	Notary Public
11. Field Inspection Report, as needed.	Municipal Assessor's Office
12. For Consolidation: Approved Plan, if titled property. Survey Plan, if Tax Declaration only. (2 photocopies)	Geodetic Engineer - Private
13. For Consolidation: Written Formal Request to Consolidate List of Properties. (1 original)	Property Owner
If done by a representative (relative of property owner): 1. Authorization Letter (1 original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Owner (see Annex A) (1 photocopy)	Property Owner Client Property Owner
If owner's child 1. Birth Certificate (1 photocopy)	PSA, LCR, Property Owner
If owner's spouse 1. Marriage Certificate (1 photocopy)	PSA, LCR, Property Owner
If owner is deceased 1. Death Certificate (1 photocopy)	PSA, LCR, Property Owner
If done by a representative (non-relative of property owner): 1. Special Power of Attorney, to act and make decisions on behalf of the owner (1 Original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of one of Heirs	Notary Public Client Heirs



(see Annex A) (1 Photocopy) If owner's child 1. Birth Certificate (1 photocopy) If owner's spouse 1. Marriage Certificate (1 photocopy) If owner is deceased 1. Death Certificate (1 photocopy)		PSA, LCR, Property Owner PSA, LCR, Property Owner PSA, LCR, Property Owner		
If done by a Buyer / Donee: 1. Notarized and Signed Deed of Absolute Sale / Deed of Donation (1 photocopy) 2. 1 Government Issued ID of Buyer/s (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Seller/s (see Annex A) (1 Photocopy)		Notary Public Buyer Property Owner		
If done by a representative of a Corporation: 1. Notarized Secretary's Certificate / Board Resolution authorizing representative to transact with Government Agency (1 Original) 2. 1 Government Issued ID of Representative (see Annex A) (1 Photocopy) 3. 1 Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)		Corporation Representative Signatory		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Check the validity and completeness of documents submitted	None	10 minutes	<i>Local Assessment Operations Officer I / Assessor's Office</i>
	1.2 Issue the Order of Payment	None	2 minute	
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 100.00 **	5 minutes	<i>Cashier Treasurer's Office</i>
3. Return to Assessor's Office and present OR	3.1 Receive Official receipt and record in the Logbook	None	2 minutes	<i>Local Assessment Operations Officer I / Assessor's Office</i>
	3.2 Prepare and validate transaction	None	2 days	
	3.3 Sign for approval	None	5 minutes	<i>Municipal Assessor Assessor's Office</i>
	3.4 Inform the client to pick-up document	None	3 minutes	<i>Local Assessment Operations Officer I / Admin Aide IV Assessor's Office</i>
4. Receive the Tax Declaration	4. Release the Tax Declaration	None	1 minute	<i>Admin Aide IV / Local Assessment Operations Officer I Assessor's Office</i>
TOTAL :		PHP 100.00	2 days and 28 minutes	

** under Section 254 (2) of Revenue Code of 2016 (Mun. Ordinance No. 2016-02), p. 85



Municipal Budget Office

Internal Services



1. Processing of Obligation Request

Obligation Request (OBR) is issued to certify the availability of appropriation

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchases/Procurement 1. Purchase Request (2 original) 2. Purchase Order (2 original) 3. Abstract of Quotation (2 original) 4. Quotation Request (2 original) 5. Sales Invoice (1 original) 6. Statement of Account (if applicable) (1 original) 7. Inspection and Acceptance Report (2 original)		Office Concerned Office Concerned Office Concerned Supplier Supplier Supplier General Services Office		
Salaries and Wages Regular 1. Payroll (1 original) Job Order 1. Payroll (1 original) 2. Accomplishment Report (1 original) 3. Daily Time Record (1 original)		HRMO HRMO Job Order Employee HRMO		
Infrastructure Projects For Bidding 1. Purchase Request (2 original) 2. Program of Works (1 original) No Bidding 1. Purchase Request (2 original) 2. Program of Works (2 original) 3. Purchase Order (2 original) 4. Abstract of Quotation (2 original) 5. Quotation Request (2 original) 6. Sales Invoice (1 original) 7. Statement of Account (if applicable) (1 original) 8. Pictures (1 original) 9. Certificate of Post Inspection (1 original)		Office Concerned Municipal Engineering Office Office Concerned Municipal Engineering Office Office Concerned Office Concerned Office Concerned Supplier Supplier Municipal Engineering Office General Services Office		
Services 1. SOA (1 original) 2. Contract (1 original) 3. Accomplishment Report (1 original) 4. Certificate of Post Inspection (1 original)		Supplier Contractor Municipal Engineering Office Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request with other documents	1.1 Receive the submitted Purchase Request and other documents	None	5 minutes	<i>Admin Officer IV</i> <i>Admin Aide</i> Budget Office
	1.2 Check the inclusion in the Annual Investment Program	None	5 minutes	<i>Admin Assistant V</i> Budget Office
	1.3 Verify the availability of appropriation	None	10 minutes	<i>Admin Officers</i> Budget Office
	1.4 Prepare the Obligation Request	None	10 minutes	
	1.5 Approve the Obligation Request	None	5 minutes	<i>Budget Officer</i> Budget Office



2. Received the OBR and submit to Accounting Office	2. Release the OBR and advise client to submit to accounting office for preparation of disbursement voucher	None	3 minutes	<i>Administrative Assistant V</i> Budget Office
	TOTAL	None	38 minutes	



Municipal Budget Office

External Services



1. Review of Barangay and Sangguniang Kabataan Budgets

The Barangay Budget serves as an instrument for barangay officials to effectively manage the development of the barangay. It provides the basis for the collection, safekeeping and use of barangay funds.

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	G2G-Government to Government
Who may avail:	Punong Barangays and SK Chairman

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Complete Barangay Budget Preparation Forms 1. Sangguniang Barangay Ordinance (4 original, 11 photocopy) 2. Form 1 (Budget of Expenditures and Sources of Financing) (4 original, 11 photocopy) 3. Form 2 (Programmed Appropriation by PPA, Expense Class and Expected Results (4 original, 11 photocopy) 4. Form 2A (Programmed Appropriation and Obligation for Special Purpose Appropriation) (4 original, 11 photocopy) 5. Form 3 (Personnel Schedule) (4 original, 11 photocopy) 6. Form 4 (Mandate, Vision/Mission, Major Final Output, Performance Indicator and Targets) (4 original, 11 photocopy) 7. Statement of Statutory and Contractual Obligations and Budgetary Requirements (4 original, 11 photocopy) 8. Statement of Fund Allocation by Sector (4 original, 11 photocopy) 9. Approved AIP (4 original, 11 photocopy) 10. Barangay Disaster Risk Reduction and Management Fund (4 original, 11 photocopy) 11. 20% Development Fund (4 original, 11 photocopy)	Sangguniang Barangay Barangay Treasurer Barangay Treasurer Barangay Secretary Barangay Secretary Barangay Secretary Barangay Treasurer Barangay Treasurer Barangay Treasurer Barangay Treasurer Barangay Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Barangay Budget Preparation Forms- (BBPF)	1. Receive and check as to the completeness of BBPF and compliance with the budgetary requirements	None	1 day	<i>Municipal Budget Officer</i> Budget Office
	2. Prepare recommendation or endorsement for approval of Sanggunian	None	1 day	<i>Municipal Budget Officer</i> Budget Office
	3. Submit to the Sangguniang Bayan	None	1 day	<i>Municipal Budget Officer</i> Budget Office
TOTAL		None	3 days	



Municipal Civil Registrar Office

External Services



1. Application for Marriage License

A marriage license is an official document issued by a government authority that authorizes a couple to get married. Obtaining a marriage license is usually the first step in the marriage process, and the couple must apply for it before the wedding ceremony can legally take place.

Office or Division:	Municipal Civil Registrar Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Birth Certificate of both Parties (1 photocopy)			PSA / MCR	
2. Certificate of No Marriage of both Parties (CENOMAR) (1 original)			PSA	
3. Community Tax Certificate of both Parties (1 photocopy)			Municipal Treasurer's Office	
4. Government-issued ID with address in Angat (1 photocopy)			Client	
5. Marriage counseling certificate (1 original)			MSWD	
Additional requirements if 21-24 years old				
1. Parental Advise (1 original) Personal Appearance of the parents/guardians is required.			MCR	
2. Death Certificate (if the mother or father is already dead) (1 photocopy)			PSA / MCR	
Additional requirements if 18-21 years old				
1. Parental Consent (1 original) Personal Appearance of the parents/guardians is required.				
2. Death Certificate (if the mother or father is already dead) (1 photocopy)				
Foreigner or Former Filipino Citizen but now is Naturalize Citizen				
1. Legal Capacity to Marry (1 original)			Embassy	
2. Passport (1 Original and 1 Photocopy)			DFA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	3 minutes	MCR Staff Civil Registrar Office
	1.2 Interview Client	None	10 minutes	
	1.3 Issue the Order of Payment	None	2 minutes	
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2 Accept payment and issue Official Receipt based on the order of payment presented	PHP 500.00	5 minutes	Cashier Treasurer's Office
3. Return to MCR and Present OR	3.1 Receive OR and Prepare Marriage License	None	3 minutes	MCR Staff Civil Registrar Office
	3.2 Sign for approval	None	2 minutes	Municipal Civil Registrar Civil Registrar Office
	3.3 Instruct the client to attend Pre-Marriage Counseling at MSWD every Friday only	None	3 minutes	MCR Staff Civil Registrar Office
	3.4 Post Marriage License	None	10 days	MCR Staff Civil Registrar Office
4. Receive Marriage License	4. Release Marriage License	None	2 minutes	MCR Staff Civil Registrar Office
TOTAL		PHP 500.00	10 days 30 minutes	



2. Filing of Petition for Correction of Clerical Error or Change of First Name of civil registry documents

To rectify inaccuracies, ensure legal compliance, affirm personal identity, prevent errors, maintain administrative efficiency, support genealogical accuracy, and safeguard individuals' legal rights and entitlements. These actions contribute to the overall accuracy, integrity, and functionality of civil registration systems.

Office or Division:	Municipal Civil Registrar Office
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Baptismal Certificate (1 original / 1 photocopy)	Church
2. School Record (1 original / 1 photocopy)	School
3. Community Tax Certificate (1 original / 1 photocopy)	Municipal Treasurer's Office
4. 2 Government issued ID (1 original / 1 photocopy) See Annex A	Client
5. Birth Certificate (1 original)	PSA
6. Voter's Registration Certificate (1 photocopy)	COMELEC
7. If Married, Marriage Certificate (1 original)	PSA
If correction of First Name (RA 9048)	
1. Latest Certification of No Civil, Administrative and criminal record	Notary Public
2. Affidavit of Publication	National Publication
3. Certificate of Employment If employed (1 photocopy)	Company
4. Affidavit of Non-Employment (1 photocopy)	Notary Public
5. Police Clearance (1 photocopy)	Police
If correction of Date of Birth and Gender (RA 10172)	
1. Medical Certificate	Municipal Health Officer
2. Latest Certification of No Civil, Administrative and criminal record	National Publication
3. Affidavit of Publication	Newspaper
4. Certificate of Employment If employed (1 photocopy)	Company
5. Affidavit of Non-Employment (1 photocopy)	Notary Public
6. Police Clearance (1 photocopy)	Police

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	10 minutes	OIC-MCR / Admin Assistant II Civil Registrar Office
	1.2 Issue the Order of Payment	None	2 minutes	
2. Pay for the required fee by showing the order of payment at Treasurer's Office Window 1	2 Accept payment and issue Official Receipt based on the order of payment presented Correction of Clerical Error RA 9048 Change of First Name RA 9048 Correction of Clerical Error RA 10172	PHP 1000.00 PHP 3000.00 PHP 3000.00	5 minutes	Cashier Treasurer's Office
3. Return to MCR and Present OR	3.1 Receive OR and Prepare the requested document	None	3 minutes	OIC-MCR / Admin Assistant II Civil Registrar Office
	3.2 Sign for approval	None	2 minutes	Municipal Civil Registrar Civil Registrar Office
	3.3 Post Petition	None	10 days	OIC-MCR / Admin Assistant II



				Civil Registrar Office
	3.4 Submit to PSA for approval thru Private courier	P 120.00 (courier charge)	(6 months to 1 year)	OIC-MCR / Admin Assistant II Civil Registrar Office
4. Receive the petition document	4. Release the approved or denied petition	None	3 minutes	OIC-MCR / Admin Assistant II Civil Registrar Office
TOTAL		PHP	10 days and 25 minutes	
Correction of Clerical Error RA 9048		1,000.00	(6 months to 1 year depending on the approval of PSA)	
Change of First Name RA 9048		3,000.00		
Correction of Clerical Error RA 10172		3,000.00		
Courier Charge		120.00		

3. Issuance of Civil Registry Certifications / Certified True Copies

Certified true copies of civil registry certifications are officially validated copies of documents recorded in civil registries. These documents typically include birth certificates, marriage certificates, death certificates, and other legal records.

Office or Division:		Municipal Civil Registrar Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government-issued ID see Annex A		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Government-issued ID	1.1 Retrieve document on books for verification	None	15 minutes	MCR Staff Civil Registrar Office
	1.2 Issue the Order of Payment	None	2 minutes	MCR Staff Civil Registrar Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 55.00	5 minutes	Cashier Treasurer's Office
3. Return to MCR and Present OR	3.1 Receive OR and Prepare the requested document	None	3 minutes	MCR Staff Civil Registrar Office
	3.2 Sign for approval	None	2 minutes	Municipal Civil Registrar Civil Registrar Office
4. Receive the requested document	4.1 Release the requested document	NONE	3 minutes	MCR Staff Civil Registrar Office
TOTAL		PHP 55.00	30 minutes	



4. Late Registration of Civil Registry Document: Certificate of Live Birth, Certificate of Marriage, and Certificate of Death

Civil registry documents can be used in many ways, such as school enrollment, applying for jobs, getting married, securing a passport and many others.

Office or Division:	Municipal Civil Registrar Office	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	All birth, marriage, and death occurred within the municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
If Late Registration of Certificate of Live Birth		
1. Fully accomplished Certificate of Live Birth (4 original)		MCR
2. No record of Birth (1 latest original)		MHO / Private Hospital / Lying-in Clinic
3. Any two of the following documents below showing date and place of Birth of registrant (2 original)		
• Baptismal Certificate		Church
• White Card		School
• Form 137 or school certification (elementary or high school)		School
• Transcript of Record		School
• Voter's Registration Certificate		COMELEC
• Employment Record (GSIS, SSS, or E-Form)		GSIS / SSS
• Medical Record		Hospital / Physician
• Barangay Certification		Barangay
• Other documents may consider relevant and necessary for approval (Philhealth MDR, Service Record, Personal Data Sheet, OSCA Certification)		Philhealth / HR / OSCA
4. Medical Certificate (If born in hospital) (1 original)		Hospital
5. Government-issued ID or Cedula of Parents		Parents
6. Government-issued ID or Cedula of Registrant		Client
7. Marriage Contract (if Married) (1 photocopy)		PSA / MCR
8. Marriage Contract of Parents or Birth Certificate of Brother and Sister with date and place of marriage of parents		PSA / MCR
9. Joint affidavit of two disinterested persons		Notary Public
If Late Registration of Certificate of Marriage		
1. Fully accomplished Certificate of Marriage (4 original)		Church
2. Certificate of No Marriage (CENOMAR) both Parties		PSA
3. Old Marriage contract with signature or, (1 original)		Church
4. Certification from the church or solemnizing officer indicating date of said marriage (1 original or 1 duplicate copy)		Church
5. Affidavit of delayed registration stating the exact place and date of marriage, the facts and circumstances surrounding the marriage and the reason of cause of delay (1 original)		Solemnizing Officer
6. If the solemnizing officer is deceased and no longer available, Authority to solemnize marriage (1 original)		PSA
7. Affidavit of contracting parties indicating the reason or cause of delay		Client
8. Application for marriage license bearing the date when marriage license was issued, if applicable (1 certified copy)		Client
9. Birth Certificate of the children with date and place of marriage of parents. (1 certified copy)		PSA / MCR
10. If marriage outside of church, letter of request to solemnize marriage outside of church		Solemnizing Officer
If Late Registration of Death Certificate		



1. Death Certificate (4 original) 2. Certificate of No record (1 Latest original) 3. Affidavit of the nearest relative of the decease or any person having legal charge of the deceased when he/she was still alive stating therein the exact date and place of death, the facts and circumstances surrounding the death and the reason or cause of delay (1 original) 4. Certificate of Burial, Cremation or other means of corpse disposal (1 original) 5. Certificate from the funeral parlor and cemetery (1 Original) 6. For Muslim Registrants Fill-up Municipal Form No. 103 (1 original)	Hospital / Funeral PSA Notary Public Cemetery / Funeral MCR
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CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished civil registry form.	1.1 Check the Validity and completeness of documents submitted	NONE	10 minutes	Admin Assistant II Admin Aide III Civil Registrar Office
	1.2 Issue the Order of Payment	None	2 minutes	
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 155.00	5 minutes	Cashier Treasurer's Office
3. Return to MCR and Present OR	3.1 Receive OR and register the document	None	3 minutes	Admin Assistant II Admin Aide III Civil Registrar Office
	3.2 Sign for approval	None	2 minutes	<i>Municipal Civil Registrar</i> Civil Registrar Office
	3.3 Post Late Registration	None	10 days	Admin Assistant II Admin Aide III Civil Registrar Office
4. Receive the register document	4. Release the 2 copies of register document	NONE	3 minutes	Admin Assistant II Admin Aide III Civil Registrar Office
TOTAL		PHP 155.00	10 days and 25 minutes	



5. PSA BREQS OUTLET (Birth/Marriage/Death/CENOMAR)

PSA documents can be used in many ways, such as school enrollment, applying for jobs, getting married, securing a passport and many others.

Office or Division:		Municipal Civil Registrar Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. PSA Application Form			Municipal Civil Registrar Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the fully accomplished PSA Application Form	1. Check the accomplished PSA Application Form	None	10 minutes	Admin Aide IV Civil Registrar Office
2. Pay for the required fee	2. Accept payment based on the request Processing Fee Birth / Marriage / Death CENOMAR	PHP 75.00 PHP 155.00 PHP 210.00	5 minutes	Admin Aide IV Civil Registrar Office
	2.2 Inform the client on the schedule of release and submit to PSA for processing of the request	None	(2 weeks)	Admin Aide IV Civil Registrar Office
3. Receive the PSA requested document	3. Release PSA request with the Official Receipt	NONE	2 minutes	Admin Aide IV Civil Registrar Office
TOTAL			17 minutes	
Birth / Marriage / Death		PHP 230.00	(2 weeks PSA Processing)	
CENOMAR		PHP 285.00		



6. Registration of Civil Registry Document: Certificate of Live Birth, Certificate of Marriage, and Certificate of Death

Civil registry documents can be used in many ways, such as school enrollment, applying for jobs, getting married, securing a passport and many others.

Office or Division:	Municipal Civil Registrar Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All birth, marriage, and death occurred within the municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Live Birth 1. Fully accomplished Certificate of Live Birth (4 original) 2. Community Tax Certificate (1 original / 1 photocopy) 3. Marriage Certificate of Parents (1 original / 1 photocopy) if Married 4. Government-Issued ID of Both Parents (1 original) 5. Affidavit to use the surname of the father (1 original) Appearance Certificate of Death 1. Fully accomplished Certificate of Death (4 original) Certificate of Marriage 1. Fully accomplished Certificate of Marriage (4 original)	MHO / Private Hospital / Lying-in Clinic Treasurer's Office PSA / MCR Parents MCR Funeral / Hospital Church / Mayor's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished civil registry form	1.1 Check the Validity and completeness of documents submitted	NONE	10 minutes	MCR Staff Civil Registrar Office
	1.2 Issue the Order of Payment	None	2 minutes	
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	PHP 55.00	5 minutes	Cashier Treasurer's Office
3. Return to MCR and Present OR	3.1 Receive OR and register the document	None	3 minutes	MCR Staff Civil Registrar Office
	3.2 Sign for approval	None	2 minutes	Municipal Civil Registrar Civil Registrar Office
4. Receive the register document	4. Release the 2 copies of register document	NONE	3 minutes	MCR Staff Civil Registrar Office
TOTAL		PHP 55.00	25 minutes	



Municipal Disaster Risk Reduction Management Office

External Services



1. Disaster Preparedness - Training , Drill or Lecture

An educational programs and exercises designed to equip individuals, communities, and organizations with knowledge, skills, and resources necessary to effectively respond to and recover from various types of disasters.

Office or Division:	Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B – Government to Business Entity G2C – Government to Citizens			
Who may avail:	LGUs, GOCCs, other Government Offices, Private Business Entity, CSO, and Community			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents request letter addressed to the DRRMO Head or send thru DRRMO email - mdrmoangat@yahoo.com	1.1 Receive the request letter and endorse to the Head of DRRM Office.	None	3 minutes	MGDH I(MDRRMO) MDRRMO
	1.2 Set schedule of training.	None	1 day	Local DRRM Officer III MDRRMO
2. Wait for the set schedule	1.3. Inform the requesting client about the schedule.	None	5 minutes	Local DRRM Officer III MDRRMO
3. Prepare venue of the Training, Drill or Lecture	3. Actual Conducts of Trainings, Drills and Lectures	None	Depends on the request (1-2 days)	Local DRRM Officer III MDRRMO
4. Received the Completion and Participation Certificate	4. Release of Completion and Participation Certificate	None	10 minutes	MGDH I(MDRRMO) MDRRMO
TOTAL		None	1 day and 18 minutes + Duration of the training	

2. Disaster Prevention or Mitigation Services

To minimize the occurrence, severity, or impacts of disasters. This is achieved through various strategies and measures aimed at reducing vulnerabilities, strengthening resilience, and enhancing preparedness. Flood Control/Mitigation Services (Manual and mechanical de-clogging, clearing or de-silting of drainage and other waterways. Construction of drainage canal and slope protection.

Office or Division:	Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	G2G - For Government to Government G2B - For Government to Business Entity			
Who may avail:	All residents within the area responsibility of Angat			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Written request for Disaster Preparedness and Disaster Prevention / Mitigation Services			Client	
2. Emergency call by way of landline, mobile and radio communication to Angat Rescue Team or Operation Center for Disaster Response			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Presents request letter addressed to the DRRMO Head or send thru DRRMO email - mdrmoangat@yahoo.com	1.1 DRRMO Head acts on the request upon availability of schedule by referring the request to the authorized person in-charge.	None	3 minutes	MGDH I(MDRRMO) MDRRMO
	1.2. Team leader dispatch order - conducts ocular inspection and make recommendations to the DRRMO Head	None	30 minutes	Administrative Assistant II MDRRM Office
	1.3. Upon appreciation of the authorized person in-charge recommendation, the DRRMO Head instruct to act on the request in coordination with the requesting party with notification to the Barangay Officials concerned.	None	2 days	MGDH I(MDRRMO) MDRRMO
TOTAL		None	2 Days and 33 Minutes	

3. Disaster Response Services

Collective efforts, actions and resources mobilized to address the immediate needs and challenges face by individuals, communities, and regions affected by disasters. Encompass a wide range of actions aimed at providing immediate emergency assistance, relief and support during and after a disaster occurs.

Office or Division:	Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	G2C - For Government to Citizens			
Who may avail:	All residents of Angat needing emergency services within the area responsibility of Angat			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Emergency call by way of landline, mobile and radio communication to Angat Rescue Team or Operation Center for Disaster Response Collect necessary documents like pictures, letter and barangay certificate. 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call Angat Rescue Team or operation Center at the following contact numbers: * Landlines (044) 3081156 * Mobile - 09239263393 * Radio Communication	1.1 Receive and transmit the message immediately to the Rescue Team Leader for the day.	None	1 minute	Radio Operator MDRRM Office
	1.2 Sharp-response to mitigate the emergency.	None	30 minutes (Depends on the Severity of the incident)	Angat Rescue Team for the day MDRRM Office
TOTAL		None	31 minutes	



4. Issuance of Damage Report or Damage Certification

Typically involves documenting and verifying the extent of damage to property or assets. This documentation is crucial for insurance claims, assistance to individuals in crisis or simply for record keeping purposes.

Office or Division:	Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	G2C - For Government to Citizens G2G – For Government to Government			
Who may avail:	All residents of Angat needing emergency services within the area responsibility of Angat			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification – 1 original		Client		
2. Photo documentation of Incident – 1 original		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive submitted documents for checking	None	10 minutes	LDRRM OFFICER III LDRRM Office
	1.2 Conduct an ocular inspection and interview the individuals affected by an incident	None	30 minutes (Depends on the Severity of the incident)	Angat Rescue Team for the day LDRRM OFFICER III LDRRM Office
	1.3 Prepare the necessary damage report/certification	None	20 minutes	LDRRM OFFICER III LDRRM Office
2. Receive the damage report / damage certification	2. Release the damage report / certification	None	1 minute	MGDH I(MDRRMO) MDRRMO
TOTAL		None	1 hour and 1 minutes	

5. Standby Medic Services

To provide emergency care and first aid to people at pre-planned events. This includes sporting events, mass gathering, and production sets. The objectives of this service are to provide first aid and emergency medical care to people at the event, ensure safety to people at events by being prepared for any medical emergency, and manage the risk of injury at event site.

Office or Division:	Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B – Government to Business Entity G2C – Government to Citizens			
Who may avail:	LGUs, GOCCs, other Government Offices, Private Business Entity, CSOs and Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter – 1 original		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Request letter addressed to the DRRMO Head	1.1 Receive the request letter and	None	3 minutes	MGDH I(MDRRMO) MDRRMO



	endorse to the DRRM Head Office			
	1.2 Booked the schedule of the event	None	5 minutes	<i>LDRRM OFFICER II</i> LDRRM Office
	1.3 Prepare the necessary damage report/certification	None	45 minutes	<i>LDRRM OFFICER II</i> LDRRM Office
2. Submit any of the following documents; a. Incident Action Plan b. Safety Security Plan c. Event Sequence Guide	2.1 Preparatory meeting between DRRMO Head and client	None	1 day	<i>MGDH I(MDRRMO)</i> MDRRMO
	2.2 DRRMO conducts ocular inspection to the event site and make recommendation	None	1 day	<i>LDRRM OFFICER II</i> LDRRM Office
	2.3 Upon appreciation of the authorized person-in-charge recommendation, the DRRMO head instruct to act on the request in coordination with the requesting party	None	5 minutes	<i>MGDH I(MDRRMO)</i> MDRRMO
TOTAL		None	2 days and 53 minutes	



Municipal Engineering Office

External Services



1. Issuance of Annual Inspection Certificate

A document issued by the Municipal Engineer (designated as the Building Official) that certifies that a building/structure is inspected and is found to be architecturally sound, structurally safe, and that electrical, mechanical, plumbing and sanitation systems are in good working order and comply with the regulations with the National Building Code.

Office or Division:	Municipal Engineering Office (designated as the Office of the Building Official)
Classification:	Simple
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C-Government to Citizen
Who may avail:	Any person, firm or government agency who own/occupy/lease any building/structure within the jurisdiction of the Municipality of Angat, and/or applying for renewal of Business Permit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit Certificate, if any (1 Photocopy)	Owner of the Building
2. Certificate of Occupancy/Use, if any (1 Photocopy)	Owner of the Building
3. Business Permit Application Form, if applicable (1 Original)	Business Permit and Licensing Division
In case of space rental: 1. Contract of Lease (Duly Notarized, 1 Photocopy)	Client and Owner of the Building
If the client is a representative of a corporation: 1. Secretary's Certificate (1 Photocopy)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted and location of the building	None	10 Minutes	<i>Engineer I and/or Inspector</i> Engineering Office
	1.2 Conduct site inspection, if necessary	None	1 Hour	
	1.3 Assess Annual Inspection Fees based on National Building Code Schedule of Fees and issue Order of Payment	None	15 minutes	<i>Engineer I and/or Inspector</i> Engineering Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	Annual inspection fee assessed by the Municipal Engineering Office *	5 Minutes	<i>Cashier</i> Treasurer's Office
3. Return to Municipal Engineering Office and present official receipt	3.1 Receive Official receipt and record in the Annual Inspection Certificate Logbook and prepare certificate	None	3 Minutes	<i>Engineer I and/or Inspector</i> Engineering Office
	3.2 Sign for Approval	None	2 Minutes	<i>Municipal Engineer</i> Engineering Office
4. Receive requested Annual Inspection Certificate	4. Release the Annual Inspection Certificate	None	10 Minutes	<i>Municipal Engineer or Building Official</i> Engineering Office
TOTAL		Based on the National Building Code	1 Hour and 45 Minutes	

* National Building Code of the Philippines (Presidential Decree 1096) Pages 254-270 - New Schedule of Fees and Other Charges



2. Issuance of Building Permit Certificate and Ancillary Permits

Building Permit Certificate - a document issued by the Municipal Engineer (designated as the Building Official) granting permission to start construction or renovation on a building or structure. It signifies that the proposed project complies with local zoning regulations, building codes, and other applicable laws. This certificate is typically required before any construction work can begin and serves as official approval to proceed with the project.

Ancillary Permit - a supplementary permit issued in addition to a primary building permit. It is typically required for specific aspects of a construction project that are considered ancillary or secondary to the main building work. Ancillary permits may be necessary for tasks such as installing fences, sheds, signage, or other structures that are not part of the main building but still require regulatory approval. These permits ensure that all aspects of the construction project comply with relevant building codes and regulations.

Office or Division:	Municipal Engineering Office (designated as the Office of the Building Official)
Classification:	Complex
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C-Government to Citizen
Who may avail:	Any person, firm or government agency who own or lease a property lot within the jurisdiction of the Municipality of Angat

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Permit Application Forms (3 Original)	Municipal Engineering Office
2. Land title (1 Photocopy)	Registry of Deeds (Meycauayan Branch)
3. Tax Declaration (1 Photocopy)	Municipal Assessor's Office
4. Current Real Property Tax Receipt (1 Photocopy)	Municipal Treasurer's Office
5. Complete Set of Design Plans, Survey Plan, Specifications, Structural Design and Analysis, Bill of Materials, (5 Original, signed and sealed)	Licensed Professionals
6. Valid Licenses and Professional Tax Receipt (3 Photocopy, signed and sealed)	Licensed Professionals
7. Locational Clearance / Zoning Certificate (1 Original)	Municipal Planning and Development Office
8. Power Line Operator Certificate (1 Original)	Meralco Sta. Maria Branch
If the client is not the registered lot owner:	
1. Deed of Absolute Sale (1 Photocopy)	Notary Public
If the client is not the building owner:	
1. Government-issued ID of Owner (1 Photocopy) See Annex	Owner
2. Government-issued ID of Representative (1 Photocopy) See Annex A	Client
3. Authorization Letter (1 Original)	Owner
If the client is a representative of a corporation:	
1. Secretary's Certificate (1 Photocopy)	Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished form with required documents	1.1 Check the validity and completeness of documents submitted and if the building design conforms to the National Building Code and its IRR	None	15 Minutes	Engineer II Municipal Engineering Office
	1.2 Endorse the application to the Bureau of Fire Protection (BFP) for the Fire Safety Evaluation Clearance (FSEC).	None	10 Minutes (2-3 days BFP evaluation depending on type of structure)	Engineer II Municipal Engineering Office
	1.3 Evaluate design plans and assess the	None	3 Days	Engineer II Municipal



	corresponding building permit fees based on National Building Code Schedule and Local Revenue Code and issue Order of Payment			Engineering Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	Building Permit Fees assessed by the Municipal Engineering Office * **	5 Minutes	Cashier Municipal Treasurer's Office
3. Return to Engineering Office and present OR	3. Receive Official receipt and record in the Building Permit Logbook and prepare certificate	None	18 Minutes	Engineer II Municipal Engineering Office
	3.2 Sign for Approval	None	2 Minutes	Municipal Engineer Engineering Office
4. Receive Building Permit Certificate and other documents	4. Release the Building Permit Certificate and Client's copy of other documents	None	10 Minutes	Municipal Engineer/ Building Official
TOTAL		Building fees and other applicable ancillary & accessory permit fees are assessed based on National Building Code and Local Revenue Code	3 Days and 1 Hour	

* National Building Code of the Philippines (Presidential Decree 1096) Pages 254-270 - New Schedule of Fees and Other Charges

** Local Revenue Code of 2016, Section 160 - Schedule of Building Permit Fees



3. Issuance of Certificate of Final Electrical Inspection (CFEI)

- New Connection with Certificate of Occupancy (No inspection)
- New Connection without Certificate of Occupancy
- Reconnection, Relocation, Remodelling, Net Metering

A document issued by the Municipal Engineer indicating that the electrical systems of a building or structure have been inspected and comply with relevant safety codes and regulations. It signifies that the electrical work has been completed to a satisfactory standard and meets all necessary requirements for safety and functionality.

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C-Government to Citizen
Who may avail:	Any person, firm or government agency who own a building/structure within the jurisdiction of the Municipality of Angat

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Yellow Card (1 Original)	Meralco Sta. Maria Branch
2. Location Map/Sketch (1 Original)	Client
3. Land Title (1 Photocopy)	Client
For Reconnection, Relocation, Remodeling, Net Metering Application:	
1. Old Meralco Electric Bill (1 Photocopy)	Client
In the client is not the registered lot owner:	
1. Undertaking Form (Duly Notarized, 1 Photocopy)	Engineering Office or Meralco Sta. Maria Owner Client
2. Government-issued ID of the owner (1 Photocopy)	
3. Government-issued ID of the client (1 Photocopy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted and location of the building	None	15 Minutes	<i>Engineer I and/or Inspector</i> Engineering Office
	1.2 Conduct site inspection every Thursday for the ff: -New Connection w/o Certificate of Occupancy -Reconnection, Relocation, Remodeling, Net Metering	None	1 Day	<i>Engineer I and/or Inspector</i> Engineering Office
	1.3 Assess corresponding fees based on Local Revenue Code and issue Order of Payment	None	10 minutes	<i>Engineer I and/or Inspector</i> Engineering Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	CFEI Fees assessed by the Municipal Engineering Office	5 Minutes	<i>Cashier</i> Treasurer's Office
3. Return to Municipal Engineering Office and present OR	3. Receive OR and record in the CFEI Logbook and prepare certificate	None	8 Minutes	<i>Engineer I and/or Inspector</i> Engineering Office
	3.2 Sign for Approval	None	2 Minutes	<i>Municipal Engineer</i> Engineering Office
4. Receive requested Certificate of Final Electrical Inspection	4. Release the Certificate of Final Electrical Inspection (CFEI)	None	10 Minutes	<i>Municipal Engineer</i> Engineering Office



(CFEI)				
TOTAL		Fees are based on the Local Revenue Code	50 minutes	
New Connection with Certificate of Occupancy				
New Connection without Certificate of Occupancy			1 Day and 50 Minutes	
Reconnection, Relocation, Remodelling, Net metering				

* Local Revenue Code of 2016, Article L - Certificate of Electrical Inspection (CFEI) Fees, Section 266 - Imposition of Fees

4. Issuance of Certificate of Occupancy/Use

A document issued by the Municipal Engineer (designated as the Building Official) that certifies a building's compliance with applicable building codes, zoning laws, and other regulations. It indicates that the building is safe to be occupied for its intended use. The CO is usually required for new constructions, major renovations, or changes in the use of a building.

Office or Division:	Municipal Engineering Office (designated as the Office of the Building Official)
Classification:	Complex
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C - Government to Citizen
Who may avail:	Any person, firm or government agency who own a building/structure within the jurisdiction of the Municipality of Angat

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unified Application Form for Certificate of Occupancy (1 Original)	Engineering Office
2. Certificate of Completion (duly notarized, 3 Original, signed and sealed)	Licensed Professionals
3. Construction Daily Logbook (1 Original, signed and sealed)	Licensed Architect/Civil Engineer (Full-time Inspector/Supervisor)
4. As-Built Plans (1 Original, signed and sealed)	Licensed Professionals
5. Valid Licenses and Professional Tax Receipt (3 Photocopy, signed and sealed)	Licensed Professionals
6. Photos of Site and Completed Building/Structure showing front, sides and rear areas (1 Original)	Client
If the client is not the building owner:	
1. Government-issued ID of Owner (1 Photocopy)	Owner
2. Government-issued ID of Representative (1 Photocopy)	Client
3. Authorization Letter (1 Original)	Owner
If the client is a representative of a corporation:	
1. Secretary's Certificate (1 Photocopy)	Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished form with required documents	1.1 Check the validity and completeness of documents submitted and give due course to the application when satisfied that as-built plans, certificate of completion from the contractor and daily activities logbook are in order.	None	15 Minutes	<i>Engineer II</i> Engineering Office
	1.2 Endorse the application to the Bureau of Fire Protection	None	10 Minutes (3-7 days)	<i>Engineer II</i> Engineering Office



	(BFP) for the Fire Safety Inspection Certificate (FSIC).		BFP inspection depending on type of structure)	
	1.3 Undertake the final inspection, verification and/or review of the building structure based on the submitted documents	None	2 Days	<i>Engineer II</i> Engineering Office
	1.4 Assess the corresponding occupancy permit fees based on National Building Code and Local Revenue Code and issue Order of Payment	None	1 Day	<i>Engineer II</i> Engineering Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	Occupancy Permit Fees assessed by the Municipal Engineering Office	5 Minutes	<i>Cashier</i> Treasurer's Office
3. Return to Municipal Engineering Office and present OR	3. Receive OR and record in the Occupancy Permit Logbook and prepare certificate	None	18 minutes	<i>Engineer II</i> Engineering Office
	3.2 Sign for Approval	None	2 Minutes	<i>Municipal Engineer</i> Engineering Office
4. Receive requested Certificate of Occupancy/Use and other documents	4. Release the Certificate of Occupancy/Use	None	10 Minutes	<i>Municipal Engineer/ Building Official</i>
TOTAL		Occupancy permit fees are assessed based on National Building Code and Local Revenue Code	3 Days and 1 Hour	

*National Building Code of the Philippines (Presidential Decree 1096) Pages 254-270 - New Schedule of Fees and Other Charges

**Local Revenue Code of 2016, Section 160 - Schedule of Building Permit Fees



5. Issuance of Demolition and Fencing Permit

Demolition Permit issued by the Municipal Engineer (designated as the Building Official) that allows a property owner or contractor to demolish or dismantle a building or structure. This permit ensures that the demolition is conducted safely, complies with local regulations, and considers environmental and public health impacts.

Fencing Permit issued by the Municipal Engineer (designated as the Building Official) that allows a property owner to construct, install, or modify a fence on their property. The purpose of the permit is to ensure that the proposed fence complies with local zoning laws, building codes, and other regulations designed to maintain safety, aesthetics, and community standards.

Office or Division:	Municipal Engineering Office (designated as the Office of the Building Official)
Classification:	Simple
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C-Government to Citizen
Who may avail:	Any person, firm or government agency who own any building/structure within the jurisdiction of the Municipality of Angat

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Demolition or Fencing Permit Form (Duly Notarized, 3 Original, signed and sealed by licensed professionals)	Municipal Engineering Office
2. Land title (1 Photocopy)	Registry of Deeds (Meycauayan Branch)
3. Tax Declaration of Land (1 Photocopy)	Municipal Assessor's Office
4. Current Real Property Tax Receipt (1 Photocopy)	Municipal Treasurer's Office
5. Barangay Clearance showing no objection to demolition (1 Original)	Concerned Barangay
6. Valid Licenses and Professional Tax Receipt (1 Photocopy, signed and sealed)	Licensed Professionals
Additional Requirements for Demolition Permit 1. Building Permit Certificate, if any (1 Photocopy) 2. Tax Declaration of Building (1 Photocopy) 3. Photos of the Building to be Demolished (1 Original)	Client Municipal Assessor's Office Client
Additional Requirements for Fencing Permit 1. Technical drawings/plans of the fence to be constructed (1 Original, signed and sealed) 2. Lot Survey Plan indicating the location of the fence to be constructed (1 Photocopy)	Licensed Professional Land Surveyor or Property Owner
If the client is not the building owner: 1. Government-issued ID of Owner (1 Photocopy) 2. Government-issued ID of Representative (1 Photocopy) 3. Authorization Letter (1 Original)	Owner Client Owner
If the client is a representative of a corporation: 1. Secretary's Certificate (1 Photocopy)	Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished Permit form with required documents	1.1 Check the validity and completeness of documents submitted and location of the building	None	10 Minutes	Engineer II Municipal Engineering Office
	1.2 Conduct site inspection, if necessary	None	1 Day	Engineer II Municipal Engineering Office
	1.3 Assess Permit Fees based on National Building	None	15 Minutes	Engineer II Municipal Engineering Office



	Code Schedule of Fees and issue Order of Payment			
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	Demolition Permit Fees assessed by the Municipal Engineering Office *	5 Minutes	Cashier Municipal Treasurer's Office
3. Return to Municipal Engineering Office and present OR	3. Receive OR and record in the Logbook and prepare certificate	None	10 Minutes	Engineer II Municipal Engineering Office
	3.2 Sign for Approval	None	2 Minutes	Municipal Engineer Engineering Office
4. Receive requested Permit	4. Release the Requested Permit	None	10 Minutes	Municipal Engineer/ Building Official
TOTAL:		Demolition Permit fees are based on the National Building Code	1 Day and 52 Minutes	

* National Building Code of the Philippines (Presidential Decree 1096) Pages 254-270 - New Schedule of Fees and Other Charges



Municipal Environment and Natural Resources Office

External Services



1. Environmental Inspection Clearance

This certification to ensure that any proposed development, industrial activity, construction project, or business operation does not harm the environment or violate environmental laws.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business			
Who may avail:	Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Environmental Compliance Certificate (ECC) -it is applied for those projects declared as Environmentally Critical Projects (ECP), or projects situated in Environmentally Critical Areas (ECA) which allegedly cause substantial environmental effects. (1 Photocopy)		Environmental Management Bureau (EMB)		
2. Certificate of Non-Coverage (CNC) – it is a document issued that exempt projects from obtaining an ECC. The certification serves as evidence of the absence of any environmental threat during the project's implementation. (1 Photocopy)		Environmental Management Bureau (EMB)		
3. Barangay Business Permit (1 Photocopy)		Barangay Hall		
4. Certificate of Pollution Control Officer (1 Photocopy)		Environmental Management Bureau (EMB)		
5. Discharge Permit (1 Photocopy)		Environmental Management Bureau (EMB)		
6. Permit to Operate (1 Photocopy)		Environmental Management Bureau (EMB)		
7. Septage Desludging Proof (1 Photocopy)		Soliman EC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	MENRO Staff MENRO
	1.2. Assess Annual Garbage fee and Issue Order of Payment	None	3 minutes	MENRO Staff MENRO
2. Pay the corresponding fee indicated in their application form to Municipal Treasurer's Office (Window 1)	2. Process payment and issue official receipt.	Based on Municipal Ordinance 2017-01 Article 5 Page 9-11	5 minutes	Cashier Office Municipal Treasurer
3. Proceed to MENRO and present the official receipt	3. Receive the Official Receipt and Prepare the Environmental Inspection Clearance	None	5 minutes	MENRO Staff MENRO
	3.1 Sign for Approval	None	2 minutes	MENRO MENRO
4. Receive the environmental inspection clearance	4. Release the environmental inspection clearance and left one copy for record purposes.	None	3 minutes	MENRO Staff MENRO
Total		Based on Municipal Ordinance 2017-01 Article 5 Page 9-11	20 minutes	



2. Information Education and Communication Campaign (IEC) and Symposium (Facilitator)

One of the strategies & initiative of the MENRO to raise public awareness and knowledge on environmental issues and concerns, it is also a way to strengthen linkages to the communities and encourage them in the protection and conservation of our environment.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business			
Who may avail:	All Business Establishments, Schools, Barangays, NGOs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter or E-mail thru email-menroangat@yahoo.com	1.1 Check the request letter submitted	None	2 minutes	MENRO Staff MENRO
	1.2 Set schedule of Training	None	1 day	MENRO MENRO
	1.3 Inform client on the set schedule	None	5 minutes	MENRO Staff MENRO
3. Prepare venue for the Symposium	3. Conduct of Information Education and Communication Campaign (IEC) and Symposium	None	Depending on the request (1-2 days)	MENRO MENRO
4 Received the Completion and participation	4. Release the Completion and Participation Certificate	None	10 minutes	MENRO Staff MENRO
Total		None	1 day and 17 minutes (1-2 days IEC / Symposium)	



3. Issuance of Certificate of No objection or Clearance to cut trees

This certification serves as a proof that there is no objection for the removal or cutting of trees in public and private places.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2B-Government to Business			
Who may avail:	All Household and Non-household (Offices, Business Establishments, school)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Ownership (Title or Tax Declaration) (1 Photocopy)		Municipal Assessor's Office		
2. Barangay Certificate of No Objection (1 Photocopy)		Barangay		
3. Request Letter (1 Original)		Client		
4. Picture of Tree Inventory (1 Original)		Client		
5. Panoramic view of the area (1 Original)		Client		
6. Map showing the area (1 Original)		Client		
7. Government issued ID (1 photocopy) See Annex A		Client		
If the client is not the owner of the lot where the tree is located				
1. Government issued ID (1 Photocopy)		Owner		
2. Authorization Letter (1 original)		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	2 minutes	MENRO Staff MENRO
	1.2. Issue Order of Payment	None	2 minutes	MENRO Staff MENRO
2. Pay the corresponding fee indicated in their application form to Municipal Treasurer's Office (Window 1)	2. Process payment and issue official receipt	PHP 50.00	5 minutes	Cashier Office Municipal Treasurer
3. Proceed to MENRO and present the official receipt	3. Receive the Official Receipt and Prepare the certification	None	2 minutes	MENRO Staff MENRO
	3.1 Sign for Approval	None	2 minutes	MENRO MENRO
4. Receive the Certificate of No objection or Clearance to cut trees	4. Release the Certificate of No objection or Clearance to cut trees	None	2 minutes	MENRO Staff MENRO
Total		PHP 50.00	15 minutes	



4. Request of Seedling or Tree Planting Coordination

Global warming and climate change is a threat to all mankind. The office encourages everyone to participate in tree growing and tree planting activities to mitigate the growing negative effects of the said phenomena. Government Offices, Non- Government Organization, Academe, Graduating Student, Environmental Youth Organization and concerned individuals should coordinate with the office for their request of seedling or tree planting activities.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C) Government to Government (G2G)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Coordination Letter/ Request Letter (1 Original)			Client	
2. Seedling Request Form			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the coordination or request letter	1.1 Check the documents submitted	None	3 minutes	MENRO Staff MENRO
2.Fill out seedling request form	2.1 Check with PENRO the availability of seedling requested	None	(3 days upon request)	MENRO Staff MENRO
	2.2 Pick-up the seedlings to PENRO	None	1 day	MENRO Staff MENRO
3. Wait for the confirmation on the availability of seedlings	3.1. Inform the client the availability of seedlings	None	5 minutes	MENRO Staff MENRO
4. Receive seedlings	4. Release seedlings	None	5 minutes	MENRO Staff MENRO
Total		None	1 day 13 minutes	



Municipal Health Office

External Services



1. Animal Bite Treatment Service

Rabies Post-Exposure Prophylaxis (PEP) is a critical treatment regimen administered to individuals who have been potentially exposed to the rabies virus through animal bites or scratches. Rabies is almost always fatal once symptoms appear, so PEP is essential to prevent the virus from causing illness.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All patients exposed to animal bites or scratches			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Individual Treatment Record or Treatment Card		Municipal Health Office – Animal Bite Facility		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Animal Bite Facility and present chief complaints	1.1 Interview and record to individual treatment Record	None	2 minutes	Midwife/Nurse Health Office
	1.2 Assess the patient and perform physical examination	None	3 minutes	
	1.3 For simple case, vaccinate the patient depending on the received vaccine before	None	5 minutes	Midwife/Nurse Health Office
	1.4 For complicated case refer to next level of care for further evaluation and management	None	2 minutes	Midwife/Nurse Health Office
2. Receive rabies-post exposure prophylaxis and return to the next schedule	2. Render health teaching and Issue rabies-post exposure Prophylaxis Card and instruct for the next dose schedule	None	3 minutes	Midwife/Nurse Health Office
TOTAL		None	15 minutes	



2. Birthing Services (Delivery)

Birthing services is the provision of time-bound intrapartum and newborn care/services to parturient women and their babies following the “Unang Yakap” protocol of the DOH and WHO.

Office or Division:		Municipal Health Office		
Classification:		Complex		
Type of Transaction:		G2C- Government to Citizens		
Who may avail:		Pregnant women and their new-born baby		
Checklist of requirements		Where to secure		
1. Mother and Child Book (original)		Municipal Health Office		
2. Patients' Charts (Mother and Baby)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present maternity record (HBMR or Mother & Child Book)	1. Receive record and assess patient. Performs internal examination, fetal monitoring and monitoring of labor	None	6 hours	Midwife Health Office
	1.2. Assist client in spontaneous delivery of the baby. Administer necessary interventions	None	3 hours	Midwife Health Office
2. Prepare for transport to hospital	2. If complicated findings refer to the physician. Institute pre-referral management. Fills-out referral form. Facilitates transport and accompanies patient to the hospital	None	1 hour	Physician Health Office
3. Report any abnormal findings	3. Monitor post-partum mother and new-born baby and instruct for new-born screening of the baby	None	1 day	Midwife Health Office
4. Received Live birth and Proceed to MCR for Registration	4. Prepare Live Birth and instruct to proceed to MCR for Registration	None	1 day	Midwife Health Office
Total		None	2 days and 10 hours	



3. Consultation and Treatment

Municipal Health Office provide accessible, affordable and quality primary health care that caters to all who needs medical attention.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All patients who needs medical consultation and treatment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Laboratory Result (1 original) if any		Private Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for consultation and examination	1.1 Interview and record to individual treatment Record	None	5 minutes	<i>Barangay Health Worker / Midwife Health Office</i>
	1.2 Assess the patient and perform physical examination	None	5 minutes	
2.1 Proceed to drug Dispensing Area	2.1 If common illness or condition, prescribe medications and medical advice to the patient	None	5 minutes	<i>Midwife Health Office</i>
2.2 Proceed to the Physician on Duty	2.2 Refer patients to Physician on Duty if need further evaluation	None	2 minutes	
3. Present the individual treatment record	3.1 Examine and evaluate patient based on history and physical examination. Prescribed appropriate treatment, medications and medical advice to the patient	None	5 minutes	Physician / Municipal Health Officer Health Office
3.2 Proceed to Laboratory room	3.2 Request laboratory examination if needed	None	1 minute	
4. Present laboratory request	4. Conduct Laboratory Service base on the Laboratory Request and release laboratory result	See Annex B	1 day	Medical Technologist Health Office
5. Return to the Physician on duty and present laboratory result	5. Assess laboratory result and Prescribe medications and medical advice to the patient	None	5 minutes	Physician / Municipal Health Officer Health Office
4. Receive medicine if available at the Dispensing Area	4. If medicine is available, Dispense medicine and give instruction on drug intake and follow up if needed	None	5 minutes	Nurse / Midwife Health Office
TOTAL		None	1 day and 33 minutes	



4. Dental Service

Municipal Dental Clinic rendered a quality services on oral examination, prophylaxis and tooth extraction, and issued dental certificate if needed.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All who needs dental services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical History Form with consent		Dentist/ RHU Staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to registration	1. Fill-out of medical history form with consent	None	2 minutes	<i>MHO Staff</i> Health Office
	1.1 Assess the patient and perform physical examination	None	3 minutes	
2. Submit himself for dental examination according to complaints	2.1 Dental examination and explain dental procedure according to patient's dental condition	None	10 minutes	<i>Dentist</i> Health Office
	2.2 Perform actual service Tooth extraction Oral prophylaxis	None	30 Minutes 45 Minutes	<i>Dentist</i> Health Office
3. Follow order for follow-up and advice for medication	3.1 Prescribed home medication and give instruction on drug intake	None	4 minutes	<i>Dentist</i> Health Office
	3.2 Issue order of payment		1 minute	
4. Pay the corresponding fees by showing the order of payment to MHO office Ground Floor	4. Accept payment and issue official receipt based on the order of payment presented Tooth extraction Oral prophylaxis	PHP 50.00 PHP 150.00	5 minutes	<i>MHO Staff</i> Health Office
TOTAL				
Tooth Extraction Oral Prophylaxis		PHP 50.00 PHP150.00	55 minutes 1 hour and 10 minutes	

Based on Sangguniang Bayan Section 4 Ordinance No. 2013-04



5. Family Planning

Family planning services is offered to couples of reproductive ages to achieve their desired family size and other reproductive health rights. It includes counselling, provision of FP commodities and referral for services that cannot be provided at the RHU.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Men and women in reproductive age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Family Planning form 1		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished Family Planning form 1	1. Assess the patient and perform physical examination	None	2 minutes	Midwife Health Office
	1.2 Obtain pertinent history and Establish patients record	None	3 minutes	Midwife Health Office
	1.3 Conduct a family planning counselling	None	5 minutes	Midwife Health Office
2. Choose the preferred family planning method	2.1 Evaluate if applicable to Family Planning counselling focusing on inform choice and mention for preferred Family planning method: DMPA PILLS IUD CONDOM IMPLANT	None	5 minutes	Midwife Health Office
	2.2 Refer to Physician or Nurse if needed or issue order of payment based on the desire family planning method	None	5 minutes	Rural Health Physician / Municipal Health Officer Health Office
3. Pay the corresponding fees by showing the order of payment to MHO office Ground Floor	4. Accept payment and issue official receipt based on the order of payment presented If not available in DOH Supply	DMPA PHP 75.00 PILLS PHP 20.00 CONDOM NONE IUD NONE	5 minutes	MHO Staff Health Office
3. Proceed to family planning method area (ER)	3.1 Administer the desire family planning method	None	4 minutes	Nurse / Midwife Health Office
	3.2 Instruct client for follow-up and comeback anytime for any unusual symptoms		1 minute	
4. Follow the next schedule	4. Release a family planning card to keep track information related to their family planning needs	None	5 minutes	Nurse / Midwife Health Office
TOTAL		DMPA PHP 75.00 PILLS PHP 20.00	35 minutes	

*If not available in DOH Supply

*Based on Sangguniang Bayan Section 4 Ordinance No. 2013-04



6. Immunization to infants

Immunization is the inoculation of vaccines to infants in order to protect them from contracting vaccine-preventable diseases like TB, Hepatitis B, Pneumonia, Tetanus, Diphtheria, Pertussis, Poliomyelitis, Mumps, and Rubella. It is usually conducted at least once a week and follows DOH schedule.

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizens		
Who may avail:		Infants 0 to 12 months old		
Checklist of requirements		Where to secure		
1. Immunization Record Book (1 original)		Municipal Health Office / Private Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Immunization Record of the Infant	1.1 Check Infant's record in the Target Client List	None	2 minutes	Midwife Health Office
	1.2 Perform Physical examination (weight or temperature)	None	3 minutes	Midwife Health Office
	1.3 Administer vaccine to the infant and record the administer vaccine to the Immunization Record Book	None	30 minutes	Midwife Health Office
2. Receive the Immunization Record	2. Release the updated Immunization Record Book and Instruct the caregiver on after care and next vaccination schedule	None	10 minutes	Midwife Health Office
Total		None	45 minutes	



7. Issuance of Health Card

Health Card is issued by the Municipal Health Office that employees might need to provide as part of pre-employment screening or ongoing health monitoring required by their employer. This can be especially relevant in certain industries such as food handling, healthcare, and other sectors where health and safety are critical.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	All Business and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Health Card Data Form		Municipal Health Office		
2. 1x1 Picture (1 original)		Client		
3. Latest Complete Blood Test Result (1 original)		Private Laboratory		
4. Chest X-ray Result –within 3 months (1 original)		Private Laboratory		
5. Latest Urinalysis Result (1 original)		Private Laboratory		
6. Latest Fecalalysis Result (1 original)		Private Laboratory		
7. Drug Test – within 3 months (for Driver)		Private Laboratory		
8. Latest Papsmear (for Guess Relation Officer)		Private Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents	1.1 Check the validity and completeness of documents submitted	None	3 minutes	Sanitation Inspector or Nurse Health Office
	1.2 Issue order of payment and Prepare Health Card	None	5 minutes	
2. Pay the corresponding fees by showing the order of payment to MHO – Ground Floor	2. Accept payment and issue official receipt based on order of payment presented	PHP 60.00	5 Minutes	MHO Staff Health Office
3. Receive Health Card	3.1 Record in the logbook	None	1 Minute	Sanitation Inspector or Nurse Health Office
	3.2 Release Health Card	None	1 Minute	
TOTAL		PHP 60.00	15 minutes	

Based on Sangguniang Bayan Section 4 Ordinance No. 2006-06



8. Issuance of Medical Certificate

A medical certificate is an official document issued by a doctor or medical professional that attests to an individual's health status, often used for purposes such as employment, education, or travel.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Person or Patient requesting medical certificate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Physically Fit , result of the following:				
1. Chest x-ray (1 original)		Laboratory Clinic where the examination is done		
2. Urinalysis (1 original)		Laboratory Clinic where the examination is done		
3. Complete Blood Count (1 original)		Laboratory Clinic where the examination is done		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required laboratory examinations results	1. Receive the laboratory examination results	None	4 minutes	<i>Midwife / Nurse / Rural Health Physician / Municipal Health Officer Health Office</i>
	1.1 Record chief complaints and history of illness	None	5 Minutes	<i>Nurse / Midwife Health Office</i>
2. Submit himself for physical examination or treatment	2. Perform Physical examination or treatment	None	5 minutes	<i>Municipal Health Office Rural Health Physician / Municipal Health Officer Health Office</i>
	2.1 Issue order of payment and prepare medical certificate	None	1 minute	
3. Pay the corresponding fees by showing the order of payment to MHO office Ground Floor	3. Accept payment and issue official receipt based on the order of payment presented	PHP 60.00	5 minutes	<i>MHO Staff Health Office</i>
	3.1 Prepare requested medical certificate	None	2 minutes	<i>Nurse / Midwife Health Office</i>
	3.2 Sign for Approval	None	1 minute	<i>Rural Health Physician / Municipal Health Officer Health Office</i>
4. Receive requested medical certificate	4. Release medical certificate and record in the logbook	None	1 minute	<i>Nurse / Midwife Health Office</i>
TOTAL		PHP 60.00	23 minutes	

Based on Sangguniang Bayan Section 4 Ordinance No. 2013-04



9. Issuance of Medicine

Municipal Government of Angat provide free or subsidized medicines to patients who cannot afford them. This service is typically aimed at ensuring that everyone has access to essential healthcare regardless of their financial situation.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All patients exposed to animal bites or scratches			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Prescription		Municipal Health Office – Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Physician Prescription	1.1 Check the availability of the medicine	None	5 minutes	<i>Midwife / Nurse</i> Health Office
2. Receive medicine and follow instruction on drug intake	2. Issue available medicine based on the Prescription	None	2 minutes	<i>Midwife</i> Health Office
TOTAL		None	7 minutes	



10. Issuance of Potability Certificate and Permit to Exhume or Transfer

Potability Certificate a certified laboratory confirming that a water supply meets the required standards for safe drinking water. It serves as proof that the water is safe for human consumption according to specific health and safety guidelines.

Permit to Exhume or Transfer an official document issued by relevant authorities that grants permission to exhume (dig up and remove) human remains from a grave or burial site and transfer them to a different location. This permit is typically required to ensure that the exhumation and transfer are conducted respectfully and in accordance with legal and health regulations.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Potability Certificate 1. Water Analysis Result (1 original)		Water Laboratory Facility		
For Permit to Exhume / Transfer 1. Certification from Columbarium (1 original) 2. Death Certificate (1 original)		Funeral home service Funeral home service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents	1.1 Check the validity and completeness of documents presented	None	5 minutes	Nurse / Midwife Health Office
	1.2 Issue order of payment and prepare the requested certificate	None	1 Minutes	
2. Pay the corresponding fees by showing the order of payment to MHO office Ground Floor	2.1 Accept payment and issue official receipt based on the order of payment presented Potability Certificate Permit to Exhume/Transfer	PHP 60.00 150.00	5 Minutes	Collection Officer Health Office
	2.2 Sign for Approval	None	1 Minutes	Rural Health Physician / Municipal Health Officer Health Office
3. Receive requested document	3. Release requested document and record in the logbook	None	2 minutes	Rural Health Physician / Municipal Health Officer Health Office
TOTAL Potability Certificate Permit to Exhume/Transfer		PHP 60.00 150.00	14 minutes	

*Based on Sangguniang Bayan Section 4 Ordinance No. 2006-06



11. Issuance of Sanitary Permit

Sanitary Permit is issued by the Municipal Health Office for an establishment to operate whether food or non-food establishment, both are required to secure sanitary permit to make sure they observe and follow the standard sanitary code.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOR BUSINESS OWNERS				
1. Brgy. Business Permit (1 original)		Barangay Hall		
2. Annual Zoning Certificate (1 original)		Municipal Planning and Development Coordinator		
3. Certificate of Annual Inspection (1 original)		Office of the Municipal Engineer		
4. DTI Certificate (1 original)		Department of Industry Office		
5. Health Card of employee (1 original)		Laboratory Clinic where examination done		
For Water Refilling Station				
1. Water Analysis		Water Testing Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents	1.1 Check the validity and completeness of documents submitted	None	5 minutes	Sanitation Inspector Health Office
	1.2 Issue order of payment	None	1 minute	
2. Pay the corresponding fees by showing the order of payment to MHO – Ground Floor	2.1 Accept payment and issue official receipt based on order of payment presented	PHP 200.00	5 Minutes	MHO Staff Health Office
	2.2 Sign for Approval	None	1 minute	Rural Health Physician / Municipal Health Officer Health Office
3. Receive Sanitary Permit	3.1 Record in the logbook	None	1 Minute	Sanitation Inspector Health Office
	3.2 Release Sanitary Permit	None	3 Minute	
TOTAL		PHP 200.00	16 minutes	

Based on Sangguniang Bayan Section 4 Ordinance No. 2006-06



12. Laboratory Service

Laboratory Service aims to provide test that are essential for the diagnosis and treatment of patients. It promotes accurate, affordable and accessible services for the community.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Patients who needs Laboratory Examination			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Laboratory Request (1 original)		Municipal Health Officer / Rural Health Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Laboratory Request	1.1 Receive request and record patient's data	None	5 minutes	<i>Medical Technologist</i> Health Office
	1.2 Explain procedure for laboratory examination	None	10 minutes	
	1.3 Issue order of payment	None	1 minute	
2. Pay the corresponding fees by showing the order of payment to MHO – Ground Floor	2. Accept payment and issue official receipt based on order of payment presented Urinalysis Fecalysis Blood Typing CBC with Platelet Hemoglobin Pregnancy Test Fasting Blood Sugar Direct Sputum Smear New Born Screening w/ Philhealth New Born Screening w/o Philhealth Creatinine, Trigly, Uric Acid, HGB, and Cholesterol	PHP 20.00 None None PHP 100.00 PHP 20.00 PHP 20.00 PHP 40.00 None None PHP 1,800.00 None	5 minutes	<i>MHO Staff</i> Health Office
3. Present Official Receipt to Laboratory Room	3.1 Receive official receipt and Collect of specimen based on the order of payment	None	10 minutes	<i>Medical Technologist</i> Health Office
	3.2 Perform actual laboratory examination	None	1 day	
4. Receive the Laboratory Result	4. Record and Release the laboratory result	None	5 minutes	<i>Medical Technologist</i> Health Office
TOTAL :			1 day and 36 minutes	
Urinalysis		P 20.00		
CBC with Platelet		P 100.00		
Hemoglobin		P 20.00		
Pregnancy Test		P 20.00		
Fasting Blood Sugar		P 40.00		
Direct Sputum Smear		None		
New Born Screening w/ Philhealth		None		
New Born Screening w/o Philhealth		P 1,800.00		
Creatinine, Trigly, Uric Acid, HGB, and Cholesterol		None		

Based on Sangguniang Bayan Section 4 Ordinance No. 2013-04



13. Pre- Natal Services

Prenatal services is the provision of promotive, preventive and curative services to pregnant women in order to achieve good pregnancy outcomes for both the mother and the baby. It includes counselling, birth planning, laboratory examination and screening, assessment of pregnancy status, treatment of minor OB complications and referral for high risk pregnant.

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizens		
Who may avail:		Pregnant women		
Checklist of requirements		Where to secure		
1. Mother and Baby Book (1 Original)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordinate on the establishing of maternity book record if first visit or present mother book for follow-up check-up	1.1 Establish client's record if first visit or retrieve the client's record if follow-up visit and check the Target Client List	None	10 minutes	Midwife Health Office
	1.2 Take patient's vital signs, perform Physical Examination and assesses for danger signs or medical problem	None	10 minutes	Midwife Health Office
	1.3 Give tetanus toxoid immunization per DOH schedule. Give iron supplements. Counsel the patient. Requests for routine laboratory examinations	None	10 minutes	Midwife Health Office
	1.4 Refer to the physician if with danger signs or medical problem	None	10 minutes	Midwife Health Office
2. Proceed to the Physician and wait for turn to be called. (if with medical problem)	2. Obtain history and perform physical examination. Prescribes appropriate treatment or request for laboratory examination.	None	20 minutes	Physician Health Office
3. If with laboratory examination, proceed to the Laboratory and present request for examination.	3. Receive laboratory request and obtain specimen from the patient. Perform laboratory examination and give result to patient.	None	1 hour	Medical Technologist Health Office
4. Brings laboratory result to the requesting health personnel.	4. Assess result(s) of laboratory examination. Prescribe appropriate treatment	None	15 minutes	Physician Health Office
5. Listens to instructions on drug prescription. Waits for turn if medicines/drugs is to be dispensed at the facility.	5. Dispense medicines and give instruction on drug intake. Advice patient on non-pharmacologic management and follow-up visit	None	20 minutes	Midwife Health Office
TOTAL		None	2 hours and 35 minutes	



14. TB DOTS Treatment

Tuberculosis Directly Observed Treatment, Short-course (TB DOTS) it ensures that patients with tuberculosis (TB) adhere to their treatment regimen and successfully complete it, which is crucial for curing the disease, preventing the spread of TB, and reducing the risk of drug-resistant TB strains.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All patients with tuberculosis			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Individual Treatment Record or Treatment Card		Municipal Health Office – TB Dots facility		
2. Laboratory Result or Request (1 original)		Municipal Health Physician / Private Physician		
3. Drug Prescription (1 original)		Municipal Health Physician / Private Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Laboratory result or request and drug prescription	1.1 Assess laboratory result, request or drug prescription	None	2 minutes	Nurse Health Office
	1.2 Perform physical examination, interview and record to individual treatment Record and	None	3 minutes	
	1.3 Prepare clinical record and request laboratory for Gene Expert for sputum examination	None	5 minutes	Midwife / Nurse Health Office
	1.4 Refer patient who needs a higher level facility for further assessment and evaluation or for services not available in the facility.	None	2 minutes	Midwife / Nurse/ Physician Health Office
2. Follow order for follow-up and advice for medication	2. Prescribed home medication and give instruction on drug intake	None	5 minutes	Midwife / Nurse Health Office
3. Receive Treatment Record card and return to the next schedule	3. Render health teaching and Issue Treatment Record card and instruct for the next dose schedule	None	3 minutes	Midwife / Nurse Health Office
TOTAL		None	20 minutes	



**Municipal Human Resource Management Office
Internal Services**



1. Application for Leave

A formal request submitted by an employee to their employer or supervisor, seeking permission to be absent from work for a specified period. This document is essential in maintaining clear communication and ensuring that the absence is documented and approved. The reasons for requesting leave can vary widely, including personal reasons, medical issues, vacations, family matters, or other specific needs.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Municipal Government of Angat Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Leave Form (CSC Form No. 06) (2 Original)	HRMO
For Forced Leave, Vacation Leave, Special Privilege Leave (SPL) 1. Clearance Form (CSC Form No. 07) (4 Original) Leave within the Philippines or Abroad securing travel order authority	HRMO
For Sick Leave (exceeding 5 days) 1. Medical Certificate (1 Original)	Physician
For Maternity Leave 1. Proof of Pregnancy (Ultrasound / Doctor's certificate) (1 photocopy)	OB-GYN
For Paternity Leave 1. Proof of Child's delivery (Birth Certificate / Medical Certificate) (1 photocopy)	Hospital
For Solo Parent Leave 1. Updated Solo Parent ID (1 photocopy) 2. Birth certificate of child (1 photocopy)	MSWD PSA / MCR
For Study Leave 1. Contract between the agency head and employee concern (1 photocopy)	Mayor's Office
For VAWC Leave 1. Barangay Protection Order (BPO) (1 photocopy) 2. Temporary / Permanent Protection Order (TPO/PPO) (1 photocopy) 3. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO (1 photocopy) 4. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned (1 photocopy)	Barangay Court Barangay Police
For Rehabilitation Leave 1. Letter request supported by relevant reports such as the police report (1 photocopy) 2. Medical certificate (1 photocopy) 3. Written concurrence of a government physician (1 photocopy)	Client / Police Physician RHU Physician
For Special Leave Benefits for Women 1. Medical certificate filled out by the proper medical authorities (1 photocopy)	Physician
For Special Emergency (Calamity Leave) 1. Validation of place of residence based on latest available records of the affected employee – (1 photocopy) 2. Verification that the place of residence is covered in the declaration of calamity area	Employee MDRRMO
For Adoption Leave 1. Authenticated copy of Pre-Adoption Placement Authority (1 photocopy)	MSWD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Application for leave form (CSC Form No. 06) and submit	1.1 Receive the CSC Form 6 with the required documents	None	1 minute	HRMO II Human Resource Management Office
	1.2 Collect application for leave submitted within the day	None	7 hours	



the same, duly signed by the department head.	1.3 Prepare certification of leave credits to be reflected at the application for leave.	None	5 minutes	
	1.4 Sign Certification of leave credits and transmit to Municipal Mayor's office	None	5 minutes	<i>Municipal Government Department Head I (HRMO) Human Resource Management Office</i>
	1.5 Sign for approval	None	5 minutes	Municipal Mayor Municipal Mayor's Office
	1.6 Return application for leave to Municipal Human Resource Management office	None	5 minutes	Municipal Mayor Staff Municipal Mayor's Office
2. Receive the approved leave form	2. Release a copy of approved leave application to the employee	None	1 minute	<i>HRM Staff Human Resource Management Office</i>
TOTAL		None	7 hours and 22 minutes	



2. Application for loans

The Human Resource Management Office (HRMO) facilitates the loan application process for employees with the Government Service Insurance System (GSIS), the Home Development Mutual Fund (PAG-IBIG), and other accredited banks. This support includes preparing and verifying required documents, ensuring compliance with the respective institutions' guidelines, and providing necessary information and assistance to employees throughout the application process.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Municipal Government of Angat qualified Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For PAG-IBIG MPL and Calamity Loan <ol style="list-style-type: none"> PAG-IBIG Application Form 2 Government issued IDs (Pag-ibig Loyalty Card and Government Issued ID – (1 photocopy) (back-to-back) affix 3 signatures and certified by the HRMO Head 	HRMO Employee
For UCPB Salary Loan <ol style="list-style-type: none"> UCPB Application Form Latest 3 months payslip (Original) Service Record (1 original) 2 pcs picture (1x1) or (2x2) 2 Government valid IDs (1 photocopy back-to-back) Certificate of Employment (1 original) Certificate of no criminal record (1 original) Certificate of loan confirmation (1 original) 	HRMO HRMO HRMO Employee Employee HRMO HRMO HRMO
For Veterans Bank Salary Loan (6 months permanent) <ol style="list-style-type: none"> Veterans Application Form 2 valid IDs (Municipal ID and Government Issued ID (1 photocopy back-to-back) affix 3 signature Service Record (1 Original) Certificate of Employment (1 Original) Latest ITR (1 photocopy) Latest 3 months payslip (Original) 1pc latest 2x2 picture if existing account or 4pcs latest 2x2 picture + 1,000 if no existing account 	HRMO Employee HRMO HRMO Accounting HRMO Employee
For Producers Bank Salary Loan <ol style="list-style-type: none"> Producers Bank Application Form 2 Government Issued ID (1 photocopy back-to-back) 2 co-maker with 2 Government issued ID (1 photocopy back-to-back) Service Record (1 Original) Latest 3 months payslip(Original) Proof of Billing (Electric Bill, Water Bill) (1 Photocopy) Cedula (1 photocopy) 	HRMO Employee Co-maker Employee HRMO HRMO MERALCO/Water District Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the fully accomplished form with required documents	1.1 Review form if properly accomplished	None	4 minutes	HRMO II Human Resource Management Office
	1.2. Prepare loan application requirements	None	20 minutes	
	1.3 Sign Loan Application	None	5 minutes	MGDH I (HRMO) Human Resource Management Office
2. Receive loan application and submit to the concern agency or bank	2. Release the Loan application with the required documents	None	1 minute	HRMO II Human Resource Management Office
TOTAL		None	30 minutes	



3. Application for Terminal Leave Benefit

Terminal leave benefit is the commutation or conversion of cash of leave credits earned by an employee during his/her employment with the municipal government. It was given to an employee upon his/her official separation from service via voluntary resignation, retirement, non-renewal of temporary appointment and other mode of severances from the service. An employee has to apply first for this benefit before he/she will claim it.

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Retired/ Separated Permanent, Casual Employees, and Elected Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Leave Form (CSC Form No. 06) (2 Original)			HRMO	
2. Clearance Form (CS Form No. 7, r. 2018) (4 Original) With complete as signatories listed on clearance			HRMO	
3. SALN (2 Original)			Employee	
4. Certificate of Available Leave Credits (2 Original)			HRMO	
5. Leave Card (1 photocopy)			HRMO	
6. Certificate of Computation of Terminal Leave (2 Original)			Accounting	
7. Service Record (2 Original)			HRMO	
8. GSIS Clearance (1 Original)			GSIS	
9. Ombudsman Clearance (1 Original)			Ombudsman	
10. CSC Clearance (1 Original)			CSC	
9. Certificate of No derogatory record (2 Original)			HRMO	
10. Certificate of Last day in service (2 Original)			HRMO	
If done by a representative (relative of the deceased former employee)				
1. Death Certificate (2 photocopy)			MCR/PSA	
2. Birth Certificate (if children, parent, siblings of the deceased) (2 Photocopy)			MCR/PSA	
3. Marriage Certificate (if married to the deceased) (2 photocopy)			MCR/PSA	
4. Valid Government ID (1 photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Check the validity and completeness of documents submitted	None	10 minutes	HRMO II Human Resource Management Office
	1.2. Finalize leave card, compute terminal leave benefit and prepare other required documents	None	2 hours	HRMO II Human Resource Management Office
	1.3. Sign for Approval	None	5 minutes	Municipal Government Department Head I (HRMO) Human Resource Management Office Municipal Mayor Mayor's Office
	2. Submit to Municipal Accounting Office the approved Terminal leave for processing of OBR and voucher	None	2 minutes	HRMO II Human Resource Management Office
TOTAL		None	2 hours and 17 minutes	



4. Issuance of Authority to Transfer

A pertinent document issued to employees as a requirement for transfer to any local or national agency

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of LGU-Angat (Permanent) who transfer to any local/ national agency			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter (1 Original)			Employee	
2. Clearance Form (CS Form No. 7, r. 2018) (4 Original)			HRMO	
3. Assumption of Duty (1 Original)			Accepting Agency	
4. CTC of Appointment Papers (1 photocopy)			Accepting Agency	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter together with the clearance and other requirements	1.1 Check the validity and completeness of documents submitted	None	5 minutes	Municipal Government Department Head I (HRMO) Human Resource Management Office
	1.2. Prepare Authority to Transfer	None	1 day	
	1.3. Sign for approval	None	5 minutes	Municipal Mayor Mayor's Office
	1.4 Inform Client to Pick-up the documents	None	5 minutes	Municipal Government Department Head I (HRMO) Human Resource Management Office
2. Receive Authority to Transfer	2.2 Release Authority to Transfer	None	5 minutes	Municipal Government Department Head I (HRMO) Human Resource Management Office
TOTAL		None	1 day 20 minutes	



5. Issuance of Service Record, Certificate of Employment, Certificate of Clearance, Certificate of No Derogatory Record, Payslip, Certificate of last day in service and Certificate of Leave Credits

- Certification for Leave Credits - is an official document that details the employee's accumulated leave credits, such as vacation leave, sick leave, or any other type of leave entitlement. This certification is often requested by employees when they need to verify their leave balance for various reasons, such as transferring to another job, applying for benefits, or as part of their personal records.
- Certificate of last day in service - is a formal document issued to officially confirm the employee's last working day with the company. This certification is often requested by employees who are leaving a job for various reasons, such as retirement, resignation, or termination, and it serves as proof of the end of their employment.
- Certificate of No Derogatory Record is an official document issued confirming that an individual has no administrative and criminal case file against the employee. This document is often required for various purposes such as job applications, visa applications, or other situations where a clear record is necessary.
- Certificate of Clearance is issued to certify that he/she is cleared of any money, property and legal accountability with the office of which he/she is accountable and responsible.
- Certificate of Employment (COE) is an official document provided to confirm an individual's employment history. This certificate is typically requested by employees when they need proof of employment for various purposes, such as applying for a new job, securing a loan, etc.
- Service Record is a comprehensive document that details an employee's entire work history with an organization. It typically includes information on job positions held, durations of employment, promotions, and any other relevant employment details.
- Payslip is a document that an employer provides to an employee each pay period. It details the employee's earnings and deductions for that specific period

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government			
Who may avail:	Current and Former Officials and Employee of LGU – Angat			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Government Issued ID (1 Original)			Client	
If done by a representative (relative of the deceased former employee)				
1. Death Certificate			MCR or PSA	
If by representative (co-worker)				
1. Authorization Letter (1 Original)			Employee	
2. Representative Government Issued ID (1 Photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Government Issued ID	1.1 Check the validity of ID presented and interview the client	None	5 minutes	HRMO II Human Resource Management Office
	1.2. Prepare the requested document	None	5 minutes	
	1.3. Sign for Approval	None	1 minute	MGDH I (HRMO) Human Resource Management Office
2. Receive the requested document	2. Release the requested document	None	1 minute	HRMO II Human Resource Management Office
TOTAL		None	12 minutes	



6. Issuance of Travel Order

A Travel Order is issued to Municipal Government of Angat Officials and Employees, as an official document that authorizes and serves as proof of their official travel. This Travel Order includes details such as the purpose of the travel, place to be visited, inclusive date, and any pertinent instructions or authorizations related to the travel. It ensures that the travel is recognized as official and legitimate, providing employees with the necessary approval to undertake their duties during the travel period.

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Government of Angat Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Communication Letter (1 photocopy)		Inviting agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit official communication	1.1 Review official communication	None	2 minutes	<i>HRMO Staff</i> Human Resource Management Office
	1.2 Prepare and record travel order	None	6 minutes	
	1.3 Sign Travel Order	None	1 minute	<i>Municipal Government Department Head I (HRMO)</i> Human Resource Management Office
2. Receive Travel Order	2. Release the Travel Order and recommend to the Department head for initial approval and Agency Head for final approval	None	1 minute	<i>HRM Staff</i> Human Resource Management Office
TOTAL		None	10 minutes	



7. Request for Authority to Render Overtime Service

Requests for rendition of overtime services by agency personnel require prior authority to warrant compensation via Overtime Pay or Compensatory Time Off pursuant to CSC and DBM regulations. Relatedly, the municipal government grants additional allowances at a fixed rate to job order personnel rendering work beyond the 8-hour workday. The mandatory authority to render overtime service is required in both cases.

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regular and Casual Personnel with SG-22 and below and job order personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request for Authority to Render Overtime signed by the Department Head and Agency Head- (2 original copy)			Employee	
2. Supporting documents			Employee	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Request to Render overtime	1.1 Receive the request form for checking	None	1 minute	HRMO II Human Resource Management Office
	1.2. Log details to Certificate of COC Earned	None	5 minutes	
	1.3. At the end of the month, Print the DTR to check the actual overtime rendered.	None	5 minutes	
	1.4 Log the actual Overtime earned to Certificate of COC Earned	None	5 minutes	
TOTAL		None	16 minutes	



8. Request for Monetization of Leave Credits

A privilege granted to employees who requests for monetization of their vacation and/or sick leave credits for valid and justifiable reasons such as health, medical and hospital needs, financial and assistance brought about by calamity and other accidents that affect the life and property of the employee, educational needs, and other analogous cases as may be determined by the Commission.

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Officials and Employees of LGU-Angat (Permanent) on Full-Time Basis			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Leave Form (CSC Form No. 06)			HRMO	
2. Advise of Allotment			Budget Office	
<i>Additional requirements for special monetization (Monetization of sick leave and 50% Monetization of Leave Credits)</i> <ul style="list-style-type: none"> • Monetization Request Letter with supporting attachment • Clinical abstract or Hospital expenses/ bill, in case of health, medical and hospital needs • Barangay certification, in case of need for financial aid and assistance brought about by force majeure events or accidents • School assessment or official receipts, in case of educational needs • Demand letter or statement of account, in case of need for payment of mortgages and loans 			Employee Physician Barangay School Bank / Institution	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out application leave form (CSC Form No. 06) and submit the same, duly signed by the department head along with other requirements	1.1 Accept application for monetization of leave.	None	1 minute	<i>HRMO II</i> Human Resource Management Office
	1.2. Prepare computation of leave credits to be reflected at the certification, stating the accumulated leave credits from vacation and sick leave, and purpose of monetization.	None	5 minutes	<i>HRMO II</i> Human Resource Management Office
	1.3. Sign Monetization form	None	5 minutes	<i>Municipal Government Department Head I (HRMO)</i> Human Resource Management Office <i>Municipal Mayor</i> Mayor's Office
2. Receive approved monetization of leave	2. Release approved monetization of leave to the employee for processing of OBR and voucher	None	1 minute	<i>HRMO II</i> Human Resource Management Office
TOTAL		None	12 minutes	



Human Resource Management Office

External Services



1. Application/Queries to Job Vacancy

An information that an applicant's look for regarding job opportunities. Interested applicants for entrance to government position may search for job vacancy of the LGU-Angat thru CSC Bulletin of Vacant positions (link: csc.gov.ph/career/index.php) or at the Full Disclosure Policy Boards, located at the Municipal Building, Angat Public Market and Municipal Health Center. Interested applicants for job order may directly visit for inquiry to HR office.

Office or Division:	Municipal Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
For Job Order Applicants				
1. Application Letter (2 Original)				Applicant
2. Fully accomplished PDS with recent passport sized picture (CS Form No. 212, Revised 2017) (2 Original)				Applicant
For entrance to government position:				
1. Application Letter (2 Original)				Applicant
2. Fully accomplished PDS with recent passport sized picture (CS Form No. 212, Revised 2017) (3 Original)				Applicant
3. Performance rating in the last rating period, if applicable – (1 photocopy)				Agency
4. Certificate of eligibility/rating/license, if applicable (1 Original)				CSC
5. Transcript of Records, if applicable – (1 Original)				School
6. Birth Certificate (1 Original)				PSA
7. Marriage Certificate (if Married) (1 Original)				PSA
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and other supporting documents. Submission may either personal and/or email at hrofficeangat@yahoo.com	1.1 Receive and assess the application documents.	None	5 minutes	<i>Municipal Government Department Head I (HRMO)</i> Human Resource Management Office
	1.2. Inform applicant(s) about the status of his/her application	None	1 day	<i>Municipal Government Department Head I (HRMO)</i> Human Resource Management Office
TOTAL		None	1 day and 5 minutes	



Municipal Market Office

External Services



1. Issuance of Market Clearance

Issuance of market clearance for renewal of Business Permit.

Office or Division:		Municipal Market Office		
Classification:		Simple		
Type of Transaction:		G2B-Government to Business		
Who may avail:		Market Stall Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Rental Official Receipt		Business Owners		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Latest Official Receipt to the Angat Public Market Staff-in-charge	1.1 Verify the OR to the database /Record Book.	None	5 minutes	<i>Revenue Collection Clerk</i> Market Office
	1.2 Assess the corresponding fee	None	3 minutes	<i>Revenue Collection Clerk</i> Market Office
2. Pay the corresponding fees	2.1 Accept the payment and issue Official Receipt	Depends on the Previous Balance	5 minutes	<i>Revenue Collection Clerk</i> Market Office
	2.2 Prepare the Market Clearance	None	5 minutes	<i>Market Supervisor II</i> Market Office
	2.3 Sign for Approval	None	1 minute	<i>MGDH I</i> Market Office
3. Receive the Market Clearance	3. Release the Market Clearance	None	1 minute	<i>Market Supervisor II</i> Market Office
TOTAL		Depends on existing balance	20 minutes	



2. Payment of Stall Owner's Monthly Rental

Stall Owners monthly rental is use to improve and develop market facility and use it as an instrument in providing and maintaining an effective public service.

Office or Division:		Municipal Market Office		
Classification:		Simple		
Type of Transaction:		G2B-Government to Business		
Who may avail:		Market Stall Owners		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt from the last month's rental payment			Business Owners	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Official Receipt	1. Verify the OR to the database / Record Book	None	5 minutes	Revenue Collection Clerk Market Office
	1.2 Assess the corresponding fees	None	2 minutes	Revenue Collection Clerk Market Office
2. Pay the corresponding fees and receive the official receipt	2. Accept payment and issue official receipt based on the corresponding fees computed: <ul style="list-style-type: none"> • Dry Section • Groceries • Glassware • Eateries • Meat Section • Fish Section • Home Appliances • Vegetables • Rice and Corn 	Monthly Stall Fee based on types of Section: <ul style="list-style-type: none"> PHP 2,500.00 PHP 2,000.00 PHP 1,900.00 PHP 1,900.00 PHP 1,500.00 PHP 1,200.00 PHP 1,900.00 PHP 1,200.00 PHP 2,000.00 	5 minutes	Market Staff Market Office
TOTAL:		Based on the corresponding fees above	12 minutes	



Public Employment Service Division External Services



1. Employment Facilitation

Helps match job seekers with suitable employment opportunities by providing access to job listings, career counselling, and job placement services. This connection bridges the gap between job seekers and employers, facilitating the recruitment process for both parties.

Office or Division:	Municipal Public Employment Service Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume		Client		
2. PESO Employment Information System Form (PEIS)		PESO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application thru email: pesohiringangat@gmail.com and register using the Google Form https://forms.gle/HseZAuinLctL1Uxf8 or fill out PESO Employment Information System (PEIS) Form	1.1 Receive the submitted document for checking	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
	1.2 Interview the applicant	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
2. Wait for the feedback call from the employer	2. Refer to company or employer list of applicants matched from job vacancies. The applicant will receive a feedback call directly from the employer	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
TOTAL:		None	15 minutes	



2. Job Posting

Posted on social media platforms, and other recruitment channels to attract candidates for an available job position and to support company and businesses by connecting them with qualified candidates from the community while also addressing unemployment and promoting economic development within the municipality.

Office or Division:	Municipal Public Employment Service Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All Companies and Manpower Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to PESO Head (1 original)	Company
2. Company Profile (1 original)	Company
3. Latest Business Permit (1 photocopy)	Business Permit and Licensing Office
4. BIR Certificate of Registration (1 photocopy)	Bureau of Internal Revenue
5. SEC/DTI Registration (1 photocopy)	Securities and Exchange Commission/ Department of Trade and Industry
6. Job Vacancies with qualification	Company
Additional requirement for Manpower Agency	
1. DO-174 Certificate (for Manpower Agency only) (1 photocopy)	Department of Labor and Employment
2. List of Clients (1 original)	Company
3. PhilJobnet Registration (1 photocopy)	PhilJobnet.com
4. DOLE Registry of Establishment (1 photocopy)	Department of Labor and Employment
5. Certificate of No Pending Cases (1 original, 1 photocopy)	Department of Labor and Employment

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements walk-in or thru email: pesoangat@gmail.com	1.1 Check the validity and completeness of documents submitted	None	2 minutes	PESO Staff / Labor and Employment Officer II PESD
	1.2 Create Digital Art for Job Vacancy Posting	None	30 minutes	PESO Staff PESD
	1.3 Job Posting thru the PESO Official Social Media Account and Page	None	3 minutes	Labor and Employment Officer II PESD
TOTAL:		None	35 minutes	



3. Local Recruitment Activity (LRA)

Local Recruitment Activity Support the employment needs of the municipality. These activities involves collaborating with companies or organizations within the locality to identify job openings and connect them with qualified local residents seeking employment.

Office or Division:	Municipal Public Employment Service Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Local Direct Companies and Manpower Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent addressed to PESO Head (1 original)	Company
2. Company Profile (1 original)	Company
3. Latest Business Permit (1 photocopy)	Business Permit and Licensing Office
4. BIR Certificate of Registration (1 photocopy)	Bureau of Internal Revenue
5. SEC/DTI Registration (1 photocopy)	Securities and Exchange Commission/ Department of Trade and Industry
6. Job Vacancies with qualification	Company
Additional requirement for Manpower Agency	
1. DO-174 Certificate (for Manpower Agency only) (1 photocopy)	Department of Labor and Employment
2. List of Clients (1 original)	Company
3. PhilJobnet Registration (1 photocopy)	PhilJobnet.com
4. DOLE Registry of Establishment (1 photocopy)	Department of Labor and Employment
5. Certificate of No Pending Cases (1 original, 1 photocopy)	Department of Labor and Employment

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements walk-in or thru email: pesoangat@gmail.com	1.1 Check the validity and completeness of documents submitted	None	2 minutes	PESO Staff / Labor and Employment Officer II PESD
	1.2. Schedule Local Recruitment Activity	None	5 minutes	Labor and Employment Officer II PESD
	1.3 Create Digital Art for Job Vacancy Posting	None	30 minutes	PESO Staff PESD
	1.4 Job Posting thru the PESO Official Social Media Account and Page	None	3 minutes	Labor and Employment Officer II PESD
2. Interview applicant	2. Conduct of Local Recruitment Activity	None	1 day	PESO Staff and Labor and Employment Officer II PESD
TOTAL:		None	1 day and 40 minutes	



4. Referral to TESDA Accredited School

Referring individuals to the Technical Education and Skills Development Authority (TESDA) in the Philippines helping the citizen to access valuable training and education opportunities.

Office or Division:	Municipal Public Employment Service Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Resume (1 original)	Client
2. Barangay Clearance (1 original and 1 photocopy)	Barangay
3. NBI Clearance (1 original and 1 photocopy)	NBI
4. Police Clearance (1 original and 1 photocopy)	Police
5. Birth Certificate (1 original and 1 photocopy)	PSA / MCR
6. Transcript of Record or Diploma (1 original and 1 photocopy)	School

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Check the validity and completeness of documents submitted	None	2 minutes	PESO Staff / Labor and Employment Officer II PESD
2. Accomplish PESO Employment Information System (PEIS) Form	2.1 Issue PESO Employment Information System (PEIS) Form	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
	2.2 Check the available course in TESDA accredited school	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
	2.3 Prepare Referral Letter	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
3. Wait for the feedback call from the TESDA Accredited School	3. Submit Referral Letter with the complete requirements to TESDA Accredited School	None	1 day	PESO Staff / Labor and Employment Officer II PESD
TOTAL:		None	1 day and 17 minutes	



6. Skills and Livelihood Training

Skills and livelihood training programs aim to equip individuals with the necessary skills to secure employment or start their own businesses, enhancing their economic stability and quality of life. These programs can be particularly impactful in the economic development and quality of life for local residents.

Office or Division:	Municipal Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Citizen of Angat			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Birth Certificate (1 photocopy)			Philippine Statistic Authority	
2. Government Issued ID (1 photocopy) See annexA			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Check the validity and completeness of documents submitted	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
2. Accomplish PESO Employment Information System (PEIS) Form	2. Issue PESO Employment Information System (PEIS) Form	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
3. Wait for the schedule training	3. Inform the client on the schedule date and location of the Skills and Livelihood Training	None	2 minutes	PESO Staff / Labor and Employment Officer II PESD
4. Actual Skills and Livelihood Training	4. Conduct of Skills and Livelihood Training	None	(1-5 days Depending on the Type Training)	PESO Staff / Labor and Employment Officer II PESD
TOTAL:		None	12 minutes + (1-5 days depending on the Type of Training)	



6. Special Program for Employment of Students (SPES)

Pursuant to Republic Act No. 7323, as amended by RA 9547 otherwise known as the “Special Program for Employment of Student (SPES)”, is an employment-bridging program that aims to provide temporary employment to disadvantaged youth to augment their family’s income and help ensure that beneficiaries are able to pursue their education. SPES enhances the employability of youth, who will eventually come to be the country’s future workforce. Along with providing students with experience while earning income, it is also designed to increase employment opportunities for young people in the long term.

Office or Division:	Municipal Public Employment Service Division
Classification:	Simple
Type of Transaction:	G2G – Government to Government; G2C - Government to Citizen
Who may avail:	All Residents of Angat, Students, Out-of-School Youth, At least 15 but not more than 30 years old.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SPES Application Form (1 original)	Public Employment Service Division
2. Birth Certificate (1 original /1 photocopy)	PSA / MCR
3. Proof of School Registration (Form 138 or certified true copy of Student’s Class Card) (1 original /1 photocopy)	School
4. School ID of Student (1 original /1 photocopy with signature)	School
5. Barangay Indigency / Certificate of Low Income (1 original)	Barangay
6. Parent Consent with contact info of guardian (for Minor) (1 original)	Applicant
7. Government Issued ID of Parent (1 photocopy with signature)	Applicant
8. Copy of Latest ITR (1 photocopy) if employed / if self-employed	Client’s Parents or Employer
9. BIR Tax Exemption Certificate (1 original)	Bureau of Internal Revenue
10. 3 pcs Passport Size Picture	Applicant
11. Proof of Vacation or Official School Calendar (1 photocopy)	School
For Out-of-School Youth	
1. Out-of-School Youth Certification (1 original)	Respective Barangay
2. Good Moral Character (1 original)	Respective Barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Check the validity and completeness of documents submitted	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
2. Accomplish Special Program for Employment of Students (SPES) Form	2.1 Issue Special Program for Employment of Students (SPES) Form	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
	2.2 Conduct Initial Screening of the applicant	None	5 minutes	Labor and Employment Officer II PESD
3. Wait for the schedule of orientation	3. Inform the applicant with regards to the schedule of orientation and signing of contract and deployment	None	2 minutes	Labor and Employment Officer II PESD
4. Sign Contract and wait for the schedule of deployment	4. Conduct of Orientation and signing of contract and schedule deployment	None	4 hours	Labor and Employment Officer II PESD
TOTAL:		None	4 hours and 17 minutes	



7. Special Recruitment Activity (SRA)

The process of sourcing and facilitating employment opportunities for Filipino workers in foreign countries. By providing these services, LGUs help facilitate overseas recruitment for Filipinos while also safeguarding their rights and well-being throughout the process.

Office or Division:	Municipal Public Employment Service Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Local Direct Companies and Manpower Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to PESO Head (1 original)	Company			
2. Company Profile (1 original)	Company			
3. Latest Business Permit (1 photocopy)	Business Permit and Licensing Office			
4. BIR Certificate of Registration (1 photocopy)	Bureau of Internal Revenue			
5. SEC/DTI Registration (1 photocopy)	Securities and Exchange Commission/ Department of Trade and Industry			
6. Updated Job Orders (1 photocopy)	Philippine Overseas Employment Administration			
7. POEA License (1 photocopy)	Philippine Overseas Employment Administration			
8. No objection certificate	Public Employment Service Office			
9. DO-174 Certificate (for Manpower Agency only) (1 photocopy)	Department of Labor and Employment			
10. DOLE Registry of Establishment (1 photocopy)	Department of Labor and Employment			
11. Certificate of No Pending Cases (1 original, 1 photocopy)	Department of Labor and Employment			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements walk-in or thru email: pesoangat@gmail.com	1.1 Check the validity and completeness of documents submitted	None	2 minutes	PESO Staff PESD
	1.2. Schedule Special Recruitment Activity	None	5 minutes	Labor and Employment Officer II PESD
	1.3 Prepare No Objection Certificate	None	5 minutes	Labor and Employment Officer II PESD
	1.3 Create Digital Art for Job Vacancy Posting	None	30 minutes	PESO Staff PESD
	1.4 Job Posting thru the PESO Official Social Media Account and Page	None	3 minutes	Labor and Employment Officer II PESD
2. Interview applicant	2. Conduct of Special Recruitment Activity	None	1 day	PESO Staff and Labor and Employment Officer II PESD
TOTAL:		None	1 day and 45 minutes	



8. Tulong Panghanapbuhay para sa Ating Disadvantaged or Displaced Workers (TUPAD)

Under the Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD) the Department of Labor and Employment, Barangay Training and Employment Coordinators (BTEC) and PESO facilitates the temporary employment for disadvantaged and displaced workers as well as the under-employed and self-employed workers.

Office or Division:	Municipal Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Angat Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Residency (1 original)		Respective Barangays		
2. Government Issued ID (1 photocopy)		Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out PESO TUPAD Application Form with complete requirements	1.1 Check the validity and completeness of documents submitted	None	5 minutes	PESO Staff / PESD
	1.2 Conduct initial screening and validation of the application	None	5 minutes	Labor and Employment Officer II PESD
	1.3 Encode TUPAD Application forms	None	5 minutes	PESO Staff / Labor and Employment Officer II PESD
2. Wait for further validation	2. Submit requirements to Provincial DOLE for further validation	None	(2 weeks depending on the number of application)	Labor and Employment Officer II PESD
3. Wait for the schedule of orientation	3. Inform the applicant with regards to the schedule of orientation of Provincial DOLE	None	5 minutes	Labor and Employment Officer II PESD
TOTAL:		None	20 minutes	



Municipal Planning and Development Coordinator Office

External Services



1. Issuance of Locational Clearance for Building Permit

• New (Simple), Renovation, and Interior Renovation

The Locational Clearance is issued to the developers or lot owners as a pre-requisite in the issuance of Building Permit to guarantee that the building and its design components are in compliance with the Municipal Zoning Ordinance and the Local Building Code.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All developer or lot owners with Simple 1 to 3 Storey Residential (1 unit), 2 Storey Commercial Bldg. & Warehouse not exceeding 1,500 sqm floor area or Interior renovation inside the mall

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (1 original)	Municipal Planning and Development Office
2. Tax Declaration (1 photocopy)	Municipal Assessor's Office
3. Latest Tax Clearance/Real Property Tax Receipt (1 original and 1 photocopy)	Municipal Treasurer's Office
4. Transfer Certificate of Title (1 certified true copy)	Land Registration Authority (LRA)
5. Lease contract (1 photocopy)	Owner
6. Deed of Sale (1 photocopy)	Owner
7. Lot Plan (not required for interior renovation) (1 original)	Licensed Professional
8. Architectural Plan (2 original)	Licensed Professional
For Representative	Notary Public
1. Notarized Authorization Letter or Special Power of attorney (1 Original)	Owner
2. Government-issued ID of the Owner (1 photocopy) See Annex A	Client
3. Government-issued ID of the Representative (1 photocopy) See Annex A	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Application form and Submit the required documents	1.1. Check the validity and completeness of documents submitted and the project's conformity to the Local Comprehensive Land Use Plan and Zoning Ordinance	None	4 minutes	Sr. Admin. Asst. MPD Office
	1.2 Conduct site inspection (if necessary)	None	1 day	Planning Officer III MPD Office
	1.3 Evaluate inspection Report	None	5 minutes	Sr. Admin. Asst. MPD Office
	1.4 Assess Locational Clearance fee based on HLURB Schedule of Fees of 2013 and Issue Order of Payment	None	3 minutes	Sr. Admin. Asst. or MPDC MPD Office



2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	based on HLURB Schedule of Fees of 2013 and Issue Order of Payment	5 minutes	Cashier Treasurer's Office
3. Return to MPDO Office and present official receipt	3.1 Receive the Official Receipt and prepare Locational Clearance	None	5 minutes	MPDO Staff MPD Office
	3.2 Sign for Approval	None	2 minutes	MPDC MPD Office
4. Receive Locational Clearance	4. Release Locational Clearance	None	1 minutes	MPDO Staff MPD Office
TOTAL		based on HLURB Schedule of Fees of 2013 and Issue Order of Payment	25 minutes + (1 day inspection if necessary)	

2. Issuance of Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plan (AP)

Development Permit is a requirement in subdivision (residential, commercial, industrial, farm lot and memorial park/cemetery) project development.

Development Permit (DP) is the final permit issued or granted to any subdivision owner/developer already issued with Preliminary Approval of Locational Clearance (PALC) which will allow the development activities as reflected in the approved plans.

Alteration of Plan (AP) is the permit being granted to subdivision owner/developer to change or alter the approved plans subject to the existing provisions of laws and guidelines.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2B – Government To Citizen
Who may avail:	All Real Property Lot Owner or developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form	Municipal Planning and Development Office
2. Transfer Certificate of Title (1 photocopy)	Land Registration Authority
3. Vicinity map (2 copies)	Licensed Professional
4. Site Development (Schematic Plan) (2 copies)	Licensed Professional
5. Topographic Plan (2 copies)	Licensed Professional
6. Survey Plan (Lot/Location Plan) (2 copies)	Licensed Professional
7. Real Property Tax Declaration (2 copies)	Municipal Assessor's Office
8. Current Real Property Tax Official Receipt (2 copies)	Municipal Treasurer's Office
9. Zoning Certificate / Sangguniang Bayan Ordinance (2 photocopies)	Sangguniang Bayan Municipal Planning and Development Office



10. Sangguniang Barangay Resolution/Ordinance Endorsing the Subdivision Project (2 photocopies)	Barangay Hall where the project is located
11. Sangguniang Bayan Resolution Approving the Subdivision Development Plan (2 photocopies)	Sangguniang Bayan
12. Conversion Order (CO)/Exemption Clearance (EC) (1 Certified TrueCopy)	Department of Agrarian Reform Office
13. Environmental Compliance Certificate or Certificate of Non-Coverage (ECC/CNC) (1 Certified True Copy)	Department of Environment and Natural Resources, Region 3
14. Subdivision Development Plan	Licensed Professional
15. Joint Affidavit of owner/developer	Notary Public
16. Plans, specification and Bills of Materials	Licensed Professional

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out application form and submit required documents	1.1. Check the validity and completeness of documents submitted and the project's conformity with the comprehensive land use plan and Zoning ordinance	None	10 minutes	Sr. Admin. Asst. MPD Office
	1.2. Conduct site inspection (if necessary)	None	1 day	Planning Officer IIII MPDO Staff MPD Office
	1.3. Evaluate the Inspection Report (if necessary)	None	1 day	
	1.4. For projects with violation: Issue Notice of Violation and Order to comply, Order to pay administrative and Order Work Stoppage (conforming/nonconforming)	None	1 day	Planning Officer IIII MPD Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	based on HLURB Schedule of Fees of 2013 and Issue Order of Payment	5 minutes	Cashier Treasurer's Office
3. Return to MPDO Office and present official receipt	3.1 Receive the Official Receipt and prepare document	None	5 minutes	MPDO Staff MPD Office
	3.2 Sign for Approval	None	2 minutes	MPDC MPD Office
4. Receive documents and forward to Sangguniang bayan for endorsement	4. Release documents	None	1 minutes	MPDO Staff MPD Office
TOTAL		None	3 days 23 minutes	



3. Issuance of Zoning Clearance for New Business Permit

Zoning Clearance is a requirement in the issuance of Business Permit to ensure the conformity of the business with the Local Comprehensive Land Use Plan and Zoning Ordinance.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2B – Government To Business			
Who may avail:	All Business within Angat			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Business Permit (1 original)		Business Permit & Licensing Office		
2. Application Form (1 original)		MPDO		
3. Site Development Plan (1 photocopy)		Signed and sealed by a licensed professional		
4. Vicinity Map (1 photocopy)		Signed and sealed by a licensed professional		
5. Transfer Certificate of Title (1 photocopy)		Register of Deeds		
6. Tax Declaration (1 photocopy)		Municipal Assessor's Office		
7. Tax Clearance (1 photocopy)		Municipal Treasurer's Office		
8. Bill of Materials/Capital Investment (1 original)		Signed and sealed by a licensed professional		
9. Notarized Lease of Contract (1 photocopy)		Notary Public		
10. Barangay Permit (1 photocopy)		Barangay where the project is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Application form and Submit the required documents	1.1. Check the validity and completeness of documents submitted and the project's conformity to the Local Comprehensive Land Use Plan and Zoning Ordinance	None	4 minutes	Sr. Admin. Asst. MPD Office
	1.2 Conduct site inspection (if necessary)	None	1 day	Planning Officer III MPD Office
	1.3 Evaluate Inspection Report	None	5 minutes	Sr. Admin. Asst. MPD Office
	1.4 Assess Zoning Clearance fee based on HLURB Schedule of Fees of 2013 and Issue Order of Payment	None	3 minutes	Sr. Admin. Asst. or MPDC MPD Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented	based on HLURB Schedule of Fees of 2013	5 minutes	Cashier Treasurer's Office
3. Return to MPDO Office and present official receipt	3.1 Receive the Official Receipt and prepare Zoning Clearance	None	4 minutes	MPDO Staff MPD Office
	3.2 Sign for Approval	None	1 minutes	MPDC MPD Office
4. Receive Zoning Clearance	4. Release Zoning Clearance	None	3 minutes	MPDO Staff MPD Office
TOTAL		based on HLURB Schedule of Fees of 2013	25 minutes + (1 day inspection if necessary)	



4. Issuance of Zoning Certificate

The Zoning Certificate is secured by real property owners of titled lots to verify zoning classification and structures allowed in the specific area.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2B – Government To Business			
Who may avail:	All Real Property Lot Owner or developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transfer Certificate of Title (1 photocopy)		Land Registration Authority		
2. Sketch of Location (1 original)		Municipal Assessor's Office / Google Map		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present required documents	1.1. Check the validity and completeness of documents submitted	None	4 minutes	Sr. Admin. Asst. MPD Office
	1.2 Verify the zoning classification based on the Municipal Zoning Ordinance and prepare Zoning certificate	None	3 minutes	Sr. Admin. Asst. MPD Office
	1.3 Sign for Approval	None	2 minutes	MPDC MPD Office
2. Receive Zoning certificate	2. Release Zoning certificate	None	1 minutes	MPDO Staff MPD Office
TOTAL		None	10 minutes	



Municipal Social and Welfare Development Office
External Services



1. Issuance of Aid to Indigent in Crisis Situation (AICS) and Social Case Study Report (SCSR)

Both AICS and SCSR are crucial in supporting individuals and families in need, but they serve different purposes and are submitted to different authorities. AICS focuses on immediate relief through the LGUs, while SCSR provides a detailed and comprehensive assessment for a wider range of support through various government agencies and institutions.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government-Issued ID (1 photocopy) 2. Representative, Government-Issued ID (1 photocopy)		Client Representative		
If Medical Assistance/Financial Assistance 1. Medical Abstract/Certificate/ Prescription (1 photocopy) 2. Final/Running Hospital Bill (1 photocopy)		Doctor Hospital		
If Burial Assistance 1. Death Certificate with Registry Number (1 photocopy) 2. Funeral Contract, Promissory Note (1 photocopy)		LCR Funeral Service		
If Educational Assistance 1. Certificate of Registration (1 photocopy)		School		
If Emergency Assistance 1. Barangay Indigency (1 photocopy) 2. Fire Report (1 photocopy) 3. Barangay Certificate (1 photocopy) 4. Police Report (Cases) (1 photocopy)		Barangay BFP Office Barangay Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Check the validity and completeness of documents submitted	None	5 minutes	MSWD Staff Municipal Social Welfare and Development Office
2. Provide answers to the questions asked by the interviewer	2. Conduct interview for the data needed in the AICS or SCSR form	None	5 minutes	MSWD Staff Municipal Social Welfare and Development Office
3. Affix signature after checking the data encoded	3. Double Check the data listed in the AICS or SCSR form	None	2 minutes	MSWD Staff Municipal Social Welfare and Development Office
	3.1 Sign by the MSWD Officer	None	2 minutes	MSWD Officer Municipal Social Welfare and Development Office
4. Receive the AICS or SCSR form	4. Release AICS or SCSR form Form with the attachments	None	2 minutes	MSWD Staff Office of the Municipal Social Welfare and Development
TOTAL		None	16 minutes	



2. Issuance of Person with Disability (PWD) ID

Persons with Disabilities Identification Card, is a government-issued identification card that recognizes an individual as a person with a disability (PWD). This ID provides access to various benefits, privileges, and support services as mandated by law in many countries.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2G-Government to Government			
Who may avail:	All person with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Certificate (1 copy)		Doctor		
2. Application Form (1 copy)		MSWD Office		
3. Picture 1x1 (1 original)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Check the validity and completeness of documents submitted	None	1 minute	<i>PDAO Focal</i> Municipal Social Welfare and Development Office
2. Provide answers to the questions asked by the interviewer	2.1 Conduct interview for the data needed in the Application Form	None	3 minutes	<i>PDAO Focal</i> Municipal Social Welfare and Development Office
	2.2 Prepare PWD ID	None	5 minutes	
3. Receive the PWD ID and Purchase Booklet	3. Release PWD ID and Purchase Booklet	None	1 minute	<i>PDAO Focal</i> Municipal Social Welfare and Development Office
TOTAL		None	10 minutes	



3. Issuance of Solo Parent Identification Card

Solo Parent ID is issued to individuals who are raising their children alone due to various circumstances such as death of a spouse, abandonment, separation, or annulment. This ID serves as a legal document that grants certain privileges and benefits to solo parents to assist them in their responsibilities

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen, G2G-Government to Government
Who may avail:	All who takes sole responsibility for the upbringing of their child without a partner

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Solo Parent application form (1 copy)	MSWDO
2. Certification from Barangay Solo Parent President (1 original)	Barangay Solo Parent President
3. Birth Certificate of children not more than 21 yrs. Old (1 photocopy)	Client
4. Barangay Affidavit (with 2 disinterested person) (1 original)	Barangay
5. Sworn Affidavit (1 photocopy)	PAO
6. Old ID if renewal (1 original)	Client
Category # 1 Rape Victim Requirements	
1. Complaint Affidavit (1 original)	Barangay/ Police Station Doctor
2. Medical Record on the incident of rape (1 original)	
Category # 2 Death of Spouse Requirements	
1. Marriage Certificate (1 photocopy)	PSA / MCR
2. Death Certificate of the spouse (1 photocopy)	PSA / MCR
Category # 3 Detention or Criminal Conviction of the Spouse	
1. Marriage Certificate or affidavit of cohabitation (1 photocopy)	PSA / MCR Bureau of Jail
2. Certificate of detention or a certificate that the spouse is serving sentence for at least three (3) months issued by the law enforcement agency having actual custody of the detained spouse, or commitment order issued by the court pursuant to a conviction of the spouse (1 original)	
Category # 4 Physical or Mental Incapacity Requirements	
1. Marriage Certificate or affidavit of cohabitation (1 photocopy)	PSA / MCR Doctor
2. Medical Record or Medical Abstract evidencing the physical or mental state of the incapacitated spouse issued not more than three (3) months before the submission (1 original)	
Category # 5 Separation of Spouse de Facto Requirements	
1. Marriage Certificate (1 photocopy)	PSA / MCR Court/Barangay
2. Judicial decree of legal separation of the spouses or in the case of de facto separation, an affidavit of two (2) disinterested persons attesting to the fact of separation of the spouses (1 original)	
Category # 7 Abandonment of the Spouse Requirements	
1. Marriage Certificate (1 photocopy)	PSA / MCR Barangay
2. Affidavit of two (2) disinterested persons attesting to the abandonment (1 original)	
3. Police or Barangay record of the fact of abandonment of the spouse (1 original)	Police Station/Barangay
Category # 8 Spouse of OFW Requirements	
1. Marriage Certificate of applicant (1 photocopy)	PSA / MCR OWWA/Employer OFW
2. Overseas Employment Certificate (OEC) or its equivalent (1 original)	
3. Copy of passport stamps showing continuous twelve (12) months of overseas work. (1 photocopy)	
Category # 9 Relative of the OFW Requirements:	
1. Marriage Certificate of applicant (1 copy)	PSA / MCR OWWA/Employer



2. Overseas Employment Certificate (OEC) or its equivalent (1 photocopy) 3. Copy of passport stamps showing continuous twelve (12) months of overseas work (1 photocopy)	OFW
Category # 10 Unmarried Requirements 1. Certificate of No Marriage (CENOMAR) (1 photocopy)	PSA
Category # 11 Legal Guardian Requirements 1. Proof of guardianship, foster care or adoption (1 photocopy)	MSWD/Court
Category # 12 Any relative within the fourth (4th) civil degree of consanguinity of affinity requirements 1. Death Certificate of the parents or legal guardian (1 photocopy) 2. Police or Barangay records evidencing the fact of disappearance or absence of the parent or legal guardian for the at least six (6) months (1 original)	PSA/LCR Police Station/ Barangay
Category # 13 Pregnant Woman Requirements: 1. Medical Record (1copy)	Doctor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Check the validity and completeness of documents submitted	None	3 minutes	<i>MSWD Staff</i> Municipal Social Welfare and Development Office
2. Fill out the application form	2. Encode the details to the system	None	10 minutes	<i>MSWD Staff</i> Municipal Social Welfare and Development Office
	2.2 Prepare Solo Parent ID	None	5 minutes	
3. Receive Solo Parent ID (SPID)	3. Release Solo Parent ID	None	2 minutes	<i>Solo Parent Focal</i> Municipal Social Welfare and Development Office
TOTAL		None	20 minutes	



3. Pre-Marriage Orientation and Counseling

Pre-marriage counseling provides a safe space for couples to address potential issues early on, strengthen their relationship, and build a foundation for a healthy and fulfilling marriage. Certificate after the counselling is submitted to the LCR for the processing and issuance of Marriage License of the contracting parties.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen, G2G-Government to Government
Who may avail:	All individuals qualified to apply for marriage license

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form (1 original)	MSWDO
2. Marriage Expectation Inventory Form (1 copy each)	MSWDO
3. Attendance PMOC Seminar and CPD Form 1 (1 copy each)	MSWDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the Application form and MEI Form	1. Check the validity and completeness of forms submitted	None	15 minutes	<i>MPP01</i> Municipal Social Welfare and Development Office
2. Fill out the application form	2. Conduct PMOC Seminar	None	4 hours	<i>MPP01</i> Municipal Social Welfare and Development Office
3. Receive the certificate of compliance and certificate of Marriage Counselling	3. Release the certificate of compliance and certificate of Marriage Counselling	None	2 minutes	<i>MPP01</i> Municipal Social Welfare and Development Office
TOTAL		None	4 hours 17 minutes	



Municipal Treasurer's Office External Services



1. Acquire of Cemetery Lot / Apartment

A cemetery, burial ground, gravesite, graveyard, or a green space called a memorial park, is a place where the remains of dead people are buried or otherwise interred.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Apartment Type	
1. Death Certificate (1 photocopy)	Municipal Civil Registrar Office
2. Barangay Indigency (1 original) <i>for Angat resident only</i>	Barangay Hall
3. Government Issued ID of Representative (see Annex A) (1 Photocopy)	Client
For Cemetery Lot	
4. Government Issued ID of Representative (see Annex A) (1 Photocopy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1.1 Assess and Fill-out the Client's information ledger	None	3 minutes	Admin. Aide II Treasurer's Office
	1.2 Assess the corresponding fees and issue Order of Payment	None	2 minutes	Admin. Aide II Treasurer's Office
2. Pay for the required fee by showing the order of payment at Municipal Treasurer - Window 5	2. Accept payment and issue Official Receipt based on the order of payment presented Apartment Type Resident of Angat Non Resident of Angat Cemetery Lot	PHP 100.00 (yearly) PHP 4,000.00 + 100.00 (yearly) P 4,500.00 per sqm	5 minutes	Admin. Aide II Treasurer's Office
3. Receive Certificate or Ownership	3.1 Prepare Certificate or Ownership	None	3 minutes	Admin. Aide II Treasurer's Office
	3.2 Sign for Approval	None	1 minute	Municipal Treasurer Treasurer's Office
	3.3 Sign for Approval	None	1 minute	Municipal Mayor Mayor's Office
	3.4 Release Certificate or ownership	None	2 minutes	Admin. Aide II Treasurer's Office
TOTAL Apartment Type Resident of Angat Non Resident of Angat Cemetery Lot		PHP 100.00 (yearly) PHP 4,000.00 + 100.00 (yearly) P 4,500.00 per sqm	17 minutes	



2. Issuance of Community Tax Certificate

Cities or municipalities may levy a community tax in lieu of the former residence tax levied and collected under Sec. 30 of P.D. No. 231, as amended.

Office or Division:	Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen; G2B- Government to Business			
Who may avail:	Residents (18 years old and above) and Business Entity			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Individual 1. Information Sheet (1 original) 2. Government issued ID with Date of Birth (see Annex A) (1 original)			Municipal Treasurer's Office Client	
For Corporation 1. Information Sheet (1 original) 2. Financial Statement (1 photocopy)			Municipal Treasurer's Office Company CPA	
If done by a Representative 1. Government Issued ID of Representative (see Annex A) (1 Photocopy)			Client	
2. Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)			Company President / Secretary	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Information Sheet and present required documents	1. Encode the details	None	2 minutes	Admin. Aide III / Admin. Aide I Treasurer' Office
2. Pay the required fees at the Office of the Municipal Treasurer – Window 2	2. Accept the payment based on the clients annual income For Individual For Corporation *Surcharge will be added for late compliant	PHP 5.00 + Annual Salary(PHP 1.00 for every PHP 1,000.00) PHP 500.00 + Gross Receipt (PHP 2.00 for every PHP 5,000.00 2% of the total amount to be paid / every month	5 minutes	Admin. Aide III / Admin. Aide I Treasurer' Office
3. Received Community Tax Certificate, affix Signature and thumb mark	3. Release Community Tax Certificate and instruct client to Affix Signature and thumb mark	None	1 minute	Admin. Aide III / Admin. Aide I Treasurer' Office
TOTAL For Individual For Corporation		PHP 5.00 + Annual Salary (PHP 1.00 for every PHP 1,000.00) + surcharge PHP 500.00 + Gross Receipt (PHP 2.00 for every PHP 5,000.00 + surcharge	8 minutes	



3. Issuance of Real Property Tax

Real property tax is a kind of tax levied by the local government on properties and should be paid by property owners. Properties that are taxable include land, building, improvements on the land and/or the building, and machinery

Office or Division:	Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen; G2B- Government to Business; G2G- Government to Government			
Who may avail:	Citizens, Business and other Government Agency			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Tax Declaration (1 original or 1 photocopy)			Assessor's Office	
2. Latest Real Property Tax Receipt (1 original or 1 photocopy)			Taxpayer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Verify records on the system / RPTAR	None	5 minutes	Admin Aide IV Admin. Asst. V Treasurer's Office
	1.2 Assess the property and issue order of payment	None		
2. Pay for the required fee by showing the order of payment	2. Accept payment and issue Official Receipt based on the order of payment presented *Penalty will be added for late payment	*AV x 1% x 2 (Basic & SEF) *AV x 1% x 10 yrs x 2 (Basic & SEF) (for back taxes) *2% of tax due for every month	3 minutes	Admin Aide IV Admin. Asst. V Treasurer's Office
3. Receive Official Receipt	3. Release Official Receipt	None	2 minutes	Admin Aide IV Admin. Asst. V Treasurer's Office
TOTAL *Non-Delinquent Tax Payer *Delinquent Tax Payer		*AV x 1% x 2 *AV x 1% x 10 yrs x 2 (Basic & SEF) +2% of tax due for every month	10 minutes	



4. Issuance of Tax Clearance Certificate

Tax Clearance Certificate (for General Purpose) is a certification issued to taxpayer certifying that he/she/it is a tax compliant and has no outstanding tax liability within the Bureau.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen/G2B-Government to Business			
Who may avail:	Citizens and Business Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Tax Declaration (1 original or 1 photocopy)			Municipal Assessor's Office	
2. Latest Real Property Tax Receipt (1 original or 1 photocopy)			Taxpayer	
3. Tax Community Certificate (1 original or 1 photocopy)			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Verify records on the system / RPTAR if the payment is updated	None	3 minutes	<i>Admin Aide IV Admin. Asst. V Treasurer's Office</i>
2. Pay for the required fee	2.1 Accept payment and issue Official Receipt	PHP 55.00	5 minutes	<i>Admin Aide IV Admin. Asst. V Treasurer's Office</i>
	2.2 Prepare tax clearance	None	2 minutes	<i>Admin Aide IV Admin. Asst. V Treasurer's Office</i>
	2.3 Sign for approval	None	1 minute	<i>Municipal Treasurer Treasurer's Office</i>
3. Receive the Clearance	3. Release the clearance	None	2 minutes	<i>Admin. Aide III Admin. Asst. V Treasurer's Office</i>
TOTAL		PHP 55.00 per copy	13 minutes	



5. Local Check Issuance

A disbursement check shall be drawn only on duly approved disbursement vouchers. It shall be drawn by the Local Treasurer and countersigned by the Municipal Mayor. It covers payroll expenses, worker's salaries, payments to suppliers, and contractors, as well as other business-related expenses.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B- Government to Business; G2G- Government to Government			
Who may avail:	Citizen, Business Establishments and Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher (1 original)			Accounting Office	
2. Government Issued ID (see Annex A) (1 Photocopy)			Client	
For business owner				
1. Official receipt / collection receipt (1 original)			Business / Company	
For Representative				
1. Government/Company Issued ID of Representative (see Annex A) (1 Photocopy)			Client	
2. Official receipt / collection receipt (1 original)			Owner	
3. Authorization letter for claiming of check (1 original)			Owner	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Check the validity and completeness of documents submitted	None	5 minutes	Admin. Aide III Treasurer's Office
	1.2. Process and record the check issued	None	2 minutes	Admin. Aide III Treasurer's Office
	1.3 Sign for approval	None	1 minute	Municipal Treasurer Treasurer's Office
2. Forward the signed disbursement voucher and check to Mayor's Office for approval	2.1 Accept the disbursement voucher and check	None	3 minutes	Admin Aide III Mayor's office
	2.2 Sign for approval	None	1 minute	Municipal Mayor Mayor's Office
3. Forward the disbursement voucher and check to Municipal Accounting Office	3.1. Accept the disbursement voucher and check issued	None	3 minutes	Accounting Staff Accounting Office
	3.2. Issue and approved the Accountant's Advice of Check Issued	None	2 minutes	Accountant Accounting Office
4. Return the disbursement voucher and check to Treasurer's office	4. Accept the disbursement voucher and check issued	None	2 minutes	Assistant Municipal Treasurer Treasurer's Office
5. Receive Check	5. Release check to client and ask for service invoice and sales invoice	None	1 minute	Assistant Municipal Treasurer Treasurer's Office
TOTAL		None	20 minutes	



Business Permits and Licensing Division External Services



1. Application of Business/Mayor's Permit (Walk-In)

Doing business in the Philippines, either as single proprietorship, partnership or - corporation, calls for licenses or permits from government. An investor or businessman needs to obtain a business license in the locality where he will establish his business, as well as register his business with the Department of Trade and Industry in case of sole proprietorship, or with the Securities and Exchange Commission in the case of partnerships and corporations.

Office or Division:	Business Permits and Licensing Division
Classification:	Simple
Type of Transaction:	G2B-Government to Business
Who may avail:	All Business Sectors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
New / Renewal Applicant	
1. Application Form (1 original)	BPLD
2. Community Tax Certificate (1 original or 1 photocopy)	MTO – Window 1
3. Special Permit DTI Certificate (1 photocopy) SEC Certificate (1 photocopy) – for partnership and corporation only CDA Certificate (1 photocopy) – for cooperative only BSP Certificate (1 photocopy) – for financial institution	DTI or Negosyo Center Securities & Exchange Comm. Cooperative Devt. Authority Bangko Sentral ng Pilipinas
4. Barangay Business Clearance (1 original)	BPLD or Barangay Hall
5. Health Card (1 original)	MHO – Sanitary Office
6. Environmental Compliance Certificate (1 original) Environmental Compliance Certificate (for Big Scale Enterprise) Certificate of Non-Coverage (for Small Scale Enterprise)	PENRO MENRO
7. Tax Declaration / Tax Receipt (1 photocopy) if leasing, Lease of Contract (1 photocopy)	Municipal Assessor's Office Lessor
8. Zoning Clearance (1 original) <i>(for New Applicant only)</i>	MPDO
9. Occupancy Permit / Annual Inspection Certificate (1 original)	Municipal Engineering Office
10. Fire Safety Inspection Certificate (1 original)	Bureau of Fire Protection
11. Financial Statement / Gross Receipts (1 photocopy)	BIR
12. Market Clearance (for stall holders only) (1 original)	Market Office
13. If for renewal of Business Permit Old Business Permit (1 photocopy)	
If done by a representative	
1. Authorization letter (1 original)	Business Owner
2. Government Issued ID (see Annex A) (1 photocopy)	Business Owner
3. Government Issued ID (see Annex A) (1 photocopy)	Representative
If done by a representative of a Corporation	
1. Notarized copy of Secretary's Certificate / Board Resolution to transact with Government Agency (1 Original)	Corporation
2. Government Issued ID of Representative (see Annex A) (1 Photocopy)	Representative
3. Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)	Company President / Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the BPL Office	1.1 Check the validity and completeness of documents submitted	None	3 minutes	BPLD Staff Business Permit and Licensing Division
	1.2 Encode in the BPLS and Assess the corresponding fee and issue order of payment	None	3 minutes	
2. Pay for the required fee by showing the order of payment	2. Accept payment and issue official receipt based on the order of payment presented:		5 minutes	BPLD Staff Business Permit and Licensing Division



at the BPL Office – Window 6	<p>Late payment</p> <p>Sanitary Permit Fee</p> <p>Certificate of Non-Coverage (CNC)</p> <p>Environmental Inspection Fee</p> <p>Zoning Fee</p> <p>Annual Inspection Fee</p> <p>Occupational Fee</p> <p>Fire Safety Inspection Fee</p>	<p>Penalty - 25% of tax to be paid</p> <p>Surcharge - 2% of tax to be paid / every month</p> <p>Declared Gross Income / Sales</p> <p>PHP 200.00</p> <p>PHP 1,000.00</p> <p>Municipal Ordinance 2017-01 Article 5 Page 9-11</p> <p>New Business</p> <p>based on HLURB Schedule of Fees of 2013</p> <p>Renewal - None</p> <p>based on the assessment under the Schedule of Fees of National Building Code</p> <p>PHP 55.00 per employee</p> <p>Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than</p> <p>PHP 500.00</p>		
3. Receive all Clearance / Certificate and Business Permit	<p>3.1 Release Sanitary Permit</p> <p>3.2 Release Certificate of Non-Coverage</p> <p>3.3 Release environmental Clearance</p> <p>3.4 Release Zoning Clearance (New Applicant Only)</p> <p>3.5 Release Annual Inspection Certificate</p> <p>3.6 Release Occupational Permit</p> <p>3.7 Release Fire Safety Inspection Certificate</p> <p>New Applicant</p> <p>Renewal</p> <p>3.8 Check completeness of the certificates and release Business / Mayor's Permit</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3 minutes</p> <p>3 minutes</p> <p>3 minutes</p> <p>3 minutes</p> <p>10 minutes</p> <p>3 minutes</p> <p>(3 days inspection) 3 minutes</p> <p>5 minutes</p>	<p><i>Sanitation Inspector</i> Health Office</p> <p>BPLO or PENRO Business Permit & Licensing Division</p> <p>MENRO Staff MENRO</p> <p>MPDO Staff MPD Office</p> <p><i>Municipal Engineer</i> Engineering Office</p> <p>BPLO Staff Business Permit & Licensing Division</p> <p>Fire Officer III (Bureau of Fire Protection Office)</p> <p>BPLO Staff Business Permit & Licensing Division</p>
	TOTAL	<p>Permit / License + Garbage Fee + Zoning Fee + Inspection Fee + Sanitary Fee + Occupational Fee + Fire Fee + CNC Fee (big scale) + Penalty/Surcharge (for late compliant)</p>	<p>New Business 50 minutes+ (3 days depending on the inspection) For Renewal 53 minutes</p>	



2. Application of Special Business/Mayor's Permit

Special Business/Mayor's Permits regulate safety, structure and appearance of the business community for a day/week. They act as proof that your business follows certain laws and ordinances. (Group Activities/Filming/Parade/Streamers,etc)

Office or Division:	Business Permit and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business, G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (1 original)			Client	
2. Government Issued ID of Representative (see Annex A) (1 Photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request	1.1 Check the submitted letter request	None	5 minutes	BPLO Business Permit & Licensing Division
	1.2 Issue order of Payment	None	2 minutes	
2. Pay for the required fee by showing the order of payment at Municipal Treasurer's Office Window 1	2. Accept payment and issue Official Receipt based on the order of payment presented		5 minutes	Cashier Treasurer's Office
	Film Making	PHP 500.00 per day		
	Group Activities / Food Stall	PHP 100.00 per day		
	Parades	PHP 300.00 per day		
	Streamers	PHP 300.00 30 days		
Chapter III Art. A ,No.78 Religious, Civic, Social Org.	(None)			
3. Receive Special Business / Mayor's Permit	3. Release Special Business / Mayor's Permit	None	3 minutes	Admin. Aide IV Mayor's Office
TOTAL			15 minutes	
Film Making		PHP 500.00 per day		
Group Activities / Food Stall		PHP 100.00 per day		
Parades		PHP 300.00 per day		
Streamers		PHP 300.00 30 days		
Chapter III Art. A ,No.78 Religious, Civic, Social Org		(None)		



3. Economic Development and Investment Promotions Services

It will take charge of all activities related to LGU investment facilitation and promotion activities, local enterprise development, establishment of support mechanisms for the growth of Micro, Small and Medium Enterprises (MSMEs), provide mechanisms for business retention and expansion, and other business and economic activities to attract investments and generate employment.

Office or Division:	Local Economic Development and Investment Promotions Office/Unit			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Investors and Labor Groups			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (1 original)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or relay formal or informal request or information pertaining to industry related concerns	1.1 Receive the request and identify the nature of request	None	5 minutes	Administrator / LCE Mayor's Office
	1.2 if Concerns On Business Start-Up And Raw Materials Provide available information requested for request pertaining to identification of business or joint venture partners, raw materials suppliers and possible business sites If Concerns On Industrial Peace coordinate with the concerned PEZA Industrial Relations Office for Validation	None	1 hour	LEDIPO Business Permit & Licensing Division
	1.3 Once validated, take action ranging from negotiations, conciliations or mediation	None	3 hours (common schedule of participants to be confirmed)	LEDIPO Business Permit & Licensing Division
2. Clients will attend the negotiation/conciliation or mediation	2.1 Facilitate amicable settlement and drafting of agreement Should the amicable settlement did not materialize, the matter will be endorsed to the Department of Labor and Employment (DOLE) for appropriate action	None	1 hour	LEDIPO Business Permit & Licensing Division
TOTAL		None	5 hours 5 minutes	



4. Electronic Business One Stop Shop (eBOSS)

Doing business in the Philippines, either as single proprietorship, partnership or corporation, calls for licenses or permits from government. An investor or businessman needs to obtain a business license in the locality where he will establish his business, as well as register his business with the Department of Trade and Industry in case of sole proprietorship, or with the Securities and Exchange Commission in the case of partnerships and corporations. Republic Act (RA) 11032, known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, specifies in Section 11(c) that LGUs are required to establish a fully operational eBOSS within three years from the law's effective date. This eBOSS streamlines the application filing process and issuance of local business licenses, permits, clearances, and authorizations. The responsibility for implementing this provision of the law is assigned to DILG, DICT, DTI, and ARTA, as stipulated by RA 11032.

Office or Division:	Business Permits and Licensing Division			
Classification:	Simple / Complex			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
New / Renewal Applicant				
1. Locational Clearance		Municipal Planning & Development Office		
2. Occupancy Permit		Municipal Engineering Office		
3. Special Permit, if applicable (see Annex B)		Client		
4. Community Tax Certificate (Ind. Or Corp.)		Municipal Treasurer's Office		
5. Tax Declaration / Tax Receipt (1 photocopy)		Municipal Assessor's Office		
IF, leasing, Lease of Contract (1 photocopy)		Lessor		
6. FSIC for Business		Bureau of Fire Protection		
7. Picture of Establishment (Front/Passage & Inside)		Owner / BPLD Inspection Division		
8. Market Clearance (for stall holders only) (1 original)		Market Office		
9. Old Business Permit (1 photocopy)		Applicant		
(additional requirement for Renewal Applicant)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply thru eGov Portal App and sign in/up application form with all the required documents and clearances for evaluation, processing and approval	1.1 Check the completeness of the documents submitted	None	15 minutes	BPLD Staff Business Permit and Licensing Division
	1.2 Approve Business Permit Application & Assessment			MPDO Staff MPD Office Municipal Engineer Engineering Office
	1.3 Assess fees, taxes and charges	declared Gross Income/Sales / Art.G Section 250 / CNC - PHP 1,000.00 / Mun. Ordinance 2017-01 Art. V Sec. 13 / Article O,	5 minutes	BPLD Staff Business Permit and Licensing Division



		Section 164 (b) of Local Government Code / based on the assessment of character of occupancy, cost of construction, floor area and height of the building under the Schedule of Fees of National Building Code / Occupancy - PHP 55.00 per employee / Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than PHP 500.00		
2. View / Print Electronic Billing Assessment and Pay through Online – Landbank LinkBiz Portal	2. Generate Billing Assessment		5 minutes	Admin. Aide II Treasurer's Office
3. Print Electronic Business/Mayor's Permit	3. Generate Business / Mayor's Permit		5 minutes	BPLD Staff Business Permit and Licensing Division
		TOTAL: Permit / License + Garbage Fee + Zoning Fee + Inspection Fee + Sanitary Fee + Occupational Fee + Fire Fee + CNC Fee (big scale) + Penalty/Surcharge (for late compliant)	30 minutes	



5. Request for Certified True Copy of Business/Mayor's Permit

Doing business in the Philippines, either as single proprietorship, partnership or corporation, calls for licenses or permits from government. An investor or businessman needs to obtain a business license in the locality where he will establish his business, as well as register his business with the Department of Trade and Industry in case of sole proprietorship, or with the Securities and Exchange Commission in the case of partnerships and corporations.

Office or Division:	Business Permit and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Registered Business of Angat			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Business/Mayor's Permit (1 Original copy)			Owner	
If done by a representative				
1. Authorization letter (1 original)			Owner	
2. Government Issued ID (see Annex A) (1 photocopy)			Owner and Representative	
If done by a representative of a Corporation				
1. Notarized copy of Secretary's Certificate / Board to transact with Government Agency (1 Original)			Corporation	
2. Government Issued ID of Representative (see Annex A) (1 Photocopy)			Representative	
3. Government Issued ID of Corporate Secretary / President (see Annex A) (1 Photocopy)			Company President / Secretary	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Check the validity and completeness of documents submitted	None	3 minutes	BPLO Staff Business Permit & Licensing Division
2. Pay the corresponding fees at the BPL Office – Window 6	2. Accept payment and issue Official Receipt	PHP 55.00 per copy	5 minutes	BPLO Staff Business Permit & Licensing Division
3. Receive Certified True Xerox Copy of Business / Mayor's Permit	3. Release of Certified True Xerox Copy of Business / Mayor's Permit	None	2 minutes	BPLO Staff Business Permit & Licensing Division
TOTAL		PHP 55.00 per copy	10 minutes	

6. Request for List of Business Establishments

Doing business in the Philippines, either as single proprietorship, partnership or corporation, calls for licenses or permits from government. An investor or businessman needs to obtain a business license in the locality where he will establish his business, as well as register his business with the Department of Trade and Industry in case of sole proprietorship, or with the Securities and Exchange Commission in the case of partnerships and corporations.

Office or Division:	Business Permit and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (1 original)			Client	
2. Government Issued ID of Representative (see Annex A) (1 Photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request	1. Check the submitted letter request	None	7 minutes	BPLO Business Permit & Licensing Division
2. Receive the requested documents via email or hard copy	2. Send or release the requested document thru email or personal	None	3 minutes	BPLO Business Permit & Licensing Division
TOTAL		None	10 minutes	



Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	<p>Answer the Client Satisfaction Measurement Form and drop it at the designated drop box located at the Information Desk, lobby of the Municipal Hall.</p> <p>You may also send your feedback at angat.municipality@gmail.com</p>
How feedbacks are processed	<p>Every end of the month, the Assign Officer of the day opens the drop box, compiles and records all feedbacks. Feedbacks requiring answers are forwarded to the relevant offices or personnel concerned to answer the within three (3) working days upon receipt of the feedback. The feedback shall be communicated to the agency or citizen concerned.</p>
How to file a complaint	<p>Answer the Client Satisfaction Measurement Form and drop it at the designated drop box outside the designated office located at the Information Desk, lobby of the Municipal Hall.</p> <p>You may also send your complaint at angat.municipality@gmail.com</p> <p>Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of the person being complained - Incident - Evidence
How complaints are processed	<p>Every Monday, the Assign Officer of the day opens the drop box, compiles, records, and evaluates the complaint. Upon evaluation, the complaint shall be forwarded to the relevant offices or personnel concerned to answer the within three (3) working days upon receipt of the Complaint. The feedback/explanation shall be communicated to the agency or citizen concerned.</p>
Contact Information	<p style="text-align: center;">angat.municipality@gmail.com 044-792-3243 loc. 102 Presidential Complaints Center – 8888 CSC Contact Center ng Bayan – 0908-881-6565 Anti-Red Tape Authority – complaints@arta.gov.ph / 8478-5093</p>



VII. List of Offices

Office	Address	Contact Information
Municipal Accounting Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 109
Municipal Agriculture Office	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 111
Municipal Assessor's Office	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 114
Municipal Budget Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 108
Municipal Civil Registrar	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 110
Municipal Disaster Risk Reduction Management Office	San Roque, Angat, Bulacan	044-792-7106
Municipal Engineering Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 113
Municipal Environment and Natural Resources Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 116
Municipal Health Office	San Roque, Angat, Bulacan	044-792-3243 loc. 122
Municipal Human Resource Management Office	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 107
Municipal Market Office	Market, San Roque, Angat, Bulacan	044-792-3243 loc. 124
Municipal Mayor's Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 101/102
Public Employment Service Division	G/F, San Roque, Angat, Bulacan	None
Municipal Planning and Development Coordinator Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 105
Municipal Social and Welfare Development Office	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 120
Municipal Treasurer's Office	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 112
Business Permit and Licensing Office	G/F, San Roque, Angat, Bulacan	044-792-3243 loc. 121
Municipal Vice Mayor's Office	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 103
Sangguniang Bayan	2/F, San Roque, Angat, Bulacan	044-792-3243 loc. 106



ANNEX A : LIST OF ACCEPTABLE GOVERNMENT-ISSUED VALID ID

1. UMID Card	SSS or GSIS
2. Driver's License	Land Transportation Office (LTO)
3. PRC ID	Professional Regulation Commission (PRC)
4. Passport	Department of Foreign Affairs (DFA)
5. Voter's ID or Voter's Certification	Commission on Election (COMELEC)
6. NBI Clearance	National Bureau of Investigation (NBI)
7. IBP ID	Integrated Bar of the Philippines
8. PhilSys ID	Philippine Identification System (PhilSys)
9. Senior Citizen ID	Municipal Mayor's Office
10. Philippine Postal ID	Post Office
11. Person's with Disability (PWD) ID	Municipal Social and Welfare Development Office
12. Solo Parent ID	Municipal Social and Welfare Development Office
13. Pag-IBIG ID	Pag-IBIG
14. Philhealth ID	Philippine Health Insurance Corporation

ANNEX A : SPECIAL REQUIREMENT(S) OF SPECIFIC BUSINESS AS PER NATIONAL GOVERNMENT AGENCIES

15. Sole Proprietorship	DTI Certificate
16. Corporation	Security & Exchange Commission (SEC)
17. Cooperative	Cooperative Development Authority (CDA)
18. General Contractor / Construction Sales	PCAB License
19. Driver's License (Banks/Pawnshops/Foreign Exchange Dealer/Money Changer/Remittance Agents)	BSP Certification of Registration or Authority to Operate
20. Employment Agency/Manpower/Recruitment Agency For Local Employment Only For Overseas Employment	DOLE Registration POEA Registration
21. Cargo Forwarder, Freight Forwarder, Logistics	Accreditation from Fair Trade and Enforcement Bureau (FTEB)
22. Security Agency	PCSUCLA National License, PNP License to Operate (PNP Camp Crame)
23. Custom Broker	Accreditation from Bureau of Customs
24. Manning & Crewing Services	POEA License
25. Merchant/Broker	Future Commodity Merchant/Broker's License by SEC
26. Advertising Agency	Building Permit
27. Mining Industry	DENR Clearance
28. Real Estate Broker/Appraiser	PRC License
29. Telecommunication Services/Gadgets	NTC Accreditation
30. Massage Parlor	TESDA NCII



31. Dealer/Retailer of Rice, Corn & Wheat	National Grain Authority from NFA
32. Large Scale Bakeshop	FDA License to Operate
33. Drugstore	FDA License to Operate, PRC License of Pharmacist
34. Electronic & Motor Repair Shop	Accreditation from DTI
35. Birthing House/Maternity	Philhealth Accreditation
36. Manufacturing/Dealer/Importer of Toys	License to Operate from Bureau of Health Device & Technology (DOH)
37. Gasoline Station	Environmental Compliance Certificate from DENR, DOH Certificate of Compliance
38. LPG Dealer/Retailer	Standard Compliance Cert. (SCC) – DOE
39. Guns & Ammunition	PNP Clearance
40. Learning Institution	DepEd Registration
41. Transport Service, Rent-a-Car, Trucking Services	LTFRB Registration / O.R.-C.R.
42. Videogram Rental Services	Videogram Permit from Optical Media Board (OMB)
43. Animal Control Facility, Cattery, Circus/Carnival Show, Corral Farm, Crocodile Farm, Hog Farm, Kennel, Laboratory Animal Facility, Monkey Farm, Pet Shop, Poultry Farm, Race Tract and Equestrian Establishment, Slaughter House, Stock Farm, Stockyard, Stud Farm, Veterinary Clinic, Veterinary Hospital, Wildlife Rescue Center, Zoo	Animal Welfare Certificate of Registration from the Bureau of Animal Industry
44. Warehouse	Main Office Permit
45. Franchised Business	Franchise Agreement



ANNEX B : LAND REASSESSMENT / RECLASSIFICATION FEE

I. Classifications		
1.	<i>Agricultural to:</i>	
	1.1 Residential (and vice versa)	5.50/sq.m
	1.2 Commercial (and vice versa)	7.70/sq.m
	1.3 Industrial (and vice versa)	7.70/sq.m
	1.4 Agro-Industrial (and vice versa)	6.60/sq.m
	1.5 Institutional (and vice versa)	3.30/sq.m
	1.6 Minerals (and vice versa)	9.50/sq.m
	1.7 Special (and vice versa)	7.70/sq.m
2.	<i>Residential to:</i>	
	2.1 Agricultural (and vice versa)	5.50/sq.m
	2.2 Commercial (and vice versa)	9.50/sq.m
	2.3 Industrial (and vice versa)	9.50/sq.m
	2.4 Agro-Industrial	9.00/sq.m
	2.5 Institutional (and vice versa)	4.50/sq.m
	2.6 Minerals (and vice versa)	9.50/sq.m
	2.7 Special (and vice versa)	7.70/sq.m
3.	<i>Commercial to:</i>	
	3.1 Agricultural (and vice versa)	7.70/sq.m
	3.2 Residential (and vice versa)	9.50/sq.m
	3.3 Industrial (and vice versa)	6.70/sq.m
	3.4 Agro-Industrial (and vice versa)	7.70/sq.m
	3.5 Institutional (and vice versa)	7.70/sq.m
	3.6 Minerals (and vice versa)	9.50/sq.m
	3.7 Special (and vice versa)	7.70/sq.m
4.	<i>Industrial to:</i>	
	4.1 Agricultural (and vice versa)	7.70/sq.m
	4.2 Residential (and vice versa)	9.50/sq.m
	4.3 Commercial (and vice versa)	6.70/sq.m
	4.4 Agro-Industrial (and vice versa)	7.70/sq.m
	4.5 Institutional (and vice versa)	5.50/sq.m
	4.6 Minerals (and vice versa)	9.50/sq.m
	4.7 Special (and vice versa)	7.70/sq.m
5.	<i>Agro-Industrial to:</i>	
	5.1 Agricultural (and vice versa)	6.60/sq.m
	5.2 Residential	5.50/sq.m
	5.3 Commercial (and vice versa)	7.70/sq.m
	5.4 Industrial (and vice versa)	7.70/sq.m
	5.5 Institutional (and vice versa)	5.50/sq.m
	5.6 Minerals (and vice versa)	9.50/sq.m
	5.7 Special (and vice versa)	7.70/sq.m
6.	<i>Institutional to:</i>	
	6.1 Agricultural (and vice versa)	3.30/sq.m
	6.2 Residential (and vice versa)	4.50/sq.m
	6.3 Commercial (and vice versa)	7.70/sq.m
	6.4 Industrial (and vice versa)	5.50/sq.m