

PANQUI PROFILE

A. Brief History

The birth of Paniqui could be traced way back in **1712** when the provincial government of Pangasinan sent a group of men south of Bayambang, Pangasinan for the expansion of the Christian Faith. The pioneering group was led by two brothers, Raymundo and Manuel Paragas of Dagupan and established the Local Government in a Sitio called “manggang marikit” (mango of an unmarried woman) now apart of Guimba, Nueva Ecija. Surprisingly, in this sitio, there are a great number of mammals called by Ilocanos “pampaniki” and it was from this term that the name Paniqui was derived.

An uprising led by Caragay during the early part of 1720 forced the Local Government in “manggang marikit” to abandon the place and to evacuate for lowland called Acocolao, a place two kilometers west of the present Poblacion. It was a historical sitio where the first Moro in the Philippines, Sultan Ali Mudin was baptized in 1750 and embraced Christianity.

Paniqui was a sprawling town that covered a wide area that time. Some of the barrios that formerly comprised Paniqui were “San Roque” now Cuyapo; “Barong” now Gerona; “San Jose De Camiling” now Camiling; “Bani” now Ramos; “San Ramon” now Moncada; and Anao.

The period between 1750 and 1896 were painful years of Spanish tyranny and oppression. Because of the insurrectos and sometimes bandits conveniently sprouted among the people that made sporadic attacks upon the Conquistadores. These attacks on the Spaniards, who came on the islands bringing the Sword and the Cross were marred by cholera and small pox epidemics punctuated by floods and typhoons.

However, a group of Paniqui patriots, welded together by a common consciousness of oneness, unselfish devotion for freedom and spurred by Spanish ruthless tyranny, organized a legitimate segment of the Katipunan on January 12, 1896 which is far cry from the bandits that used to harass the Spaniards.

These dauntless men made daring exploits, unrecorded in the history of the Katipunan, the most prominent of which was the ambush of Spanish soldiers along the road going to Anao and killing a great number of them. These incidents made a prelude to the end of the Spanish occupation in Paniqui.

The advent of American occupation saw a happy transition from the almost aristocratic and enigmatic characteristic of Spanish conquistadores to the democratic way of life under American tutelage.

In Paniqui, the Japanese were confronted with an enemy which is mighty in its fury and relentless in its vengeance. The members of the Guerilla force under Col. Maristela dedicated their unflinching loyalty to the cherished ideals of their motherland...the Philippines by establishing a security cordon of the

people under the very nose of the Japanese. The Guerilla outfit preserved the landmarks of Paniqui like the sugar central, municipal building, public school buildings and practically all the unpretentious private homes. One of the bloodiest chapters of this guerilla outfit was recorded on May 8, 1945, when the Guerilla forces were annihilated two platoons of Japanese Soldiers at Sta. Ines where 52 sons of Nippon were killed.

Today, the people of Paniqui, welded by the same persuasion that held them together during the most trying moments in history, are working again, hand in hand to make their native town, the progressive, respected, and thriving community that is.

ACCESS TO THE MUNICIPALITY

Paniqui is easily reached by land transportation, either by bus or private vehicles. The newly improved MacArthur Highway traverses it from North to South or vice-versa. In fact, the shortest route from Manila to Baguio and to the Ilocos Region passes this Municipality.

The Paniqui Welcome Ark, a visible and remarkable landmark, greets visitors as they enter the municipality.

Mac Arthur Highway cuts across the Poblacion. However, due to traffic congestion during peak hours, especially during market days, a diversion road was constructed outside the town.

Almost all the roads within the Poblacion area are already concreted. Similarly those main arteries linking the interior Barangays with the town proper are either asphalted or concreted thus providing easy access to the Poblacion for smooth transport of products services and mobility of people.

The construction of the Paniqui-Camiling road makes travel between Paniqui and the Western neighboring towns of Tarlac and Pangasinan easier via a well-concreted roads and bridges. The western town of Nueva Ecijahave likewise been linked with Paniqui through well paved roads making trading and commerce faster and easier.

B. Demography

	(NSO, 2015)	
POPULATION		92,606
Growth rate		0.03
Population density (person per hectare)		7.92
	(CBMS, 2008)	
Household		18,856
Employed (15 yrs. Old up)		23,689
Unemployed/Economically Inactive		655
Illiteracy Rate (10 yrs. old up)		0.023

VISION/MISSION

“The Municipality of Paniqui envisions as the Center for Trade, Commerce and Industry, Education and Agri-tourism in Northern Tarlac inhabited by a God-fearing, healthy, self-reliant, and well-disciplined citizenry who live in a peaceful, environment-friendly and disaster-resilient community and globally competitive economy governed by reliable and responsible leadership.”

THE ANTI-RED TAPE ACT OF 2007 (R.A. 9485)

Republic Act 9485: 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.

The constitutional basis of the Act is stated in Article II, Section 27 of the 1987 Constitution as follows “the State shall maintain honesty and integrity in the public service and shall take positive and effective measures against graft and corruption”.

The Act was passed in response to the urgent need to establish an effective system that should eliminate bureaucratic red tape, avert graft and corrupt practices and improve efficiency of delivering government frontline services.

It is declared in the Act that, the State shall maintain honesty and responsibility among its public officials and employees, and, shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified procedures that should reduce red tape and expedite transactions in government.

The Act shall apply to all government offices and agencies including local government units and government owned and controlled corporations with or without original charter, that **provide frontline services**.

The Act aims to promote transparency in government with regard to the manner of transacting with the public by requiring each agency to simplify frontline service procedures, formulate service standards to observe in every transaction and make known these standards to the client.

The creation of a Citizen's Charter is one way of making known to the client the service standards of the agency. The Citizen's Charter is the official document, a service standard or a pledge that communicates information on the services provided by the concerned government agency to the public. It describes the step-by-step procedure for availing a particular service and the guaranteed performance level that they may expect for that service.

MUNICIPAL GOVERNMENT OF PANIQUI - OFFICES

OFFICE OF THE MUNICIPAL MAYOR

The Local Chief Executive exercises general supervision and control over all programs, projects, service and activities of the municipal government. He enforces all laws and ordinance relative to the governance of the municipality and ensures the delivery of basic services and provision of adequate facilities to the public.

OFFICE OF THE MUNICIPAL VICE- MAYOR

The Municipal Vice-Mayor is the Presiding Officer of the Sangguniang Bayan (SB). He is the approving authority for all expenditures appropriated for the operations of the of the SB and for the appointment of all officials and employees of the SB except those whose manner of appointment is specifically for in the Local Government Code of 1991.

OFFICE OF THE SANGGUNIANG BAYAN

The Sangguniang Bayan enacts, approves resolutions and appropriates funds for the general welfare of the Municipality. Legislations include, among others, the granting of franchises, regulation of activities related to the use of land, buildings, structures within the municipality and other policies which ensures the efficient and effective delivery of basic services and facilities.

MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

The Municipal Human Resource Management officer develops and manages the LGU's total system of human resource recruitment, selection, placement and appointment, performance evaluation, professional and values development, awards, benefits and performance-based incentives. He develops and maintains an efficient human resource management information system and issue updates on the prescribed code of behavior and conduct for all LGU personnel

OFFICE OF THE MUNICIPAL PLANNING & DEV'T COORDINATOR

The MPDC is responsible for the formulated of economics, social and physical development plans, integration and coordination of all sectoral plans and studies, monitoring and evaluation of programs and projects in accordance with the approved development plan reviews and recommends approval of architectural plans and design by government and non-government entities or individuals to the Sangguniang Bayan. As member of the finance committee, he analyzes income and expenditure patterns, formulates and recommends fiscal plans and polices for considerations of the committee.

MUNICIPAL BUDGET OFFICE

The Municipal Budget Officer is responsible in assisting the Municipal Mayor and the SB Officials for the review and consolidation of budget proposals of different offices before its implementation.

OFFICE OF THE MUNICIPAL ACCOUNTANT

The Municipal Accountant takes charge of both the accounting and internal audit services of the municipality. He certifies to the availability of budgetary allotment to which expenditures and obligations may be properly charged. He prepares financial statement and other documents necessary in the accounting and analysis of municipal government assets and obligation and appraises the Municipal Mayor and the SB on the financial condition and operations of the LGU.

OFFICE OF THE MUNICIPAL TREASURER

The Municipal Treasurer is responsible for advising the municipal officials and other concerned policymakers regarding the disposition of local government funds and on such other matters relative to finance. He is responsible for taking custody and exercise on proper management and disbursement of funds, implementation of tax ordinances and updating of tax information of the municipality.

OFFICE OF THE MUNICIPAL ENGINEER

The Municipal Engineer plans and executes the LGU's infrastructure program, including waterways protection, conservation, and rehabilitation. He is responsible for the administration of construction, repair and maintenance and inventory of roads, bridges, public buildings and other government facilities. He conducts survey of works and prepares project specification cost estimates and programs of works for the proposed infrastructure projects. The Municipal Engineer, as the Local Building Official, is responsible for the enforcement of the provisions of the National Building Code of the Philippines as well as its implementing rules and regulations.

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

The MSWD Officer oversees the LGU's poverty alleviation program and devises programs and projects to assist the disadvantaged, disabled, elderly and other marginalized individuals and groups. He is responsible for programs aimed at developing and protecting children up to six (6) years of age. He is also tasked to provide immediate relief and assistance during and in the aftermath of disaster and calamities.

MUNICIPAL AGRICULTURE OFFICE

The Municipal Agriculturist ensures a coordinated agriculture, fisheries and veterinary plan and implements approved projects. He is responsible for installing a quick and organized system that provides clientele with assistance and access to local resources and enterprises engaged in the production, processing and marketing of agriculture, aquaculture and animal products.

MUNICIPAL HEALTH OFFICE

The Municipal Health Officer develops and manages a local health service program. He executes and enforces all laws, ordinances, and regulations on public health. He is responsible for maintaining monitoring and inspection standards consistent with the provisions of the Sanitation Code for all establishments under his office. Be in the frontline of the delivery of health services, particularly during and in the aftermath of man-made and natural disasters & calamities.

MUNICIPAL CIVIL REGISTRY OFFICE

The Municipal Civil Registrar has the authority over the civil registration program in the LGU. He must ensure that the program complies with the Civil Registry Law, the Civil Code and other pertinent laws, rules and regulations. He is responsible for processing applications for marriage licenses and birth and death registration. He coordinates with the National Statistics Office in conducting educational campaign for vital registration and assist in the preparation of demographic and other statistics for the Municipality.

OFFICE OF THE MUNICIPAL AESSOR

The Municipal Assessor ensures that all laws and policies governing the appraisal and assessment of real properties for taxation are properly executed. He takes charge of establishing a real property tax assessment system and installs a system of tax mapping through the conduct of regular physical surveys for a real property identification and accounting and appraisal system.

PERFORMANCE PLEDGE

We, the officials and employees of the Local Government Unit of Paniqui, pledge and commit to deliver quality public service as promised in this Citizen's Charter, specifically, we will:

Serve with integrity;

Be prompt and timely;

Display procedures, fees and charges;

Provide adequate and accurate information;

Be consistent in applying rules;

Provide feedback mechanisms;

Be polite and courteous;

Demonstrate sensitivity and appropriate behavior and professionalism;

Wear proper uniform and identification;

Be available during office hours;

Respond to complaints;

Treat everyone equally.

FRONTLINE SERVICES OF VARIOUS OFFICES

REGULATORY SERVICES (RS)

1. Municipal Treasury Office

- *Community Tax Certificate*
- *Securing Business Permit*
- *Securing Mayor's Permit / MTOP*
- *Collecting Real Property Tax*

2. Local Civil Registry Office

- *Registration of Birth & Marriage Certificate*
- *Registration of Death*
- *Applying for Marriage License*
- *Filing for petition for Change of First Name / Correction of Clerical Error Under R.A. 9048*
- *Registration of Legal Instruments / Legitimation of Natural Child*
- *Filing of Sworn Statement Under R.A. 9255*
- *Registration of Court Orders / Decrees and Request of Annotated Record*

3. Municipal Engineering Office

- *Building Permit*
- *Ancillary Permits*
- *Accessory Permits*

4. Municipal Planning & Development Office

- *Securing Preliminary Approval & Locational Clearance*
- *Securing Zoning / Locational Clearance*
- *Securing Zoning Certifications*

5. Municipal Assessor's Office

- *Securing Tax Declaration for Real Property Ownership*
- *Securing Various Certifications of Real Property (Lands, Buildings & Machineries)*

BASIC SERVICES (BS)

6. Office of the Municipal Mayor

- *Securing Mayor's Clearance*

7. Rural Health Unit – I

- *Out-Patient Consultation*
- *Reproductive Health Care*
- *Immunization Services*
- *Maternal Health Care Services*
- *Dental Services*
- *Anti-Tuberculosis Service*
- *Laboratory Services*
- *Securing Sanitary Permit & Health Certificate*
- *Birthing Home Services*
- *Dispensing of Free Medicines*

8. Rural Health Unit – II

- *Out-Patient Consultation Rural Health Unit*
- *Family Planning Services*
- *Anti-Tuberculosis Drugs (National TB Program)*
- *Maternal Health Care Services*
- *Immunization Services*

9. Municipal Social Welfare & Development Office

- *Securing Certificate Indigency*
- *Securing Solo parents I.D.*
- *Securing Assessment for Travel Clearance*
- *Securing Senior Citizens I.D. Purchase Booklet*
- *Relief Assistance*
- *Securing (AICS) Aid for Individual Crisis Situation or Financial Assistance*
- *Securing a Social Case Study Report*
- *Securing Pre-Marriage Certificate*

ADMINISTRATIVE SUPPORT SERVICES (ASS)

10. Agriculture Office

- *Securing Subsidized Agricultural Inputs (Distribution of Planting Materials or Inputs)*





FRONTLINE

REGULATORY SERVICES

MUNICIPAL AGRICULTURE OFFICE

SECURING SUBSIDIZED AGRICULTURAL INPUTS/ INTERVENTIONS

ABOUT THE SERVICES

It is a government program in order to provide innovative products and services that will help increase farmers' income and promote the growth and quality of commodity in farming industry.

A. REQUIREMENTS

- a) List of Farmer Beneficiaries
- b) Tenural Status
- c) Certification of the Brgy. Captain
- d) Farmer's ID

B. FEES

The farmer will pay the equity prior in claiming agricultural inputs/ interventions.

C. DURATION : 33 Minutes

D. AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00 AM to 5:00 PM

E. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATI ON OF ACTIVIT Y	PERSON IN- CHARGE	FEEES	FORMS
1	Submit request letter with required documents	Evaluate documents presented	5 Min.	Agricultural Technologist	None	None
2	Answer needed information	Interview client for the purpose and refer to Municipal Agriculturist	3 Min.	Agricultural Technologist/ Municipal Agriculturist	None	None
3	Wait for Approval	Prepare Assessment Report and Recommendation	5 Min.	Agricultural Technologist	None	None
4	Register in the masterlist	Record payment of intervention and prepare masterlist	10 Min.	Agricultural Technologist	None	None
5	Fill up Client Satisfaction Feedback	Release goods and services to approved client	10 Min.	Agricultural Technologist	None	None

START

F. WORK FLOW

PERSON RESPONSIBLE
Agricultural Technologist

Evaluate documents presented

Agricultural Technologist/Municipal Agriculturist

Interview client for the purpose and referred to Municipal Agriculturist

Agricultural Technologist

Prepare Assessment Report and Recommendation

Agricultural Technologist

Note for the payment and prepare master list

Agricultural Technologist

Release goods and services to approve client

END

MUNICIPAL ASSESSOR'S OFFICE

SECURING VARIOUS CERTIFICATION OF REAL PROPERTIES (Lands, Buildings and Machineries)

A. ABOUT THE SERVICE

This regulatory service is for concerned individuals who wants to secure Transfer Certificate of Title (TCT) as the new owner, of the property likewise it is one of the requirements for loan purposes and other financial institutions and needed as basis of payment of taxes due to Bureau of Internal Revenue (BIR) as supporting document an individual need to secure, Certified True Copy of Tax Declaration, Certification of no/with improvement, Certificate of Property holdings/No Property Holdings.

B. REQUIREMENTS

Certification from the Barangay Captain that there is no improvement exists in their properties and updated realty tax.

C. FEES

Imposition of fees based on:

- Article III Section 3.02 of the Revenue Code of 1999 of the Municipality of Paniqui.
- Certification Fee – P 100.00

D. DURATION

30 Minutes

E. AVAILABILITY OF THE SERVICE

Monday to Friday @ 8:00 am to 5:00 pm

HOW TO AVAIL OF THE SERVICES

STEP	APPLICANT	SERVICE PROVIDER	DECLARATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Submit request letter with required Documents	Check the Documents	2 minutes	Adm. Aide III		
2	Answer needed Information	Verify documents interview the Applicant	5 minutes	Adm. Aide III		
3	Proceed to MTO for the payment of service fee	Issue O.R Accept Payment	3 minutes		P100.00	
4	Wait for approval	Prepare and check the tax declaration	18 minutes	Adm. Aide III LAOO I		Tax Declaration
5		Sign the Document	1 minute	Municipal Assessor Adm. Aide III		
6	Claim	Record in the Log Book and sign by Applicant	1 minute			

End of Transaction- Duration of Service - **30 minutes**

WORK FLOW

PERSON RESPONSIBLE

PROCEDURE FLOW

APPLICANT

Submit request letter with required documents

ADMIN AIDE III

Verify the documents interview the applicant

REVENUE COLLECTION CLERK

Issue official receipt Accept Payment

ADMIN AIDE /LAOO I

Prepare and check the Tax Declaration

MUNICIPAL ASSESSOR

Sign the document

ADMIN AIDE

Record in the Log Book and sign by applicant

End

SECURING TAX DECLARATIONS OF NEW BUILDING AND MACHINERIES AND LANDS

A. ABOUT THE SERVICE

The Municipal Assessor's Office is responsible in appraisal and assessment of new buildings and machineries. Any person/individual/Firm/Corporation that owns a real property shall notify the Assessor's Office for an ocular inspection of said real property for taxation purposes.

B. REQUIREMENTS

Certificate of Completion/Occupancy, Floor plans of the building, building permit, Cash Invoice of Machineries. TCT's

C. FEES

Imposition of fees based on:

- Rules and Regulations Implementing the Local Government Code of 1991 under Republic Act 7160.
- Rules XXXI
- Under Act 324 Rates of Levy
- Basic Real Property Tax, Not Exceeding One Percent (1%) of the Assessed Value
- Under Article 326 Additional Levy on Real Property for the Special Education Fund (SEF) as annual tax of one percent (1%) on the Assessed Value of Real Property which shall be in addition to the Basic Real Property Tax.

D. DURATION : 65 Minutes

E. AVAILABILITY OF THE SERVICE

Monday to Friday @ 8:00 am to 5:00 pm

OCULAR INSPECTION OF LANDS, BUILDINGS, and MACHINERIES

F. HOW TO AVAIL OF THE SERVICE.

STEP	APPLICANT	SERVICE PROVIDER	DECLARATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Request for Ocular Inspection of lands, buildings and machineries	Order the Adm. Aide III, LAOO I, Draftsman	1 minute	Admin. III/LAOO I Draftsman		
2		Ocular Inspection of lands, buildings and machineries inter the Applicant	40 minutes	Adm. III/LAOO I Draftsman		FAAS
3	Proceed to MTO for the payment of service fee	Issue O.R. Accept Payment	3 minutes		P100.00	
4	Wait for approval	Prepare the Tax Declaration	15 minutes	Adm. III/LAOO I		Tax Declaration
5		Review and sign the documents	5 minutes	Draftsman Municipal Assessor		
6	Claim	Record in the log book and sign by the applicant	1 minute	Adm. Aide III		

End of Transaction: Duration of Service – 65 minutes

PERSON RESPONSIBLE

PROCEDURE FLOW

START

APPLICANT

Request for ocular inspection of lands, bldgs., and machineries

ADMIN AIDE III

Order the Admin. Aide III, LAOO I, Draftsman

ADMIN AIDE III/LAOO I/DRAFTSMAN

Ocular inspection of lands, bldgs., and machineries, interview the applicant

REVENUE COLLECTION CLERK

Issue official receipt Accept

ADMIN AIDE/ LAOO 1

Prepare the Tax Declaration

MUNICIPAL ASSESSOR

Review and Sign the documents

ADMIN AIDE III

Record in the Log Book and sign by applicant

END

SECURING TAX DECLARATIONS FOR REAL PROPERTY OWNERSHIP

F. ABOUT THE SERVICE

The Municipal Assessor's Office determines the transfer of property from one owner to another on the basis of required documents. Any person / individual / Firm / Corporation who intends to transfer real property ownership shall notify this office from the date of such transfer.

G. REQUIREMENTS

Transfer Certificate of Title (TCT), Deed of Conveyance, Subdivision Plans, Agreement of Subdivision/Affidavit of Request, Tax Clearance/ Tax Receipts, Transfer Tax, Certificate of Authorizing Registration (CAR)

H. FEES

Imposition of fees based on:

- Rules and Regulations Implementing the Local Government Code of 1991 under Republic Act 7160.
- Rules XXXI
- Under Act 324 Rules of Levy
- Basic Real Property Tax, Not Exceeding One Percent (1%) of the Assessed Value
- Under Article 326 Additional Levy on Real Property for the Special Education Fund (SEF) an annual tax of one percent (1%) on the assessed value of real property which shall be in addition to the basic real property tax.

I. DURATION

50 Minutes

J. AVAILABILITY OF THE SERVICE

Monday to Friday @ 8:00 am to 5:00 pm

SECURE TAX DECLARATION (TRANSFER OF OWNERSHIP)

STEP	APPLICANT	SERVICE PROVIDER	DECLARATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Submit request letter with required documents.	Evaluate the Documents Presented	4 minutes	Adm. Aide III		
2	Answer needed Information	Verify documents interview the applicant	15 minutes	Adm. Aide III		
3	Wait for approval	Prepare and check the tax declaration	20 minutes	Adm. Aide III Draftsman		Tax Declaration
4		Review & Sign the tax declaration	10 minutes	Municipal Assessor		
5	Claim	Record in the Log Book and sign by the applicant	1 minute	Adm. Aide III		

End of Transaction: Duration of Service
50 minutes

WORK FLOW

PERSON RESPONSIBLE

PROCEDURE FLOW

APPLICANT

Submit request letter
with required
documents

ADMIN AIDE III

Evaluate the
documents presented

ADMIN AIDE

Verify the documents
interview the applicant

ADMIN AIDE/DRAFTSMAN

Prepare and check the
Tax Declaration

MUNICIPAL ASSESSOR

Review & Sign the Tax
Declaration

ADMIN AIDE

Record in the Log Book
and sign by applicant

ENGINEERING OFFICE

1. Issuance of Building Permit

2. Issuance of Ancillary Permits

- a. Architectural Permit
- b. Civil/Structural Permit
- c. Electrical Permit
- d. Mechanical Permit
- e. Sanitary Permit
- f. Plumbing Permit
- g. Electronics Permit

3. Issuance of Accessory Permits

- a. Ground Preparation and Excavation
- b. Encroachment of Foundation to Public Area
- c. Fencing
- d. Sidewalk Construction
- e. Temporary Sidewalk Enclosure and Occupancy
- f. Erecting
- g. Repair/Renovation
- h. Removal of Sign
- i. Demolition

A. ABOUT THE SERVICES

To safeguard Life, Health, Property and Public Welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy and maintenance.

B. REQUIREMENTS

1. Duly accomplished prescribed application form/s
2. Proof of Ownership
 - a. Certified True Copy of OCT/TCT
 - b. Tax Declaration
 - c. Current Real Property Tax Receipt
 - d. In case the applicant is not the registered owner of the lot, in addition to the above: duly notarized copy of the Contract of Lease or Deed of Absolute Sale or Consent Letter from the owner.
- 3. 5 Sets of survey plans, design plans, specifications and other documents prepared, signed and sealed by a duly licensed and registered professionals.**
- 4. Architectural Documents**
 - a. Architectural Plans/Drawings
 - b. Architectural Interiors/Interior Design
 - c. Plans and Specific Locations of all accessibility facilities of scale of at least 1:100
 - d. Detailed Design of all such Accessibility Facilities
 - e. Fire Safety Documents
 - f. Other Related Documents
- 5. Civil/Structural Documents**
 - a. Site Development Plan
 - b. Structural Plan
 - c. Structural Analysis and Design except for one storey and single detached building or structure
 - d. Boring and Load Test for buildings/structures of three (3) storey and higher
 - e. Seismic Analysis
 - f. Other Related Documents
- 6. Electrical Documents**

Electrical Plans and Technical Specifications

7. Mechanical Documents

8. Sanitary Documents

9. Plumbing Documents

10. Electronic Documents

11. Geodetic Documents

12. Clearance from other Agencies

- a. Locational Clearance –Municipal Zoning Administration
- b. Whenever necessary, written clearances shall be obtained from various authorities exercising and enforcing regulatory functions:

- i. Department of Public Works and Highways (DPWH)
- ii. Air Transportation Office (ATO)
- iii. Housing and Land Use Regulatory Board (HLURB)
- iv. Department of Tourism (DOT)
- v. Local Government Unit (LGU)
- vi. Department of Environment and Natural Resources (DENR)
- vii. Department of Transportation and Communication (DOTC)
- viii. Department of Interior and Local Government (DILG)
- ix. Department of Education (DepEd)
- x. National Water Resources Board (NWRB)
- xi. Department of Agrarian Reform (DAR)
- xii. Department of Agriculture (DA)
- xiii. Department of Labor and Employment (DOLE)
- xiv. National Housing Authority (NHA)
- xv. National Council for the Welfare of Disabled Persons (NCWDP)

C. FEES

Based on the National Building Code of the Philippines (P.D. 1096)

D. DURATION

- D.1 Building Permit – 1 hour & 40minutes
- D.2 Occupancy Permit – 1 hour & 38 minutes
- D.3 Others – 45 minutes

E. AVAILABILITY OF THE SERVICE

Monday to Friday 8:00am – 5:00pm

- Issuance of Application Forms
- Receive Application Documents
- Assess/Evaluate Documents
- Preparation of Permits
- Issuance/Release of Permits

Monday to Friday – as needed

Site Inspection

HOW TO AVAIL OF THE SERVICE (Building Permit)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Secure forms & Inquire requirements	Issuance application forms & list of requirements	10 minutes	Admin. Aide III	None	Bldg./Structural/Electrical/Plumbing/Sanitary/Mechanical
2	Submit accomplished Application Forms together with Set of Plans & Estimates	Evaluate Application Forms and Set of Plans/Estimates and assess payment	30 minutes	Draftsman 1B/ Admin. Aide III	None	Bldg./Structural/Electrical/Plumbing/Sanitary/Mechanical
3	Pay permit fees	Accept payment and issue OR	5 minutes	Treasury Staff	Based on area	

4	Submit other required documents/clearances such as Permit Fees, Zoning, Location al, Fire & SB Checklists , etc.	Review/Check Permit Fees/Documents/Clearances presented/ Site Inspection	45 minutes	Draftsman 1B/ Admin. Aide III	none	
5	Wait for Approval	Present/Submit all documents /clearances to the Municipal Engineer for further evaluation & approval	15 minutes	Admin. Aide III/Municipal Engineer	none	
6	Claim Permit	Release Permit	5 minutes	Admin. Aide III	none	
End of Transaction (1 hour and 50 minutes excluding securing clearances from other agencies and site inspection)						

HOW TO AVAIL OF THE SERVICE (Occupancy Permit)

ST EP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATIO N OF ACTIVITY	PERSON IN CHARG E	FEES	FORMS
1	Submit accomplish ed Application Forms	Evaluate Application Forms and Set of Plans/Estimates and assess payment	20 minutes	Draftsm an 1B/Ad min. Aide III	None	Certificate of Completion/O ccupancy Permit
2	Pay permit fees	Accept payment and issue OR	5 minutes	Admin Aide III (MTO)	Base d on area	
3	Submit other required documents such as Constructio n Logbook, Fire Clearance & Pictures	Review/Check Permit Fees/Document s/Clearances presented	30 minutes	Draftsm an 1B/Ad min. Aide III	none	
4	Request for Inspection	Actual Site Inspection	30 minutes	Draftsm an 1B /Electri cian/ Admin. Aide III	none	
5	Wait for Approval	Present/Submit documents/cle arances to the Municipal Engineer for further evaluation & approval	10 minutes	Munici pal Engine er	none	
6	Claim Permit	Release Permit	3 minutes	Admin. Aide	none	
End of Transaction (1 hour and 38 minutes excluding securing clearances from other agencies)						

LOCAL CIVIL REGISTRAR

ISSUANCE OF CERTIFIED TRUE COPY OF BIRTH, MARRIAGE, DEATH AND OTHER CIVIL REGISTRY DOCUMENTS

A. ABOUT THE SERVICE:

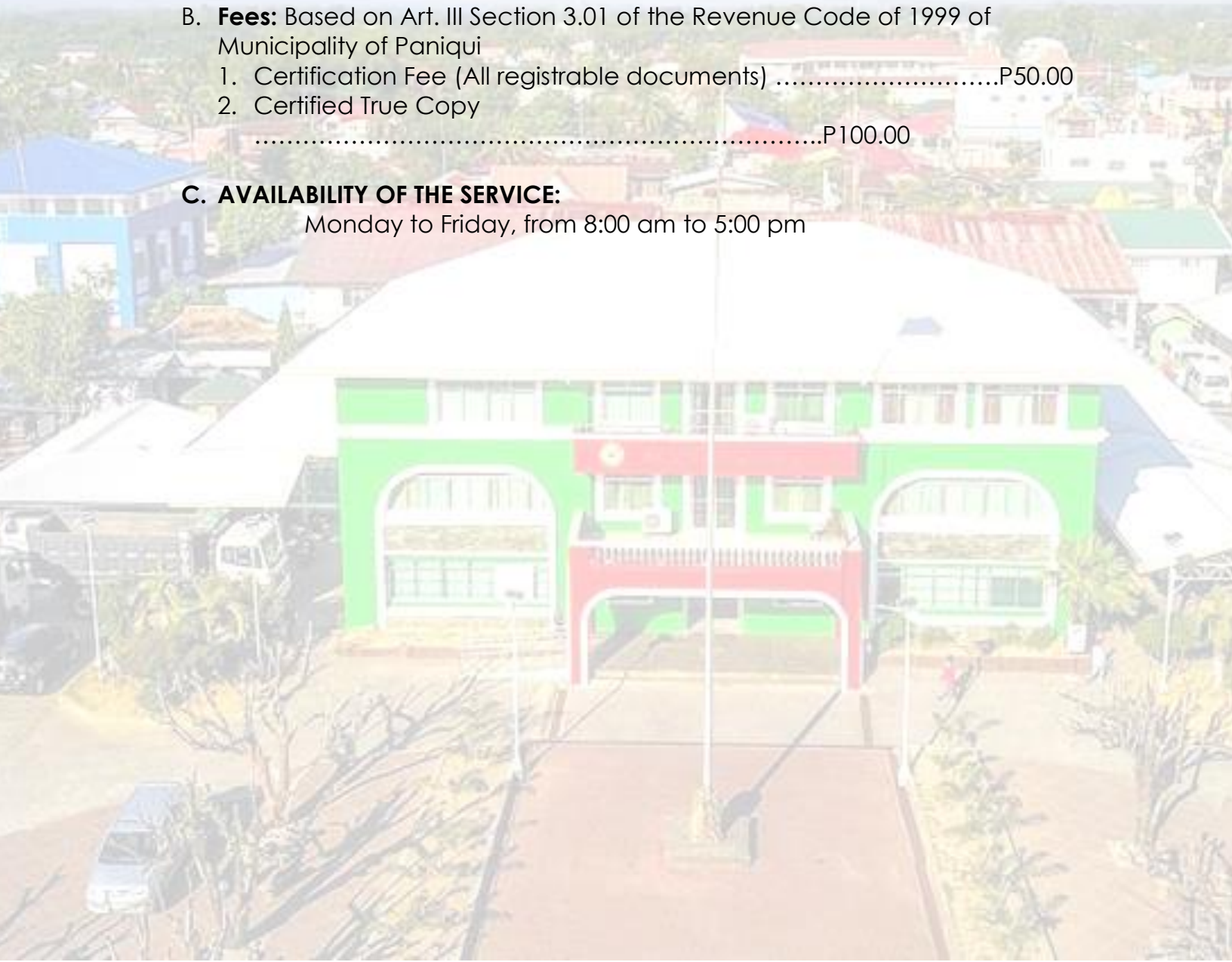
Civil registry documents such as birth, marriage and death certificates may be availed of by securing a certified transcript or photocopy from the Municipal Civil Registry Office. Any person/individual concerned or his/her duly authorized person can secure a copy of registered civil registry documents.

B. **Fees:** Based on Art. III Section 3.01 of the Revenue Code of 1999 of Municipality of Paniqui

1. Certification Fee (All registrable documents)P50.00
2. Certified True Copy
.....P100.00

C. AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 am to 5:00 pm



ISSUANCE OF CERTIFIED TRUE COPY OF BIRTH, MARRIAGE, DEATH AND OTHER CIVIL REGISTRY DOCUMENTS

HOW TO AVAIL OF THE SERVICE

Step	Applicant and Client	Service Provider	Duration of Activities	Person in Charge	Fees	Forms
1.	Submit the Verification Slip	Verify, evaluate and prepare the request	5 min.	Asst. Registration Officer Administrative Aide VI Administrative Aide IV		Verification Slip Form 1A(Birth) Form 2A(Death) Form 3A(Marriage) Form 1C(Birth Destroyed) Form No 3C(Marriage Destroyed) Form 1B(Birth Not Available) Form 3B(Marriage Not Available) Form 2B(Death Not Available)
2.	Payment of fee for Cert. True Copy	Accept payment and issue official receipt	2 min.	Mun. Treasury Office	P100/ P50	
4.	Present official receipt	Sign and evaluate the processed document	2 min.	Municipal Civil Registrar		
5.	Claim the requested document	Release the requested document	2 min.	Asst. Registration Officer Administrative Aide VI Administrative Aide IV		

**Duration of the Service
TOTAL: 11 Mins.**

APPLICATION FOR MARRIAGE LICENSE

A. ABOUT THE SERVICE:

Before getting married, each of the contracting parties must file separate sworn application for Marriage License with the proper local civil registrar of the place where either or both of the Contracting parties reside.

Marriage Licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are be deemed automatically cancelled if the contracting parties have not yet gotten married within this period.

B. REQUIREMENTS

1. Personal appearance of applicants
2. Certified true/photocopy of birth certificate of applicants or Baptismal Certificate.
3. Pre-Marriage Counseling Certificate (For Applicants below 25 yrs. of Age)
4. Parents' advice (for applicants who are 21 yrs. old and above but below 25 years old.)
5. Parents' consent (for applicants who are 18 and under 21 years old)
6. Certificate of No Marriage (CENOMAR) for applicants 25 years old and above.
7. Death Certificate of the deceased spouse if applicant's status is widow or widower.
8. Court Decision and Certificate of Finality if former marriage was annulled or declared null and void.
9. Copy of the Decree of Divorce or Divorce Certificate, if divorced.
10. For Foreign Applicants:
 - a. Legal Capacity to Contract Marriage or Affidavit of No Legal Impediment to Contract Marriage issued and sworn from the embassy of the foreign applicant.
 - b. Valid Passport – Photocopy of the page where the picture of the applicant appears and the page where the date of arrival of the same appear (2 copies)

C. **FEES:** Based on Art. III Section 3.01 of the Revenue Code of 1999 of the Municipality of Paniqui.

Application for Marriage License:

For Filipino National	P500.00
For Foreign National	P1,250.00

D. AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 am to 5:00 pm

**APPLICATION FOR MARRIAGE LICENSE
HOW TO AVAIL OF THE SERVICE**

Step	Applicant and Client	Service Provider	Duration of Activities	Person in Charge	Fees	Forms
1.	Submit Accomplished Personal Information Form and needed requirements	Receive, Interview, evaluate, records the Accomplished Form and prepare the documents	15 min	Administrative Aide VI Administrative Aide IV		Mun. Form No. 94 Mun. form 90 Mun. Form No. 92 Mun. Form No. 68
2.	Pay the required fees	Accept receipt of fees	2 min.		P500 P1,250	
3.		Sign the processed document	5 min.	Municipal Civil Registrar		
4.		Process and post for ten(10) days	10 days	Administrative Aide VI Administrative Aide IV		
5.	Claim	Sign Marriage License	2 min.	Municipal Civil Registrar		
6.	Payment of Fee	Prepare and Release the Marriage License	2 min.	Administrative Aide IV	P2.00	Accountable Form No. 54

**Duration of the Service
TOTAL: 10 days and 26 mins.**

REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATE

• ABOUT THE SERVICE

Republic Act No. 3753 mandates the establishment of a Civil register in the Philippines where acts, legal instruments and court decrees concerning the civil status of persons shall be recorded. The birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the Office of the Civil Registrar of the city/municipality where the birth occurred. For ordinary marriages, the time for submission of the Certificate of Marriage is 15 days following the solemnization of marriage. For marriage exempt from the license requirement, the prescribe period is 30 days.

- **REQUIREMENTS:**

- **For Birth:**

- A. Four(4) copies of certificate of Live Birth duly accomplished correctly, completely and signed by the proper parties. (Data supplied in the certificates must be typewritten on line and must have no erasures).
- B. For illegitimate but acknowledged child.
 1. Affidavit of Acknowledged / Admission of Paternity.

- **C. For Delayed Registration of Birth**

1. For persons less than eighteen (18) year old.
 - a. Affidavit of Delayed Registration (at the back of the Certificate of Live Birth)

Signed by the father, mother or guardian, or the child himself, if he is of understanding capacity;

- b. Any two (2) of the following documentary evidence which may show the name of the child, date and place of birth and name of the parents:

- Baptismal
- School Record
- Medical Record
- Marriage Certificate
- Voter's Record/Registration
- Others

- c. Affidavit of two (2) Disinterested Persons who might have witnessed or have known about the birth of the child; and
 - d. A Sworn statement of the present whereabouts of the mother, if the person seeking delayed or late registration of an illegitimate child is not the mother.

2. For the persons whose parents are not married at the time of the child's birth.
 - a. Joint Affidavit of Parents
 - b. Sworn Statement of Mother
 - c. Affidavit of Acknowledgement
 - d. Affidavit to Use the Surname of the Father (RA 9255)
3. Certificate of NO RECORD of Birth from the Philippine Statistics Authority (PSA)
 - a. All requirements for a child who is less than eighteen (18) years old; and
 - b. Certificate of Marriage, if married.

For Marriage:

- A. Four (4) copies of Certificate of Marriage duly accomplishment correctly, completely and signed BY proper parties. (Data supplies in the certificates must be typewritten on line and must have no erasure.)
- B. Delayed Registration of Marriage
 - 1. Affidavit of Delayed Registration which shall be executed by the Solemnizing Officer or the person reporting or presenting the Certificate of Marriage, stating therein the exact place and date of marriage and the reason or cause of the delay;
 - 2. A certified copy of the application for marriage license bearing the date when the marriage license was issued, whenever applicable; and
 - 3. Certificate of NO RECORD from the Philippine Statistics Authority (PSA).

FEES: Based on Art. III Section 3.01 of the Reverse code of 1999 of the Municipality of Paniqui.

- 1. Service fee
.....P50.
00
- 2. Posting fee
.....P50.
00

C. AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00am to 5:00 pm

Note:

If Delayed Registration – the client/ applicant is advised to come back after ten (10) days upon completion of the period of posting. It will commence on the day when all the requirement are submitted.

REGISTRATION OF DEATH

A. ABOUT THE SERVICES

The Spouse or nearest relative who has the knowledge of the death of a person – who died without medical assistance – must report the same within 48 hours.

The municipal health office examines the cause of death, prepares, signs the death certificate, and direct the registration of the death certificate at the Municipal Civil Registrar within reglementary period of 30 days.

B. REQUIREMENTS:

- A. Four (4) copies of Certificate of Death Form, duly accomplished ,correctly, completely and signed by proper parties. (Date supplied in the certificates must be typewritten on line and must have no erasures.)
- B. Delayed Registration of Death
 1. Affidavit of Delayed Registration (at the back of the Certificate of Death) which shall be executed by the hospital, clinic or similar institution, or if the person died elsewhere, by the attendant-at-death. In the default of the hospital or clinic administrator or attendant-at-birth, the affidavit shall be executed by any person having legal charge of the decease when he was still alive;
 2. Authenticated copy of the Certificate of Burial, Cremation or any other means of corpse Disposal; and Certificate of NO RECORD from Philippine Statistics Authority (PSA).

C. **FEES:** Based on Art. III Section 3.01 of the Revenue Code of 1999 of the Municipality of Paniqui

Service Fee	Php. 50.00
Death – Transfer Fee	100.00
Burial Fee	10.00
Removal of Cadaver	100.00
Exhumation Fee	100.00
Niche Rental Fee	75.00

D. AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 am to 5:00 pm

REGISTRATION OF BIRTH, MARRIAGE AND DEATH

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT AND CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1.	Submit duly accomplished form	Receive and Evaluate Documents	5 Mins.	Asst. Registration Officer Adm. Aide VI Adm. Aide IV		Birth – 102 Marriage – 97 Death - 103
2.	Answer needed information and wait for processing	Ask about the details then Prepare and Assign Registry number	10 Mins.	Asst. Registration Officer		
3.	Payment of fees	Accept Receipt of Payment	2 Mins.		Service Fee P50.00	
4.		Review and Approval	5 Mins.	Municipal Civil Registrar		
5.	Claim	Record in the Registry Book and Release copy to the Registrant	5 Mins.	Asst. Registration Officer		

**Duration of the Service
TOTAL: 27 Mins.**

MUNICIPAL PLANNING DEVELOPMENT OFFICE

Acquiring Data and Computer-Drawn Maps from Municipal Planning and Development Office

A. ABOUT THE SERVICE

Information about the Municipality, its history, demography, socio-economic profile, and other statistics available can be requested at the MPDO. These are available in print and electronic copying text or PDF format. Computer drawn maps are available in predetermined resolutions.

This includes:

- Socio-Economic Profiles
- Land Use Plan
- Economic Development Data
- Computer-Generated Maps
- Other Municipal Statistics

B. FEES

Photocopy (Maps, Subd. /Condo Plans) Php 50.00

Hard Copy Php 30.00 minimum; Php 5.00/page in excess of 5

Electronic Copy Php 150.00/diskette; additional

Php 50.00 for rush job

Certified True Copy (Map) Php 10.00

C. AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00 A.M. to 5:00 P.M

D. DURATION

38 Minutes

E. SERVICE AVAILABILITY

Monday to Friday, 8:00 A.M. - 5:00 P.M.

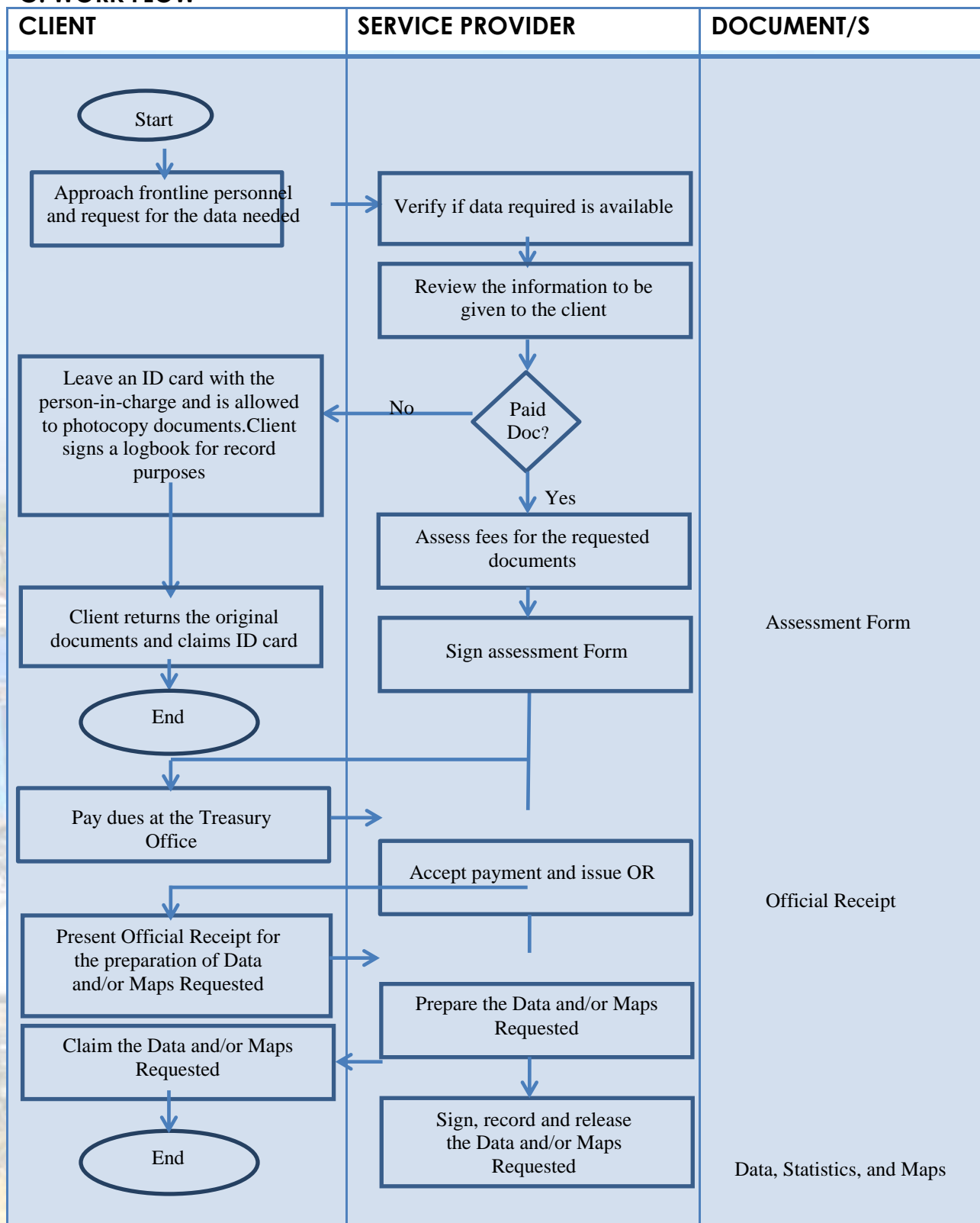
F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM/S
1	Approach frontline personnel and request for the data needed	Confirm if data required is available	3 minutes	MPDO Staff	None	
2	<p>a. If data is available, client waits for the information to be provided.</p> <p>b. Otherwise, the client is referred to other probable sources of information.</p>	Review the information to be given to the client	5 minutes	MPDO Staff	None	
3	<p>a. For paid documents, wait for the assessment of fees;</p> <p>b. Otherwise client leaves an ID card and is allowed to photocopy documents.</p>	<p>Assess fees for the requested documents.</p> <p>Collect the ID card and provide the documents to be photocopied</p>	5 minutes	MPDO staff	Assessed fees	None
4	<p>a. Wait for the approval of assessment form and fees</p> <p>b. Client signs a logbook for record purposes. If documents were photocopied, client returns the original documents.</p>	<p>Sign assessment Form</p> <p>Return the ID card to the client</p>	<p>2 minutes</p> <p>2 minutes</p>	<p>Municipal Zoning Administrator</p> <p>MPDO Staff</p>	<p>None</p> <p>None</p>	Assessment Form

5	a. Pay dues at the Treasury Office.	Accept payment and issue Official Receipt	5 minutes	Revenue Collection Clerk	Based on schedule of fees	Official Receipt
6	a. Present OR for the preparation of Data and/or Maps Requested	Prepare the Data and/or Maps Requested	15 minutes	MPDO Staff		
7	a. Claim Data and/or Maps Requested	Sign, record and release the Data and/or Maps Requested	3 minutes	MPDO staff		Data/Maps
End of Transaction (40 minutes)						



G. WORK FLOW



SECURING ZONING/LOCATIONAL CLEARANCE (LC) & PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC)

A. ABOUT THE SERVICE

Zoning/Locational Clearance (LC) and Preliminary Approval and Locational Clearance (PALC) are clearances or permits issued to a certain project that is allowed under the provisions of the Zoning Regulations of the Municipality pursuant to section 20 of RA 7160 as well as other standards, rules and regulations on land use.

B. APPLICATION REQUIREMENTS:

1. Duly accomplished and notarized application form.
2. Vicinity map
3. Site development Plan.
4. Certificate of ownership of the land, any of the following:
 - 4.1 Photocopy OCT/TCT registered in the name of the applicant.
 - 4.2 Tax Declaration declared in the name of the applicant plus certification from the Registered of Deeds/ Bureau of Lands that subject parcel of land is not yet registered in the name of any other person.
 - 4.3 Deed of Sale or Contract of Lease plus photocopy of TCT.
 - 4.4 Authorization from the registered owner allowing applicant to use subject parcel of land plus TCT.
 - 4.5 Bill of Materials/Cost Estimates
 - 4.6 Locational Clearance Fee

Additional Requirements for special projects like, piggery, poultry, cellsite, gasoline station, et. al.

1. Environmental Compliance Certificate or Certificate of Non-Coverage (ECC/CNC) from the Environmental Management Bureau (EMB) of the DENR.
2. If Non-Conforming Land Use, secure DAR conversion clearance or Sanguniang Bayan Reclassification.
3. Barangay Clearance/Resolution on the project.
4. Written conformity/non-objection from adjacent neighbors. Written conformity/non-objection from Homeowners Association of adjacent subdivision project/s. Written conformity/non-objection from owner/developer of adjacent subdivision project/s.

C. 2011 Revenue Code/ 2006 Zoning Ordinance/ Housing and Land Use Regulatory Board (HLURB) 2004 SCHEDULE OF FEES:

C.1 LOCATIONAL CLEARANCE

C.1.A Single residential structure attached or detached

- 1.1) Php 100,000.00 and below
- 1.2) Over Php100,000.00

Php100.00

Php100.00+1/10 of 1% in excess of

**Php
100,000.00**

C.1.B Apartment/Townhouses

2.1) Php 500,000.00 and below **Php500.00**

2.2) OverPhp500,000
excess of **Php 500.00 +1/10 of 1% of cost in**
number of doors) **Php500,000.00 (regardless of the**

C.1.C Dormitories

3.1) Php500,000.00 and below **Php400.00**

3.2) Over Php500,000.00
Excess of **Php400.00 +1/10 of 1% of cost in**
number of doors) **Php100,000.00 (regardless of the**

C.1.D Institutional

Project cost of which is:

4.1) Below Php100,000.00 **Php1,000.00**

4.2) Over Php100,000.00 **Php1,000.00 +1/10of 1%**

of cost in excess of
Php1,000.00

C.1.E Commercial, Industrial and Agro-Industrial Project Cost of which is:

5.1) Below Php100,000.00 **Php 1,000.00**

5.2) Over Php100,000.00
excess of **Php 1,500.00 + 1/10of 1% of cost in**
100,000.00

C.1.F Special Uses/ Special Projects

(Gasoline station, cellsite, slaughter house, treatment plant, etc.)

6.1) BelowPhp100,000.00 **Php1,000.00**

6.2) Over Php100,000.00
Excess of **Php1,000.00 +1/10 of 1% of cost in**
Php100,000.00

C.2 PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE

C.2.A Approval of Subdivision Plan (Residential)

1.) Preliminary Approval and Locational Clearance **Php 250/ha. forthe first**
five (5) (PALC)/Preliminary Subdivision Development Plan (PSDP)hectares

a.) For every additional hectare or a fraction thereof **Php 100.00/ha.**

2.) Final Approval & Development Permit **Php1, 200.00/ha**
regardless of
density

a.) Additional Fee on floor area of houses/buildings **Php2.00/sq. m.**
sold with the lot

3.) Inspection Fee **Php 1,000.00/ha. Regardless of density (DP, CRL, ETD, COC,**
etc.)

C.2.B Approval of Farm lot Subdivision

1.) Preliminary Approval and Locational Clearance

a.) For the first five (5) hectares **Php 200.00/ha.**

b.) For every additional hectare **Php50.00/ha.**

2.) Final Approval and Development Permit **Php500.00/ha.**

3.) Inspection Fee **Php300.00/ha.**

C. 2.C Approval of Commercial Subdivision

1.) Preliminary Approval and Locational Clearance **Php 300/ha.**

Inspection Fee **Php 1,000/ha. regardless of location**

of

2.) Final Approval and Development Permit **Php 5,000/ha. regardless of location**

D. DURATION

35 Minutes

D. SERVICE AVAILABILITY

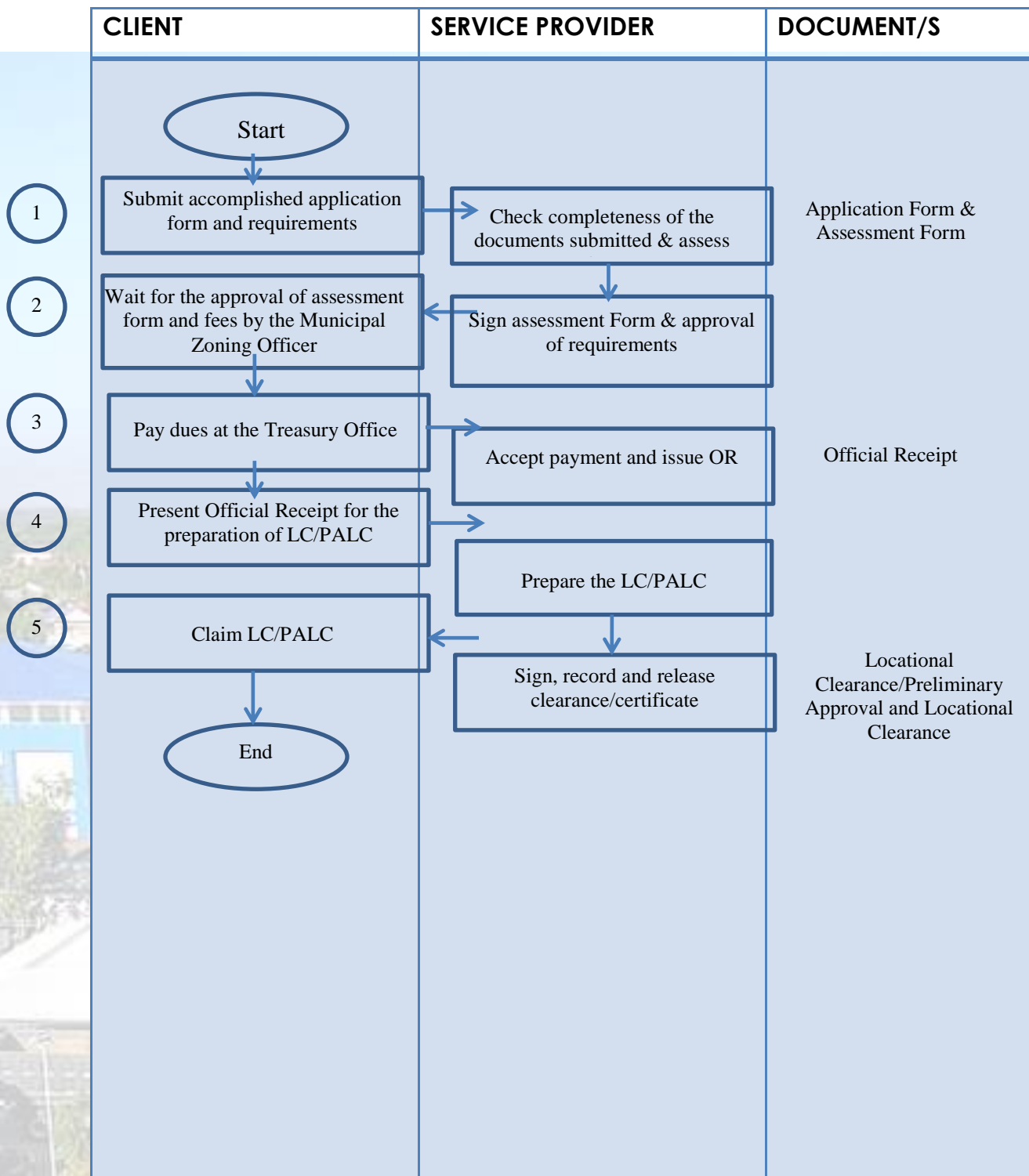
Monday to Friday, 8:00 A.M. - 5:00 P.M.



F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT /CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM/S
1	Submit accomplished and notarized application form and requirements	Evaluate submitted documents & assess fees	15 minutes	MPDO Staff	None	APPLICATION FOR LOCATIONAL CLEARANCE /CERTIFICATE OF ZONING COMPLIANCE Form
2	Wait for the approval of assessment form and fees by the Municipal Zoning Officer	Sign assessment Form & approval of requirements	5 minutes	Municipal Zoning Administrator	None	
3	Pay dues at the Treasury Office	Accept payment and issue OR	5 minutes	Revenue Collection Clerk	Assessed fees	Official Receipt
4	Present Official Receipt for the preparation of LC/PALC	Preparation of the LC/PALC	10 minutes	MPDO Staff	None	
5	Claim LC/PALC.	Sign, record and release LC/PALC	5 minutes	MPDO staff	None	LC/PALC
End of Transaction (40 minutes)						

G. WORK FLOW



ISSUANCE OF ZONING CERTIFICATION AND OTHER RELATED CERTIFICATIONS

A. ABOUT THE SERVICE

Zoning Certification is issued on a parcel of land based on the provisions of the Zoning Ordinance of the Municipality as well as other standards, rules and regulations on Land Use.

Issuance of other certifications deemed relevant and appropriate by the Municipal Planning and Development Office.

B. APPLICATION REQUIREMENTS:

1. Transfer Certificate of Title (TCT)
2. Tax Declaration
3. Subdivision Plan
4. Location/Vicinity Map

C. FEES

Zoning Certifications	Php 250/ha.
Other Certifications	Php 100

Certified True Copy/ Photocopy Php 30 (additional Php 3/page)
(Documents of Five (5) pages or less)

D. DURATION

33 minutes

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM/S
1	Submit complete requirements	Check and review documents & assess fees	10 minutes	MPDO Staff	None	
2	Wait for the approval of assessment form and fees by the Municipal Zoning Officer	Sign assessment Form & approval of requirements	3 minutes	Municipal Zoning Administrator	None	Assessment Form
3	Pay dues at the Treasury Office.	Accept payment and issue Official Receipt	5 minutes	Revenue Collection Clerk	Assessed fees	Official Receipt
4	Present OR for the preparation of Zoning Certificate/ Other Certifications	Prepare & Sign the Zoning Certificate /Other Certifications	10 minutes	MPDO Staff	None	

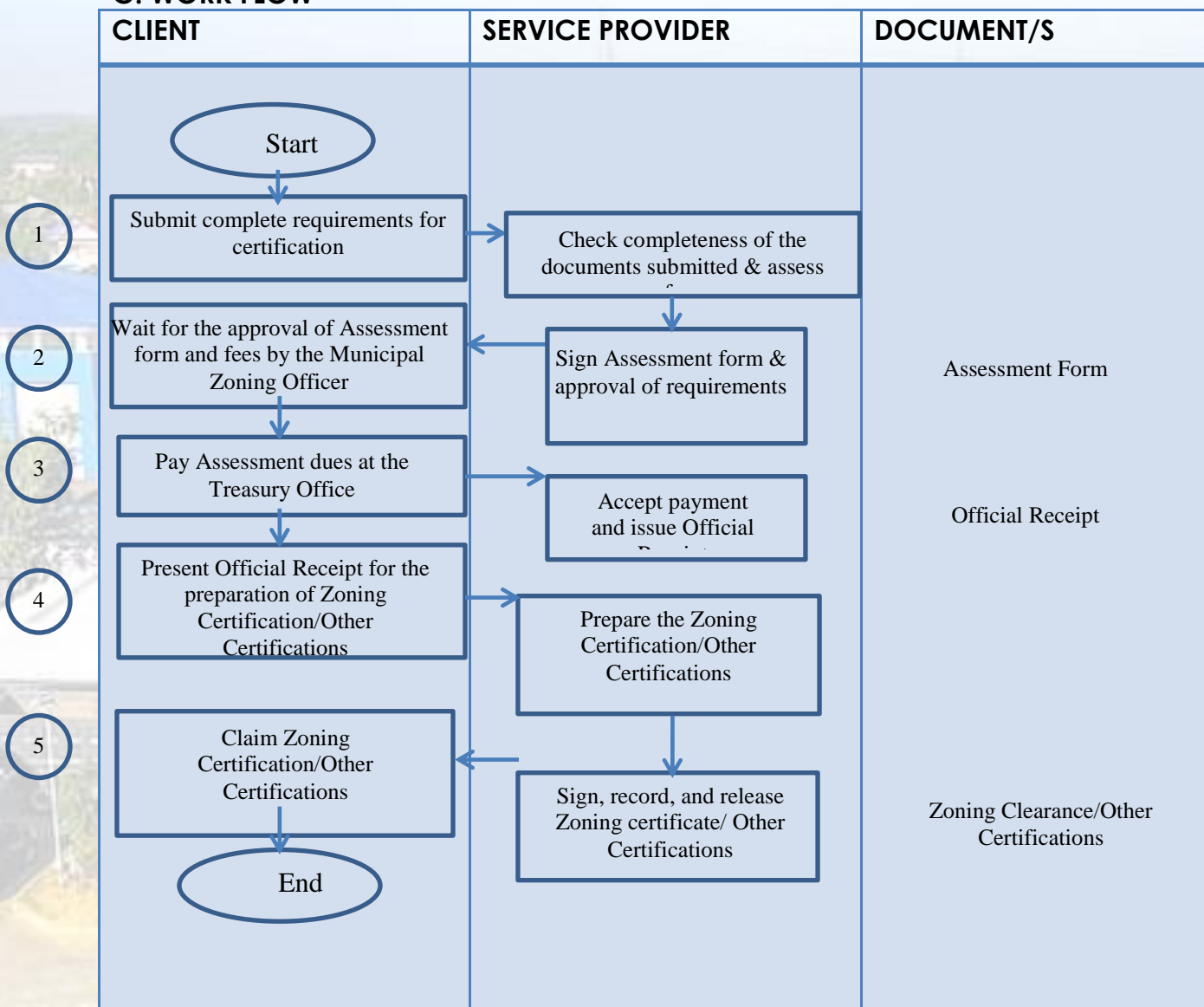
5	Claim Zoning Certificate /Other Certifications	Release and record Zoning Certificate /Other Certifications	5 minutes	MPDO staff	None	Zoning Certificate /Other Certifications
---	--	---	-----------	------------	------	--

End of Transaction (33 minutes)

E. SERVICE AVAILABILITY

Monday to Friday, 8:00 A.M. - 5:00 P.M.

G. WORK FLOW



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

ISSUANCE OF CERTIFICATE OF INDIGENCY

A. ABOUT THE SERVICE

A Certificate of Indigency is issued by the MSWD OFFICE certifying that the said client belongs to an indigent family in their barangay as certified by the Barangay Captain.

B. REQUIREMENTS

Barangay Certificate of Indigency issued by the Brgy. Captain

C. FEES

Not Required

D. DURATION 14 minutes

E. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Submit Brgy. Certification issued by the Brgy. Captain	Evaluate documents submitted	2 mins.	Social Welfare Aide	NONE	
2	Answer needed information	Interview the client of his/her purpose in securing a certificate of indigency	5 mins.	Social Welfare Aide	None	
3	Wait for Approval	Encode the Certificate of Indigency	5 mins.	Social Welfare Aide	None	
4		Affix Signature of the MSWDO	1 min.	MSWDO	None	
5	Receive documents	Record in the logbook & release	1 min.	Social Welfare Aide	None	

F. AVAILABILITY OF THE SERVICE

From Monday to Friday 8am – 5pm

ISSUANCE OF SOCIAL CASE STUDY REPORT

A. ABOUT THE SERVICE

Social Case Study Report – a summative information needed about a client that needs referral to any agency that can help him augment his hospitalization bills.

B. REQUIREMENTS

Certificate of Indigency, Medical Certificate/Abstract, Referral from the Hospital

C. FEES

Not Required

D. DURATION

39 minutes

E. AVAILABILITY OF THE SERVICE

From Monday to Friday 8am – 5pm

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Submit complete requirements	Evaluate documents submitted	2 mins.	MSWDO	NONE	
2	Answer needed information	Interview the client	5 mins.	MSWDO	None	
3	Wait for approval	Encode gathered data from the client	30 mins.	MSWDO	None	
4		Affix Signature of the MSWDO	1 min.	MSWDO	None	
5	Receive social case study report	Record in the logbook & release	1 min.	MSWDO	None	

MUNICIPAL HEALTH OFFICE

CONSULTATION, PHYSICAL EXAMINATION AND TREATMENT

The general public (both sick and well individuals) may visit the center for checkup and undergo consultation, physical examination if needed, and given appropriate treatment.

WHO CAN AVAIL THE SERVICE?

General Public: Sick and Well (Pediatrics, Adult and Geriatrics)

REQUIREMENTS:

Physical appearance

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday
8:00 A.M – 5:00 P.M.
NO NOON BREAK

DURATION:

46 minutes (excluding Laboratory Examination)

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON- IN CHARGE	FEES	FORMS
1	Get a number and wait for your turn	Issue queue number	1 min	Patient/ Information Staff	None	None
2	Provide personal information	Registration, assessment and recording of vital signs such as BP, Weight, Temperature, Respiratory rate, Pulse rate and main chief complaints/illness. Retrieval of records at electronic Medical Record	10 min.	Information Staff / Health Staff	None	EMR

3	Proceed to the MHO/ RHP/ Nurse/ Midwife station on duty	Conduct physical examination, diagnosis, treatment, and prescription. Refer to laboratory test if necessary	10 min.	MHO/ Nurse/ Midwife on duty	None	Prescription/ Referral forms
4	Proceed to the Laboratory Room	Conduct laboratory test if needed Urinalysis Stool examination Hemoglobin Hematocrit Blood typing Sputum Microscopy STI Exam FBS HIV Testing	1 hour 1 hour 30 min. 30 min. 15 min. 1 day 1 day 15 min. 1 day	Medical Technologist		Prescription/ Referral forms
5	Present results of Laboratory test	Examine laboratory results, Diagnosis, Recommend treatment and give prescriptions	10 min.	MHO/ RHP/ Nurse/ Midwife on duty	None	Prescription forms
6	Present prescription to the Mayor's office	Dispense the prescribed medicines	5 min.	Mayor's staff	None	Prescription forms
END OF TRANSACTION = 46 Minutes (excluding Laboratory Exam/Test)						



DENTAL SERVICES

The general public may visit the center to have dental check up with or without procedures done to them depending upon the need. The municipal dentist also has regular visits to Day Care Centers to conduct preventive counseling and teachings to pre-school children. The Dentist also has scheduled visits to different Barangay Health Stations for Pre-natal dental check-up.

WHO CAN AVAIL THE SERVICE?

General Public, Pregnant Women, Preschoolers

REQUIREMENTS:

Physical appearance

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday and Friday: General Dental Check-up
 Wednesday: Prenatal Dental Check –up
 Preventive Check-up for Pre-schools (Oral Exam & Scaling-XO)
 8:00 A.M – 5:00 P.M. NO NOON BREAK

DURATION:

1 Hour & 51 Minutes (for Extraction procedure)

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON- IN CHARGE	FEES	FORMS
1	Write name on the form provided	Provide form	1 min	Patient/ Informati on Staff	None	Individu al Patient Record
2	Provide personal information	Registration and Retrieval of records. Assessment and recording of vital signs if needed	30 min.	Dental Aide	None	Individu al Patient Record
3	Proceed to the Dental Room	Consultation, procedures, treatment and prescriptions of medicines. Oral Exam Extraction Prophylaxis Counseling Referrals	15 min. 1 hour 30 min. 30 min. 15 min.	Dentist with the Dental Aide		Individu al Patient Record
4	Present prescription to the Mayor's office	Dispense the prescribed medicines	5 min.	Mayor's staff	None	None
END OF TRANSACTION = 1 Hour & 51 Minutes (for Extraction procedure)						

ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE

To continually upkeep the good and safe health of the general public, the Sanitation Inspector together with the Municipal Health Officer conduct regular sanitation visits to various establishments, inspect and check if they are following the guidelines and requirements. If they comply the requirements set, they are given sanitary permits and health certificates.

WHO CAN AVAIL THE SERVICE?

Business and Food Establishment Owners and their employees

REQUIREMENTS:

- For Non-Food Business Establishment:
 - 1) Chest X-ray
- For Food Establishments, Food Manufacturers, Entertainment Establishments, Piggery and Poultry Farms, Water Refilling Stations, and Other Food-Related Establishments:
 - 1) Chest X-ray
 - 2) Urinalysis
 - 3) Stool Examination
 - 4) Hepatitis B Antigen Determination
 - 5) Hepatitis A Antigen Determination
 - 6) Drug Test (for videoke bar owners and entertainers)
 - 7) Sputum AFB Examination, if necessary

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday
8:00 A.M – 5:00 P.M.
NO NOON BREAK

DURATION:

32 minutes (excluding ocular inspection)

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON- IN CHARGE	FEES	FORMS
1	Submit necessary requireme nts	Accept and review required documents	5 min.	Sanitatio n Inspecto r	None	
2	Provide necessary information	Interview and record data/ information	5 min.	Sanitatio n Inspecto r	None	
3		Conduct ocular inspection if necessary	2 hours	MHO with Sanitatio n Inspecto r	None	
4		Prepare/Appro ve/Certify Sanitary Permit	15 min	Sanitatio n Inspecto		Sanitary Permit to

		or Health Certificate and issue Order of Payment to MTO		r/ MHO		Operate Health Certificate
5	Pay fees	Receive payment and issue Official Receipt (OR)	5 min.	Revenue Collection Clerk (MTO)	Sanitary Permit - P 150.00 Health Certificate - P 50.00	AF No. 51
6	Present OR and Claim Sanitary Permit/Health Certificate	Release/Issue and record the approved Sanitary Permit/Health Certificate	2 min.	Sanitation Inspector	None	None
END OF TRANSACTION = 32 Minutes (Excluding Ocular Inspection)						

ISSUANCE OF DEATH CERTIFICATE

As a requirement before burial of a deceased individual, the bereaved family or relative should acquire a death certificate from the MHO.

WHO CAN AVAIL THE SERVICE?

Bereaved family/relatives of the deceased residents of Paniqui

REQUIREMENTS:

1. Barangay Certification confirming the death of the person
2. Medical Certificate if hospitalized/attended by a physician

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday
8:00 A.M – 5:00 P.M.
NO NOON BREAK

DURATION: 22 minutes

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEES	FORMS
1	Submit necessary requirements	Evaluate and review required documents	5 min.	Sanitation Inspector/ Medical Staff	None	None
2	Provide necessary information	Interview, Prepare and sign the Death Certificate	15 min.	Sanitation Inspector/ r/	None	Revised 2007 Form

				Medical Staff		
3	Present the Death Certificate to MHO	Review and sign the Death Certificate	2 min.	MHO	None	Revised 2007 Form
END OF TRANSACTION = 22 Minutes						

IMMUNIZATION

Immunization is given to target client

WHO CAN AVAIL THE SERVICE?

Infant 0-15 months

REQUIREMENTS:

Early Childhood Care and Development Card

SCHEDULE OF AVAILABILITY OF SERVICE:

Wednesday

8:00 A.M – 12:00 P.M.

NO NOON BREAK

DURATION:

15 minutes

HOW TO AVAIL THE SERVICE?

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	FEES	FORMS
1	Present the ECCDC	Interview / Data gathering and recording at ECCDC, Target Client List	5 min.	Midwife	None	ECCDC
2	Present the child for vaccination	Vaccinate the child and give health teachings	10 min.	Midwife	None	ECCDC
END OF TRANSACTION = 15 Minutes						

MUNICIPAL TREASURY OFFICE

SECURING COMMUNITY TAX CERTIFICATE

A. ABOUT THE SERVICE

Community Tax (a tax for being a resident and member of a community) is collectible by municipality treasurer.

B. INDIVIDUALS LIABLE TO COMMUNITY TAX

- Every inhabitant of the Philippines eighteen (18) years of age or over who has been regularly employed.
- Every individual who is engaged in business or occupation or who owns real property with an aggregate value of One thousand pesos (1,000.00)
- Individuals who is required by law to file an income tax return

C. REQUIREMENTS

1. Previous Community Tax Certificate (Cedula) if any.
2. Valid I.D if any.
3. Approved business assessment form (for businesses)
4. Payslip or Certificate of Employment

D. FEES

- For Individual Taxpayers
 1. *Basic Tax of Five Pesos(P5.00)*
 2. *Additional tax of not exceeding Five Thousand Pesos P 5,000.00 for the following:*
 - a) *Gross receipts or earnings derived from business during the preceding year – P1.00 for every P1,000.00*
 - b) *Salaries or gross receipts or earnings derived from the exercise of profession or the pursuit of any occupation during the preceding year – P1.00 for every P1,000.00*
 - c) *Income from Real Property during the preceding year – P1.00 for every P1,000.00*
- For Corporate Taxpayer
 1. *Basic Tax of Five Hundred Pesos (P500.00)*
 2. *Additional tax of not exceeding Ten Thousand Pesos (P10,000.00) for the following:*
 - a) *Assessed value of real property – P2.00 for every P5,000.00*
 - b) *Gross receipts or earnings derived from business in the Philippines during the preceding year – P2.00 for every P5,000.00*

E. EXEMPTIONS

The following are exempt from the community tax:

- a) Diplomatic and consular representatives
- b) Transient visitors when their stay in the Philippines does not exceed three (3) months.

F. DURATION

2 Minutes

G. AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 AM to 5.00 PM

F. HOW TO AVAIL OF THE SERVICE

ISSUANCE OF COMMUNITY TAX CERTIFICATE

STEP	APPLICANT /CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1.	Fill up basic information form & present ID	Interview Client	1 Minute	J.O/RCCI		Basic Information Form
2.	Payment of Fees	Issue Community Tax Certificate and accept payment	½ Minute	J.O/RCCI	It depends if Individual or Corporate Taxpayer Minimum Fees of Thirty Five Pesos (P35.00) Plus 2% interest per month if payment is made starting March to December	
3.	Signature &Thumbmark	Assist client for signature &thumbmark	½ Minute	J.O/RCCI		
<p>END OF TRANSACTION</p> <p>TIME DURATION: 2 Minutes</p>						

SECURING MAYOR'S PERMIT/MTOP

A. ABOUT THE SERVICE

Any person who is a resident of this Municipality operating tricycle(s) shall pay the Mayor's Permit & Motorized Tricycle Operators Permit (MTOP) from the designated personnel in the office of the Municipal Treasurer.

B. REQUIREMENTS

- Certificate of Registration & Official Receipt (LTO Reg.)
- Barangay Clearance
- Emission Test Certification
- Community Tax Certificate (Cedula)
- FEPTODA Certification
- Mayor's Permit (for MTOP)

C. FEES

Based on Municipal Ordinance No. 01-2001 known as the Municipality of Paniqui Tricycle Ordinance of 2001.

Franchise Fee	-P 50.00
Filing Fee	- 50.00
MTOP Fee	- 50.00
Service Fee	- <u>20.00</u>
	P 170.00
Mayor's Permit	P 150.00
Sticker	<u>10.00</u>
	P160.00

➤ PENALTY & SURCHARGES

Twenty Five Percent (25%) penalty and Two Percent (2%) surcharge for every succeeding month starting February.

D. AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 a.m. to 5:00 a. m.

E. DURATION

30 minutes

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT /CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1.	Submit complete requirements	Check/verify requirements submitted	1 Minute	RCC II/J.O		Checklist of Requirements
2.	Payment of Fees	Issue Official Receipts	1 Minute	RCC II/J.O	MTOP Fees P170.00 Mayor's Permit P160.00 <i>Penalty & Surcharges may apply</i>	
3.	Signature	Prepares/Type MTOP Forms	2 Minutes	RCC II/J.O		Annex 2-MTOP Application Form Annex 4-MTOP Permit Annex 6-MTOP Confirmation
4.	Submit Forms to Mayor's Office for Approval	Check/Verify MTOP Documents for signature of Municipal Mayor	3 Minutes	Mayor's Staff/ Municipal Mayor		
5.	Receive MTOP/Mayor's Permit & Sticker	Release of MTOP/Mayor's Permit	1 Minute	Mayor's Staff		
END OF TRANSACTION						
TIME DURATION: 8 Minutes						

SECURING BUSINESS PERMITS/LICENSE

A. ABOUT THE SERVICE

Any individual who wants to engage in business or occupation within the Municipality of Paniqui must secure a business permit/license from the Licensing Section of the Municipal Treasury Office.

B. REQUIREMENTS

For New Business

- Proof of business registration, incorporation, or legal personality (i.e. DTI/SEC/Cooperative Development Authority (CDA) registration);

Note: In certain cases like Sari-Sari Stores not using any or without business name the requirement of DTI/SEC registration may be dispense with during initial registration (see Act No. 3883).

- Basis for computing taxes, fees, and charges (e.g. business capitalization);
- Occupancy Permit, if required by national laws (e.g. Building Code) and local laws;
- Contract of Lease (if Lessee); and
- Barangay clearance (for business which are not required occupancy permits).
- Sanitary Permit / Health Clearance
- Valid Fire Safety Inspection Certificate

For Renewal of Business Permit

- Basis for computing taxes, fees, and charges (e.g. Income Tax Returns); and
- Barangay clearance
- Sanitary Permit / Health Clearance
- Valid Fire Safety Inspection Certificate
- Market clearance (for Stall holders)
- Occupancy Permit / Annual Inspection Certificate

C. TAX ON BUSINESS

D. FEES

Based on Article II Section 2:01 of the Revenue Code of 1999 of the Municipality of Paniqui.

Schedule A – Manufacturers – table More than 6M-.00375 OR .337% on GS

Schedule B – Wholesale, Distributor or dealers – Use table More than 2M-.005 or 1/2%

Schedule C – Manufacturers, Retailers, exporter etc. of ESSENTIAL COMMODITIES
GS 4000,000 or less -1% or -.01

Excess of 400,000 - .1/2 or -.05

Schedule D – On Retailers=

GS 400,000 or less – 2% or -.02

Excess of 400,000 -1% or -.01

Schedule E – Contractors & Independent contractors - .55 or .005 of GS.

Schedule F – On Banks & Other financial institution.

.55 or .005 on GS.

Schedule H – Other business not mentioned above -2%

- Any business engages in the production, manufacturers, refining distribution or sale of gasoline % other petroleum products shall not be subject to any local tax.

Schedule G – On Cafes, Cafeteria, ice cream & refreshment, parlors, restaurants, soda

fountain, bass, carinderias or food caterer.

GS 2%

Schedule P – Tax on Hotels.....P 3,000/yr.

Schedule R – Real estate dealers

1- Subdivision operators P .50/sq. meters

2- Lesson of real estate based on gross receipt 1,000 exempt

10,000 or more but less than 20 ,000 160,00

20,000 or more but less than 30,000 320,00

30,000 or more but less than 50,000 520,00

P 10,000 for every 1,000 in excess of 50,000 for real property used for purposes other than residential.

Schedule U – Private Cemeteries & Memorial Parks.

1- Less than 2 hectaresP 1,200.00

2- Less than 3 hectaresP 1,300.00

3- Less than 4 hectares.....P 1,500.00

Schedule W – Operators or owners of rice & corn mills – Milling

-1/4% or .0025 on GR.

Schedule A to F based on Local Government Code

E. DURATION: 37 minutes

F. AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 a.m. to 5:00 a.m.

Steps for the Registration of New Businesses

Step No.	Client		LGU		Processing Time, Including Waiting Time
	Step	Documentary Requirement	Offices	Required Actions	
1	File application for new business application	Filled up Unified Form DTI/SEC/CDA registration Occupancy Permit If required by local laws (ideally, no physical copy) Contract of lease (if lessee)	Frontline-BPLO	Review and validate submission Assess eligibility for renewal based on record of business with Occupancy Permits transmitted previously by C/MEO/OBO Endorse to next step	1 hour at most
2	One-time assessment of taxes, fees and charges	All documents from Step 1	BOSS Backroom -C/MTO -BFP Frontline-BPLO	Assessment of business taxes, charges and fees, and fire safety fees Preparation of tax order of payment (ToP) Issue ToP and advise to pay at the Pay counters	1 to 2 hours
3	One-time payment of taxes, fees and charges, receipt of OR, and claim Mayor's Permit and other regulatory permits and clearances	All documents from Step 2	Frontline-C/MTO, BFP (co-located) BOSS Backroom -C/MTO -BPLO -Other offices (if necessary) Frontline-BPLO C/MTO, BFP	Accept payment Print OR, print and sign (if applicable) Mayor's permit, and other clearances Issue OR, Mayor's permit and other clearances	1 to 2 hours

Steps for Renewal of Business Permits

Step No.	Client		LGU		Processing Time, Including Waiting Time
	Step	Documentary Requirement	Offices	Required Actions	
1	File application for renewal of business permits	Filled up Unified Form Barangay Clearance Income Tax Returns for previous year	Frontline-BPLO	Review and validate submission Assess eligibility for renewal based on consolidated negative list consisting of positive findings Endorse to next step	5 to 30 minutes
2	One-time assessment of taxes, fees and charges	All documents from Step 1	BOSS Backroom -C/MTO -BFP Frontline-BPLO	Assessment of business taxes, charges and fees, and fire safety fees Preparation of tax order of payment (ToP) Issue ToP and advise to pay at the Pay counters	1 to 2 hours
3	One-time payment of taxes, fees and charges, receipt of OR, and claim Mayor's Permit and other regulatory permits and clearances	All documents from Step 2	Frontline-C/MTO, BFP (co-located) BOSS Backroom -C/MTO -BPLO -Other offices (if necessary) Frontline-BPLO C/MTO,BFP	Accept payment Print OR, print and sign (if applicable) Mayor's permit, and other clearances Issue OR, Mayor's permit and other clearances	1 to 2 hours

FEEDBACK AND REDRESS MECHANISMS

Please let us know how we have served you by doing any of the following:

- ✓ Accomplished our feedback Form available at front desk and put this in drop box at the Public Assistance Desk.
- ✓ Send your feedback through email (lgupaniqui_hr@yahoo.com) or call us (931-2161-117)

PROCEDURE IN FILING COMPLAINTS

In relation to the services provided by the respective offices in the LGU on the applications and requests submitted by the clients


FOLLOW THESE STEP	IT WILL TAKE YOU	PLEASE APPROACH
Prepares and submit a complaint letter addressed to the Municipal Mayor	5 minutes	Complaint Desk Officer
Investigation and resolution of complaint	Within two (2) days	Municipal Administrator & Municipal HRMO
Complainant receives the decision in writing on the action taken on the complaint	1 Day	Secretary of LCE

Please help us improve our services by providing feedback




DIRECTORY OF OFFICES


OFFICE OF THE MUNICIPAL MAYOR

 931-0303/931-2161 loc 101


OFFICE OF THE MUNICIPAL VICE-MAYOR

 470-5063


ADMINISTRATOR'S OFFICE

 931-2161 loc 118


ENGINEERING OFFICE

 931-2161 loc 103


RURAL HEALTH UNIT

 931-2161 loc 102


ACCOUNTING OFFICE

 931-2161 loc 105


BUDGET OFFICE

 931-2161 loc 106


MUNICIPAL PLANNING AND DEV'T OFFICE

 931-2161 loc 107


HUMAN RESOURCE MANAGEMENT OFFICE

 931-2161 loc 117


LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICE

 931-2161 loc 104


TREASURY OFFICE

 931-2161 loc 120


MUNICIPAL SOCIAL WELFARE AND DEV'T OFFICE

 931-2161 loc 121

BIRTHING HOME

 931-2161 loc 122

LOCAL CIVIL REGISTRAR

 931-2161 loc 123

ASSESSOR'S OFFICE

 931-2161 loc 118