

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



- (1) NAME OF DEPARTMENT/AGENCY/LGU: MUNICIPAL TREASURER'S OFFICE-MUNICIPALITY OF TUBIGON  
 (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [  ] Yes [  ] No  
 (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Assessment and Payment of Business Tax and Regulatory Fees	Local Government Code of the Philippines	Chapter II Article 2. Section 142, Section 143	Revised Revenue Code of 2015 Chapter II	07/3/2015	
Payment of Real Property Tax	Local Government Code of the Philippines	Title II. Chapter 1; Section 197-Section 200			
Assessment and Payment of Fishery License Payment of Community Tax	Local Government Code of the Philippines  Local Government Code of the Philippines	Chapter V Section 186  Chapter II Article 6 Section 156, Section 162	Municipal Ordinance No. 2015-01-408 Revised Revenue Code of 2015 Chapter VI Section 6.01	01/30/2015  07/3/2015	

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Payment of Professional Tax	Local Government Code of the Philippines	Chapter II Article One Section 139			
Payment of Amusement Tax	Local Government Code of the Philippines	Chapter II Article One Section 140			
Payment of Secretary's Fee	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter IV Article A	07/3/2015	
Payment of Building Permits and Charges	National Building Code of the Philippines (PD1096) Rule III- Permits & Inspections	Section 304	Revised Revenue Code of 2015 Chapter III Article G	07/3/2015	
Payment of LCR Fees	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter IV Article B	07/3/2015	
Payment of Assessor Fees	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter IV Article C	07/3/2015	
Payment of Zoning and Locational Clearance	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015	07/3/2015	

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	National Building Code of the Philippines (PD1096) Executive Order No. 72, s. 1993		Chapter III Article J  Municipal Zoning Ordinance		
Payment of Mayor's Permit	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter III Article A	07/3/2015	
Payment of Police Clearance	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter IV Article C	7/3/2015	
Payment of Clearance Fee for Scrap Materials	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter III Article N	07/3/2015	
Rental of Cultural Center and its facilities	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter III Article M	07/3/2015	
Rental of LGU Owned Heavy Equipment, Tools	Local Government Code of the Philippines	Chapter V Section 186	Municipal Ordinance 2015-10-423	10/23/2015	

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and Machineries  Rental of LGU Owned Heavy Equipment, Tools and Machineries	Local Government Code of the Philippines	Chapter V Section 186	(Rental of Tool and Equipment) Municipal Ordinance 2014-03-392 (Rental of Backhoe-Loader)  Municipal Ordinance 2011-07-351 (Rental of Vibratory Soil Compactor)  Municipal Ordinance 2017-12-459 (Rental of Motor Grader)	3/21/2014  07/15/2011  12/20/2017	
Rental of Municipal Lots	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015 Chapter V Article K	07/3/2015	

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Payment of Fines and Penalties in Violation of Various Municipal Ordinances	Local Government Code of the Philippines	Chapter V Section 186	Municipal Ordinance No. 2015-01-40 (CRM Code)	1/30/2015	
Payment of Fines and Penalties in Violation of Various Municipal Ordinances	Local Government Code of the Philippines	Chapter V Section 186	Municipal Ordinance No. 2015-09-420 (Revised Motorized Tricycle Code)	9/18/2015	
			2011-02-337 (Municipal Traffic Ordinance)	2/11/2011	
			Municipal Ordinance No. 2012-07-366 (Ecological Solid Waste)	7/6/2012	
			Municipal Ordinance No. 2015-10-424	10/23/2015	

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			(Drunkenness)  Municipal Ordinance 2019-12-514 (Stray Dogs)  and Other Municipal Ordinances	12/20/2019	
Release of Social Pension and Social Bonus	Republic Act No. 9994	Section 5	Municipal Ordinance 2019-08-495  Municipal Ordinance 2014-10-399	08/23/2019	
Release of Financial Assistance	DSWD memorandum Circular No.02, series of 2014 DSWD memorandum Circular No.15, series of 2014 DSWD Memorandum Circular No.11 Series of 2019	Section 2, SCOPE AND COVERAGE, 2.1 TO 2.3			
Retirement of	Local Government Code of	Article II, Section 145	Revised	07/3/2015	

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Business	the Philippines		Revenue Code of 2015 Chapter II, Article D		
Payments of Fines and Penalties	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015	07/3/2015	
Release of Checks to Government Supplier	None				
Other Collection of Fee	Local Government Code of the Philippines	Chapter V Section 186	Revised Revenue Code of 2015	07/3/2015	

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### (4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>ASSESSMENT OF BUSINESS TAX AND OTHER FEES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Mayor's Permit Application Form (2 copies) Transmittal Letter	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Present the accomplished Mayor's Permit Application Form to the Assessment Clerk		10 minutes	None
2. Approved Verification of Documents Form from BPLO		2. Client waits while the Mayor's Permit Form is evaluated		10 minutes	None
		3. Receives the Approved Assessment Form		5 minutes	None
<b>TOTAL</b>				<b>25 minutes</b>	



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GOVERNMENT SERVICE: <u>PAYMENT OF BUSINESS TAX AND OTHER FEES (NEW BUSINESS)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Mayor's Permit Application Form (2 copies) Transmittal Letter	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Present all requirements to the Cashier		5 minutes	Depending on the approved assessment value
2. Approved Verification of Documents Form from BPLO		2. Wait		5 minutes	
3. Approved Assessment Form		3. Receive Official Receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF BUSINESS TAX AND OTHER FEES (EXISTING BUSINESS)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Original Receipt of Previous Payment (if available)	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Present the Previous OR (if available) if none, inform the Cashier the Registered Business Name		3-15 minutes	Depending on the Tax Dues
		2. Wait		5 minutes	
		3. Receive Official Receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF REAL PROPERTY TAX</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Tax Declaration (if available)	Local Government Code of the Philippines	1. Present the Previous Official Receipt if available		3-15 minutes	Depending on the Tax Dues
2. Previous Tax Receipt (if available)		2. Client waits while the Cashier determines his/her tax due based on ETRACS		5 minutes	
3. Notice of Assessment from the Municipal Assessor - for newly assessed property		3. Client pays tax due and receive official receipt		5 minutes	
<b>TOTAL</b>				<b>25 minutes</b>	

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GOVERNMENT SERVICE: <u>ASSESSMENT OF TAX ON FISHERIES/FISHERY LICENSE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Mayor's Permit Application Form (2 copies)	Local Government Code of the Philippines  Municipal Ordinance No. 2015-01-408	1. Submit all requirements to the Assessment Clerk		10 minutes	None
2. Approved Verification of Documents Form from BPLO and MAO		2. Wait		10 minutes	
		3. Receives the Approved Assessment Form		5 minutes	
<b>TOTAL</b>				<b>25 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF TAX ON FISHERIES/FISHERY LICENSE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Mayor's Permit Application Form (2 copies)	Local Government Code of the Philippines  Municipal Ordinance No. 2015-01-408	1. Present all requirements to the Cashier		5 minutes	Depending on the approved assessment
2. Approved Verification of Documents Form from BPLO and MAO		2. Wait		5 minutes	
		3. Receive Official Receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF COMMUNITY TAX</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Valid ID	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier for community tax computation		5 minutes	a. Five Pesos (5.00) plus an annual additional of One Peso (1.00) for every One Thousand Pesos (1,000.00) of income on which in case no case shall exceed Five Thousand Pesos  b. In case of husband and wife each of them shall be liable to pay the basic annual tax of Five Pesos (5.00) but additional tax shall be One Pesos (1.00) for every One Thousand Pesos (1,000.00) of income from property owned by them or total gross receipt earning
		2. Pay the tax due and wait while the cashier issues official receipt		5 minutes	
		3. Receive Community Tax Certificate		5 minutes	

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					<p>by them</p> <p>c. Every Corporation shall pay an annual community tax of Five Hundred Pesos (500.00) and annual additional tax that shall not exceed Ten Thousand Pesos (10,00.00) for</p> <p>1. Every Five Thousand Pesos (5,000.00) worth of real property owned during preceding year based on assessed value -Two Pesos (2.000</p> <p>2. Every Five Thousand Pesos (5,000.00) of gross receipt or earnings during preceding year - Two Pesos (2.00)</p>
				<b>TOTAL</b>	<b>15 minutes</b>

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GOVERNMENT SERVICE: <u>PAYMENT OF PROFESSIONAL TAX</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Current Annual Registration Cards issued by the Professional Regulation Commission (PRC)	Local Government Code of the Philippines	1. Approach the Cashier		5 minutes	shall in no case exceed Three hundred pesos (P300.00)
		2. Pay the tax due and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	



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GOVERNMENT SERVICE: <u>PAYMENT OF AMUSEMENT TAX</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Mayor's Permit	Local Government Code of the Philippines	1. Approach the Cashier for amusement tax computation		5 minutes	not more than ten percent (10%) of the gross receipts from the admission's fees
		2. Pay the tax due and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF SECRETARY'S FEE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. None	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier for secretary's fee payment		5 minutes	Based on the assessment provided by the Concerned Offices
		2. Pay and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF BUILDING PERMIT FEES AND CHARGES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Approved application and assessment forms from Municipal Engineering Office with required documents	National Building Code of the Philippines (PD1096) Rule III- Permits & Inspections  Revised Revenue Code of 2015	1. Submit the required documents to the Cashier for Building Permit Fees and other charges		5 minutes	Depending on approved assessment
		2. Pay the fees due and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF LCR CERTIFICATION FEES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. LCR Assessment Slip	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Submit the LCR Assessment Slip to the Cashier		5 minutes	Depending on approved assessment provided by the Municipal Civil Registrar
		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF ASSESSOR'S FEES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Assessor Assessment Slip	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Submit the Assessor Assessment Slip to the Cashier		5 minutes	Depending on approved assessment provided by the Municipal Assessor's Office
		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF ZONING AND LOCATIONAL FEE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Zoning Assessment Slip	Local Government Code of the Philippines  National Building Code of the Philippines (PD1096)  Executive Order No. 72, s. 1993  Revised Revenue Code of 2015	1. Submit the Zoning Assessment Slip to the Cashier		5 minutes	Depending on approved assessment provided by the MPDC
		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF MAYOR'S PERMIT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter of intent address to the mayor	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier		5 minutes	Depending on the activities to be conducted
		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF POLICE CLEARANCE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Barangay Clearance	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier		5 minutes	Local Purpose – 50.00  Abroad – 250.00
2. Community Tax Certificate		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	



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GOVERNMENT SERVICE: <u>CLEARANCE FEE FOR SCRAP MATERIALS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	Local Government Code of the Philippines	1. Approach the Cashier		3 minutes	Clearance Fee -200.00  Police Certification Fee -50.00
		2. Pay the fees and wait while the cashier issues official receipt and clearance certificate		5 minutes	
		3. Receive official receipt and clearance certificate and present the Clearance Certificate to the Local Police Office for the issuance of Police Certification		2 minutes	
<b>TOTAL</b>				<b>10 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT AND PURCHASE OF ACCOUNTABLE FORMS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duplicate and Triplicate Copies of the Previous Accountable Forms	Local Government Code of the Philippines	1. Approach the Accountable Form Officer		3 minutes	Official Receipt Accountable Form 51 - 154.00  Community Tax Certificate - None
2. Validated Deposit Slip of the Total Collection Remitted		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	
		3. Receive official receipt		2 minutes	
		4. Present the Official Receipt to the AFO for the release of accountable form		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF RENTAL FOR THE USE OF TUBIGON CULTURAL CENTER AND ITS FACILITIES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Mayor's Permit	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier and present mayor's permit		5 minutes	a. Non-Commercial games/dance rehearsal and similar activities per occasion – 150.00  b. Commercial Basketball/other paid games and programs/activities – 2,500.00
		2. Pay the fees and wait while the cashier issues official receipt		5 minutes	c. Wedding receptions/parties, anniversary, paid balls/dances & similar activities per occasion – 2,500.00
		3. Receive official receipt		5 minutes	d. Convention/ seminars/workshops/graduations, proms, and similar activities for the first 4 hours and fraction thereof – 500.00  For each succeeding hour - 100.00

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					<p>e. Promotion sales – 6,000.00</p> <p>f. other charges:</p> <p>1. Built-in sound system - 200.00</p> <p>2. Monobloc chairs, per chair              Non-commercial – 2.00              Commercial -3.00</p> <p>3. Table per table – 50.00</p> <p>4. Built-in sound system, kaleidoscopic lights/spot lights for discos, balls, dramas and similar activities per occasion -5,000.0</p> <p>5. Electricity charges subject to the actual use from the kilowatt hour meter</p>
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF RENTAL OF MUNICIPAL LOT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Business Permit	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier		5 minutes	Based on monthly rental of the municipal lot, block or space occupied
		2. Pay the rental charges & wait while Cashier issues official receipt		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>PAYMENT OF INITIAL DEPOSIT FOR RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Written request to the mayor through the Municipal Engineer	Local Government Code of the Philippines Municipal Ordinance 2015-10-423 Municipal Ordinance 2014-03-392 Municipal Ordinance 2011-07-351 Municipal Ordinance 2017-12-459	1. Approach the cashier and present the requirements		5 minutes	Equivalent to 8 hr. or 1 day operation except for renters from the Barangay LGU of Tubigon
2. Contract between LGU and the renters		2. Pay to cashier the initial deposit and wait while cashier issue OR		5 minutes	
		3. Receive OR and proceed to the Municipal Engineer's Office		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

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GOVERNMENT SERVICE: <u>RENTAL OF LGU OWNED HEAVY EQUIPMENT AND TOOLS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Billing issued from the Municipal Engineer's Office	Local Government Code of the Philippines Municipal Ordinance 2015-10-423 Municipal Ordinance 2014-03-392 Municipal Ordinance 2011-07-351 Municipal Ordinance 2017-12-459	1. Approach the cashier and present the billing		5 minutes	1. Volvo Vibratory Soil compactor  a. Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost - 1,000.00/hour (upon operation)  b. Other LGUs  -inclusive of fuel, oil, salary of operator and other recovery cost
		2. Pay to cashier the billed amount and wait for the issuance of OR		5 minutes	-Mobilization cost (to and from) shall be shouldered by the renters
		3. Receive OR and proceed to Municipal Engineer's Office		5 minutes	

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					<p>- 1,500.00 (upon operation)</p> <p>c. Private Individuals, Group or Organizations within the Municipality of Tubigon</p> <p>(Inclusive of fuel, oil, salary of operator and other recovery cost)</p> <p>-1,200.00 (upon operation)</p> <p>d. Private Individuals, Group or Organizations outside the Municipality of Tubigon</p> <p>(Inclusive of fuel, oil, salary of operator and other recovery cost)</p> <p>-1,500.00 (upon operation)</p>
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					<p>2. Backhoe-Loader (New Holland)</p> <p>a. Barangay LGU of Tubigon (inclusive of fuel, oil, salary of operator and other recovery cost)</p> <p>-2,000.00 (per hour basis)</p> <p>3.</p> <p>b. Other LGUs</p> <p>-inclusive of fuel, oil, salary of operator and other recovery cost</p> <p>-Mobilization cost (to and from) shall be shouldered by the renters</p> <p>- 2,500.00 /hr. (upon operation)</p> <p>c. Private Individuals, Group or Organizations within</p>
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					<p>the Municipality of Tubigon</p> <p>(Inclusive of fuel, oil, salary of operator, mobilization cost and other recovery cost)</p> <p>-2,500.00 (upon operation)</p> <p>Standby Fee shall be charged for the renters in case of equipment will be non-operational due to increment weather condition or factors caused by mechanical and engine trouble of unit or ordered not operate by the LGU or its representative</p> <p>-2,000.00 (per day basis)</p> <p>2. Tools (without</p>
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					<p>operator, fuel and power)</p> <p>a. Plate Compactor 43.75/hour 350.00/day</p> <p>b. Concrete Mixer (1 bagger) 62.50/hour 500.00/day</p> <p>c. Concrete Vibrator 50.00/hour 400.00/day</p> <p>d. Electric Drill 37.50/hour 300.00/day</p> <p>e. Tile Cutter</p>
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					<p>37.50/hour</p> <p>300.00/day</p> <p>f. Welding Machine</p> <p>50.00/hour</p> <p>400.00/day</p> <p>g. Electric Cutter/Grinder</p> <p>43.75/hour</p> <p>350.00/day</p> <p>h. Electric Plainer</p> <p>43.75/hour</p> <p>350.00/day</p> <p>3. Tools (with LGU operator, fuel and power)</p> <p>a. Plate Compactor</p>
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# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



					106.25/hour
					850.00/day
					b. Concrete Mixer (1 bagger)
					162.50/hour
					1,300.00/day
					c. Concrete Vibrator
					162.50/hour
					1,300.00/day
					d. Electric Drill
					81.25/hour
					650.00/day
					e. Tile Cutter
					106.25/hour
					850.00/day
					f. Welding Machine
					150.00/hour
					1,200.00/day

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



					<p>g. Electric Cutter/Grinder 81.25/hour 650.00/day</p> <p>h. Electric Plainer 81.25/hour 650.00/day</p> <p>4. Dump trucks (6 wheelers) 712.00/hour 5,696.00/days</p> <p>5. Motor Grader</p> <p>a. Barangay Local Government Units of Tubigon for construction, repair, rehabilitation, maintenance of barangay roads and other related infrastructure</p>
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# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



					(inclusive of fuel, oil, salary of operator and other recovery cost -2,000.00/hour (upon operation) b. Other LGUs (Municipalities and Barangays) and private individuals, groups, or organizations) - 2,500.00/hour (Inclusive of fuel, oil, salary of operator, and other recovery cost, mobilization cost)
				TOTAL	15 minutes

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>PAYMENT OF FINES AND PENALTIES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Citation Ticket/Slip	Local Government Code of the Philippines	1. Approach the Cashier and present the citation ticket/slip		5 minutes	Depending on the violation committed
	Revised Revenue Code of 2015				
			2. Wait while Cashier issues official receipt		
		3. Receive official receipt and present it to the apprehending officer		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	



# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>RETIREMENT OF BUSINESS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Submit a sworn statement of the gross sales or receipts for current calendar year within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated	Local Government Code of the Philippines  Revised Revenue Code of 2015	1. Approach the Cashier and present the above mentioned requirements		5 minutes	Secretary's fee -60.00  Tax Dues if there's any
2. Previous business permit (to be surrendered)		2. Wait while Cashier retrieve business ledger		5 minutes	
		3. Pay tax due (If there's any) and pay secretary's fee for Certificate of Closure		5 minutes	
		4. Received original receipt and proceed to BPLO for the issuance of certification for business closure		5 minutes	
<b>TOTAL</b>				<b>20 minutes</b>	

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>RELEASE OF SOCIAL PENSION AND SOCIAL BONUS FOR SENIOR CITIZENS</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Senior Citizen's ID	Republic Act No. 9994  Municipal Ordinance 2019-08-495  Municipal Ordinance 2014-10-399	1. Approach the disbursing officer and present the Senior Citizen's ID		5 minutes	None
		2. Sign the payroll		5 minutes	
		3. Receive social pension/bonus		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>RELEASE OF FINANCIAL ASSISTANCE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Valid ID	DSWD memorandum Circular No.02, series of 2014 DSWD memorandum Circular No.15, series of 2014 DSWD Memorandum Circular No.11 Series of 2019	1. Approach the Releasing Officer and present Valid ID		5 minutes	None
		2. Sign disbursement voucher and logbook		5 minutes	
		3. Receive financial assistance check		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

## ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>RELEASE OF CHECK TO GOVERNMENT SUPPLIER</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Valid ID/Company ID	None	1. Approach the Releasing Officer and present Valid ID/Authorization Letter		5 minutes	None
2. Authorization Letter from the Business Owner/suppliers if claim by representation		2. Sign disbursement voucher and logbook		5 minutes	
		3. Receive check		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	

# ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: <u>OTHER COLLECTION OF FEES</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. None	Local Government Code of the Philippines	1. Approach the Cashier and present the billing statement/slip		5 minutes	Depending on the billing statement/slip from concerned office
		2. Pay the Cashier		5 minutes	
		3. Receive official receipt		5 minutes	
<b>TOTAL</b>				<b>15 minutes</b>	