

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)*

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.