



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





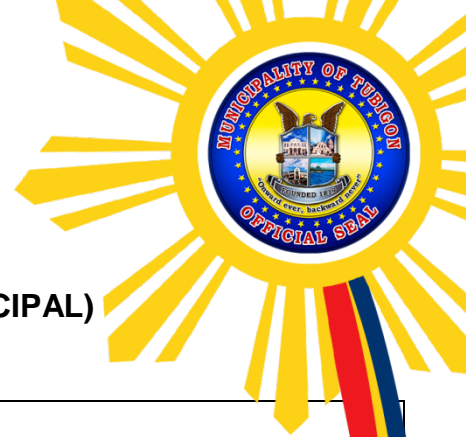
**MUNICIPAL LOCAL
GOVERNMENT
OPERATIONS OFFICE
(MLGOO)
ADMINISTRATIVE SERVICES**





PROCESSING OF BARANGAY OFFICIAL'S DEATH BENEFIT ASSISTANCE
 Claimants/Beneficiaries of the Deceased Barangay Officials

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application DILG-DBC form with the following requirements: a) Death Certificate b) Certificate of Incumbency (DILG C/MLGOO) c) Marriage Certificate d) Birth Certificate of the claimant (if claimant is a child of the deceased) e) Special power of attorney, if necessary f) Affidavit of two (2) disinterested persons, if necessary g) Valid ID to be presented when claiming the checks		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish the DILG-DBC Form and submit all the needed requirements	Received the requirements	None	5 minutes	MLGOO Staff
	If complete, indorse to OPD using template		30 minutes	MLGOO Staff
Wait for the instruction/notice from MLGOO	DILG Bohol prepares individual checks for each intended claimant and notifies claimant through C/MLGOO of the availability of fund and pays/releases the check to the rightful beneficiary			DILG Bohol OPD
TOTAL:		None	35 minutes	



ISSUANCE OF CERTIFICATE OF INCUMBENCY (BRGY. & MUNICIPAL)

Municipal and Barangay Officials

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Municipal and Barangay Officials submit their application of Incumbency	Interview the client and received the application	None	3 minutes	MLGOO Staff
Wait	Verifies the record of the client from the BOIS and prepares the certificate of incumbency		30 minutes	MLGOO
Received the certificate of incumbency	Release the Certificate of Incumbency to the client		2 minutes	MLGOO Staff
TOTAL:		None	35 minutes	

PROCESSING OF AUTHORITY TO PURCHASE VEHICLE

Local Government Unit

Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter of LCE 2) Certificate of Availability of Funds 3) Appropriation Ordinances 4) Inventory of Vehicles		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request of authority to purchase vehicle	Received and record the request document	None	5 minutes	MLGOO
	Evaluates and process the request		30 minutes	MLGOO
Wait for the instruction/notice from MLGOO	Endorsed at OPD for PD endorsement			
TOTAL:		None	35 minutes	