

COMMUNITY TAX CERTIFICATE

Office of Division	Office of the Municipal Treasurer
Classification	Simple
Type of Transaction	Government to Citizen / Business
Who may avail	Citizens 18 years and above/Corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Financial statement /sworn statement for basis of gross receipts for Business owners	BIR/ Notary Public/ Sangguniang Barangay concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet.	Assists, interviews and Determine the annual income	5.00 + 1.00/1000 500.00+2.00/10000 (corporation)	10 minutes	Carmela E. Luis Ofelia A. Martinez Arnold M. Baldeo
2. Receive the CTC upon payment	Release the CTC	of annual income + 2% interest after due date	Total – 10 minutes	

ASSESSMENT/PAYMENT OF BUSINESS TAX

Classification	Complex
Type of Transaction	Government to Business
Who may avail	Business owners / operators with gross receipts over P 30,000.00

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Application Form	BPLO – Business One-Stop-Shop Office
2. Barangay Business Clearance	Office of the Sangguniang Barangay where the business is located
3. Photocopy of DTI Registration	DTI Office – Business One-Stop-Shop Office
4. Community Tax Certificate (CTC)	Office of the Municipal Treasurer / Barangay Treasurer
5. Occupancy Permit	Office of the Municipal Engineer
6. In case of lease/rental of business establishment: Photocopy of Lease contract	Owner's Copy

In cases of Corporation: Photocopy of Security and Exchange Commission (SEC) Registration	Security and Exchange Commission
Financial Statement/sworn statement of gross receipts	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority service number and fill-out the information sheet	Assists, interviews and Determine the gross receipts	Computation based on tax rate stated on the Municipal Revenue Code	15 minutes	Carmela E. Luis Ofelia A. Martinez
2. Wait for the assessment of the tax due	Assess the tax due			
3. Payment to the collection Officer /Clerk and receive the official receipt	Issue official receipt and Receive payment		5 minutes	

CERTIFICATION FOR BUSINESS CLOSURE

Office of Division	Office of the Municipal Treasurer
Classification	Simple
Type of Transaction	Government to Business
Who may avail	Business Owners / Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of business termination addressed to the Municipal Mayor	Prepared by client
2. Sworn Statement of its gross sales for the current year until the date of closure	Client
3. Barangay certification as to the date of closure	Office of the Sangguniang Barangay
4. Business plate, original copy of business permit and official receipts	Client
5. Termination of lease contract agreement for the business establishment if applicable	Client
6. Certification of NO BUSINESS if requesting for certification of no business	Office of the Sangguniang Barangay

CERTIFICATION

Classification	Simple
Type of Transaction	Government to Business
Who may avail	Business Owners / Operators

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the request form sheet	Receives request form Check the requirements and latest payment	none	5 minutes	Carmela E. Luis Ofelia A. Martinez
2. Pay to the collection and officer/clerk and wait for the certification Receive the certification	Issue official receipt for the certification fee and the remaining tax due	Computation based on tax rate stated on the Mun. Revenue Code 2017	5 minutes	
	Prepare and release certification		5 minutes	
TOTAL:			15 minutes	

LABORATORY TEST PAYMENT AND CHARGES

Office of Division	Office of the Municipal Treasurer				
Classification	Complex				
Type of Transaction	Government to Citizen				
Who may avail	Residents of Pagbilao and other clients				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
Request for Laboratory				Municipal Health Office	
CLIENT STEPS	AGENCY ACTIONS	NAME OF LABORATORY PROCEDURE	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get priority service number sheet and wait for number to be called	Call Number	I. HEMATOLOGY		5 minutes	CARMELA E. LUIS OFELIA A. MARTINEZ ARNOLD M. BALDEO
		1. CBC (Complete Blood Count)	140.00		
		2. Hgb and Hct	80.00		
		3. Blood/RH Typing	60.00		
		4. RBC/WBC	80.00		
		5. Platelet Count	120.00		
		6. Bleeding Time/Clotting Time	40.00		
		7. ESR	40.00		
		8. Reticulocyte Count	40.00		
		9. Blood Morphology	80.00		
2. Present order of	Review	II. SEROLOGICAL TEST		5 minutes	CARMELA E. LUIS OFELIA A. MARTINEZ ARNOLD M. BALDEO
		1. VDRL/RPR	200.00		
		2. TPHA	200.00		
		3. HIV/AIDS Test (Screening)	FREE		

payment form from the Municipal Health Office at the Cashier	and Receive payment	4. Hepatitis B Surface Antigen (HepBSAg	150.00
		5. Widal'sTest	150.00
		6. Blood Cross Matching	100.00
		7. Dengue NSIAg	150.00
3. Payment and receive the official receipt	Issue official receipt	8. Dengue Duo	250.00
		III. BLOOD CHEMISTRY	
		1. Cholesterol Determination	100.00
		2. Fasting Blood Sugar (FBS)	100.00
		3. Uric Acid Test	100.00
		4. Blood Urea Nitrogen (BUN)	100.00
		5. Creatinine Test	120.00
		6. HDL Test	120.00
		7. Triglyceride Test	120.00
		8. LDL	80.00
		9. SGPT	100.00
		10. SGOT	100.00
		11. Sodium	100.00
		12. Potassium	100.00
		13. Chloride	100.00
		14. HbA1c	150.00
		IV. IMMUNOLOGY	
		1. HBsAg with Titer	250.00
		2. Anti-Hbs with Titer	250.00
		3. Anti-Hbe	310.00
		4. Anti-Hbc IgM	310.00
		5. Anti-Hbc IgG	310.00
		6. Anti-HAVIgG	310.00
		7. Anti-HAV IgM	310.00
		8. Anti-HCV	580.00
		9. Hepatitis A Profile	620.00
		10. Hepatitis A, B and C	1,420.00

		11. Hepatitis B Profile	2,420.00		
		V. MOLECULAR			
		1. Gene Expert for TB Patients	FREE		
		VI. URINALYSIS			
		1. Routine Urinalysis	80.00		
		2. Pregnancy Test	150.00		
		3. Drug Test	250.00		
		VII. FECALYSIS			
		1. Direct Fecal Smear	50.00		
		2. Occult Blood	50.00		
		VIII. ENTERIC AND GENERAL BACTERIOLOGY			
		1. Vaginal/Cervical Smear/ Urethral Smear (gram stain)	85.00		
		2. Vaginal/Cervical Smear for presence of sperm	75.00		
		3. Culture and Sensitivity Test	100.00		
		4. Bacterial Culture only	100.00		
		5. AFB/Direct Sputum Smear Microscopy	FREE		
		X. CYTOLOGY			
		1. Pap Smear	100.00		
		XI. X-RAY			
		1. 14x17 film	100.00		
		2. 14x14 film	100.00		
		3. 11x14 film	90.00		
		4. 10x12 film	80.00		
		5. 8x10 film	75.00		
		Electro-Cardio Gram (ECG)	150.00		
		OTHER ENVIRONMENTAL SANITATION AND			

		HEALTH FEES			
		1. Sanitation Inspection fees	500.00		
		2. Water Analysis Sanitary Bacteriological Analysis of Water	500.00		
		3. Physical and Chemical Examination	3,000.00		
		4. Annual Accreditation fees	1,000.00		
		a. Laboratories			
		b. Pest Control			
		c. Pharmacy/Drug Store			
		d. Clinics/Hospital/ Medical Facilities			
		e. Massage Clinic/Reflexology Center/Slenderizing Salons/Aromatherapy Centers/Fitness Centers			
		5. Certificate of Water Potability with DST	50.00 +30.00		
		6. Certificate of Immunization with DST	50.00 +30.00		
		7. Sanitation Standard Rating Stickers	150.00		
		8. Designated Smoking Area (DSA) Stickers	150.00		
		9. Annual Permit Fee for Cell Site	5,000.00/tower		
		10. Payment for replacement of lost patient ID	50.00		
		11. Payment for replacement of lost HBMR and CIR	50.00		
		12. Venereal Disease (VD) Clearance	75.00		
		13. Any Certification for any other purpose not mentioned above	250.00		
		14. Any Certified True			

		Photocopy Document to be issued by the Municipal Health Office with DST	60.00 +30.00		
		RENTAL FEE OF AMBULANCE FOR USE OF NON-EMERGENCY PATIENT CASE:			
		a. For use of non-emergency patient from this municipality to other municipalities and vice versa:	One Hundred Pesos (P100.00) for the first kilometer, then Ten Pesos (P10.00) for every succeeding kilometer.		
		b. For use of residents of this municipality:	Thirty Pesos (P30.00) for the first kilometer, then Three Pesos (P3.00) for every succeeding kilometer.		
		For Person with Disability (PWD) or Senior Citizens and Indigent Pagbilaowin availing the abovementioned laboratory tests.	FREE OF CHARGE.		

Classification	Simple
Type of Transaction	Government to Citizens
Who may avail	General Public

LOCAL CIVIL REGISTRY FEES

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet			5 minutes	Carmela E. Luis Ofelia A. Martinez Arnold M. Baldeo
	Application for Marriage License	300.00		
2. Payment to the collection Officer /Clerk and receive the official receipt	Marriage License Fee	100.00		
	Marriage Solemnization Fee	300.00		
	Marriage Counseling Fee (an additional Documentary Stamp Tax of Thirty Pesos (30.00))	100.00		
	Family Planning Fee	100.00		
	For registration of the ff:			
	Legitimation	400.00		
	Adoption	500.00		
	Annulment of marriage	500.00		
	Legal Separation	500.00		
	Naturalization	2,000.00		
	For Cadaver Disposition:			
	Registration	200.00		
	Burial Permit	100.00		
	For exhumation	500.00		
	For removal of cadaver	200.00		
	Entrance /Transfer to other Municipality	200.00		
	Rental for Public Cemetery			
	Cemetery lot 2.5 sq. meter	200.00		

	Cementing of Niche	500.00		
	Renewal of cemetery lot	150.00		
	Renewal of Niche	150.00		
	Renewal of Apartment type	150.00		
	For registration of the ff:			
	Filing Fees:			
	Correction of clerical error	1,000.00		
	Change of First Name	3,000.00		
	Change of Gender	3,000.00		
	Late registration of Birth, Marriage and Death (an additional Documentary Stamp Tax of Thirty Pesos (30.00))	200.00		
	Late registration of Death	200.00		
	Issuance of Birth, Marriage and death certificate (an additional Documentary Stamp Tax of Thirty Pesos (30.00))	50.00		
	Authority to use surname of father	230.00		
	Research Fee	50.00		

FEES AND CHARGES

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet	Certification Fee (an additional Documentary Stamp Tax of Thirty Pesos (30.00))	50.00	5 minutes	Carmela E. Luis Ofelia A. Martinez Arnold M. Baldeo
2.Payment to the collection Officer / Clerk and Receive the official receipt	Certified machine copy	50.00		
	Certified true copy	50.00		
	Additional copy	20.00		
	Tax and other clearances	50.00		
	Police Clearance Fee:			
	For Police Report	50.00		
	For application of Filipino Citizenship / Visa	150.00		
	Firearms permit	250.00		

PERMIT FEES

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet	Issue official receipts for Permit Fees: For Cockpit		5 minutes	Carmela E. Luis Ofelia A. Martinez Arnold M. Baldeo
	Application Filing Fee	300.00		
2.Payment to the collection Officer /Clerk and Receive the official receipt	Annual permit fee	3,500.00		
	Promoters / Host	500.00		
	Referees (Sentenciador)	300.00		
	Cashier, Bet/Pit manager	300.00		
	Bet Taker (Kristo)	300.00		
	Derby Matchmaker	300.00		
	Gaffer (Mananari)	300.00		
	Manggagamot ng manok	300.00		
	Special cockfights	1,500.00		
	Special derby assessment	2,000.00		
	Regular cockfight	10.00/fight		
	Tricycle Operations			
	Mayor's permit	330.00		
	Registration fee	150.00		
	Filing Fee	30.00		
	Fare Adjustment Fee	30.00		
	Sticker	50.00		
	Franchise Fee	200.00		
	Plate franchise body No.	200.00		
	Sticker Ban	100.00		
	Circus and other Parades	200.00/day		
	Occupational/ Calling	100.00		
	Not requiring Govt.			
	Examination			

FEES FOR STEALING & LICENSING OF WEIGHTS & MEASURES

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet	Linear metric Measure		15 minutes	Carmela E. Luis Ofelia A. Martinez
2.Payment to the collection Officer / Clerk and receive the official receipt	Not over one meter			
	Over one meter	20.00		
	Not over 10 liters	30.00		
	Over 10 liters	40.00		
	For Sealing Apothecary Balance of precision	60.00		
	For sealing scale or balance w/ complete set of weights	5.00/kilo		
	For extra weights	30.00		
	For calibrating gasoline & Other oil products	5.00		
	For calibrating gasoline & Other oil products	400.00/pump meter		

PERMIT FEE FOR TEMPORARY USE OF ROADS, PLAZA, etc.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet	For construction	5.00/sq.m./week	5 minutes	Carmela E. Luis Ofelia A. Martinez Arnold M. Baldeo
2.Payment to the collection officer / Clerk and receive the official receipt	Others	3.00/sq.m/day		
	Conduct of Group Activity			
	Rallies/demonstration	200.00		
	Dances/Coronation Ball & other public assemblies	150.00		
	Promotional Sales	100.00		
	Communication tower or Cellsite/s	10,000.00		
	Large Cattle Registration:			
	Certificate of ownership	20.00		
	Transfer of Ownership	50.00/head		
	For each certificate transfer	50.00		

MUNICIPAL CHARGES

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Get priority service number and fill-out the information sheet	Rental of office space sq/m	1.00/sq.m./week	5 minutes	Carmela E. Luis Ofelia A. Martinez Arnold M. Baldeo
2.Payment to the collection Officer /Clerk and receive the official receipt	Use of Mun. Covered Court Holding Socials, Seminar and Promotions			
	Daytime	500.00/day		
	Night time	100.00/hr		
	Catering during special occasion			
	Daytime	1500.00/day		
	Night time	100.00/hr		
	Rental of mono blocks			
	Chairs	5.00/day		
	Table (for six chairs)	15.00/table/day		
	Rental of Equipment:	Full Day (8 hrs.)		
	Concrete mixer	960.00		
	Crawler Tractor, 165 HP	12,000.00		
	Motor Grader, 155 HP	10,448.00		
	Front End Loader (165 HP)	7,737.00		
	Front End Loader (140 HP)	6,019.00		
	Hydraulic Excavator	5,946.00		
	Loader w/ Backhoe	5,985.00		
	Dump Truck, 10 Wheeler	6,730.00		
	Dump Truck, 6 Wheeler	3,898.00		
	Vibratory Roller	4,724.00		
	Tandem Roller	4,292.00		
	Tire Roller	4,292.00		

	Asphalt Paver	12,506.00		
	Asphalt Distributor	6,202.00		
	Prime Bed Trailer	12,000.00		
	Bulldozer	6,000.00		
	Farm Tractor	3,000.00		
	Boom Truck/Crane truck	5,000.00		
	Tow truck	2,000.00		
	Slaughter & Corral Fees			
	Permit fee to Slaughter			
	Large cattle	150.00		
	Hogs	100.00		
	Goats, sheep & others	50.00		
	Slaughter Fee			
	Large cattle	150.00		
	Hogs	100.00		
	Goats, sheep & others	50.00		
	Corral fee			
	Large cattle	100.00		

FEES FOR NEW AND RENEWAL OF TRICYCLE FRANCHISE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	For New Tricycle Franchise Application		15 minutes	Arnold M. Baldeo
1.Get priority service number and fill-out the information sheet	Mayor’s Permit Fee (Tricycle)	₱ 330.00		
	Filing Fee	₱ 30.00		
	Franchise Fee	₱ 200.00		
	Registration Fee	₱ 150.00		
	Fare Adjustment	₱ 30.00		
	Plate Franchise Body Number	₱ 200.00		
	Sticker Year/ Sticker Ban	₱ 150.00		
	Documentary Stamp	₱ 60.00		
	For Renewal of Tricycle Franchise Application			
2.Payment to the collection Officer / Clerk and receive the official receipt	Mayor’s Permit Fee (Tricycle)	₱ 330.00		
	Filing Fee	₱ 30.00		
	Registration Fee	₱ 150.00		
	Fare Adjustment	₱ 30.00		
	Sticker Year/ Sticker Ban	₱ 150.00		
	Documentary Stamp	₱ 60.00		

