

MUNICIPALITY OF BONGABON

CITIZEN'S CHARTER



I. Mandate:

To provide highest standard of service to constituents in accordance with Republic Act R.A. 9485 or the Anti-Red Tape Act of 2007 and RA 11032 or an Act promoting Ease of Doing Business and Efficient Delivery of Government Services.

II. Vision:

BONGABON is an economically sound municipality, being the Onion Research and Development Center of the Philippines equipped with stable and useful infrastructure with human friendly ecosystem having healthy, safe, enlightened, and disciplined people served by good government with highest integrity".

III. Mission:

"Enable the transformation of Bongabon into a peaceful and progressive Municipality where: residents are united and progressively work to uplift the standards of living through the acquisition of knowledge and skills; effective and efficient local governance; linkages are in place; and all sectors of the society are cooperating with the local government towards development and progress."

IV. Service Pledge:

- 1. Capacitate Local Officials and Employees for continues learning and development
- 2. To uphold the delivery of effective government service to the public pursuant to Civil Service Rules and Regulations and Anti-Red Tape Act
- 3. Implement simplified procedures to expedite frontline transactions and eliminate Red Tape in delivery of service pursuant to R.A. 9485.
- 4. To provide necessary actions to officials and employees who act against R.A.6713 (The Code of Conduct and Ethical Standards for Government officials and Employees) or violates R.A. 9485 and R.A.11032.





LIST OF SERVICES

Mayor's Office9
External Services
1 Issuance Mayor's Clearance
2 Issuance of Mayor's Permit11
3 Solemnization of Marriage/ Issuance of Marriage Contract
Municipal Health Office13
External Services
4 General Consultation
5 Dental Health
6 Expanded program in Immunization (OPV, BCG, IPV, PENTA VALIENT Vaccine, Hepa B, TT and Measles MMR MR) 18
7 Maternal and Child Care Services19-20
8 Family Planning Services21-22
9 BEmONC (Paanakan) – RHU 123
10 Issuance of Medical Certificate/ Medico Legal Certificate24
11 Issuance of Sanitary Permit25
12 Issuance of Health Certificate26-27
13 Provision of the National TB Program
14 Provision of the Leprosy Program30-3
15 Availment of Laboratory Services32-33
16 Laboratory Services for TB Patients
17 Issuance of Death Certificate





Municipal Planning and Development Office	38
18 Zoning / Locational Clearance	39-40
19 Zoning Clearance Business	41-42
20 Zoning Clearance for Building and other Building Related Permits	43-45
Municipal Treasurer's Office	46
21 Provision of Community Tax Certificate (CTC) commonly known as "Cedu	la" 47-48
22 Collection of Regulatory Fees and Charges, Service Fee, and other taxes	49
23 Collection of Real Property Taxes (RPT)	50-52
24 Collection of Business Tax	53
25 Issuance of Tax Clearance	54
26 Registration of Large Cattle	55-56
27 Transfer of Ownership of Large Cattle	57-58
28 Issuance of Treasury Certification	59
Municipal Disaster Risk Reduction and Management Office	60
29 DISASTER PREPAREDNESS SERVICES	61-62
30 DISASTER PREVENTION ANDMITIGATION	63-64
31 DISASTER RESPONSE SERVICES	65
32 DISASTER REHABILITATION AND RECOVERY SERVICES	66
Municipal Social Welfare and Development Office	67
33 MAKING SOCIAL CASE STUDY REPORT	68
34 Issuance of Certificate of Indigency	69
35 ISSUANCE OF SENIOR CITIZENS ID AND PURCHASE BOOKLET	70
36 ISSUANCE OF PWD ID AND PURCHASE BOOKLET	71
37 ISSUANCE OF SOLO PARENT ID	72-73





38 Early Childhood Care and Development (Daycare Services)7	4
39 Violence Against Women and their Children (VAWC) Welfare Program7	5
40 Children in conflict with the law (CICL)	7
41 ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION7	8
42 PRE - MARRIAGE COUNSELING7	9
Assessor's Office	0
43 Declaration of Land Title (Transfer)	2
44 Declaration and Assessment of Land for taxation (Newly Declared)83	
45 Issuance of Certified Computer Print-out of the Tax Declaration 84-88	5
46 Issuance of No-Improvement/Certificate of No-Property and	
Other Certifications86-8	7
47 Re-assessment, Revision Cancellation of Assessment of Real Property Tax 88-90)
48 Assessment of Newly Discovered Property (Land); Newly Constructed Building / Machineries and Issuance of updated Tax Declaration91-93	3
49 Verification of History of Real Property Assessment / Tax Declaration94-95	5
Municipal Agriculture Office96	
50 Food Production: Technical Assistance	
51 Distribution of Vegetable Seeds & Other Farm Inputs98	
52 Distribution of High Quality Rice Seeds and other Farm Inputs99	
53 Provisions of Farm Tractor, Facilities and other Machineries 100	\cap





54 Distribution / Dispersal of Fingerlings	101
55 Organizing and Capability Building of Farmers / Women and Youth	
Associations	102-103
56 Registry System for Basic Sectors in Agriculture (RSBSA) Registration and Updating	104
57 Issuance of Certification	105
Municipal Civil Registrar Office	106
58 Registering Births and Issuance of Certificate of Live Birth (COLB)	107-108
59 Registering/Issuance of Death Certificates	109-111
60 Issuance of a Marriage License	112-113
61 Registering Marriage Certificates	114-115
62 Issuance of Certified True Transcriptions/Photocopies of Birth, Death and Certificates	
63 Processing Petitions Under Republic Act 9048 (Correction of Clerical Error Change of Name or Nickname) and Republic Act 10172 (Correction of Clericathe day and month (date of birth) and sex/gender in the COLB	al Error in
64 Registration of Legal Instruments	121-122
65 Endorsement of Birth, Marriage and Death Certificate to PSA	123-124
66 Issuance of Civil Registry Documents through BREQS (Batch Request En System	•
67 Registration of Court Orders	127-128
Sangguniang Bayan	129
68 Office of the Vice-Mayor	130-131
Business Permit and Licensing Office	132
69 Motorized Tricycle Operator's Permit (MTOP) New and Renewal	133-134
70 Issuance of Certifications	135





71 Issuance of Duplicate Copy of Business Permit Card/ Authentication of Documents	
72 Business Registration (New/ Renewal) Issuance of Business Permit	138-141
73 Standard Steps for the Registration of New Business/Renewal	142-144
74 Cessation (Retirement/ Closure) of Business	145-147
Public Employment Service Office	148
75 Employment Facilitation	149
76 Employer's Accreditation	150
77 Workers Hiring for Infrastructure Projects (WHIP)	151
78 Migration Resource Center Help Desk	152-153
79 Issuance of Certificate of Unemployment	154
80 Issuance of Job Referral and Recommendation	155
Office of the Municipal Accountant	156
Internal Services	
81 Processing of Claims	157-158
82 Issuance of Various Certifications	158-159
Office of the Municipal Engineer	160
83 Organization and Maintenance of Public Order Roads and Infrastructure	161
84 Building Permit	162
85 Preparation of Plan and Program of Peoples Activities	163-164
Human Resource Management Office	165
86 Administration of Leave (Sick, Vacation, Monetization)	166
87 Terminal Leave Benefits	167
88 Certificate of Employment / Leave Credits / No Pending Administrative of Case	or Criminal





89 Service Record	169
90 Pre-Employment	170
91 Appointed Applicant	
92 Anti- Rabies Vaccination	173
93 Anti- Rabies Mass Vaccination	174
94 Animal Treatment and Check- up	175
95 Animal Dispersal	176
96 RSBSA Certification/Vaccination Certificate/Animal Health Certification/	!
Meat Inspection Certificate	177
97 Genetic Improvement	178
98 Anti-Stray Dog Activity	179
Cooperative Office	180
99 NEW COOPERATIVE AND GETTING A NEW LICENSE	181-182
100 Issuance of Certification	183
101 Provide Technical Assistance	184
Municipal Environment and Natural Resources Office	185
102 INSPECTION AND ISSUANCE OF CERTIFICATION	186-187
Tourism Office	188
103 Tourism Division	189
Feedback and Complaints Mechanism	190
Customer Feedback Form	191
Complaint Form	192
List of Offices	19