



Republic of the Philippines  
**OFFICE OF THE SANGGUNIANG BAYAN**

Marcos, Ilocos Norte  
Email address: sbofficemarcosin@gmail.com

**ELEVENTH SANGGUNIANG BAYAN  
THIRD SANGGUNIAN SESSION**

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EXCERPTS FROM THE MINUTES OF THE 101<sup>ST</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MARCOS, ILOCOS NORTE HELD ON MONDAY, JULY 12, 2021 AT 10:25 O'CLOCK A.M. AT THE SANGGUNIAN SESSION HALL.

Present:

|                           |                               |
|---------------------------|-------------------------------|
| Hon. Hilario B. Lorenzo,  | Vice Mayor/Presiding Officer, |
| Hon. Noel R. Calaoagan,   | Member,                       |
| Hon. Marietta G. Casco,   | Member,                       |
| Hon. Eduard T. Mendoza,   | Member,                       |
| Hon. James C. Gacula,     | Member,                       |
| Hon. Sherwin R. Tamayo,   | Member,                       |
| Hon. Richard M. Nuval,    | Member,                       |
| Hon. Helen B. Abrigado,   | Member,                       |
| Hon. Telwin B. Tapaoan,   | Member,                       |
| Hon. Samuel G. Coloma,    | Member/LnB President,         |
| Hon. Merry Kay V. Yrawda, | Member/PPSK President         |

Absent:

None.

**ORDINANCE NO. 11-2021-039**

AN ORDINANCE UPDATING THE CITIZEN'S CHARTER OF THE MUNICIPALITY OF MARCOS, ILOCOS NORTE.

WHEREAS, the 1987 Philippine Constitution declares that a Public Office is a Public Trust and ordains that public officers and employees shall serve with the highest degree of responsibility, integrity, loyalty and efficiency, and shall remain at all times accountable to the people;

WHEREAS, the need to establish an effective system that will eliminate bureaucratic red tape, avert graft and corrupt practices and improve the efficiency of the delivery of government frontline services was boosted by the enactment of Republic Act 9485 or the Anti-Red Tape Act (ARTA);

WHEREAS, the said Republic Act mandates the formulation of Citizen's Charter in every LGU and other government offices to hasten all government transactions and efficient service to clients;

WHEREAS, the Local Government Unit of Marcos, Ilocos Norte had previously formulated a Citizen's Charter but it needs updating in consonance with the pronouncement of the present administration to streamline the rules and procedures on government transactions;

WHEREAS, the updated Citizen's Charter of the Municipality of Marcos, Ilocos Norte is an official document that serves as a guide for clients in transacting business with offices concerned;

NOW THEREFORE, be it ordained by the Sangguniang Bayan of the Municipality of Marcos, Ilocos Norte in session assembled:

SECTION 1. This Ordinance shall be known as the "Updated Citizen's Charter of the Municipality of Marcos, Ilocos Norte."

SECTION 2. Procedures of the Different Offices.

## **OFFICE OF THE MAYOR**

**HEAD: HON. ANTONIO V. MARIANO**

**STAFF: Executive Assistant I (Co-Terminus)**

**Roldan N. Tamayo- Administrative Aide III**

**Contract of Services:**

**Administrative Assistants**

**Administrative Aides**

**Data Encoder**

**Utility/Drivers/Messenger**

**For More Information, please contact Office of the Mayor:**

**Contact No. 0927-152-8765 Email Address: [lgumarcos.in@gmail.com](mailto:lgumarcos.in@gmail.com)**

The office exercise general supervision and control over all programs, projects, services and activities of the Municipal Government. It ensures that the acts of the barangays are within the scope of their prescribed powers and functions. The delivery of basic services and provision of adequate facilities and the generation and utilization of resources are also included in the office function.

### **FRONTLINE SERVICES:**

- A. ISSUANCE OF MAYOR'S PERMIT TO OPERATE BUSINESS**
- B. ISSUANCE OF MAYOR'S CLEARANCE**
- C. ISSUANCE OF MAYOR'S MOTORIZED TRICYCLE OPERATOR'S PERMIT**
- D. ISSUANCE OF SPECIAL PERMIT**
- E. ISSUANCE OF CERTIFICATION**
- F. RENTALS OF HEAVY EQUIPMENT AND AMBULANCE**
- G. PROCEDURES FOR FILING COMPLAINTS**





**SCHEDULE OF SERVICES:**

**Monday to Friday 8:00 A.M.-5:00 P.M.**

**A. ISSUANCE OF MAYOR'S PERMIT TO OPERATE BUSINESS**

**THE SERVICE:**

The business permit is a requirement for all enterprises operating within the territorial jurisdiction of the Municipality. It is a document that affirms the legitimacy of the business as well as a proof that it has complied with mandatory requirements and has settled regulatory fees and taxes due to the municipal government.

**REQUIREMENTS:**

- a. Community Tax Certificate
- b. Barangay Clearance
- c. Mayor's Clearance
- d. Police Clearance
- e. Tax Clearance
- f. Sanitary Permit
- g. Health Certificate
- h. BIR Clearance
- i. SSS Clearance
- j. Philhealth Clearance
- k. DTI Certificate
- l. Pag-IBIG Certificate
- m. Fire Inspection Certificate
- n. Official Receipt issued by MTO

| <b>The Client</b>   | <b>The Service Provider shall</b>   | <b>It will take</b> | <b>Responsible Person/s</b>   |
|---|---|---------------------|-------------------------------|
| 1. Proceed to the Mayor's Office for the issuance of business permit. | Verify the completeness of the requirements.  | 5 minutes           | Administrative Staff          |
|   | If the requirements are complete, the Mayor's Permit to Operate Business is prepared and will be signed by the Mayor. | 3 minutes           | Administrative Staff<br>Mayor |
|   | Issue the permit and advice the client to secure the sticker at the Treasurer's Office.                               | 2 minutes           | Administrative Staff          |

|  |  |  |  |
|--|--|--|--|
| 2. Receive the permit and sign the logbook.  |  |  |  |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |  |  |  |
| <b>TOTAL RESPONSE TIME: 10 MINUTES</b>   |  |  |  |

**B. ISSUANCE OF MAYOR'S CLEARANCE**

**THE SERVICE:**

The service intends to provide clearance for employment or for any general purposes.

**REQUIREMENTS:**

- a. Community Tax Certificate
- b. Barangay Clearance
- c. Official Receipt

| The Client shall   | The Service Provider shall   | It will take | Responsible Person/s          |
|--|--|--------------|-------------------------------|
| 1. Proceed to the Mayor's Office for the issuance of the Mayor's Clearance.                        | Verify the completeness of the requirements.   | 5 minutes    | Administrative Staff          |
|  | If the requirements are complete, Clearance is prepared and will be signed by the Mayor. | 5 minutes    | Administrative Staff<br>Mayor |
|  | Issue the Clearance.   | 1 minute     | Administrative Staff          |
| 2. Receive the Clearance and sign the logbook.   |  |              |                               |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |  |              |                               |
| <b>TOTAL RESPONSE TIME: 16 minutes</b>   |  |              |                               |

**C. ISSUANCE OF MAYOR'S MOTORIZED TRICYCLE OPERATOR'S PERMIT**

**THE SERVICE:**

The Motorized Tricycle Operator's Permit is a requirement to all franchise owners. It is a document that affirms the legitimacy of the business as well as a proof that it has complied with mandatory requirements and as settled regulatory fees and taxes due to the Municipal Government.







**REQUIREMENTS:**

- a) Official Receipt and Certificate of Registration issued by LTO
- b) Barangay Clearance
- c) Mayor's Clearance
- d) Police Clearance
- e) Franchise issued by SB
- f) MTOA Clearance
- g) BIR Clearance
- h) O.R Issued by MTO

| The Client shall   | The Service Provider shall  | It will take | Responsible Person/s          |
|--|---|--------------|-------------------------------|
| 1. Proceed to the Mayor's Office for the issuance of Motorized Tricycle Operator's Permit.         | Verify the completeness of the requirements and advice the client to pay fees at the Treasury Office. | 5 minutes    | Administrative Staff          |
|  | If the requirements are complete, MTOP is prepared and will be signed by the Mayor.                   | 3 minutes    | Administrative Staff<br>Mayor |
|  | Issue the MTOP  | 1 minute     | Administrative Staff          |
| 2. Receive the Motorized Tricycle Operator's Permit and sign the logbook.                          |   |              |                               |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |   |              |                               |
| <b>TOTAL RESPONSE TIME: 9 minutes</b>  |   |              |                               |

**D. ISSUANCE OF SPECIAL PERMIT****THE SERVICE:**

The Special Permit is issued to individuals, companies, agencies or organizations who provides temporary service for a special project or promo in the Municipality of Marcos with corresponding fees to be paid.

**REQUIREMENTS:**

- a) Request Letter
- b) Identification of Company Representative
- c) Official Receipt
- d) Police Clearance





**NOTE: Different Requirements for different special permits.**

| The Client shall   | The Service Provider shall  | It will take | Responsible Person/s          |
|--|---|--------------|-------------------------------|
| 1. Proceed to the Mayor's Office for the issuance of Special Permit.                               | Verify the completeness of the requirements and advise the client to pay fees at the Treasury Office with the corresponding order of payment. | 5 minutes    | Administrative Staff          |
|  | If the requirements are complete, Special Permit is prepared and will be signed by the Mayor.   | 3 minutes    | Administrative Staff<br>Mayor |
|  | Issue the Special Permit.   | 1 minute     | Administrative Staff          |
| 2. Receive the Special Permit and sign the logbook.  |   |              |                               |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |   |              |                               |
| <b>TOTAL RESPONSE TIME: 9 minutes</b>  |   |              |                               |

**E. ISSUANCE OF CERTIFICATION**

**THE SERVICE:**

Certification is issued to individual/s and office/s to confirm information of the request regarding an individual, office or action to be taken.

**REQUIREMENTS for Cutting of Trees:**

- a) Barangay Certification
- b) Tax Declaration
- c) Request Letter to Barangay Captain
- d) Letter of no objection of cutting of trees signed by the Barangay Captain
- e) Official Receipt

**NOTE: Different Requirements for different Certifications**

| The Client shall  | The Service Provider shall  | It will take | Responsible Person/s |
|---|---|--------------|----------------------|
| 1. Proceed to the Mayor's Office for the issuance of Certification. | Verify the completeness of the requirements and advise the client to pay fees at the Treasury | 5 minutes    | Administrative Staff |



|  |  |           |                               |
|--|--|-----------|-------------------------------|
|  | Office with the corresponding order of payment.  |           |                               |
|  | If the requirements are complete, Certification is prepared and will be signed by the Mayor. | 3 minutes | Administrative Staff<br>Mayor |
|  | Issue the Certification.   | 1 minute  | Administrative Staff          |
| 2. Receive the Certification and sign the logbook.   |  |           |                               |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |  |           |                               |
| <b>TOTAL RESPONSE TIME: 9 minutes</b>  |  |           |                               |

### F. RENTALS OF HEAVY EQUIPMENT AND AMBULANCE

#### **THE SERVICE:**

Rental of Government-owned vehicles and equipment is granted to accommodate clients who are in need of the services of the municipal government heavy equipment, vehicle and/or ambulance provided a written request is duly approved by the Local Chief Executive.

#### **REQUIREMENTS:**

- a. Request Letter (for HE)
- b. Official Receipt

#### **RENTAL FEES**

##### **As per Code of General Ordinances Ref: Chapter XIII Article B Sec. 3**

Heavy Equipment: 9-in-1, excluding gasoline to be shouldered by the renter - Php. 1,000.00/hour

As per Ordinance 11-2020-027

#### **1. Payloader**

A. For Local Residents:

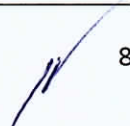
a. Loading aggregates per loads plus Delivery Receipt from Quarry Permittees

|  | <u>Mini Dumptruck</u>  | <u>Forward</u> |
|--|--|----------------|
| Fine Aggregates                            | Php200.00  | Php350.00      |
| Mix Aggregates                             | Php100.00  | Php250.00      |
| Gravel ¾                                   | Php200.00  | Php350.00      |
| b. Straight Rental<br>(minimum of 2 hours) | - Php1,000.00 per hour plus fuel expenses.<br>Mobilization and demobilization shall be shouldered by the renter. |                |

|  |  |                       |
|--|--|-----------------------|
| B. For Contractors:  |  |                       |
| a. Loading aggregates per loads plus Delivery Receipt from Quarry Permittees |  |                       |
|  | <b><u>Mini Dumptruck</u></b>   | <b><u>Forward</u></b> |
| Fine Aggregates  | Php400.00  | Php700.00             |
| Mix Aggregates   | Php200.00  | Php500.00             |
| Gravel $\frac{3}{4}$   | Php400.00  | Php700.00             |
| b. Straight Rental   | - Php2,000.00 per hour plus fuel expenses.   |                       |
| (minimum of 2 hours)   | Mobilization and demobilization shall be shouldered by the renter.   |                       |
| C. Government Use  | Php1,000.00 per request plus fuel expenses. The amount for Barangay Projects collected shall be officially appropriated solely for the repair and maintenance of the 2 heavy equipment. Mobilization and demobilization shall be shouldered by the renter. |                       |
| <b>2. Backhoe</b>  |  |                       |
| A. For Local Residents   | Php1,500.00 per hour plus fuel expenses(minimum of 2 hours)  |                       |
| (minimum of 2 hours)   | Mobilization and demobilization shall be shouldered by the renter.   |                       |
| B. For Contractors   | Php2,500.00 per hour plus fuel expenses(minimum of 2 hours)  |                       |
| (minimum of 2 hours)   | Mobilization and demobilization shall be shouldered by the renter.   |                       |
| C. Government Use  | Php1,000.00 per request plus fuel expenses. The amount for Barangay Project collected shall be officially appropriated solely for the repair and maintenance of the 2 heavy equipment. Mobilization and demobilization shall be shouldered by the renter.  |                       |
| Ordinance No. 10-2017-028, Sec 128, page 54                                  |  |                       |
| <u>Ambulance</u>   | within the municipality - Php350.00/day  |                       |
|  | outside the municipality - Php500.00/day   |                       |

| The Client shall   | The Service Provider shall  | It will take | Responsible Person/s |
|--|---|--------------|----------------------|
| 1. Submit request letter indicating the vehicle and number of days to be rented if Equipment and verbal request if Ambulance to be used. | Check and verify the schedule.<br><br>NOTE: If there is a conflict of the schedule the Mayor disapproves the request. | 3 minutes    | Administrative Staff |
|  | If the vehicle requested have no pending schedule, the Mayor can immediately approve the request.                     | 3 minutes    | Mayor                |







|  |   |           |   |
|--|---|-----------|---|
|  | Issue order of payment and refer the client to the Treasury Office for the payment.                           | 2 minutes | Administrative Staff                                      |
| 2. Present Official Receipt  | Shall prepare the trip ticket and have it signed by the Mayor.<br><br>Shall record and issue the trip ticket. | 5 minutes | Administrative Staff<br>Mayor<br><br>Administrative Staff |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |   |           |   |
| <b>TOTAL RESPONSE TIME: 13 minutes</b>   |   |           |   |

**G. PROCEDURES FOR FILING COMPLAINTS**

| The Client shall   | The Service Provider shall  | It will take | Responsible Person/s                   |
|--|---|--------------|--|
| 1. Fill up the Complaint Form and drop at the designated box.                                      | Retrieve and collect the filled out complaint forms and forward to the Executive Assistant for proper handling.   | 3 minutes    | PACD Officer<br>Executive Assistant    |
|  | Review the complaint before bringing it to the Mayor for appropriate action.  | 5 minutes    | Executive Assistant                    |
|  | Handle and decide on the complaint (Including Investigation, Issuance of Memorandum and receiving answer from the concerned employee/s and final review of the complaint) | 7 days       | MO Staff<br>Committee on Investigation |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall</b> |   |              |  |
| <b>TOTAL RESPONSE TIME: 7 days &amp; 8 minutes</b>   |   |              |  |

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*[Handwritten signature]*

*[Handwritten signature]*

Contact information of **ANTI-RED TAPE AUTHORITY (ARTA)**

Office Address: 4<sup>th</sup> and 5<sup>th</sup> floors NFA Building, Visayas Ave.  
Brgy. Vasra, Quezon City Philippines

Email Address: [info@arta.gov.ph](mailto:info@arta.gov.ph) ; [complaints@arta.gov.ph](mailto:complaints@arta.gov.ph)

Telephone Nos: (02) 8478-5091; (02) 8478-5093; (02) 8478-5099

Contact information of **PRESIDENTIAL COMPLAINTS CENTER (PCC)**

Office Address: Bahay Ugnayan, J.P. Laurel St.  
Malacañang, Manila

Email Address: [pcc@malacanang.gov.ph](mailto:pcc@malacanang.gov.ph)

Telephone Nos: +63(2)-8736-8645

Telefax: +63(2)-8736-8621

Contact information of **CSC CONTACT CENTER NG BAYAN (CSC-CCB)**

Office Address: Ground floor, Civil Service Commission Central Office  
Batasan Hills, Diliman Quezon City

Email Address: [email@contactcenterngbayan.gov.ph](mailto:email@contactcenterngbayan.gov.ph)

Website: [www.contactcenterngbayan.gov.ph](http://www.contactcenterngbayan.gov.ph)

Facebook page: [www.facebook.com/contactcenterngbayan](http://www.facebook.com/contactcenterngbayan)

Hotline : 1-6565

Cellphone No: 0908-8816565



# MUNICIPAL BUDGET OFFICE

Head: MAGNA R. MACALMA – Municipal Budget Officer

**Contract of Services:  
Budget Assistant  
Budget Aide**

For more information:

Contact No. 09178650355 Email Address: [mbomarcos@yahoo.com](mailto:mbomarcos@yahoo.com)

## FRONTLINE SERVICES:

- A. REVIEW AND ENDORSEMENT OF BARANGAY BUDGETS
- B. ISSUANCE OF CERTIFICATION ON APPROPRIATIONS, FUNDS AND OBLIGATION OF ALLOTMENT
- C. ENDORSEMENT FOR REALIGNMENT OG APROPRATION

The Municipal Budget office is created under Sec 475 of RA 7160. The department adheres to the vision and mission of the Municipality of Marcos, and the quality policy it created. The office's function revolves on the preparation and implementation of the budget and coordination with the Planning & Development Coordinator in the formulation of the LGU's plan.

**SCHEDULE OF SERVICE: Monday to Friday 8:00am-5:00pm**

## A. REVIEW AND ENDORSEMENT OF BARANGAY BUDGETS

**THE SERVICE:** The review and endorsement of barangay budgets is provided to all thirteen (13) Barangay Treasurers of Marcos, Ilocos Norte.

| The client shall                          | The service provider shall  | It will take                | Responsible Person                                       |
|---|---|-----------------------------|--|
| 1. Submit Barangay Budget for its review. | <ul style="list-style-type: none"><li>• Review the computations of the amount to be appropriated and the budgetary requirements needed.</li><li>• Endorse the Barangay Budget with Local Finance Committee Certification.</li></ul> | 20 minutes<br><br>5 minutes | Municipal Budget Officer<br><br>Municipal Budget Officer |



**Accomplish the Client Feedback Form & drop at designated drop box at the Municipal Hall.**

**TOTAL RESPONSE TIME: 25 minutes**

**B. ISSUANCE OF THE CERTIFICATION ON APPROPRIATIONS, FUNDS AND OBLIGATION OF ALLOTMENT**

**THE SERVICE:** The issuance of Certification on Appropriations, Funds and Obligation of Allotment is Issued to certify that charges to appropriation/ allotment is necessary, lawful and under the direct supervision of the requesting officer and all supporting documents attached are valid, proper and legal. The Municipal Budget Officer will certify as to the existence of available appropriation.

**REQUIREMENTS:** Supporting documents which require the release of appropriation.

| <b>The client shall</b>  | <b>The service provider shall</b>  | <b>It will take</b> | <b>Responsible Person</b>                                     |
|--|--|---------------------|---|
| 1. Submit documents for release of Appropriations, Funds and Obligation of Allotment.  | <ul style="list-style-type: none"> <li>Encode and print Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) upon receipt of the required documents</li> </ul> | 5 minutes           | Municipal Budget Officer/<br>Budget Assistant/<br>Budget Aide |
| 2. Budget Office to proceed to Requesting Office (RO) to confirm amount requested  | <ul style="list-style-type: none"> <li>Assign control number of CAFOA after confirmation of the RO</li> </ul>  | 5 minutes           | Municipal Budget Officer/<br>Budget Assistant/<br>Budget Aide |
| 3. Budget Office to release Appropriations, sought signature of Treasurer for the Availability of Funds and Accountant for the Availability of Allotments for Obligations. | <ul style="list-style-type: none"> <li>CAFOA and supporting documents to be furnished to Accounting Office</li> </ul>  | 15 minutes          | Municipal Budget Officer/<br>Budget Assistant/<br>Budget Aide |

**Accomplish the Client Feedback Form & drop at designated drop box at the Municipal Hall.**

**TOTAL RESPONSE TIME: 25 minutes**



**C. ENDORSEMENT FOR REALIGNMENT OF APROPRIATIONS**

**THE SERVICE:** The endorsement for realignments provides guidance in the availability of the appropriations for Personal Services (PS) and maintenance and other Operating Expenses (MOOE) that being requested for realignment.

**REQUIREMENT:** Request letter for received by Mayor's Office

**REQUIREMENT:** Request letter for realignment by the concerned office and duly received by Mayor's Office

| The client shall  | The service provider shall  | It will take | Responsible Person                            |
|---|---|--------------|---|
| 1. Submit the request for realignment.  | <ul style="list-style-type: none"> <li>Upon receipt of the request for realignment from the concerned department, the office verifies the registry of appropriation of the office concerned.</li> </ul> | 5 minutes    | Municipal Budget Officer/<br>Budget Assistant |
| 2. Proceed to Mayor's Office upon verification of the fund  | <ul style="list-style-type: none"> <li>Issue recommendation letter in case there's an available fund and deny request if no fund's available.</li> </ul>  | 5 minutes    | Municipal Budget Officer/<br>Budget Assistant |
| <b>Accomplish the Client Feedback Form &amp; drop at designated drop box at the Municipal Hall.</b> |   |              |   |
| <b>TOTAL RESPONSE TIME: 10minutes</b>   |   |              |   |





# MUNICIPAL ACCOUNTING OFFICE

HEAD: MARK CHRISTIAN A. RASALAN – Municipal Accountant  
STAFFS: CLEMENTE D. TOLENTINO – Administrative Assistant II  
JENNIFER M. DELA CRUZ – Administrative Assistant II

**VACANT** – Administrative Assistant II

MARIE CHRISELE F. ABRIGADO – Administrative Assistant II  
Accounting Assistant (COS)  
Accounting Aide (COS)

For more information, please contact

Mobile No. 09171341333 Email Address: [lgu.marcos@gmail.com](mailto:lgu.marcos@gmail.com)

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The office takes charge of both accounting and internal audit services of the Local Government Unit. It certifies the completeness of supporting documents, availability of the budgetary allotment to which the LGU expenditures and obligations shall be charged.

**SERVICE SCHEDULE:** MONDAYS to FRIDAYS 8:00AM – 5:00PM

## A. PROCESSING OF CLAIMS AND PURCHASES

**THE SERVICE:** Provision of technical assistance as to completeness of supporting documents and prepare voucher to finalize the processing of claims and Purchases.

### **REQUIREMENTS:**

#### **A. For Salaries and Wages**

- Obligation Request
- Certificate of service or Daily Time Record

#### **B. For First Salary**

- Appointment duly approved by Appointing Authority
- Oath of Office
- Certificate of Assumption to Office
- Statement of Assets & Liabilities and Net worth
- Daily Time Record

\*Additional requirements in case of transfer:

- Clearance from money, property and legal accountabilities from the previous Office
- Certification of last salary received from previous office by the Accountant and verified by auditor
- BIR form 2316



- Certificate of Available Leave Credits
- Service Record

### **C. For Promotions and Salary Differentials**

- Approved Appointment /Notice of Salary Adjustment or Notice of Step Increment
- Certificate of Assumption to Office
- Certification that the employee has not incurred Leave without pay
- Certification by the LCE that promotion/step increment is within PS limitation

### **D. For Honorarium and Incentives**

- Statement of Work Accomplished

### **E. Terminal Leave Pay**

- Clearance from money, property and legal accountability
- Certified photocopy of employee's Leave Card as to last date of service
- Certificate of Leave Credits issued by HRMO
- Approved Leave Application
- Complete Service Record
- Statement of Assets, Liabilities and Networth (SALN)
- Photocopy of Appointment/Notice of Salary Adjustment (NOSA)
- Computation of Terminal Leave Benefits
- Applicant's authorization (in Affidavit Form) to deduct all financial obligations with the LGU
- Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA 3019)
- In case of resignation, employee's letter of resignation duly accepted by the Head of Agency
- If due to retirement, copy of appointment showing highest salary received, if salary under last appointment is not the highest.

#### *Additional requirements in case death of claimant:*

- *Death Certificate authenticated by PSA*
- *Marriage Certificate authenticated by PSA (if applicable)*
- *Birth Certificates of all surviving legal heirs authenticated by PSA*
- *Designation of Next-of-kin*
- *Waiver of rights of children 18 years old and above*

### **F. For Travel Expense- Domestic**

\*For Cash Advances:

- Approved Travel Order



- Obligation Request
- Approved Itinerary of travel
- Certificate of travel completed

\*For Liquidation of Cash Advances:

- Certificate of appearance
- Tickets
- Official receipt

#### **G. For Utilities**

- Statement of Accounts

#### **H. For Purchases**

- Purchase request
- Certificate of Posting
- Approved Budget for the contract (ABC)
- Bidding Papers
- Bid Evaluation Report
- Abstract of Bids
- BAC Resolution
- Obligation Request
- Purchase Order/ Contract
- Original Invoice/ Delivery Receipt
- Inspection Report
- Certificate of Acceptance
- Memorandum Receipt
- Requisition issue Voucher
- Warrant Bond
- Result of test/ Analysis by proper government agency if articles are subject to test.

#### **I. For negotiated Contracts Infrastructure**

- Certificate of Posting
- Authority to enter into negotiated contract
- Contract documents, performances bond and contractors accreditation
- Plans and specification
- Program of work and detailed cost estimates
- Notice of Award
- Contract
- Notice of Commence Work
- Certificate of Completion/ Acceptance
- Statement of Work Accomplished







- PMC Inspection Report
- COA Inspection Report
- Pictures of the Project (before, during and after)
- Warranty Bond

**J. For Contract thru Public Bidding Infrastructure**

- All under negotiated contract except authority to enter into negotiated contract
- Advertisement
- Abstract of Bids with winning bidders offer and bid tenders of the participants
- Letter of Award/ Acceptance of Bid Proposal

**K. For Succeeding Payments Infrastructure**

- Request Letter
- Bill of Creditor and progress report of accomplishment
- Evaluation Report from Engineering
- PMC Inspection Report
- Picture of the Project

**L. Payment for change or extra work order and contract price Adjustment**

- All under infrastructure requirements
- Approved change or extra work order
- Approval by proper authorities of price adjustment

**M. For Final Payment**

- All under infrastructure requirements
- Certificate of Completion and final acceptance
- Certificate of final inspection (PMC)
- Constructors affidavit re: payment of laborers and materials

**N. Claims for Repairs**

- Repairs thru negotiated contract and public bidding refer nos. 1&2 (except plans and specification)
- Pre/Post repair Inspection Report
- Job Order/Contract
- Waste Material Report
- Certificate of damage due to fair wear and tear not due to negligence
- Obligation Request

**O. For Aids to Individual in Crisis Situation**

- Certificate of Indigency by Brgy. Captain
- Certificate of Eligibility y MSWDO approved by the Mayor
- Obligation Request

| The Client shall  | The Service Provider shall          | It will take | Responsible Person/s   |
|---|-------------------------------------|--------------|--|
| 1. Submit the complete documents.   | Receive the documents               | 3 minutes    | Administrative Assistant<br>Accounting Assistant/ Aide                             |
|   | Review/ Verify documents (Projects) | 30 minutes   | Administrative Assistant<br>Accounting Assistant/ Aide<br>Municipal Accountant     |
|   | Prepare Vouchers and Others         | 7 minutes    | Administrative Assistant<br><br>Accounting Assistant/ Aide<br>Municipal Accountant |
| <b>Accomplish the Client Feedback Form &amp; drop at Designated drop box at the Municipal Hall.</b> |                                     |              |  |
| <b>TOTAL RESPONSE TIME:40 minutes</b>   |                                     |              |  |



