



## LIST OF FRONTLINE MUNICIPAL GOVERNMENT SERVICES

### ➤ OFFICE OF THE MUNICIPAL MAYOR

1. SECURING PERMIT TO CONDUCT MOTORCADE, PARADE, DISCO AND BENEFIT DANCE
2. MAYOR'S CLEARANCE AND CERTIFICATE OF GOOD MORAL CHARACTER
3. PROVISION OF FREE MEDICINES TO THE CONSTITUENTS
4. SECURING MAYOR'S PERMIT ON ADVERTIZING AND PROMOTIONAL ACTIVITES
5. SECURING MAYOR'S PERMIT IN BUSINESS (NEW APPLICANT AND RENEWAL)
6. USING LOCAL GOVERNMENT UNIT'S FACILITIES

### ➤ OFFICE OF THE MUNICIPAL VICE MAYOR

1. ACCREDITATION OF NON-GOVERNMENT ORGANIZATIONS (NGOs) AND PEOPLE'S ORGANIZATIONS (POs)
2. REVIEW OF BARANGAY ORDINANCE

### ➤ MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

1. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION
2. SECURING A BUILDING PERMIT
3. SECURING ZONING CLEARANCE FOR BUILDING PERMIT
4. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

### ➤ MUNICIPAL ENGINEERING'S OFFICE

1. PREPARATION OF PLANS AND PROGRAMS OF WORKS (POWs)
2. SECURING A BUILDING PERMIT
3. SECURING ELECTRICAL PERMIT (SEPARATE FORM BUILDING PERMIT)
4. SECURING FENCING PERMIT (SEPARATE FROM BUILDING PERMIT)
5. SECURING CERTIFICATE OF OCCUPANCY

### ➤ MUNICIPAL BUDGET OFFICE

1. REVIEW OF BARANGAY ANNUAL AND SUPPLEMENTAL BUDGET
2. ISSUANCE OF CERTIFICATION ON THE EXISTENCE OF AVAILABLE APPROPRIATION



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### ➤ MUNICIPAL TREASURER'S OFFICE

1. SECURING PERMIT TO CONDUCT MOTORCADE, PARADE, DISCO AND BENEFIT DANCE
2. MAYOR'S CLEARANCE AND CERTIFICATE OF GOOD MORAL CHARACTER
3. PROVISION OF FREE MEDICINES TO THE CONSTITUENTS
4. SECURING MAYOR'S PERMIT ON ADVERTIZING AND PROMOTIONAL ACTIVITES
5. SECURING MAYOR'S PERMIT IN BUSINESS (NEW APPLICANT AND RENEWAL)
6. USING LOCAL GOVERNMENT UNIT'S FACILITIES

### ➤ MUNICIPAL ACCOUNTANT'S OFFICE

1. PROCESSING OF CLAIMS
2. ISSUANCE OF ACCOUNTANT'S ADVICE FOR CHECKS ISSUED

### ➤ MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

1. ASSIST WOMEN AND CHILDREN VICTIMS OF VIOLENCE AND ABUSES
2. RECORD AND ISSUANCE OF SIGNED BOOKLETS OF SENIOR CITIZENS
3. ISSUANCE OF SENIOR CITIZENS' IDENTIFICATION CARD
4. ISSUANCE OF CERTIFICATE OF INDIGENCY
5. PROVISION OF COUNSELLING SERVICES
6. PROVISION OF ASSISTANCE TO A CONSTITUENT IN A CRISIS SITUATION
7. CONDUCT OF SOCIAL CASE STUDY

### ➤ MUNICIPAL CIVIL REGISTRAR'S OFFICE

1. APPLICATION FOR A MARRIAGE LICENSE
2. REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATE
3. REGISTRATION COURT ORDERS, DECREES AND REQUEST FOR ANNOTATED RECORDS
4. REGISTRATION OF DEATH CERTIFICATE
5. DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS
6. REGISTRATION OF COURT ORDERS, DECREES AND REQUEST FOR ANNOTATED RECORDS
7. PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERRORS (CCE)



## LIST OF FRONTLINE MUNICIPAL GOVERNMENT SERVICES

### ➤ HUMAN RESOURCE AND DEVELOPMENT OFFICE

1. PREPARATION/ ISSUANCE OF JOB ORDERS
2. PREPARATION OF APPOINTMENTS
3. UPDATING OF LEAVE CREDITS
4. REQUEST FOR SERVICE RECORDS AND CERTIFICATIONS

### ➤ MUNICIPAL AGRICULTURE'S OFFICE

1. FACILITATE DISTRIBUTION OF COCONUT FERTILIZERS
2. REQUEST FOR
  - A. ASSISTANCE AND EXTENSION SERVICES
  - B. MONITORING OF CROPS PLANTED AND HARVESTING
  - C. EDUCATE CROP PRODUCTION AND DAMAGES
  - D. SURVEILLANCE OF PEST DISEASES AND OTHER RELATED SERVICES
3. PREPARE PROTECT PLAN DESIGN, SKETCH AND FINALIZATION
4. FACILITATE ANIMAL DISPERSAL
5. FACILITATE DISTRIBUTION AND RELEASE OF SEEDS (RICE AND CORN)

### ➤ MUNICIPAL ASSESSOR'S OFFICE

1. IDENTIFICATION AND VERIFICATION OF REAL PROPERTY LOCATION
2. ISSUANCE OF PRINT COPY OF TAX DECLARATION
3. ISSUANCE NOTICE OF CANCELLAATION OR CORRECTION
4. ISSUANCE OF NEW/REVISED ASSESSMENT OF REAL PROPERTY
5. REQUEST FOR SKETCH PLAN/ VICINITY MAP

### ➤ MUNICIPAL HEALTH OFFICE

1. AVAILING OF ANTI-TUBERCULOSIS DRUGS
2. AVAILING OF CONSULTATION SERVICES
3. AVAILING OF IMMUNIZATION SERVICES
4. AVAILING OF MATERNAL CARE SERVICES
5. AVAILING OF FAMILY PLANNING SERVICES
6. ISSUANCE OF MEDICAL / HEALTH CERTIFICATE