|  |  |
| --- | --- |
| **Table Of Contents** | |
|  | **PAGE** |
| *Mission and Vision* |  |
| *Message* |  |
| *Executive Order No. 36, S-2014* |  |
| *Executive Order No. 18, S-2015* |  |
| *Performance Pledge* |  |
| *Top 20 Frontline Services* |  |
|  |  |
| **1. OFFICE OF THE MAYOR** | 1 |
|  |  |
| 1. Issuance of Mayor's Clearance | 2 |
| 2. Issuance of Affidavit | 3 |
| 3. Issuance of the Mayor's Permit | 5 |
| 4. Issuance of Tricycle Permit and Franchise | 7 |
| 5. Issuance Of Business Permit | 8 |
| 6. Issuance Of Certificate Of Marriage | 9 |
| 7. Application for Leave of Absence |  |
|  |  |
| **2. OFFICE OF THE SANGGUNIANG BAYAN** |  |
|  |  |
| 1. Submission of request for Financial Assistance | 10 |
| 1. Issuance of SB Resolution on the approval of the request for Financial Assistance | 11 |
| 2. Issuance of Certified photocopies of Ordinances and Resolution | 12 |
| 3. Issuance of Certificate of Posting (Infrastructure project, civil case and criminal cases) | 13 |
| 4. Acceptance of Request for : |  |
| 1. Establishment / Construction of Cell site Tower of Digitel, Smart, Globe, Sun Cellular and other telecommunication companies | 14 |
| 2. Accreditation of Non-Government Organizations/People's Organization | 14 |
| 3. Application for Quarry Permit | 14 |
| 5. Acceptance of Verified Administrative Complaint Against Erring Elective Barangay  Official | 16 |
| 6. Review and Approval of Barangay Ordinance | 18 |
| 7. Issuance of Approved SB Ordinance | 19 |
|  |  |
| **3. OFFICE OF THE MUNICIPAL PLANNING DEVELOPMENT COORDINATOR** |  |
|  |  |
| 1. Issuance of Locational Viability | 20 |
| 2. Issuance of Localization Clearance | 21 |
| 3. Issuance of Zoning Clearance for Building Permit and Temporary Electrical Permit | 22 |
| 4. Signing of Business Permit | 23 |
|  |  |
| **4. OFFICE OF THE MUNICIPAL ENGINEERING** |  |
|  |  |
| 1. Issuance of Building/Electrical Permit | 24 |
| 2. Issuance of Certificate of Occupancy | 25 |
|  |  |
| **5. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR** |  |
|  |  |
| 1. Registration of Birth / Marriage / Death | 27 |
| 2. Issuance of Certified True copies of Birth, Marriage and Death Certificates | 28 |
| 3. Registration of Birth (Attended by Midwife) | 29 |
| 4. Registration of Birth (Attended by Hilot) | 30 |
| 5. Delayed Registration of Birth | 31 |
| 6. Delayed Registration of Marriage and Death | 32 |
| 7. Registration of Legal Instrument(Legitimation Acknowledgement Affidavit to use  Surname of Father) | 33 |
| 8. Registration of Founding | 34 |
| 9. Application issuance of Marriage License | 35 |
| 10. Supplemental Report | 37 |
| 11. Endorsement of Civil Registry documents | 38 |
| 12. Issuance of amended Birth certificate (with Judicial order) | 39 |
| 13. Issuance of annotated Birth/Marriage/Death Certificate (with Judicial order) | 40 |
| 14. Petition for Correction of Clerical Error (CCE) Under RA.9048 | 41 |
| 15. Petition for Change of First Name(CFN) Under RA.9048 | 43 |
| 16. Out of Town Registration/ reporting (Birth, Marriage, Death) | 45 |
| 17. Petition For Correction Of Gender And Month And Day Of Birth Under RA 10172 | 47 |
|  |  |
| **6. OFFICE OF THE MUNICIPAL BUDGET OFFICER** |  |
|  |  |
| 1. Signing of Obligation Request (OR) | 50 |
| 2. Review and Endorsement of Barangay Budgets | 51 |
| 3. Signing of Purchase Request (PR) | 52 |
|  |  |
| **7. OFFICE OF THE MUNICIPAL TREASURER** |  |
|  |  |
| 1. Issuance of official receipt for general collections | 53 |
| 2. Issuance of real property tax official receipt | 56 |
| 3. Issuance of a certification of real property tax payments (tax clearance) | 57 |
| 4. Issuance of community tax certificate | 58 |
|  |  |
| **8. OFFICE OF THE MUNICIPAL ACCOUNTANT** |  |
|  |  |
| 1. Processing of claims | 59 |
| 2. Issuance of accountant's advice for local check disbursement | 60 |
| 3. Issuance of certificate of income tax withheld from employees | 60 |
| 4. Issuance of certificate of net take home pay | 61 |
| 5. Issuance of certificate of tax withheld (BIR form 2306 and 2307) | 61 |
|  |  |
| **9. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT** |  |
|  |  |
| 1. Provision of Assistance for Individual in Crisis Situation | 62 |
| 2. Preparation of Social Case Study Report for Medical/Hospital Assistance from Philippine Charity Sweepstakes Office and referral to Government/Private Hospital | 64 |
| 3. Issuance of Solo Parents Identification Card | 65 |
| 4. Issuance of ‘Persons with Disability’ Identification Card | 66 |
| 5. Issuance of Senior Citizen's Identification Card (ID) | 67 |
|  |  |
| **10. OFFICE OF THE MUNICIPAL ASSESSOR** |  |
|  |  |
| 1. Issuance of tax declaration for transfer of ownership/subdivided or consolidated real property | 69 |
| 2. Issuance of tax declaration for newly constructed building and newly installed machinery | 71 |
| 3. Issuance of tax declaration for undeclared land (titled/untitled) | 73 |
| 4. Issuance of certified true copy of tax declaration | 76 |
| 5. Issuance of certification of real property holdings/certification of with/without improvement | 77 |
| 6. Annotating/cancelling mortgages and bail bands on tax declaration | 78 |
|  |  |
| **11. OFFICE OF THE MUNICIPAL HEALTH OFFICER** |  |
|  |  |
| 1. Medical consultation | 79 |
| 2. Prenatal service | 80 |
| 3. Immunization program | 81 |
| 4. National tuberculosis program | 82 |
| 5. Issuance of health/medical certificates and related permits | 83 |
| 6. Dental consultation | 85 |
| 7. Laboratory service | 86 |
|  |  |
| **12. OFFICE OF THE MUNICIPAL AGRICULTURIST** |  |
|  |  |
| 1. Provision of Technical/Extension Services | 87 |
| 2. Distribution of Subsidized Certified Seeds | 91 |
| 3. Vaccination and deworming of Large Animals | 92 |
| 4. Vaccination of Anti-Rabies on Small Animals | 93 |
| 5. Tilapia Fingerlings Dispersal | 94 |
|  |  |
| **13. OFFICE OF THE MUNICIPAL ECONOMIC ENTERPRISE MANAGEMENT - MARKET** |  |
|  |  |
| 1. Issuance of Mayor's/Business Permit | 95 |
| 2. Large Cattle branding and Issuance of Certificate of Ownership/Transfer | 97 |
| 3. Issuance of Official Receipt for the payment of stall Monthly Rental | 98 |
| 4. Renewal of Market Stall Contract of Lease | 99 |
| 5. Reading, Billing and Collection of Electric Consumption of individuals stalls | 100 |
| 6. Slaugthering of Large Cattle at the Asingan Slaugtherhouse | 101 |
| 7. Slaugthering of Hogs at the Asingan Slaugtherhouse | 102 |
|  |  |
| **14. OFFICE OF THE BUREAU OF FIRE PROTECTION** |  |
|  |  |
| 1. Issuance of Fire Safety Evaluation Certificates (FSEC) | 104 |
| 3. Issuance of Fire Safety Inspection Certificate (FSIC) | 105 |
|  |  |
| **15. OFFICE OF THE PHILIPPINE NATIONAL POLICE, ASINGAN STATION** |  |
|  |  |
| 1. Police Clearance | 107 |
| 2. Police Blotter | 108 |
| 3. Issuance of Police Report | 108 |
|  |  |
| **16. FEEDBACK AND REDRESS MECHANISM** |  |
| 1. Procedure in Filing Complaint | 109 |
| 2. Complaint Form | 110 |
| 3. Customer Feedback Form (Ilokano) | 111 |
| 4. Customer Feedback Form (English) | 112 |