



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO OCCIDENTAL  
MUNICIPALITY OF MALITA



**OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO OCCIDENTAL  
MUNICIPALITY OF MALITA



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

**VISION**

To increase awareness among the constituents on the importance of civil registration and to provide fully automated data services to compete in the innovative years ahead.

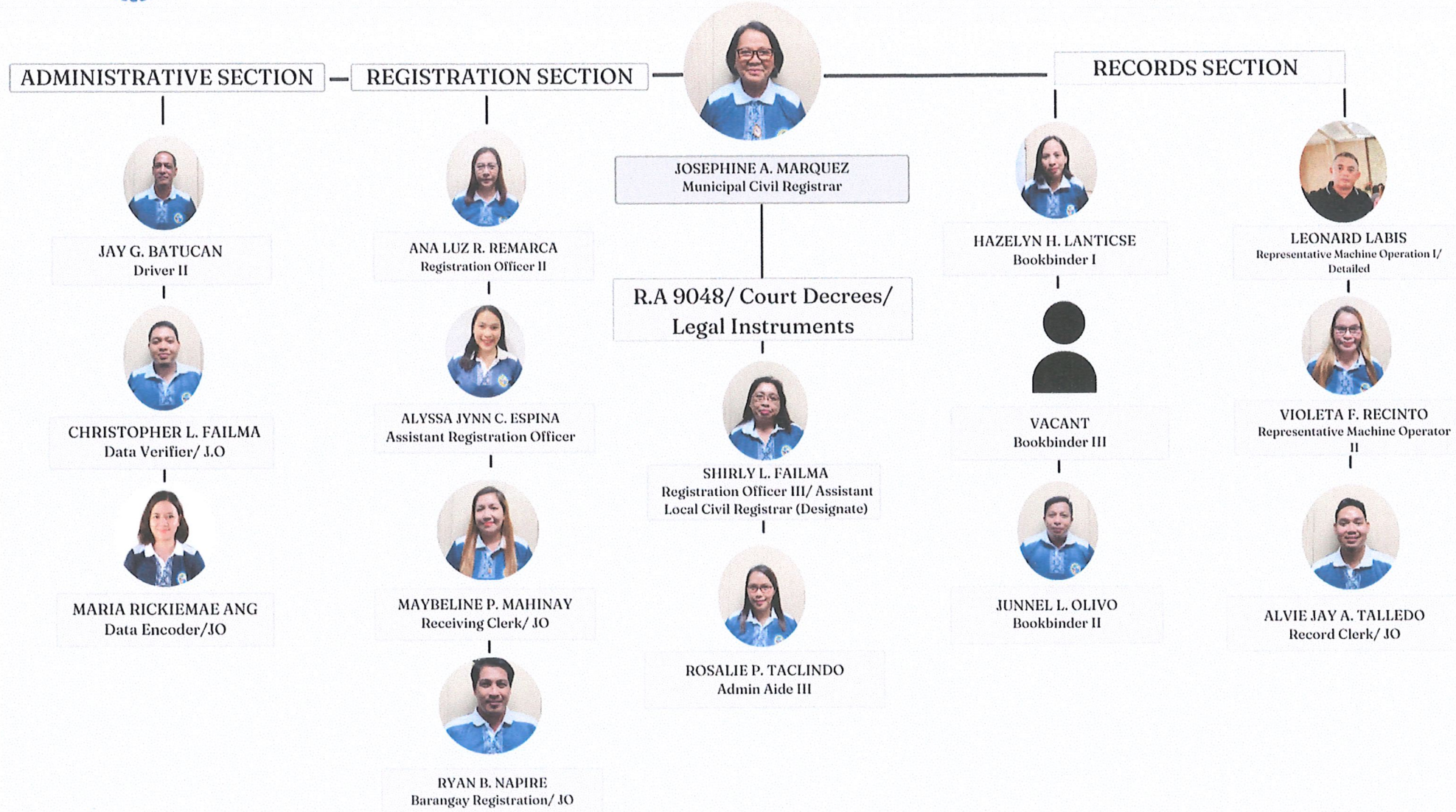


**MISSION**

A civil registry office with efficient, friendly and hardworking personnel providing reliable, accurate and authentic document and excellent customer service through automated registration and systematic approach in data handling.



# OFFICE OF THE MUNICIPAL CIVIL REGISTRAR ORGANIZATIONAL CHART





## OFFICE OF THE MUNICIPAL CIVIL REGISTRAR FUNCTIONAL CHART



### Municipal Civil Registrar

To carry out & enforce **Civil Registry Laws**;

Coordinate with the Philippine Statistics Authority in conducting Educational campaigns for vital registration and assist in the preparation of demographic and other statistics for Local Government Unit Concerns.

#### ADMINISTRATIVE SECTION

- Prepares and routes payrolls and vouchers
- Prepares correspondence & other request.
- Attends/conducts mobile registration as requested by School Administrators, Barangay Officials and other stakeholders
- Assists all BREQS request.

#### REGISTRATION SECTION

- Receives application and prepares birth, marriage & death certificates.

#### R.A 9048/ Court Decrees/ Legal Instruments

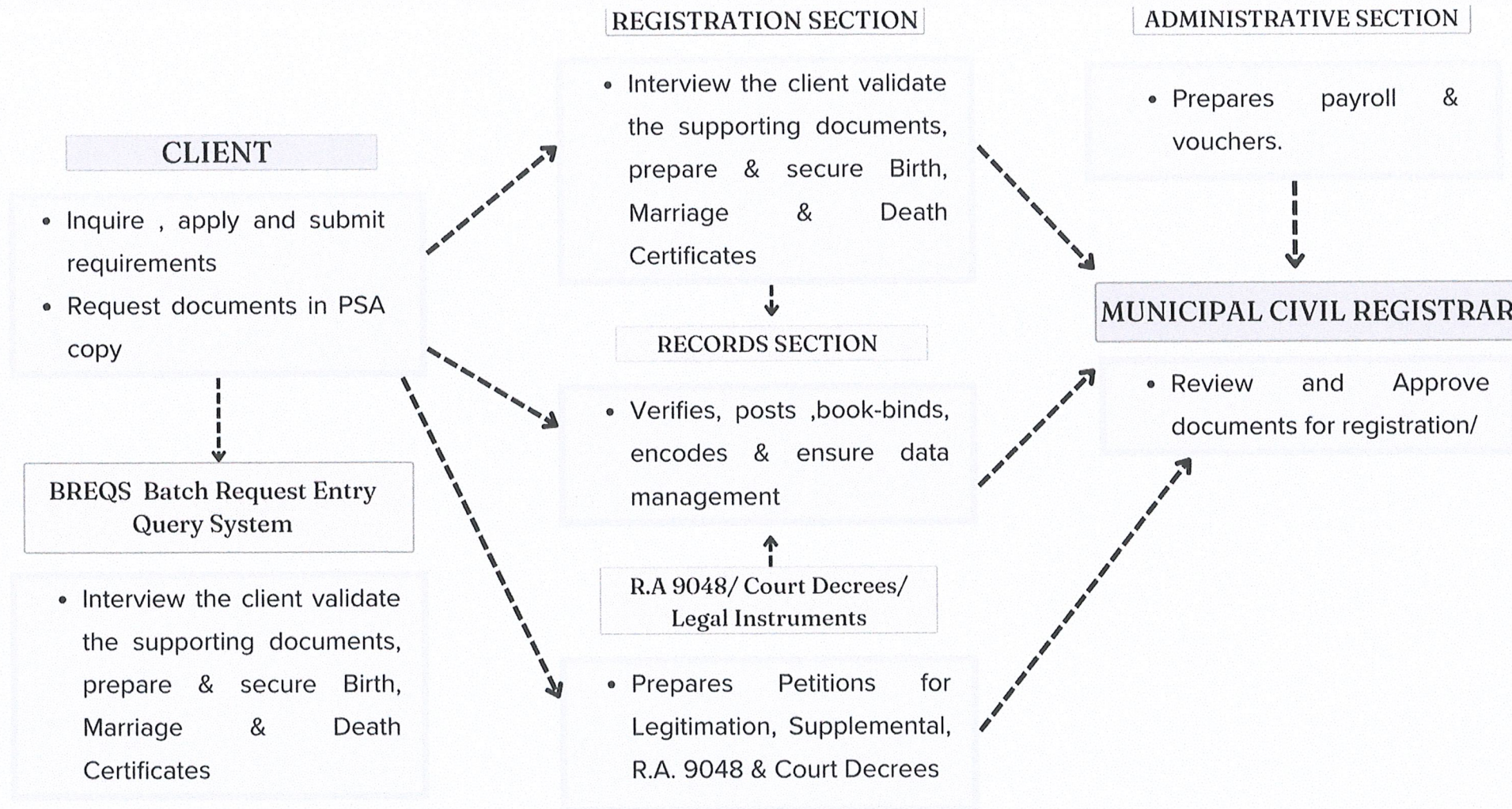
- Prepares petitions for correction and clerical errors change of first names/ R.A 10172 legal instruments and court decrees.

#### RECORDS SECTION

- Verification, indexing, posting, bookbinding & encoding of records.



## OFFICE OF THE MUNICIPAL CIVIL REGISTRAR FLOW CHART





**OFFICE OF THE MUNICIPAL REGISTRAR  
MALITA, DAVAO OCCIDENTAL  
CITIZEN'S CHARTER**



The Municipal Civil Registrar's Office is mandated to implement the Civil Registration Program of the Municipality Pursua to Civil Registry Law. Keep, file and maintain record ready to the public.

**FRONTLINE SERVICES OFFERED:**

1. Request for Issuance of certifications / true copies thereof
2. Registration of Legal Instruments
3. Registration of Death Certificates
4. Issuance of Marriage License
5. Registration of Marriage Certificates
6. Registration of Court Orders
7. Filing of petition for Change of First Name and Correction of Clerical Error under R. A. 9048
8. Filing of petition for Correction of Gender and Month and Day in the date of Birth under R.A. 10172
9. Request for Electronic Endorsement of documents
10. Request of document in PSA copy through LGU-Batch Request System



**OFFICE OF THE MUNICIPAL REGISTRAR  
MALITA, DAVAO OCCIDENTAL  
CITIZEN'S CHARTER**



SERVICES	STEPS	SERVICE PROVIDER	ACTION TAKEN	TIME FRAME	FEES	REQUIREMENTS
1. Issuance of Certified copy/ies of birth, death and marriage certificate.	<ol style="list-style-type: none"> <li>1. Fill up information form at receiving area.</li> <li>2. Verification of records in Civil Register Book/ Computer based.</li> <li>3. Releasing of documents upon payment of the prescribed fee</li> </ol>	<p>Maybeline P. Mahinay</p> <p><b>RECORDS SECTION</b></p> <ul style="list-style-type: none"> <li>• Hazelyn Lanticse H.</li> <li>• Violet Recinto F.</li> <li>• Alvie Jay Talledo A.</li> </ul> <p>Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>1. Interview the client.</li> <li>2. Verify the information given.</li> <li>3. Retrieve documents from archive and reproduce</li> <li>4. Stamp record with "Certified True Copy"</li> <li>5. Refer the request to MCR for approval and affixes signature.</li> <li>6. Return the borrowed document to the storage area.</li> </ol>	30 minutes	Certified Copy- <b>₱100.00</b>	<ul style="list-style-type: none"> <li>• Filled up information form</li> <li>• Valid ID</li> <li>• Authorization Letter (If the requester is not the owner of the documents.)</li> </ul>

<p>2. Registration of Certificate of Live Birth</p>	<ol style="list-style-type: none"> <li>1. Encoding</li> <li>2. Reviewing of documents</li> <li>3. Pay the prescribed fees</li> <li>4. Releasing transaction slip for delayed registration</li> <li>5. Signing of Certificate of Live Birth</li> <li>6. Releasing of documents</li> </ol>	<p style="text-align: center;"><b>BIRTH REGISTRATION SECTION</b></p> <ul style="list-style-type: none"> <li>• Shirly L. Failma</li> <li>• Analuz R. Remarca</li> <li>• Alyssa Jynn C. Espina</li> <li>• Rosalie P. Taclindo</li> <li>• Junnel L. Olivo</li> <li>• Violeta F. Recinto</li> </ul> <p style="text-align: center;">Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>1. Review the requirements and filled- up information sheet.</li> <li>2. Conduct interview on the missing data and wrong information</li> <li>3. Explains the important data to supply and check on the space provided for concerned signatories.</li> <li>4. Prepare the COLB base on the information given.</li> <li>5. Encodes and assign registry number to COLB.</li> <li>6. Validates the completeness of signature</li> <li>7. MCR will sign the prepared birth certificate.</li> <li>8. Issues COLB and advise client to safe keep the original copy.</li> </ol>	<p style="text-align: center;">30-45 minutes</p> <p style="text-align: center;">10 days posting at the Bulletin Board for delayed registration</p>	<p>Timely Registration is free.</p> <p>Delayed Registration <b>₱200.00</b></p>	<p><b>TIMELY</b></p> <ul style="list-style-type: none"> <li>• Filled up COLB from the hospital</li> <li>• Valid ID/ Cedula</li> <li>• Marriage Certification (If married)</li> </ul> <p><b>DELAYED</b></p> <ul style="list-style-type: none"> <li>• Filled up CBR form</li> <li>• Valid ID/ Cedula</li> <li>• Authorization Letter (If the requester not the owner of the documents)</li> <li>• Barangay Certification</li> <li>• Marriage Certification (If married)</li> <li>• Form 137/ Baptismal Certification/ White Card</li> </ul>
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<p>3. Processing of COLB under legitimation/ Affidavit of Admission of Paternity/ Affidavit to use the Surname of the Father/ Supplemental Report at PSA, Legal Unit, Manila</p>	<p>1. Submission of requirements for legitimation, AAP, AUSF and supplemental  2. Execute Affidavit to use the surname of the father/ Execute Affidavit of Supplemental Report of Birth Certificate, Marriage Certificate and Death Certificate/Execute Affidavit of Admission of Paternity  3. Pay the prescribed fees  4. Signing of required documents for endorsement to PSA, CO</p>	<p>Rosalie P. Taclindo</p> <p>Josephine A. Marquez</p>	<p>1. Request for PSA Copy of Birth Certificate  2. Pull-out supporting documents from the Record Section for photocopy (COLB- LCR copy, Affidavit of Legitimation and Marriage Contract)  3. Request for payment  4. Encode other supporting documents to process legitimation (Transmittal, Form- 1A with annotation and Certification)  5. Submit to MCR for signatories.</p>	<p>30-40 minutes</p> <p>Variables</p> <p>15 minutes</p>	<p>PSA copy with annotation from PSA central office, Manila  <b>₱305.00</b></p> <p>Legal Instruments  <b>₱ 300.00</b></p>	<ul style="list-style-type: none"> <li>• Birth/ Marriage/ Death/ Certification</li> <li>• Affidavit of Legitimation / Supplemental Report</li> </ul>
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<p>4. Registration of Death</p>	<ol style="list-style-type: none"> <li>1. Fill up information form at receiving area</li> <li>2. Reviewing of documents and requirements.</li> <li>3. Encoding</li> <li>4. Proceed to MHO and Embalmer for signature.</li> <li>5. Pay the prescribed fees at the MTO.</li> <li>6. Go back to LCR office for registration of certification</li> <li>7. Releasing of documents.</li> </ol>	<p>Maybeline P. Mahinay</p> <p style="text-align: center;"><b>DEATH REGISTRATION SECTION</b></p> <ol style="list-style-type: none"> <li>1. Shirly L. Failma</li> <li>2. Analuz R. Remarca</li> <li>3. Alyssa Jynn C. Espina</li> <li>4. Rosalie P. Taclindo</li> <li>5. Junnel L. Olivo</li> <li>6. Violeta F. Recinto</li> </ol>	<ol style="list-style-type: none"> <li>1. Review the requirements and filled-up information sheet.</li> <li>2. Conduct interview on the missing data and wrong information</li> <li>3. Prepare and encode the COD base on the information given.</li> <li>4. Give checklist for signatories (MHO, and Embalmer)</li> <li>5. Pay the required fee at Municipal Treasury Office</li> <li>6. Validates the completeness of signature</li> <li>7. Explains the important data to supplied and check on the space provided for concerned signatories.</li> <li>8. Encode the reference number from the receipt and registry number.</li> <li>9. Submit to the MCR</li> <li>10. MCR will sign the prepared COD</li> <li>11. Issues COD and advise client to safe keep the original copy and photocopy if needed.</li> </ol>	<p>30 minutes</p> <p>10 days for late registration</p>	<p>Delayed Registration ₱ 300.00</p>	<p><b>TIMELY</b></p> <ul style="list-style-type: none"> <li>• Barangay Certification</li> <li>• Valid Id of the deceased</li> </ul> <p><b>DELAYED</b></p> <ul style="list-style-type: none"> <li>• Sworn Statement of the next of kin</li> <li>• Valid ID</li> <li>• Authorization Letter (If the requester is not the owner of the documents.)</li> <li>• Tombstone Photos</li> <li>• PSA Negative Result</li> <li>• Barangay Certification</li> </ul>
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<p>5. Application of Marriage License</p>	<ol style="list-style-type: none"> <li>1. Submission of requirements</li> <li>2. Check &amp; Review the veracity of the submitted documents</li> <li>3. Interview &amp; signing of application for Marriage License</li> <li>4. Notice of Marriage Application issued to contracting parties for PMOC seminar</li> </ol>	<p>Ana Luz R. Remarca</p> <p>Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>1. Submission of requirements</li> <li>2. Check and review the veracity of the submitted documents</li> <li>3. Interview and signing of application for Marriage License</li> <li>4. Notice of Marriage Application issued to contracting parties for (PMOC) Pre-Marriage Orientation and Counseling Seminar.</li> </ol>	<p>45-50 minutes</p>	<p>License Application Fee <b>₱ 300.00</b></p> <p>PMOC Seminar <b>₱ 300.00</b></p> <p>License Fee <b>₱ 300.00</b></p>	<ul style="list-style-type: none"> <li>• Cedula of the contracting pairs and parents</li> <li>• CENOMAR of both parties Birth</li> <li>• Certificate Consent upon intended marriage (If applicants are 18-20 years old.)</li> <li>• Advice upon Intended Marriage (If applicants are 21-24 years old)</li> </ul>
	<ol style="list-style-type: none"> <li>5. Contracting parties are advised to come back to LCRO on the 11th day for issuance of marriage license</li> </ol>	<p>Ana Luz R. Remarca</p> <p>Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>5. Contracting parties are advised to come back to LCRO on the 11* day for issuance of marriage license</li> </ol>	<p>11 days</p>		<ul style="list-style-type: none"> <li>• If foreigner additional requirements Legal)</li> <li>• If previously married capacity to contract marriage or Death Certificate of deceased spouse</li> <li>• Court Decrees issued by the Court.</li> </ul>

<p>6. Registration of Court Decrees or the Regular Court/ Sharia Court (Annulment, Presumptive Death, Adoption, Change of Birth year/ Cancellation of Document and Divorce.)</p>	<ol style="list-style-type: none"> <li>1. Submission of requirements</li> <li>2. Payment of prescribed fees</li> <li>3. Submission of documents for endorsement to PSA, Legal Unit, Manila</li> <li>4. Return after 3 months to update the status of request</li> <li>5. Verification of request to PSA, Cabaguio, Davao City if correction/annotation is already available/ online at PSA database</li> </ol>	<p>Ana Luz R. Remarca</p>	<ol style="list-style-type: none"> <li>1. Submission of requirements</li> <li>2. Check and review the submitted documents</li> <li>3. Payment of prescribed fees</li> <li>4. Submission of documents for endorsement to PSA, Legal Unit, Manila</li> <li>5. Advised the applicant to return to LCR Office after 3 months to update the status of request</li> <li>6. Verification of request to PSA, Davao City if correction/annotation is already available/online at PSA database</li> </ol>	<p>30 minutes</p> <p>Variables</p> <p>Variables</p>	<p>PSA copy ₱ <b>305.00</b></p> <p>Mailing fee ₱ <b>200.00</b></p>	<ul style="list-style-type: none"> <li>• Certificate of Court Dec /Order</li> <li>• Certificate of Finality</li> <li>• Certificate of Registratic the Court Decision /Ord</li> <li>• Certificate of Authenticity Court decre issued by Sharia Court</li> </ul> <p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Certificate of Divorce.</li> <li>• Certificate of Conversio Islam</li> </ul>
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<p>7. Filing of Petition for Correction of Clerical Error/ Change of First Name (R. A 9048)</p>	<ol style="list-style-type: none"> <li>1. Receive the petition and interview the clients.</li> <li>2. Reviewing of documents and verify the submitted requirements.</li> <li>3. Pay the prescribed fee.</li> <li>4. Posting of notice for 10 consecutive days (CCE)</li> <li>5. Submission of requirements to PSA Central Office</li> <li>6. Inquire the status of petition after 3 months for affirmation of petition by PSA Manila.</li> <li>7. Upon approval of affirmation of petition, DECAP will follow.</li> <li>8. Verification of the certificate if annotation/ correction is available/online at PSA Database Cabaguio, Davao City</li> </ol>	<p>Shirly L. Failma</p> <p>Josephine A. Marquez</p> <p>RSSO Davao City</p>	<ol style="list-style-type: none"> <li>1. Check and review the requirements</li> <li>2. Prepares the appropriate petition forms for signature of the petitioner</li> <li>3. Posting of notice at the LCRO bulletin board for 10 days</li> <li>4. Prepares the order of documents upon the decision rendered by the MCR</li> <li>5. Check the completeness of the documents for mailing to PSA legal unit, Diliman, Quezon City</li> <li>6. Once the petition is affirmed the certificate of finality is issued and forwarded to DECAP unit, PSA-Cabaguio, Davao City.</li> <li>7. Motion for reconsideration is prepared for</li> </ol>	<p>30 minutes</p> <p>15 days</p> <p>Variables</p> <p>Variables</p>	<p>Change of First Name ₱ <b>3,000.00</b></p> <p>Correction of Clerical Error ₱ <b>1,000.00</b></p> <p>Migrant petition service fee ₱ <b>500.00</b></p>	<p><b>R.A 9048 Change of First Name</b></p> <ul style="list-style-type: none"> <li>• Certified machine copy of the certification containing the alleged erroneous entry or entries</li> <li>• 2 or more public or private documents upon which the correction shall be based; <ul style="list-style-type: none"> <li>○ Baptismal certificate</li> <li>○ Insurance</li> <li>○ Voter's affidavit or voter's ID</li> <li>○ Civil registry records of ascendants</li> <li>○ Employment record</li> <li>○ Land titles</li> <li>○ GSIS record</li> <li>○ Certificate of Land Transfer</li> <li>○ SSS record</li> <li>○ Bank Passbook</li> <li>○ Medical record</li> </ul> </li> </ul>
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			<p>impugned petitions and returned to PSA legal unit, Diliman, Quezon City</p> <p>8. Verifies the documents if annotations for corrections are available in the PSA database</p>			<ul style="list-style-type: none"> <li>○ NBI/Police Clearance</li> <li>○ Business record</li> <li>○ And others: Marriage certificate (if married)</li> <li>○ School record Birth certificate of sibling/children</li> <li>○ Driver's license Valid Id's</li> <li>○ Clearance from the authorities</li> <li>● Employer, If</li> <li>● National Bureau of Investigation</li> <li>● Philippine National Police</li> <li>● Other such clearance as may be required by the concerned C/MCR <ul style="list-style-type: none"> <li>○ Proof of Publication</li> <li>○ Affidavit of publication from the publisher</li> <li>○ Copy of the newspaper clipping</li> </ul> </li> </ul>
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<p>8. Filing of Petition for Correction of Clerical error/ /Change of Gender and correction month and day of birth date (R. A. 10172).</p>	<ol style="list-style-type: none"> <li>1. Receive the petition and interview the clients</li> <li>2. Reviewing of documents and verify the submitted requirements.</li> <li>3. Pay the prescribed fee.</li> <li>4. Posting of notice for 10 consecutive days (CCE)</li> <li>5. Submission of requirements to PSA Central Office</li> <li>6. Inquire the status of petition after 3 months for affirmation of petition by PSA Manila.</li> <li>7. Upon approval of affirmation of petition, DECAP will follow.</li> <li>8. Verification of the certificate if annotation/</li> </ol>	<p>Shirly L. Failma</p> <p>Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>1. Check and review the requirements</li> <li>2. Prepares the appropriate petition forms for signature of the petitioner</li> <li>3. Posting of notice at the LCRO bulletin board for 10 days</li> <li>4. Prepares the order of documents upon the decision rendered by the MCR</li> <li>5. Check the completeness of the documents for mailing to PSA legal unit, Diliman, Quezon City</li> <li>6. Once the petition is affirmed the certificate of finality is issued and forwarded to DECAP unit, PSA-Cabaguio, Davao City.</li> <li>7. Motion for reconsideration is prepared for impugned petitions and returned to PSA</li> </ol>	<p>30-45 minutes</p> <p>Variables</p> <p>Variables</p>	<p>CFN/ R.A 10172 (Change of gender/ month &amp; day of the birthdate)  <b>₱ 3,000.00</b></p> <p>Migrant petition service fee  <b>₱ 500.00</b></p>	<p><b>R.A 10172 Change of Birth date/ Gender</b></p> <ul style="list-style-type: none"> <li>• Certified true copy of the birth certificate of certified transcription or the certified true copy of the registry book containing the entry or entries sought to be corrected. Both the PSA copy and LCRO copy shall be submitted to determined consistency of entries in both copies.</li> <li>• Earliest school record or earliest school documents. In case where the petitioner/ document owner never school, an affidavit attesting to the facts shall be submitted.</li> <li>• Medical records. in case where the petitioner/ document owner has no medical records, an affidavit attesting to the facts shall be submitted.</li> <li>• Baptismal certificate and other documents issued by religious authorities. In case where petitioner/document owner has no baptismal certificate or</li> </ul>
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	<p>correction is available/online at PSA Database Cabaguio, Davao City</p>		<p>legal unit, Diliman, Quezon City Verifies the documents if annotations for corrections are available in the PSA database</p>			<p>similar documents, an affidavit attesting the facts shall be submitted.</p> <ul style="list-style-type: none"> <li>• Clearance or a certification that the owner of the document has no pending administrative, civil criminal case or no criminal record, which shall be obtained from the following: <ul style="list-style-type: none"> <li>○ Employer, if employed. If not employed, an Affidavit of Non-Employment shall be submitted</li> <li>○ National Bureau of Investigation and</li> <li>○ Philippine National Police</li> </ul> </li> <li>• Affidavit of Publication from the publisher</li> <li>• Copy of the newspaper clipping</li> <li>• Medical Certification issued by an accredited government physician</li> </ul>
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<p>9. Electronic Endorsement of documents</p>	<ol style="list-style-type: none"> <li>1. Submit the document and certification of no records from PSA</li> <li>2. Return to LCRO after 3 months for verification if document is already online at CRS Services Outlet Davao City</li> </ol>	<p>Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>1. Collect the requirements needed</li> <li>2. Verify the information required.</li> <li>3. Photocopy the PSA Negative</li> <li>4. Request for mailing payment</li> <li>5. Submit the original copy of COLB and photocopy of PSA negative to the MCR.</li> </ol>	<p>30 minutes</p>	<p>Mailing fees</p>	<p><b>PIECEMEAL</b></p> <ul style="list-style-type: none"> <li>• OCRG Copy Photocopy of valid ID with signature</li> <li>• Photocopy of documents</li> <li>• Authorization letter (If the requester is not the owner of the documents.)</li> </ul> <p><b>NEGATIVE IN CRD</b></p> <ul style="list-style-type: none"> <li>• Negative result from CRD</li> <li>• Certified photocopy of documents</li> <li>• Photocopy of documents</li> </ul> <p><b>CLEAR COPY Certified</b></p> <ul style="list-style-type: none"> <li>• Photocopy of Documents</li> <li>• Unreadable CRS copy</li> </ul>
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10. LGU Breqs	<ol style="list-style-type: none"> <li>1. Filled up CRS form</li> <li>2. Pay the prescribed fee</li> <li>3. Encoding of the requested COLB, MC, DC, CENOMAR &amp; CEMAR</li> <li>4. Return after 2-3 weeks for releasing</li> </ol>	<p>Maybeline P. Mahinay</p> <p>Hazelyn H. Lanticse</p> <p>Maria Rickiemae Ang</p> <p>Josephine A. Marquez</p>	<ol style="list-style-type: none"> <li>1. Gather the requirements needed.</li> <li>2. Interview the client and fill-up the CRS form</li> <li>3. Verify the information given</li> <li>4. Encode the given information to the online database.</li> </ol>	20 minutes	<p>PSA Cert. of Live Birth ₱ 305.00</p> <p>PSA CENOMAR ₱ 410.00</p> <p>PSA Cert. of Marriage ₱ 305.00</p> <p>PSA Cert. of Death ₱ 305.00</p>	<ul style="list-style-type: none"> <li>• Authorization letter (If the requester is not the owner of the documents.)</li> <li>• Valid ID</li> </ul>
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## OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER

### **Vision**

A supply and property management for the Municipality of Malita, upholding values of transparency and accountability.

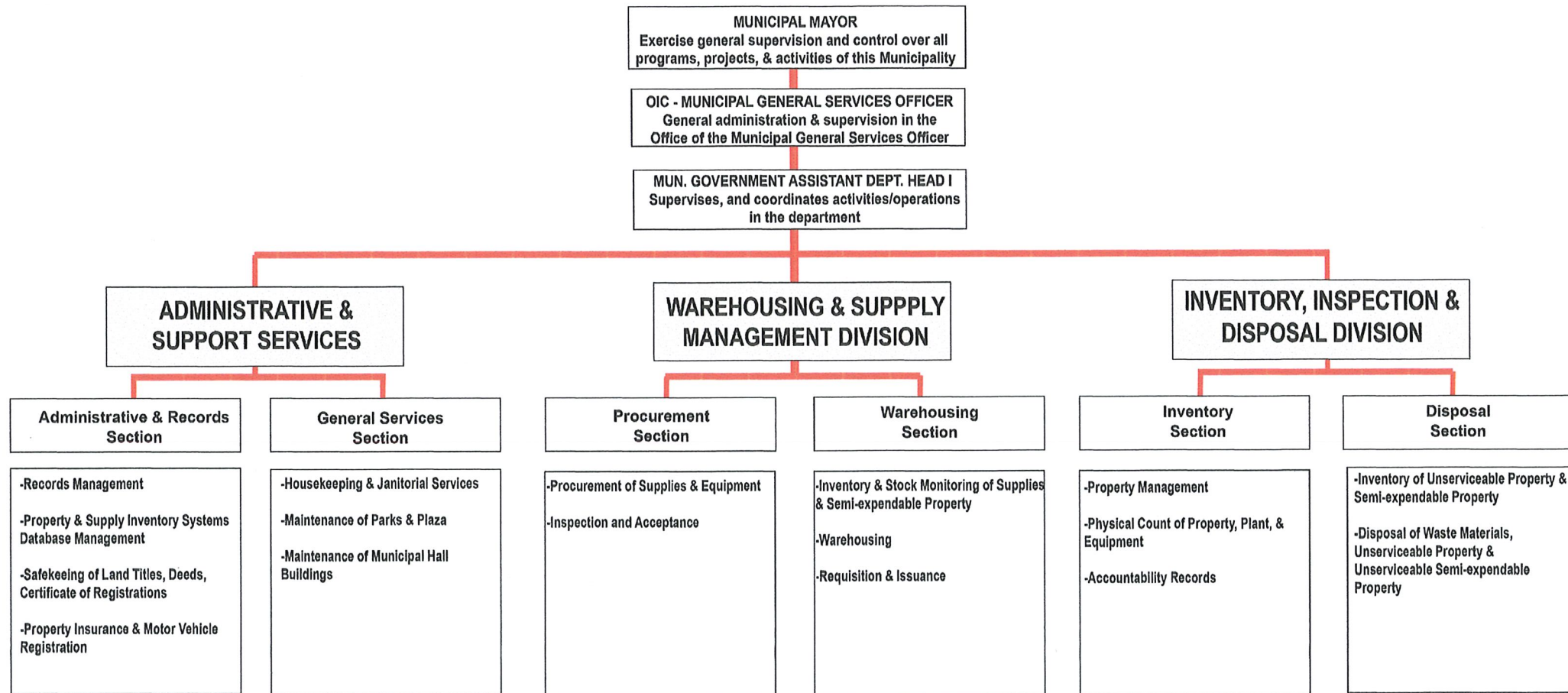
### **Mission**

To provide a well-defined Supply and Property Management System for the local government unit, ensuring efficiency, economy, and effectiveness. To establish a centralized Local Procurement System for more efficient and cost-effective utilization of local government resources.

Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita

**OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER**

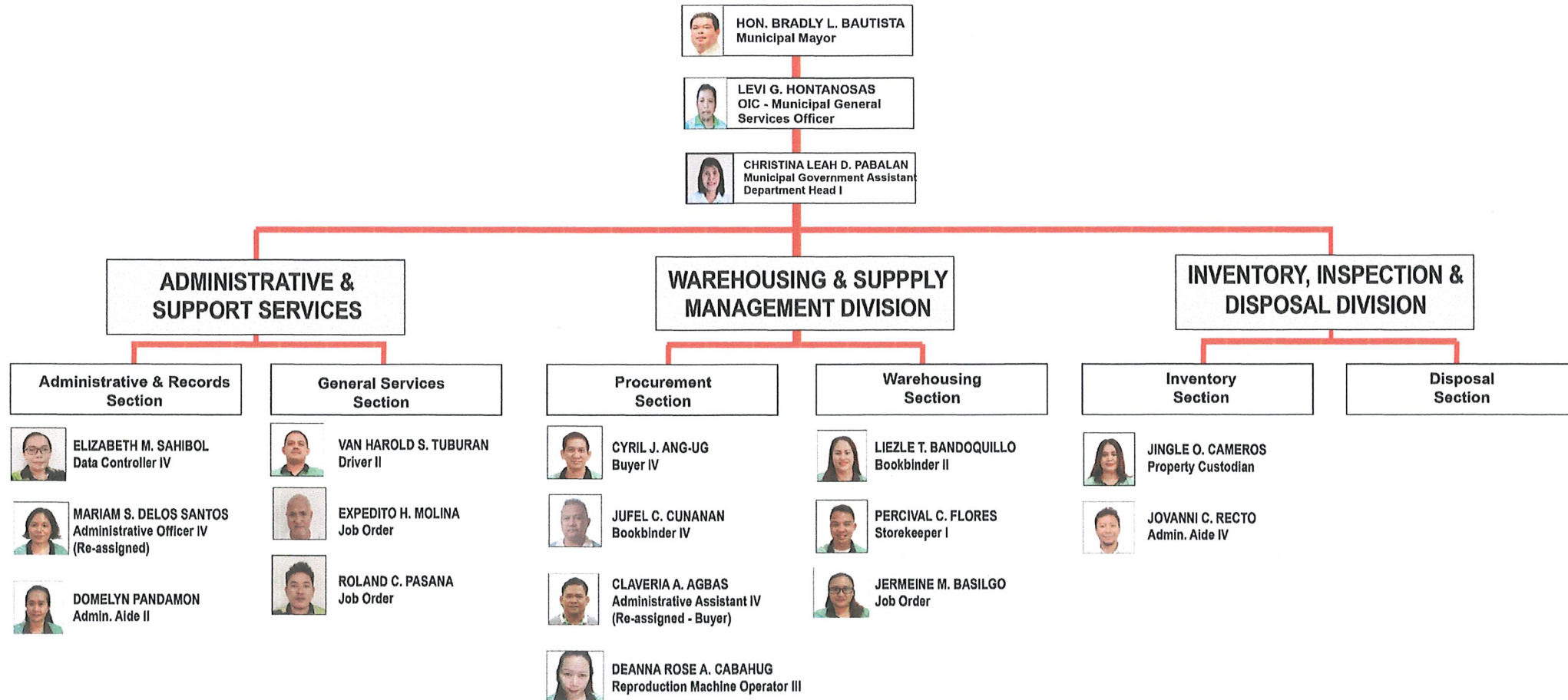
**FUNCTIONAL CHART**



Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita

## OFFICE OF THE MUNICIPAL GENERAL SERVICES OFFICER

### ORGANIZATIONAL STRUCTURE





Republic of the Philippines  
 Province of Davao Occidental  
 Municipality of Malita

**Office of the Municipal General Services Officer  
 CITIZEN'S CHARTER**

**PROCUREMENT**

<b>1. ANNUAL PROCUREMENT PLAN</b>				
Consolidation of all Project Procurement Management Plan (PPMP)				
<b>Office or Division</b>	Municipal General Services Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All Departments and Offices concerned			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Project Procurement Management Plan (PPMP)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare 3 copies of PPMP for the ensuing year. Submit to Muni. Budget Office for review and correction	1.1 Review and correct submitted PPMP	None	3 days	MBO
2. The MBO will transmit the reviewed/corrected PPMP to GSO	2.1 Received final PPMP.	None	5-10 mins	Domelyn Pandamon Reproduction Machine Operator I
	2.2 Consolidate all PPMP into the Annual Procurement Plan	None	3 Days	BAC Secretariat
	2.3 Recommending Approval	None	1 day	Levi G. Hontanosas OIC-MGSO

	2.4 Endorse the Annual Procurement Plan to the Municipal Mayor	None	1 day	Domelyn Pandamon Reproduction Machine Operator I
	2.5 Submit Approved copy for COA, and submit hard and soft copy to Accounting Office for uploading to DILG FDPP portal.	None	1 day	Domelyn Pandamon Reproduction Machine Operator I

<b>2.A. PURCHASE REQUEST</b>				
Processing of Purchase Request				
<b>Office or Division</b>	Municipal General Services Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All Departments and Offices concerned			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Purchase Request				
2. Project Procurement Management Plan (PPMP)				
3. Annual Procurement Plan (APP)			GSO	
4. Allotment Release Order (ARO)			MBO	
5. Other Supporting Documents (see list)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Purchase Request with required documents	1.1 Check purchase request, PPMP, APP, ARO.	None	1 day	Levi G. Hontanosas OIC-MGSO
	1.2 Number Purchase Request	None		Deanna Rose Bacaron Reproduction Machine Operator III
	1.3 Purchase Request Approval	None	Variable	Mun. Treasurer, LCE
Bids & Awards Committee				
2. Transmit Approved PR to BAC				
3. End user Prepares Purchase Order.				

<b>2.B AGENCY PURCHASE REQUEST (DBM - PROCUREMENT SERVICE)</b>				
Processing of Purchase Request for Common Use Supplies and Equipment				
<b>Office or Division</b>	Municipal General Services Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All Departments and Offices concerned			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Agency Purchase Request			download form at <a href="https://ps-philgeps.gov.ph/">https://ps-philgeps.gov.ph/</a>	
2. Project Procurement Management Plan (PPMP)				
3. Annual Procurement Plan (APP)			GSO	
4. Allotment Release Order (ARO)			MBO	
5. Other Supporting Documents (see list)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare Agency Purchase Request with required documents	1.1 Agency Purchase Request Approval	None	Variable	GSO, Mun. Accountant, LCE
	1.2 Verify to DBM-PS as to availability of stock	None	5 Days (cut off every Friday 4:00 PM)	Cyril B. Ang-ug Buyer I
	1.3 Amend Agency Purchase Request	None	1 Day	Deanna Rose Bacaron Reproduction Machine Operator III
	1.4 Agency Purchase Request Approval	None	Variable	GSO, Mun. Accountant, LCE
2. Submit Approved Amended Agency	2.1 Number and Sign OBR	None	Variable	MBO
3. Prepare Disbursement Voucher				
4. Transmit Disbursement Voucher and Approved APR to MACCO for Pre-Audit	4.1. Pre-audit Disbursement Voucher and APR	None	Variable	MACCO
	4.2 Transmit approved disbursement voucher to MTO for issuance of check	None		MACCO



	4.3 Issue and signs check	None	Variable	MTO, LCE
	4.4 Secures check, disbursement voucher, APR to pick up items at DBM - PS	None	5 Days (cut off every Friday 4:00 PM. Delivery of items is every Tuesday 10:00 am)	Cyril B. Ang-ug Buyer I
5. Proceed to #4. DELIVERY, ACCEPTANCE AND INSPECTION, ISSUANCE				

<b>3. PURCHASE ORDER</b>	
Processing of Purchase Order	
<b>Office or Division</b>	Municipal General Services Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail</b>	All Departments and Offices concerned
<b>CHECKLIST OF REQUIREMENT</b>	
<b>WHERE TO SECURE</b>	
1. Purchase Order	
2. Approved Purchase Request	
3. OBR	MBO
4. Annual Procurement Plan (APP)	GSO
5. Allotment Release Order (ARO)	MBO
6. PPMP	
7. Public Bidding: Invitation to Bid(ITB), Certification(Philgeps,Bulletin Board), Biddocs, Proof of Invitation to Observers, Bidders Technical & Financial Documents, Bid Securing Declaration, Minutes of Bidding, Notice of Eligibility, Goods Offered, Technical Specifications, Bid Evaluation Report, Post-Qualification Evaluation Report, BAC Resolution, Notice of Post-Qualification, Abstract of Bids, Notice of Award, Philgeps Award Notice, Performance Bond, Contract & Agreement, Notice to Proceed	BAC

8. Alternative Mode of Procurement: Request For Quotation and Abstract of Bids		BAC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Order	1.1 Receive Purchase Order, and validate all items, specification, brand, model, terms & condition, and supporting documents. Encode all pertinent information to system.	None	1 day	Liezle T. Bandoquillo Bookbinder II
	1.2 Number Purchase Order	None		Liezle T. Bandoquillo Bookbinder II
2. Forward Purchase Order for LCE's Approval		None	Variable	
	2.1 Serve the approved Purchase Order to Supplier for acceptance and delivery of items	None	3 days	Canvasser
	2.2 Submit perfected Purchase Order/Contract to COA.	None	1 day (cut off 4:00 PM daily)	Van Harold S. Tuburan Driver II
3. Submit Approved Purchase Order to MBO for processing of OBR	3.1 Submit Approved PO for approval of OBR to MBO	None	Variable	MBO

<b>4. DELIVERY, ACCEPTANCE AND INSPECTION, ISSUANCE</b>				
Inspection and Acceptance of delivered items based on Purchase Order				
<b>Office or Division</b>	Municipal General Services Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All Departments and Offices concerned			
	<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>	
	1. Approved Purchase Order			
	2. Delivery Receipt/Charge Invoice/ Sales Invoice/ Statement of Account	Supplier		
	3. Other Supporting Documents from process 1 and 2			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Inspection Request, Purchase Order, Delivery Receipt with other supporting documents to GSO	1.1 Receive Inspection Request, Purchase Order, Delivery Receipt with other supporting documents	None	10-60 minutes	Jermeine Basilgo Job Order
	1.2 Approve Inspection Request and prepare Inspection Order	None	1 day	Levi G. Hontanosas OIC-MGSO
	1.3 Authorized Inspection Order	None		Levi G. Hontanosas OIC-MGSO Bradly L. Bautista Municipal Mayor
	1.4 Received Authorized Inspection Order and Check Delivery Receipt against Purchase Order	None	3 days	Jufel C. Cunanan Adminstrative Assistant IV
	1.5 Inspect delivered items as to Purchase Order and Delivery Receipt Technical Specifications, and Quantity	None		Jufel C. Cunanan Adminstrative Assistant IV
2. Submit Supplies Availability Inquiry	2.1 Check Stock Cards for availability of Supplies	None	1 day	Percival C. Flores Storekeeper I
3. Prepare Requisition and Issue Slip	3.1 For Supplies: Release supplies and update stock cards	None		Percival C. Flores Storekeeper I
	3.2 For PPE: Prepare PAR and Tag new PPE	None	1 day	Jingle O. Cameros Property Custodian
	3.3 For Semi-expendable property: Prepare ICS and Tag new semi-expendable Property	None	1 day	Jovanni C. Recto Admin. Aide IV
	3.4 Transmit Served Purchase Order to COA	None	Monthly	Liezle T. Bandoquillo Bookbinder II

<b>5. PRE-REPAIR, INSPECTION REPORT</b>	
Inspection of the motor vehicle or machinery & equipment to check the validity of the repair.	
<b>Office or Division</b>	Municipal General Services Office
<b>Classification</b>	Technical
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail</b>	All Departments and Offices concerned
<b>CHECKLIST OF REQUIREMENT</b>	
<b>WHERE TO SECURE</b>	
1. Pre-repair inspection report form.	
2. Vehicle Ledger Card	GSO

3. Job Estimate/ Price Quotation		Exclusive Service Center for both Vehicle and Equipment		
4. Certificate of Exclusive Distributorship		Exclusive Service Center for both Vehicle and Equipment		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Pre-repair Inspection Report. Submit to Mechanic for inspection.	1.1 For vehicles: Conduct inspection. Fill up job order for labor and materials	none	Variable	Sonny A. Manreal Mechanic
	1.2 Check and update Vehicle Ledger Card	none	1 day	Roland Pasana Order Job
	1.3 Approve repair	none	Variable	GSO, LCE

<b>6. WASTE MATERIALS AND UNSERVICEABLE PROPERTY</b>				
Inspection and Acceptance of waste materials from repairs and returned unserviceable property.				
<b>Office or Division</b>	Municipal General Services Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All Departments and Offices concerned			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Waste Materials: Pre-repair, copy of PO, waste materials report				
2. Unserviceable Property, waste/scrap				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.A Submit Approved Waste Materials Report and waste materials	1.A.1 Check Waste Materials Report against Pre-repair and PO.	none	1 day	Jufel C. Cunanan Adminstrative Assistant IV
	1.A.2 Inspect waste materials, against Waste Materials Report	none		Jufel C. Cunanan Adminstrative Assistant IV
	1.A.3 Sack and tag waste materials for storage and disposal by auction at the end of the year.	none		Jufel C. Cunanan Adminstrative Assistant IV

1.B Bring unserviceable property to GSO for inspection	1.B.1 Locate property card, PAR/ICS of the returned unserviceable property	none	1. day	Jingle O. Cameros(PAR) Property Custodian Jovanni C. Recto(ICS) Admin. Aide IV
	1.B.2 Inspect the unserviceable property for completeness	none		Jufel C. Cunanan Adminstrative Assistant IV
	1.B.3 Cancel PAR/ CS	none		Jingle O. Cameros(PAR) Property Custodian Jovanni C. Recto(ICS) Admin. Aide IV
	1.B.4 Record returned property, and issue Property Return Slip to the Accountable Person	none		Elizabeth M. Sahibol      Data Controller III

<b>7. REQUEST FOR ACCOUNTABILITY CLEARANCE</b>				
GSO clearance is issued to employees that are retiring, applying for leave, or unofficial travel abroad.				
<b>Office or Division</b>	Municipal General Services Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All Departments and Offices concerned			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Employee Accountability List			GSO	
2. Clearance Form			HRMO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Clearance form to GSO	1.1 GSO will search for PAR/ICS records assigned to the accountable employee. If none is found, the GSO will proceed to signing the Clearance Form	None	1 day	Jingle O. Cameros Property Custodian Levi G. Hontanosas OIC-MGSO
2. If the employee has been assigned a PAR/ICS	2.1 The employee will be required to surrender the PPE or semi-expendable property to GSO.	None		Jingle O. Cameros Property Custodian

	2.2 The surrendered property or semi-expendable property will be subject for inspection	None	1 day	Jufel C. Cunanan Administrative Assistant IV
	2.3 If the Property is still usable, a new PAR/ICS will be issued to another employee from the same department/office	None		Jingle O. Cameros(PAR) Property Custodian Jovanni C. Recto(ICS) Admin. Aide IV
	2.4 If the property is unserviceable, a Property Return Slip (PRS) will be issued to the clearance applicant	None		Elizabeth M. Sahibol Data Controller III
	2.5 After a new PAR/ICS or PRS is issued, proceed to signing of the clearance form	None		Levi G. Hontanosas OIC-MGSO
3. If the employee is unable to present assigned property or semi-expendable property	3.1 Demand letter will be serve to accountable employee.	None	Variable	Levi G. Hontanosas OIC-MGSO Bradly L. Bautista Municipal Mayor
	3.2 Report of Loss, Stolen, Damage or Destroyed Property will be prepared.	None	1 day	Levi G. Hontanosas OIC-MGSO
4. Explain in the report the circumstance of the missing item. Notarized the Report of Loss, Stolen, Damage or Destroyed Property	4.1 If due to theft, fire and force majeure, additional requirements for submission to COA: Police Report, BFP Report, MDRRMO/Pag-asa/Phivolcs Report, Certificate/Reason for late filing of Report of Loss	Notarial Fee	7 days	Levi G. Hontanosas OIC-MGSO
	4.1 If approved by COA, proceed to signing of clearance	None		Levi G. Hontanosas OIC-MGSO

4.2 If disapproved, or due to negligence, write a letter to Municipal Accountant, attaching Report of Loss, Stolen, Damage or Destroyed Property, requesting establishment of Receivable Account for the Accountable Employee.	None	2 days	Levi G. Hontanosas OIC-MGSO
4.3 After establishing the Accounts Receivable for the Accountable Employee amounting to the net book value of the property, proceed to signing of clearance	None		Levi G. Hontanosas OIC-MGSO

8. REGISTRATION AND INSURANCE OF MOTOR VEHICLE					
Updating of registration and GSIS insurance of all motor vehicle of this LGU					
<b>Office or Division</b>	Municipal General Services Office				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G - Government to Government				
<b>Who may avail</b>	All Departments and Offices concerned				
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>		
1. Official Receipt - LTO			GSO		
2. Certificate of Registration			GSO		
3. Stencil of Engine and Chassis number					
4. MVIR Form			LTO website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit photocopy of Official Receipt, Certificate of Registration and stencil of engine and chassis number of the motor vehicle	1.1 Receive requirements, and advise the driver to get emission test for the motor vehicle.		2-3 days	Mariam S. delos Santos Admin. Officer IV	
	1.2 Request for billing statement of insurance to GSIS		Variable	Cyril J. Ang-ug IV	Buyer

	1.3 Prepare and process disbursement voucher for payment of GSIS insurance		Variable	Mariam S. delos Santos Admin. Officer IV
	1.4 Deliver check to GSIS and retrieve the insurance policy.		1 day	Cyril J. Ang-ug IV Buyer
2. Get emission test for the motor vehicle				Private Emission Testing Center
	2.1 Bring motor vehicle, emission test, GSIS Insurance Policy to LTO for Motor Vehicle Registration and Inspection	variable	1 day	Cyril J. Ang-ug IV Buyer
	Note: Registration fee may be paid in advance and reimburse later for faster transaction or request billing from LTO for disbursement voucher processing.			
	Note: Penalties and apprehension fee is charge to driver/end user of the motor vehicle			
	2.2 Prepare disbursement voucher for reimbursement of LTO registration fee and emission test fee		1 day	Mariam S. delos Santos Admin. Officer IV
	2.3 Process disbursement voucher for reimbursement of LTO registration fee and emission		7 days	Mariam S. delos Santos Admin. Officer IV



## **Supporting Documents Attached to Purchase Request**

1. For repair and maintenance:
  - a. Office Building (By Administration)
    - Program of Works (POW)
    - Plan (Building)/ Illustration or Floor Plan
    - Bill of Materials (for minor repair)
  - b. Vehicle (Heavy and Light/ Motorcycle)
    - Pre-Repair Inspection Report
    - Vehicle Ledger Card photocopy
  - c. Office Equipment
    - Pre-Repair Inspection Report

Note: Additional requirement if the repair is done under exclusive Service Center for both Vehicle and Office Equipment:

  - o Job Estimate/ Price Quotation
  - o Certificate of Exclusive Distributorship
2. Meals and Snacks (Catering Services with or without venue)
  - Project/ Training/ Activity Design
  - Agenda (for meetings)
3. Printing Services
  - Sample of Forms
  - Illustration Design (for tarpaulin and streamer)
4. Sports Attire/ Uniform
  - Illustration/ Design
  - Swatches
5. Fabrication
  - Illustration/ Design/ Dimension
  - Bill of Materials
6. Gasoline
  - Vehicle information and Fuel Distribution Summary