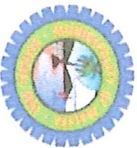




Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

CITIZEN'S CHARTER



Republic of the Philippines
Province of Davao Occidental
MUNICIPALITY OF MALITA

OFFICE OF THE MAYOR

Our pledge to competent governance and people-centered services is a vital breakthrough worthy of an honored declaration. Hence, this Anti-Red Tape manuscript of Malita, Davao Occidental is hereby exhibited with utmost satisfaction. I am confident that this book will function as a foundation of our exploration directed to an improved Local Government service. Our commitment to simplifying our systems, promoting transparency, and prioritizing the needs of our citizens are all encapsulated in this comprehensive compilation. It is formulated to guarantee that the necessities of Malitaneous stay at the forefront of our policies, programs and activities. This, therefore, enhances accessibility, accountability, and responsiveness within our Local Government.

Moreover, in order to deliver prompt and effective services to our constituents, the Municipal Citizen's Charter has been methodologically revised. To guarantee clarity and comprehension of our processes, the structural and functional charts of all the departments within this municipal government, together with their respective mission and vision are also integrated in this document. With this, I stretch my sincerest appreciation for the industrious labor of the Committee on Anti-Red Tape (CART) in deliberating the contents of this document. Our collective devotion to serving Malitaneous better is manifested in the CART's enthusiasm to enrich our organizational processes.

Finally, I am also honored to inform you that the Anti-Red Tape Authority (ARTA) has verified our compliance with the optimum standards of competence and transparency by certifying the receipt and approval of this charter. Together, let us make Malita a model of competence and effectiveness and persist to work for excellence in governance .

My sincerest regards,


BRADY L. BAUTISTA
Municipal Mayor



LGU-Malita CART

Committee on Anti-Red Tape

Republic of the Philippines
Province of Davao Occidental

MUNICIPALITY OF MALITA

CERTIFICATION

This is to certify that all Departments and Offices of this Local Government Unit had submitted the following documents for the Review, Revision and Finalization of the Committee on Anti-Red Tape (CART) last March 12-21, 2024, to wit:

1. Office Vision & Mission
2. Office Organizational Structure
3. Office Functional Chart
4. Office Citizen's Charter

This is to certify further that all documents submitted were Reviewed, Revised & Finalized by LGU-Malita Committee on Anti-Red Tape (CART).


ENGR. BRYAN NT BAUTISTA
Chairperson


FERDINAND AMULET T. PARKER
Vice-Chairperson


LAARNI C. SARSABA
Member


ANNALIZA A. CONDINATO
Member


ENGR. VINCENT A. VERALLO
Member


ELSIE DSTIQUE
Member


MECHEL JEAN B. TUBUNGBANUA
Member

INTRODUCTION

This document which shall hereafter be known as the Citizen's Charter of the Municipality of Malita is the embodiment of the ideals and aspirations of people within the municipal level of public service vis-à-vis the need to efficiently and effectively serve the constituents with a high degree of satisfaction.

It aims to respond to the public's personal transactions in manners that are easier, convenient, courteous, honest, fair, expeditious and satisfying to the clients. Towards these ends, guidelines are herein set forth for the employees to follow by heart and internalize into the work system. In so doing, it hopes to eliminate the menace of bureaucratic red tape that breeds corruption and the attendant inefficiencies now prevailing in the dispensation of public service.

This is also in pursuit of the aims and objectives of Republic Act 6713 or the "Code of Conduct and Ethical Standard for Public Officials and Employees" and the more recent ramification that is RA 9485 also known as "An Act To Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption and Providing Penalties Therefore". Observed and followed religiously, the provisions thereof should lead to return of the public's trust in government - a virtue that has long been in Philippine government service.

In order to attained, all government offices and agencies including local government unit as well as government owned and controlled corporations that provide frontline services are enjoined to formulate device and strictly implement measures that would improve service deliveries more particularly in the frontline offices. Such measures serve as guidelines by which the most appropriate actions by which the most appropriate actions should be undertaken by government in response to public demand with due dispatch and sought for results or products. Thus, the Citizen's Charter as an answer to the call of RA 9485, although to some extent vary in agency to agency applications is founded and drawn out by the following parameters, to wit:

- 1) Mission and Vision of the government office or agency;
- 2) Identification of the frontline services offered, and the clientele;
- 3) The step-by-step procedure to obtain a particular service;
- 4) The officer or employee responsible for each step;
- 5) The maximum time to conclude the process;
- 6) Document/s to be presented by the client;
- 7) The amount of fees, if necessary;
- 8) The procedure for filling complaints in relation to request and applications, including the names and contact details of the official/s channels to approach for redress;
- 9) Allowable period for extension due to unusual circumstances; and
- 10) Feedback mechanisms, contact numbers to call and/or persons to approach for recommendations, inquiries, suggestions as well as complaints.

Realized to its full extent, the Charter may not only be a documents by itself but should be a primary instrument of government in regaining full trust of the public with attendant reward of high degree of satisfaction in both the dispenser and recipient of public service. Only then in such atmosphere can good governance proceed and good governance should be the calling of everyone in and of those who aspire to be with the government.

HISTORICAL BACKGROUND

Malita's existence dates back scores of years before its formal creation as municipality on November 17, 1936. Records show that Malita must have existed long before the passage of the Acts-Laws of the Moro Province that mentioned Malita in Section 1 Act No. 164 dated December 10, 1904. Through the said Act it is presumed that it existed as a barrio long before the coming of the Americans to Davao. Executive Order No. 64 issued by President Manuel L. Quezon officially created Malita into a municipality. The name "Malita" is a derivation from the Spanish word "Maleta" which means suitcase. It is said that purportedly Don Mariano Peralta, a retired veteran of the Spanish-American War and who ventured in the place, decided to live on the vast, fertile plain across the river. One day while bodily fording the deep and swift river with his suitcase and other belongings in hand, the force of the current overwhelmed his perilous balance and got swept by the water consequently losing his grip on the suitcase. His frantic shouts of "Maleta, Maleta" attracted the attention of the bathing natives who after realizing the situation promptly responded and retrieved the vanishing suitcase. Hardly forgetting the shouts of Peralta, the natives later thought the word referred to the land he intended to settle as Malita. How it came to its present spelling and usage maybe attributed to the native's prevalent use of long "e" sound for the vowels "i" and "e".

Malita's early inhabitants are mostly of the Tagacacolo, Bilaan, Manobo, Maguindanao, Sangil and Bagobo tribes believed to be descendants of the second wave of Malays who migrated to Mindanao from other parts of Southeast Asia years before the birth of Christ.

In 1909 Governor Leonard Wood sent U.S. Marine Officer Orvil Wood to enforce the Liquor Law in the place. Officer Wood and his troops were seated on the south bank of the river dividing the present Poblacion and Barangay Culaman, to establish the first recorded settlement and system of government. In 1912, Mariano Peralta came worked briefly with word as capataz. Shortly, a wave of immigrants from the Visayas, mostly from Cebu, came. Settlers from Luzon Island came so with a number from the neighboring provinces of Mindanao.

Malita's development as a municipality underwent 22 leadership changes under various political situations and official assumptions and titles. The period 1906 to 1937 saw the local chief executives in the title of President whose assumptions to office were made through appointment. From 1937 to the present, the official designation of the local chief executive was changed to Mayor and those who assumed the office were installed either by popular election or appointment.



BRADLY L. BAUTISTA
Municipal Mayor



ESTEFANIE B. DUMAMA MPA
Municipal Vice Mayor

MUNICIPAL COUNCILOR



HON. BENJAMIN T. BAUTISTA III
Municipal Councilor



HON. CARLO E. NIDO S. BALOTA
Municipal Councilor



HON. DALEY R. GARCIA
Municipal Councilor



HON. RAMON T. LOPEZ
Municipal Councilor



HON. EMY D. UMANA
Municipal Councilor



HON. JOSE JAMES D. PALLE
Municipal Councilor



HON. RAFFO MASWEL
Municipal Councilor



HON. TAMARIS ALCORIDO
Municipal Councilor



HON. TANJAY JAY S. CAVALLERO
Municipal Councilor



HON. SYLVIA D. LUGO
Municipal Councilor



HON. RICHARD FAB R. PERALTA
Municipal Councilor



MUNICIPAL DEPARTMENT HEADS



ENGR. BRYAN T. BALISTA
Municipal Engineer



FERNAND AMELITO T. PAGAN
Municipal Treasurer



ENGR. YVONNE YEHALLO
Municipal Engineer



ANJALA S. COMAND
Municipal Engineer



ENGR. OSCAR R. BRUNDO
Municipal Engineer



CHERYLL L. MARIANO
Municipal Engineer



JOSEPHINE A. MARQUEZ
Municipal Engineer



E. ME C. OSTIQUE
Municipal Engineer



ROSETTE A. SALGADO
Municipal Engineer



LARK C. SARASA
Municipal Engineer



HEIDI JEAN R. TUBURANGA
Municipal Engineer



DORIANE BLAINE BONTA M.
Municipal Engineer



FREYDISA M. BORNE
Municipal Engineer



RUFFE E. BAUTISTA
Municipal Engineer



ENGR. RUFFE S. GALATI
Municipal Engineer



MARISSA C. DINGO
Municipal Engineer



LITO S. SANTALOSA
Municipal Engineer



MARICO BANTICO
Municipal Engineer



FUNCTIONAL CHART

MUNICIPALITY OF MALITA

Municipal Mayor

Enforce all laws and ordinances relative to the governance of the municipality and the exercise of its corporate powers provided for under Section 22 of the Local Government Code to implement all approved policies, programs, projects, services, and activities of the municipality.

Municipal Vice Mayor

Exercise the powers and performs the duties and functions of the City Mayor in case of temporary vacancy and such other duties and functions as may be prescribed by law or ordinance

Municipal Administrator

The Municipal Administrator is the chief administrative officer of the municipality and shall coordinate, lead and direct the department heads, officers and employees in the administration of the municipality in accordance with the policies and plans approved and established by the Mayor and Council.

SB Members

SB Secretariat

The Office of the Secretary to the Sangguniang Bayan provides support services to its legislative functions, reviews and performs quasi-judicial functions for efficient and effective legislation, and also performs administrative services in the office of the SB and Vice Mayor.

HRMO

It is tasked with maximizing employee productivity and protecting the company from any issues that may arise within the workforce. HR responsibilities include compensation and benefits, recruitment, retention, firing, and keeping up to date with any laws that may affect the company and its employees.

MPDO

Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development council. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementations.

MCRO

It shall be responsible for the recording in appropriate registers, events that affect the civil status of individuals which are birth, marriage, death, annulment of marriage, declaration of void marriage, founding, legal separation, legitimation, and judicial determination of filiations and emancipation of minors.

MGSO

- Undertake preventive maintenance checks on municipal government vehicles.
- Insurance and Maintenance of records of all government vehicles.
- Inspection on all procurement processes of the municipality.
- Safe keeper of all Government Issued Properties and records.

MBO

- Prepare Municipal Annual and Supplemental Budgets.
- Review Brgy. and SK Annual and Supplemental Budgets.
- Provide technical assistance to Brgy. and SK budgeting.
- Prepare Statement of Appropriation, Allotment and Obligation (SAAOB) quarterly.
- Prepare Annual Investment Plan (AIP)

MACCO

The Municipal Accounting Office warrants the proper accounting of all financial transactions of the Local Government Unit (Municipal and 16 Barangays) and guarantees the observance of generally accepted accounting principles and practices, as well as sound financial management and fiscal administration.

MTO

The Office of the Treasurer is mandated to collect taxes, fees and other revenues and to take custody and exercise proper management of LGU funds. Organization Outcome: Sound performance through effective and efficient revenue collection and fiscal management.

MASSO

Appraise and assess all real properties like land, building, machineries and other improvements for taxation purposes. Tax maps are the single most important tool in the real property assessment process.

MLO

The Municipal Legal Office is tasked to provide legal, technical, staff services and support to the Local Chief Executive and other local officials to the formulation and execution of legal measures relative to the development plans and policies to the local government.

MHO

Promotes, protects and maintains the health of the citizenry. Prevent and control communicable and non-communicable diseases by increasing awareness and advocacy through information, Education and Communication (IEC) materials on the causes, risk-factors and transmission.

MAO

Enforce agricultural laws, policies and ordinances which the Mayor and the Office is mandated to implement, identifies, develop and access funding support of agricultural support facilities and infrastructure and implement the same in partnership with other support institutions.

MEO

Primarily responsible in the administration and implementation of infrastructure development and public works project of the Local Government Unit. The Municipal Engineer is also mandated to act as the Local Building Official.

MEEO

To improve productivity, income, diversity, agriculture, spur rural industrialization and enhance the economic and social well-being of the people. The MEEO shall manage and supervise the following Economic Enterprise: Municipal Slaughter House/Halal Abattoir, Public Market/Terminal.

MCDO

Primarily responsible for the formulation and implementation of the Municipality's Cooperative Development programs. As a department, provides developmental services to cooperatives in the area of cooperative promotion, pre-organizational and registration assistance, enterprise development and continuing cooperative information and education, and monitoring compliance to regulatory requirements to the Cooperative Development Authority.

MDRRMO

Respond to and manage the adverse effects of emergencies and carry out recovery activities in the most vulnerable areas, especially in vulnerable sectors (women, children, senior citizens and PWD)

MSWDO

Provides assistance to individuals and families who are victims of the natural and man-made calamities. Situation Covered: Distribution of relief assistance. Protect women and children through VAWC.

MENRO

Take charge of the manage, conserve, preserve, and protect the environment and natural resources of the municipality.



Republic of the Philippines
Province of Davao Occidental
Municipality of Malita

MUNICIPAL MAYOR'S OFFICE

CITIZEN'S CHARTER

MUNICIPAL MAYOR'S OFFICE

VISION

We envisioned Malita as a Society United in Diversity with Proactive Peace Loving and Empowered Individuals Living in a Clean, Safe, Healthy and Ecologically-Balanced Environment in an Agri-Industrial City with a Globally Competitive Economy guided by God-Fearing, Dynamic, Transparent and Committed Leaders of this Municipality.

MISSION

We the people of the Municipality of Malita commit ourselves to:

- Welcome and facilitate people's participation in working towards progress and growth of all;
- Promote environmental stewardship for sustainable development; and
- Advance local economy for a progressive and self-reliant Malitaño community



MUNICIPAL MAYOR'S OFFICE ORGANIZATIONAL STRUCTURE



BRADLY L. BAUTISTA
Municipal Mayor



JEAN SEEKINS-BAUTISTA
Executive Assistant IV



JAMEL O. ELEMENTO
Executive Assistant II



NARCISO S. BIRONDO II
Chief, Administrative
Division



ERNESTO M. PUNO JR.
OIC- Business Permit and
Licensing Office



MELISSA G. GEMINA
Local Economic
Development, Investment,
and Promotions Officer



WILSON S. RUELAN
Municipal Sports
Development Officer



JUVY M. LOPEZ
Public Information
Officer-Designate



BEN THSAMER SARIPA
OIC- Traffic
Management Unit
OIC- Civil Security
Unit

PATRICIA AMPARO MUÑOZ
Front Office Operation Staff

ROSALINDA B. ONIOT
Logistic Management
Staff

KRISTINE GRACE S. RASONABLE
Financial Control Staff

RONALD B. AGUINALDO
Data Management Staff



GREGGY ROY A. MARQUEZ
Local Youth Development
Officer - Designate



JEREMIAH DAÑOLKO
Municipal Tourism
Officer- Designate



ESTELITO S. JUMARAN
OIC- Public Employment Service
Office OIC- Benjamin V. Bautista Sr.
Manpower Training Center

KELLY ELLO
Personnel Administration Staff



MUNICIPAL MAYOR'S OFFICE

FUNCTIONAL STRUCTURE

MUNICIPAL MAYOR

-Exercise general supervision and control over all programs, projects, services and activities of the municipal government.

Executive Assistant IV

-Manages the executive's schedule, meeting preparations, follow-up tasks, and complex travel arrangements

Executive Assistant II

-Assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.

Administrative Division

- Personnel Administration
- Financial Control
- Logistic Management
- Data Management

Business Permit and Licensing Office

- Facilitate business permit application
- Review business permit application

Local Economic Development, Investment, and Promotions Office

- Develop Local Economic Development, Investment, and Promotions Plan
- Implement Local Economic Development, Investment, and Promotions Programs

Municipal Tourism Office

- Formulate Local Tourism Development Plan
- Implement Local Tourism Program

Public Employment Service Office

- Provide employment information
- Facilitate the exchange of labor market information between job seekers.

Traffic Management Unit

- Develop efficient traffic management system
- Implement traffic management measures

Benjamin V. Bautista Sr. Manpower Training Center

- Develop technical skills training modules
- Implement technical skills training programs

Civil Security Unit

- Develop effective civil security system
- Implement civil security measures

Local Youth Development Office

- Develop Local Youth Development Plan.
- Implement Local Youth Development Programs

Municipal Sports Development Office

- Formulate Sports Development Plan
- Implement Sport Development Programs

Public Information Office

- Disseminate accurate, timely and relevant information

SPECIAL PROGRAMS: OFFICE OF THE MAYOR

PROGRAM TITLE	DESCRIPTION	METHODOLOGY	RESPONSIBLE PERSON	LOCATION
BARANGAY REFORMS ADVANCING DEVELOPMENT PROGRAM (BRAD)	A community-based development approach bringing the government services closer to the people; identify projects suited and needed best by the constituents; assess national and local policies implemented or non-implemented by the barangay. This also aims strengthening collaborations between the barangay local government and the local government unit	<ul style="list-style-type: none"> • Social, medical, legal, civil registry and all other government services are made available to residents in the barangays thru actual visitation. • Conference and forums with the residents and the barangays officials are conducted 	Office of the Mayor and all other frontline offices of the Local Government Unit	All 30 barangays of Malita
EMERGENCY ASSISTANCE PROGRAM/SUPPORT TO INDIGENTS	A short-term assistance given to qualified and eligible indigents during emergency situations that poses urgent risks to life, health and property.	<ul style="list-style-type: none"> • Request letter or any other certification (death certificate; police report; fire incidental report) is submitted to the Program Focal along with the following requirements: <ul style="list-style-type: none"> ➤ Barangay Certification ➤ Valid I.D. of claimant ➤ Cedula ➤ MSWD Indigency Certificate 	<ul style="list-style-type: none"> • Program focal in the Office of the Mayor 	Office of the Mayor

		<ul style="list-style-type: none"> • Claimant will be interviewed by the Program Focal • Program Focal will assess and verify the submitted requirements • Preparation of mandated assistance documents • Processing the documents following the usual accounting rules and procedures • Approval/signatory of the documents by the Local Chief Executive • Preparation of Check Issuance • Check signatory by the Mun. Treasurer and the Local Chief Executive • Release of Check assistance in the Municipal Treasurer's Office 		
EDUCATIONAL ASSISTANCE PROGRAM	<p>A Scholarship Grants given to deserving and qualified students in all levels (elementary, secondary and tertiary) whose family income is incapable supporting their schooling.</p> <p>This program also intends to assists rehabilitation/repair of classrooms of day care centers and all other educational</p>	<ul style="list-style-type: none"> • Scholarship Application is submitted to the Program Focal for assessment • Interview of the scholarship applicant by the Program Focal and Coordinators • Approval of the scholarship grant 	<ul style="list-style-type: none"> • Program Focal 	Office of the Mayor

	institutions	<ul style="list-style-type: none"> • Program orientation of the scholars • Cause Memorandum of Agreement with Identified School/Institution • Provision of scholarship grants to scholars (school supplies etc.) 		
EXECUTIVE SUPPORT SERVICES	A Special Program designed to strengthened collaborations with national agencies of specified development undertakings aimed at enriching lives of Malitaños	<ul style="list-style-type: none"> • Conduct information and education campaign of national and local programs, projects and activities • Provide 40% of the total wage/salary of students enlisted in the Special Program for Employment of Students (SPES) as mandated by law • SPES applicants submit application letter and all other mandated requirements to Malita PESO Office for interview and assessment. 	<ul style="list-style-type: none"> • PESO Manager and SPES Coordinator 	<ul style="list-style-type: none"> • Office of the Mayor • Office of the PESO Manager
LIVELIHOOD ASSISTANCE PROGRAM	A program granted to registered and accredited associations in Malita for livelihood assistance in order to augment family income, foster people's social responsibility in the community and promote/preserve Filipino traits of Bayanihan system.	<ul style="list-style-type: none"> • Project Proposal is submitted to the Program Focal • Proposal is assessed by the Program Focal and Program Coordinators • Association will submit all other requirements as 	<ul style="list-style-type: none"> • Program Focal and Coordinators 	<ul style="list-style-type: none"> • Office of the Mayor

		mandated		
SPORTS AND RECREATION PROGRAM	A focused program providing opportunities to the young and adult populace of Malita enhance self-discipline and sportsmanship, improve capabilities and potentials while addressing social maladies through sports	<ul style="list-style-type: none"> • LGU Employee's Sports Tournament: Basketball, Volleyball, Badminton • Inter-Agency Sports Tournament: Volleyball and Basketball • Inter-Barangay Basketball Tournament • Provide assistance and support to different sports association of Malita 	<ul style="list-style-type: none"> • Municipal Sports Coordinator 	<ul style="list-style-type: none"> • Municipal Sports Coordinator Office • Office of the Mayor
AGRICULTURAL PROGRAM	Provide complementary support and assistance to Farmers and Fishermen in the conduct of Agricultural and Fishery projects and activities	<ul style="list-style-type: none"> • Conduct Agri-Fishery projects and activities • Provision of Agricultural and Marine Supplies needed in the conduct of agri-fishery undertakings. 	<ul style="list-style-type: none"> • Program Focal 	<ul style="list-style-type: none"> • Office of the Mayor

INTERNAL SERVICES:

1.) ISSUANCE OF MAYOR'S PERMIT/CLEARANCE

CHECKLIST OF REQUIREMENTS	AGENCY/OFFICE RESPONSIBLE
1. Community Tax Certificate (Cedula)	Barangay Office or Municipal Treasury Office
2. Barangay Clearance	Barangay where client resides

3. Police Clearance	Malita – PNP Office
4. Official Receipt of Payment	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS TAKEN	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit all requirements to the receiving personnel	Record in the incoming logbook the documents received.	5 minutes – 10 minutes	Receiving Personnel
	Assess and verify the documents submitted	5 minutes – 10 minutes	Receiving Personnel
	Prepare/Encode/Print Mayor's Permit/Clearance	10 minutes – 30 minutes	Encoder/Assigned Personnel
	Mayor's Permit/Clearance for Mayor's signature	variable	Local Chief Executive
2. Client sign the outgoing logbook and receives the duly signed Permit/Clearance	Record in the outgoing logbook the Permit/Clearance	5 minutes – 10 minutes	Assigned Personnel
	Release the duly signed Permit/Clearance	5 minutes – 10 minutes	Assigned Personnel

2. ISSUANCE OF MAYOR'S RECOMMENDATION/CERTIFICATION FOR JOB APPLICATION

CHECKLIST OF REQUIREMENTS	AGENCY/OFFICE RESPONSIBLE
1. Community Tax Certificate (Cedula)	Barangay Office or Municipal Treasury Office
2. Barangay Clearance	Barangay where client resides
3. Bio-data	Applicant

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CLIENT STEPS	AGENCY ACTIONS TAKEN	PROCESSING TIME	RESPONSIBLE PERSON
1. Client submit the required documents to assigned receiving personnel	Record in the incoming logbook the documents received and client's concern/intention.	5 minutes – 10 minutes	Receiving Personnel
	Assess and verify the documents submitted	5 minutes – 10 minutes	Receiving Personnel
	Prepare/Encode/Print Mayor's Recommendation/Certification	5 minutes – 10 minutes	Encoder/Assigned Personnel
	Mayor's Recommendation/Certification for Mayor's signature	variable	Local Chief Executive
	Record in the outgoing logbook the issued/signed Recommendation/Certification	5 minutes- 10 minutes	Assigned Personnel
2. Client signed the outgoing logbook and received the duly signed Mayor's Recommendation/Certification	Release the duly signed Recommendation/Certification	5 minutes – 10 minutes	Assigned Personnel

3. ISSUANCE OF SANGGUNIANG BAYAN ENDORSEMENT FOR SANGGUNIANG BAYAN RESOLUTION

CHECKLIST OF REQUIREMENTS	AGENCY/OFFICE RESPONSIBLE
1. Community Tax Certificate (Cedula)	Barangay Office or Municipal Treasury Office
2. Barangay Clearance	Barangay where client resides

3. Bio-data	Applicant

CLIENT STEPS	AGENCY ACTIONS TAKEN	PROCESSING TIME	RESPONSIBLE PERSON
1. Client submit Memorandum of Agreement/Memorandum of Understanding/Contract of Service/	Record in the receiving logbook the documents	5 minutes – 10 minutes	Receiving Personnel
	Receiving personnel endorse the document to the LCE Chief of Staff or Technical Staff	5 minutes – 10 minutes	Receiving Personnel
	LCE Chief of Staff/Technical Staff assess and verify the documents	15 minutes – 20 minutes	LCE Chief of Staff/Technical Staff
	LCE Chief of Staff/Technical Staff endorse the document to the Legal Team for review and comment	5 minutes – 10 minutes	LCE Chief of Staff/Technical Staff
	Legal Team review and assess the documents	30 minutes – 60 minutes	Legal Team
	Technical Staff prepare/encode Sangguniang Bayan Endorsement paper	15 minutes – 30 minutes	Technical Staff
	Sangguniang Bayan Endorsement for Mayor's signature	variable	Local Chief Executive
	Record in the outgoing logbook and submit duly signed Endorsement Paper to the Sangguniang Bayan Office for a	5 minutes – 10 minutes	Assigned Personnel

<p>2. Client signed in the outgoing logbook and receives the Memorandum of Agreement/Memorandum of Understanding/Contract of Service</p>	<p>Sangguniang Bayan Resolution</p> <p>Received from the Sangguniang Bayan Office the duly Approved Sangguniang Bayan Resolution</p> <p>Documents forwarded to the Local Chief Executive for signature</p> <p>Record the documents in the outgoing logbook</p>	<p>variable</p> <p>20 minutes – 30 minutes</p> <p>5 minutes – 10 minutes</p>	<p>Assigned Personnel</p> <p>Local Chief Executive</p> <p>Assigned Personnel</p>
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