

1. Issuance of Certifications

- a. Certificate of Indigency
 - is issued to all individuals needing this document that states that he/she is belong to indigent family in the community and to affirm the validity of Information.
- b. Certificate of Residency
 - is issued to all individuals needing this document that states that he/she is a permanently residing in the Municipality or he/she is a bonafide resident and to affirm the validity of Information.

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	<ol style="list-style-type: none"> 1. All individuals who belong to indigent family/residents. 2. All individuals who are 18 years and above 3. Students and out of school youth from ages 15 years old and above 4. Persons with disability, Solo Parent, Senior Citizens, Indigent residents, unemployed people 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (from the client) (1 copy)		The client makes his/her request letter address to the Municipal Mayor (handwritten/computerized)		
2. Barangay Certificate (Indigency, Residency) (1 copy)		Barangay Secretary and Barangay Treasurer		
3. Community Tax Certificate (Sedula)		Barangay or Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant
2. Submit the complete list of requirements at the receiving clerk or employee in charge	2.1 Received the required documents and check for completeness	None	5 minutes	REGINE C. TUZON Administrative Assistant
	2.2 Ask and verify the client about the documents	None		
	2.3 Start processing the request	None		
3. Pay the required fees at the Office of the Municipal Treasurer	3.1 Assist the client going to the Office of the Municipal Treasurer	None	2 minutes	MA. ELVIRA B. USTARE Administrative Aide IV
4. Return to the Mayor's Office for the processing and release of Certification	4.1 Check the issued Community Tax Receipt	None	2 minutes	MYRNA S. ALMIREZ Executive Secretary Mayor's Office
	4.2 Issue the Certificate to the client/applicant			
TOTAL:		None	10 minutes	

2. Processing of Scholarship Application

1. The Local Government of Polillo recognizes the right of each child to education thru the Scholarship Program. In the month of April, scholarship applications are accepted and processed. The qualifying examination and interview by the Local Government Scholarship Screening Committee are held on May. Qualifiers are given certificates of scholarship for enrolment.
2. The recipients is also include all the Barangay Officials, members of the Sangguniang Kabataan who wishes to enroll for Scholarship Program of the LGU.

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	<ol style="list-style-type: none"> All individuals who belong to indigent family/residents. All individuals who are 18 years and above Students and out of school youth from ages 15 years old and above 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client/applicant request letter (handwritten/computerized)		
Form 137; School Card; Cert. of Good Moral		School		
Scholarship Application Form		Office of the Mayor		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant
2. Submit the complete list of requirements at the receiving clerk or employee in charge	2.1 Received the required documents and check for completeness	None	5 minutes	
	2.2 Ask and verify the client about the documents	None		
	2.3 Start processing the request	None		
3. Fill up the Scholarship form and submit it again to the Office of the Mayor	3.1 Assist the client if possible	None	5 minutes	MA. ELVIRA B. USTARE Administrative Aide IV
4. Wait for the scheduled interview and examination (if required)	4.1 Give the schedule to the client/applicant	None	2 minutes	MYRNA S. ALMIREZ Executive Secretary Mayor's Office
TOTAL:		None	13 minutes	

3. Issuance of Mayor's Permit on Business

Business permit is issued to individuals who wants to put up a business establishment or one who owned a business establishment within the Municipality of Polillo.

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly approved Assessment Form and Official Receipt of Payment		1.1 Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant
2. Submit the duly approved Assessment Form together with the Official Receipt from the Municipal Treasurer's Office	2.1 Received the required documents and check for completeness	None	3 minutes	
	2.2 Ask and verify the client about the documents submitted	None		
3. Receive the Mayor's Permit with the Business Plate, OR and Sign on the release Log-Book	3.1 Release of Mayor's Permit	None	2 minutes	MA. ELVIRA B. USTARE Administrative Aide IV
				MYRNA S. ALMIREZ

				Executive Secretary Mayor's Office
TOTAL:		None	6 minutes	

4. Issuance of Mayor's Clearance

Mayor's Clearance is issued to individuals who has no pending case filed with the Office of the Mayor for employment and other legal purposes.

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	All individuals who seeks employment All individuals who are 18 years and above.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (Sedula)		Municipal Treasurer's Office or Barangay Treasurer's Office		
2. Barangay Clearance		Barangay Secretary		
3. Police Clearance		Polillo Municipal Police Station		
4. Mayor's Clearance Official Receipt		Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant
2. Submit the complete list of requirements at the receiving clerk or employee in charge	2.1 Received the required documents and check for completeness	None	3 minutes	
	2.2 Ask and verify the client about the documents	None		
	2.3 Start processing the request	None		
3. Pay the required fees at the Office of the Municipal Treasurer	3.1 Assist the client going to the Office of the Municipal Treasurer	None	2 minutes	MA. ELVIRA B. USTARE Administrative Aide IV
4. Return to the Mayor's Office for the processing and release of Mayor's Clearance	4.1 Issue the Certificate to the client/applicant	None	2 minutes	MYRNA S. ALMIREZ Executive Secretary Mayor's Office
TOTAL:			8 minutes	

5. Issuance of Mayor's Permit on Various Activities

Mayor's Permit is issued to individuals who will conduct an activity within the Municipality of Polillo. (Applicable to activities that needs a permission from proper authority such as Peddler's Permit, Solicitation Permit, Motorcade/Parade Permit, Permit to transport furniture, Permit to Use Municipal Facilities)

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (from the client) with Valid Identification Card and Community Tax Certificate (Cedula)		Client/applicant make request letter (handwritten/computerized)		
2. Company Profile/Project Profile		Client/applicant must provide		
3. Sample of goods to be sold (if available)		Barangay or Municipal Treasurer's Office		
4. Certificate from Municipal Health Office (for those who sells products for human consumption like medicines, herbal products and others)		Office of the Municipal Rural Health Unit		
5. Certificate from DENR (for those who individuals who transport furniture, stating that the lumber used		Local DENR		

where inventoried and checked by the DENR Personnel)				
6. Official Receipt from the Office of the Municipal Treasurer		Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant
2. Submit the complete list of requirements at the receiving clerk or employee in charge	2.1 Received the required documents and check for completeness	None	3 minutes	
	2.2 Ask and verify the client about the documents	None		
	2.3 Start processing the request	None		
3. Pay the required fees at the Office of the Municipal Treasurer	3.1 Assist the client going to the Office of the Municipal Treasurer or Barangay Treasurer	None	2 minutes	MA. ELVIRA B. USTARE Administrative Aide IV
4. Return to the Mayor's Office for the processing and release of Mayor's Permit	4.1 Issue the Mayor's Permit to the client	None	2 minutes	MYRNA S. ALMIREZ Executive Secretary Mayor's Office
TOTAL:			10 minutes	

6. Scheduling and Solemnization of Marriage

All individuals/couples who wish to avail the Civil Marriage Solemnization Service.

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	All individuals who are single, 18 years old and above.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out Marriage Certificate		Local Civil Registrar		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant
2. Request for the schedule of Marriage	2.1 Received the required documents and check for completeness and schedule of marriage	None	3 minutes	
3. Couples with their witnesses will go to the Municipal Mayor's Office at the schedule date of marriage	3.1 Perform Civil Marriage Solemnization and signing of the Marriage Certificate by the Municipal Mayor	None	1 hour	MA. ELVIRA B. USTARE Administrative Aide IV
TOTAL:			1 hour and 4 minutes	MYRNA S. ALMIREZ Executive Secretary Mayor's Office

7. Signing of Memorandum of Agreement, Memorandum of Understanding, Memorandum of Undertaking, Different Contracts, Deed of Donation, Deed of Acceptance

A Sangguniang Bayan Resolution authorizing the Municipal Mayor to enter into an agreement to different agency/ies (National, Regional, Provincial) with project/program

proposal/s and it is essential document before Signing of any Memorandum of Agreement, Memorandum of Understanding, Memorandum of Undertaking, Different Contracts, Deed of Donation, Deed of Acceptance.

Office or Division:	Mayor's Office				
Classification:	Complex				
Type of Transaction:	G2B – Government to Business Entity G2C – Government to Transacting Public G2G – Government to Government				
Who may avail:	All individuals who are single, 18 years old and above.				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Letter of Intent from concerned Agency		Concerned Agency			
2. Draft Memorandum of Agreement		Concerned Agency			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	10 minutes	SHEENA ROSE E. BANTA Administrative Assistant	
2. Submit the required documents	2.1 Submit the required documents	None	Processing Time will vary upon the submission of endorsement of the Municipal Mayor in the Office of the Sangguniang Bayan (maximum of 2 months)		REGINE C. TUZON Administrative Assistant
	2.2 Endorse to the Office of the Sangguniang Bayan for Resolution	None			
	2.3 Inform the Client (thru an email or text message) that the Resolution - Authority to Sign from the Office of the Sangguniang Bayan was approved	None		MYRNA S. ALMIREZ Executive Secretary Mayor's Office	
3. Inform the Client/applicant that document is ready for release	3.1 Documents is already signed by the Municipal Mayor and for release	None			
TOTAL:			10 minutes and maximum of 2 months		

7. Approval of Various Seminars / Trainings

Approval of the Invitation of Seminars/Trainings from various agencies.

Office or Division:	Mayor's Office				
Classification:	Complex				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Official/Employee of the Local Government Unit of Polillo				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Invitation letter for trainings, meetings, seminars with Certified Appropriation of Funds		Different Departments/Offices Municipal Budget Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	SHEENA ROSE E. BANTA Administrative Assistant	
2. Present Letter of Invitation with the corresponding Appropriation of Funds	2.1 Receive the letter and evaluation of the training/seminar	None	10 minutes		REGINE C. TUZON Administrative Assistant
	3. Receive or informed of the approved or disapproved invitation	3.1 Release the letter of Invitation/inform the concerned official/employee whether it is approved or not	2 minutes		

				MYRNA S. ALMIREZ Executive Secretary Mayor's Office
TOTAL:			11 minutes	

9. Approval of Travel Orders

Approval of the Travel Order of Local Government Officers/Employees.

Office or Division:	Mayor's Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Official/Employee of the Local Government Unit of Polillo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Invitation letter for trainings, meetings, seminars with Certified Appropriation of Funds		Different Departments/Offices Municipal Budget Office		
2. Travel Order		Mayor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None		SHEENA ROSE E. BANTA Administrative Assistant
2. Present Letter of Invitation with the corresponding Appropriation of Funds together with the Travel Order – approved by the Human Resources Office	2.1 Receive the Travel Order with attached Invitation letter	None	10 minutes	REGINE C. TUZON Administrative Assistant MA. ELVIRA B. USTARE Administrative Aide IV MYRNA S. ALMIREZ Executive Secretary Mayor's Office
3. Receive or informed of the approved or disapproved invitation	3.1 Release the letter of Invitation/inform the concerned official/employee whether it is approved or not	None	2 minutes	Administrative Aide / Executive Secretary Mayor's Office
TOTAL:			12 minutes	

10. Signing of Various Documents

Various documents that need the approval/signature of the Municipal Mayor

- a. Approval of Payments (Disbursement Voucher, Obligation Request, Purchase Request, ABC, Purchase Order)
- b. Letter from different office that needs approval/signature or noted by of the Municipal Mayor

Office or Division:	Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Official/Employee of the Local Government Unit of Polillo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents for signature of the Municipal Mayor		Different Department/Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the Client Log Book in the Office Lobby	1.1 Give the Log Book to the Client/applicant	None	1 minute	Administrative Aides Office of the Municipal Mayor
2. Submit documents for signature/approval	2.1 Receive and evaluate the documents submitted	None	1 day	
3. Receive the duly signed documents	3.1 Release and record documents in the log book	None	2 minutes	Administrative Aide / Executive Secretary Mayor's Office
TOTAL:			1 day and 2 minutes	

1. Receipt, Inspection, Acceptance and Recording, Deliveries of Inventory Items and Equipment

Office or Division:	General Services Office			
Classification:	Simple and Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Different offices of Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Orihinal Delivery Receipt (DR)		Supplier/contractor		
2. 3 kopya Inspection and Acceptance Report (IAR)		End User o tanggapan nagrequest ng mga supplies/inventory.		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ang Supplier/Contractor ay magbibigay ng DR na kompleto ang hinihinging impormasyon sa pormularyo	1.1 Itse-tsek ng Supply Officer ang nilalaman ng DR.		1 minuto	DEBORAH U. BERJA
	1.2 Kailangan may lagda ang porsyon ng "received" ng orihinal kopya ng DR.		5 segundo	
	1.3 I-Files ang orihinal at ibalik pangalawang kopya ng DR sa supplier/procurement service		1 minuto	
2. Ang End User/Tanggapan may Request ay magbibigay sa Tanggapan ng GSO ng 3 kopya ng Inspection and Acceptance Report (IAR) na kompleto ang hinihinging impormasyon para sa gagawing inspeksyon at pagtanggap ng mga supplies/inventory	2.1 Ang tanggapan ng GSO ang magpo-forward 3 kopya IAR, original DR, at pangalawang kopya ng PO/kontrata sa inspector		1 minuto	DEBORAH U. BERJA
	2.2 Ang inspectorate team ay magsasagawa ng inspeksyon sa mga supplies na dumating sa tanggapan ng GSO, aalamin kung tugma ang bilang at specifications ayon sa DR at PO. Kapag nalagdaan ng Inspectorate Team ng IAR, ito ay ibibigay sa Property Supply Officer		Simple 1 oras Complex 1 araw	GLADYSCEL SALAYOG GLEND A AZOGUE MA. ELVIRA USTARE ENGR. CYRUS KEN MARASIGAN ENGR. SAMUEL M. SARDUA CHRISTIALYN JOYCE D. SANDOVAL
	2.3 Ang Supply Officer ay lalagda sa acceptance column na tinatanggap ang mga items/supplies n dinilevered. Lagyan ng tsek ang box kung ito ay kompleto o parsyal ang delivery at lagyan ng petsa at puna, kung kinkailangan.		5 minuto Simple 30 minuto Complex 1 araw	DEBORAH U. BERJA
	2.4 Ibibigay ang mga items sa property custodian para safe-keeping/storage			DEBORAH U. BERJA & STAFF
TOTAL:		None	1 day, 20 minutes	

2. Requisition and Issuance of Inventory Items & Equipment

Office or Division:	General Services Office		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Different offices of Local Government Unit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 3 kopya ng Requisition and Issue Slip (RIS)		Tanggapan may request ng mga supplies/inventory.	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ang End User/Tanggapan may Purchase Request ay magbibigay sa Tanggapan ng GSO ng 3 kopya ng Requisition and Issue Slip (RIS) na kompleto ang mga hinihinging impormasyon at ipasa ito sa nasabing tanggapan para sa availability ng supplies at equipment	1.1 Mula sa ipinangang RIS aalamin ng assigned Staff/ Supply Officer ang request na supplies/equipment		5 minuto	DEBORAH U. BERJA/Assigned Staff
	1.2 Papa-aprobahan ang RIS sa Punong Bayan		1 minuto	Municipal Mayor
	1.3 Kapag available ang supply o equipment, ang GSO ay lalagda sa porsyon ng issuance		1 minuto	DEBORAH U. BERJA/Assigned Staff
	1.4 Ang supplies na available ay dadalhin sa tanggapan nagrequest at palalagdaan ang porsyon ng RIS received		10 minuto	DEBORAH U. BERJA/Assigned Staff
TOTAL:		None	17 minuto	

3. Issuance of Inventory Custodian Slip and Property Acknowledgement Receipt

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Different offices of Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 3 kopya ng Inventory Custodian Slip para sa non-expendable supplies		Tanggapan ng GSO		
2. 3 kopya ng Property Acknowledgement Receipt para sa Property, Plant and Equipment (PPE)		Tanggapan ng GSO		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Punan ang hinihinging impormasyon ng (PAR) at ICS (ICS o PAR Control No, detailed specs, property no. amount, date acquisition)		Simple 10 minuto Complex 30 minuto	DEBORAH U. BERJA & Staff
	1.2 Isumite ang ICS & PAR sa mga Puno ng Tanggapan para sa paglagda ng pagtanggap ng PPE at iba pang kagamitan na tatagal ng 3 taon pataas.		2 minuto	DEBORAH U. BERJA & Staff
	1.3 Paggawa at paglalagay ng sticker sa bawat PPE na inilalabas ng tanggapan ng GSO;		3 minuto	DEBORAH U. BERJA & Staff
	1.4 Pagtatala ng mga detalye impormasyon ng kasangkapan o equipment (PPE) sa Talaan ng imbentaryo		5 minuto	DEBORAH U. BERJA & Staff
TOTAL:		None	20 minuto	

4. Preparation and Numbering for Contract and Purchase Order

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Different offices of Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 2 kopya ng Approved Budget for the Contract ABC	Bawat tanggapan (may lagda ng mga kinauukulan: kung TF ay End User, Mun. Accountant & LCE); kung GF/SEF End User, Mun. Budget & LCE			
2. 2 kopya ng Purchased Request	Bawat tanggapan (may lagda ng mga kinauukulan: End User & LCE)			
3. 1 kopya ng BAC Resolution	Bids and Awards Committee Unit			
4. 3 kopya ng Request for Quotation (3 suppliers) mayroong orihinal n lagda ng supplier	Bids and Awards Committee Unit			
5. 2 kopya ng Abstract of Canvass	Bids and Awards Committee Unit			
6. 1 kopya Certification of Award	Bids and Awards Committee Unit			
7. 2 kopya Notice of Award	Tanggapan ng Punong Bayan			
8. 4 kopya ng Contract & Purchase Order	Bawat Tanggapan (may kompletong lagda ng End User; Punong Bayan, Supplier, GSO at Accountant)			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magpapasa ang concerned office ng mga kinakailangang dokumento (binanggit sa unahan) para malagyan ng Contract No.	1.1 Ang Acting GSO ay magsasagawa ng checking sa mga kalakip/pinasang dokumento		Simple 10 minuto Complex 30 minuto	DEBORAH U. BERJA & Staff
2. Isusulat ng End User ang project name, petsa at contract amount sa logbook ng GSO	1.2 Ibabalik sa end user ang voucher kapag kulang ang dokumento		3 minuto	DEBORAH U. BERJA & Staff
3. Babalik ang End user para kunin ang voucher napilagyan ng PO/Contract no.	1.3 Lalagyan ng Contract No. kapag kumpleto ang mga dokumento		5 minuto	DEBORAH U. BERJA & Staff
	1.4 Maaari ng kunin ng End User ang voucher pagkatapos malagyan ng contract no. at muling susulat sa logbook na katunayan nakuha na ang PO at mga kalakip nitong mga dokumento.		1 minuto	DEBORAH U. BERJA & Staff
TOTAL:		None	19 minuto	

5. Preparation of Documents for Payment of LGU Utilities Expenses (Water, Electricity and Cable & Internet Expenses)

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	POLWADI, Cable, QUEZELCO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Copy of Billing Statement	POLWADI, QUEZELCO, POLILLO ISLAND CABLE			
2. 3 copies of Obligation Request	Concerned Office with signature of Municipal Budget Officer			
3. BAC Resolution	Bids and Awards Committee Unit			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ibibigay ng providers (Polwadi, Quezelco and Polillo Island Cable) and	1.1 Ang tanggapan ng GSO ang maghahanda ng DV (Disbursement Voucher, ObR)		3 minuto	DEBORAH U. BERJA & Staff

original billing statement				
	1.2 Papapirmahan sa bawat tanggapan at budyet ang ObR.		1 minuto / tanggapan	DEBORAH U. BERJA & Staff
	1.3 Kapag nalagdaan ang ObR at nalagyan ng assigned number ay dadalhin ito sa Tanggapan ng Accountant		1 minuto	GLEND A AZOGUE (from MTO)
	1.4 Ang Tanggapan ng Ingat-Yaman ang nakatalaga para sa tseke		5 minuto	DEBORAH U. BERJA & Staff
	1.5 Kapag kumpleto na ang lagda sa tseke (Punong Bayan at Ingat-Yaman) maaari na itong ibayad sa Polwadi, Quezelco at Polillo Island Cable Inc.		10 minuto	DEBORAH U. BERJA & Staff
TOTAL:		None	20 minuto	

1. BAC Accreditation/Registration

The BAC Accreditation/Registration requires all the suppliers, dealers and service providers having any transactions to LGU.

Office or Division:	Bids and Awards Committee Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All Suppliers, Dealers and Service Providers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registration from SEC-DTI	DTI Office (in their respective municipality)			
2. Current Mayor's/Business Permit	BPLO Office (in their respective municipality)			
3. PhilGEPS Cert. of Registration	Philippine Government Electronic System (PhilGEPS) Office, 608 Raffles Corporate Center, 1600 Emerald Ave., Ortigas Center, Pasig, Metro Manila and in its website: www.philgeps.gov.ph			
4. Tax Clearance	BIR Office (in their respective region)			
5. Statement of all ongoing government and private contracts	Provide by the suppliers, dealers and service providers			
6. Statement of Single Largest Completed Contracts	Provide by the suppliers, dealers and service providers			
7. BIR Certificate of Registration	BIR Office (in their respective region)			
8. Latest Income & Business Tax Returns	BIR Office (in their respective region)			
9. Government Issued ID's	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, Driver's License, Voter's ID			
10. Business Vicinity Map	Provide by the suppliers, dealers and service providers			
11. Business Photo/s that there is an existing Business per GPPB NPM no. 178-2015 dated December 29, 2015.	Provide by the suppliers, dealers and service providers			
12. Omnibus Sworn Statement	At any Law Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the BAC Unit Office.	1.1 Check the submitted required documents.	300.00 (<i>for small value procurement</i>)	3 minutes	DEBORAH U. BERJA
	1.2 Issue order of payment if all the required documents were given.	1,000.00 (<i>for public bidding procurement</i>)	5 minutes	ZSHARMAINE R. FABRIG BAC Secretariat
2. Go to the Municipal Treasurer Office and give the order of payment for the BAC Registration/Accreditation.	2.1 Get the order of payment, copy what is written in the order of payment in the Official Receipt and issue it.		3 minutes	Authorized Person at the Municipal Treasurer Office.
3. Return to the BAC Unit Office and present the Official Receipt.	3.1 Photocopy the official Receipt		1 minutes	DEBORAH U. BERJA ZSHARMAINE R. FABRIG BAC Secretariat
4. Wait for the BAC Certification of Registration/Accreditation signed by the BAC Chairperson.	4.1 Prepare the BAC Certification of Registration/Accreditation signed by the BAC Chairperson.		5 minutes	DEBORAH U. BERJA ZSHARMAINE R. FABRIG BAC Secretariat
TOTAL:		P 1,300.00	17 minutes	

2. Acquisition of Bidding Documents

The bidding documents allows the prospective bidders all the necessary information that they need to prepare their bids.

Office or Division:	Bids and Awards Committee Office
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Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity			
Who may avail:	All Prospective Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registration from SEC-DTI	DTI Office (in their respective municipality)			
2. Current Mayor's/Business Permit	BPLO Office (in their respective municipality)			
3. PhilGEPS Cert. of Registration	Philippine Government Electronic System (PhilGEPS) Office, 608 Raffles Corporate Center, 1600 Emerald Ave., Ortigas Center, Pasig, Metro Manila and in its website: www.philgeps.gov.ph			
4. Tax Clearance	BIR Office (in their respective region)			
5. Statement of all ongoing government and private contracts	Provide by the suppliers, dealers and service providers			
6. Statement of Single Largest Completed Contracts	Provide by the suppliers, dealers and service providers			
7. BIR Certificate of Registration	BIR Office (in their respective region)			
8. Latest Income & Business Tax Returns	BIR Office (in their respective region)			
9. Government Issued ID's	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, Driver's License, Voter's ID			
10. Business Vicinity Map	Provide by the suppliers, dealers and service providers			
11. Business Photo/s that there is an existing Business per GPPB NPM no. 178-2015 dated December 29, 2015.	Provide by the suppliers, dealers and service providers			
12. Omnibus Sworn Statement	At any Law Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the BAC Unit Office.	1.1 Check the submitted required documents.	GOODS & CONSULTING SERVICES - 500.00 for 500,000 and below - 1,000.00 for More than 500,000 up to 1 Million - 3,000.00 for More than 1 Million up to 3 Million -5,000.00 for More than 3 Million up to 5 Million - 10,000 for More than 5 Million up to 10 Million -15,000.00 for More than 10 Million up to 20 Million -20,000.00 for More than 20 Million up to 25 Million -30,000.00 for 25 Million up to 50 Million -40,000.00 for 50 Million up to 500 Million -50,000.00 for More than 500 Million INFRASTRUCTURES -500.00 for 500,000 and below - 1,000.00 for More than 500,000 up to 1 Million - 3,000.00 for More	3 minutes	DEBORAH U. BERJA ZSHARMAINE R. FABRIG BAC Secretariat
	1.2 Issue order of payment if all the required documents were given.		5 minutes	DEBORAH U. BERJA ZSHARMAINE R. FABRIG BAC Secretariat

		than 1 Million up to 3 Million -5,000.00 for More than 3 Million up to 5 Million - 10,000 for More than 5 Million up to 10 Million -15,000.00 for More than 10 Million up to 15 Million -20,000.00 for More than 15 Million up to 20 Million -25,000.00 for 20 Million up to 300 Million -30,000.00 for 30 Million up to 50 Million -50,000.00 for More than 50 Million up to 500 Million -75,000.00 for More than 500 Million		
2. Go to the Municipal Treasurer Office and give the order of payment for the BAC Registration/Accreditation.	2.1 Get the order of payment, copy what is written in the order of payment in the Official Receipt and issue it.		3 minutes	Authorized Person at the Municipal Treasurer Office.
3. Return to the BAC Unit Office and present the Official Receipt.	3.1 Photocopy the official Receipt		1 minutes	DEBORAH U. BERJA ZSHARMAINE R. FABRIG BAC Secretariat
4. Wait for the Bidding Documents of a particular project.	4.1 Prepare the Bidding Documents of a particular project in print out or in the Re-writeable CD. <i>(It depends on the choice of the prospective bidder.)</i>		10 minutes	DEBORAH U. BERJA ZSHARMAINE R. FABRIG BAC Secretariat
TOTAL:		P 1,300.00	22 minutes	

1. Assistance to Employment / Job Placement

The PESO Office facilitate employment to different agencies by means of applicant pooling and job matching / placement.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of the following documents in 1 long brown Envelope:				
1. Resume / Personal Data Sheet		Applicant		
2. Application Letter		Applicant		
3. Passport Size Picture		Applicant		
4. Birth Certificate / Marriage Contract		Applicant		
5. School Credentials		Applicant		
6. Employment Certificate		Applicant		
7. Valid ID		Applicant		
8. National Skills Registry System (NSRS) Form		PESO Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receive, evaluate and review the documents and inform the applicant of job vacancy/ies, if any, that fits his/her qualification.	None	10 minutes	Ann Santer Albino-Atienza
TOTAL:		None	1 day, 20 minutes	

2. Request for Local and Special Recruitment Activity

Local and Special Recruitment is being conducted in the Municipality of Polillo upon request of local and overseas company/ies and approval of the Municipal Government of Polillo.

Office or Division:	Public Employment Service Office			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Local and Overseas Employment Company/ies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent		Concerned Company		
2. Company Profile				
3. Certified Job Orders and Job Vacancies				
4. Business Permit				
5. Mayor's Permit				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Receive, evaluate and review the documents. Schedule tentative date of Local Recruitment Activity/Special Recruitment Activity	None	5 minutes	Ann Santer Albino-Atienza
2. Receive copy of Proof of Receipt	2.1 Issue client a proof of receipt.	None	2 minutes	Ann Santer Albino-Atienza
3. Wait for the approval	3.1 Endorse the recruitment activity request or the NO OBJECTION LETTER to the Office of the Municipal Mayor for approval	None	3 days	Ann Santer Albino-Atienza
4. Informed of the approval and final date of Local Recruitment	4.1 Inform client of the approval and final date of Local Recruitment Activity/Special Recruitment	None	2 minutes	Ann Santer Albino-Atienza

Activity/Special Recruitment Activity	Activity. Send the NO OBJECTION LETTER thru email.			
TOTAL:		None	3 days and 9 minutes	

3. Assistance to Overseas Filipino Workers

Facilitate inquiries on different programs, benefits of Overseas Workers Welfare Administration (OWWA)

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Available Data (if necessary)		Client		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for assistance, verbally and personally or in written form.	1.1 Receive written request/ listen or write down the request	None	15 minutes	Ann Santer Albino-Atienza
	1.2 Interview the client.			
2. Wait for the result.	2.1 Call Provincial/Regional OWWA Office	None	10 minutes	Ann Santer Albino-Atienza
	2.2 Take the necessary action for the concerned request			
3. Informed right away of the result	3.1 Inform client of the outcome of the inquiries to OWWA	None	10 minutes	Ann Santer Albino-Atienza
TOTAL:		None	35 minutes	

4. Special Program for Employment of Students (SPES) Application

Aims to provide temporary employment to poor but deserving students, out-of-school youth, and dependents of displaced or would-be displaced workers during summer and/or Christmas vacation or any time of the year to augment the family's income to help ensure that beneficiaries as able to pursue their education.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students and Out of School Youth (15 to 30 years old)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>2 Copies of the following documents and 1 long brown envelope</i>				
1. SPES Application Form		PESO Office		
2. Passport Size Picture		Applicants		
3. Birth Certificate / Marriage Contract				
4. Proof of average passing grade (class card / form 138)				
5. Valid ID of either parents or guardian				
6. Certificate of Indigence		Barangay Captain		
7. Certification as Out of School Youth				
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit the required documents	1.1 Check if the requirements are complete. Should the documents are incomplete, the PESO personnel notifies the applicant of the lacking requirement.	None	3 minutes	Ann Santer Albino-Atienza

2. Wait for the announcement for the schedule of interview and exam.	2.1 Evaluate and review the applications.	None	3 days	Ann Santer Albino-Atienza
	2.2 Conduct a background check on the applicants			
	2.3 Prepare the interview sheet and arrange schedule for the venue			
3. Informed about the status of the application	3.1 Inform the applicants of the schedule and venue of the interview through call or text message.	None	10 minutes	Ann Santer Albino-Atienza
4. Attended an interview	4.1 Conduct interview, Check if the applicant is really belongs to the indigent family.		15 minutes	Ann Santer Albino-Atienza
5. Wait for the result	5.1 Finalize the list of qualified applicants for the program.		2 days	Ann Santer Albino-Atienza
6. Informed about the result and wait for the date of employment.	6.1 Inform the applicants about the result and when they will start on job.		10 minutes	Ann Santer Albino-Atienza
TOTAL:		None	5 days and 38 minutes	

1. ACCEPTANCE OF HANDICRAFTS FOR DISPLAY IN PASALUBONG CENTER

Receiving of supply of handicrafts that are delivered for display in Pasalubong Center.

Office or Division:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity G2C – Government to Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book of the office.	1.1 Give the Log Book to the Client.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
2. Supplier hand over handicrafts for display.	2.1 Office Staff accepts the items.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
	2.2 Office staff checks the quality of the items.	None	10 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
	2.3 Office Staff logs the total number of items in the inventory.	None	5 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
	2.4 Office Staff computes the total amount of items delivered.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
3. Supplier receives payment from the Pasalubong Center.	3.1 Employee gives payment and issue receipt to the supplier.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
TOTAL:		None	23 minutes	

2. ISSUANCE OF PASS SLIP FOR TOURISM ENVIRONMENTAL FEE

Arriving tourists are issued pass slip upon entering the municipality as part of the Ordinance on the Collection of Tourism Environmental Fee.

Office or Division:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Local and Foreign Tourists			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card		N/A		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tourist logs in the Tourism Office Guest log book.	1.1 Give the Log Book to the Client.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
2. Tourist presents one valid identification card.	2.1 Checks the presented i.d.	None	1 minute	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
	2.2 Start processing the collection of payment.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
3. Tourist pays Environmental Fee.	3.1 Receives payment.	P 50.00	1 minute	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
	3.2 Issue receipt and pass slip to tourist.	None	2 minutes	CHARMAINE GRACE SUSADA/ CHARINA S. DIONEDA
TOTAL:		P 50.00	8 minutes	